

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, January 14, 2019, 7:00 PM, CITY HALL

****7:00 PM – OATH OF OFFICE FOR MAYOR AND COUNCILORS****

Purpose: The City Council meets on the 2nd and 4th Mondays of each month to conduct City business.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of December 10, 2018 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$514,987.78**
 - c. **Approve Resolution No. 1408 Authorizing Transfer of Funds from General Fund Contingency to General Fund Property Buildings & Improvement Capital Outlay in the Amount of \$10,311 to Replace the South Entrance Door and the Reception Door with ADA Automatic Door Openers.**
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Elect Council President.**
 - c. **Approve Website Upgrade.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **Wastewater Facilities Project Rate Adjustments.**
 - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Tom Cramblett called the meeting to order at 7:00PM. Present were CM's Deanna Busdieker, Richard Randall, Bobby Walker, and Mayor Cramblett. CM's Bruce Fitzpatrick and Carl Zerfing were present via phone. CM Glenda Groves was excused. Also present were CA Zimmerman, Finance Officer Marianne Bump, Deputy Recorder Marilyn Place, Brenda Wood, Butch Miller, Kathy Tittle, Julie Caldwell-Wagner and RN/BSN Jane Palmer with Hood River County Tobacco Prevention Education Program.
2. **Additions or amendments to the Agenda.** None
3. **Adoption of Consent Agenda.**
 - a. **Approval of November 26, 2018 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$46,166.94**
 - c. **Approval of November 6, 2018, General Election Results Proclamation.**
 - d. **Approve OLCC Application for wine production only at 160 NE Herman Creek Lane, Ste. 102. Motion:** CM Walker moved to approve the consent agenda, CM Randall seconded. The motion passed unanimously by CM's Busdieker, Randall, Fitzpatrick, Zerfing, Walker and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None.
 - b. **Approve ADA Door Proposal.** CA Zimmerman said after the Safety Committee completed a tour of City Hall they recommended the facility become ADA compliant by automating the doors at the south entrance and into the receptionist lobby. He said in the Staff Report there are three bids from three different contractors. He said Dormakaba stood out because of their reasonable and comprehensive bid. He said Dormakaba offered several different solutions in varying price ranges. He said staff is seeking Councils direction on which option to choose and where the funds should come from.

CM Busdieker asked what type of glass would be in the door and also what is the advantage of replacing the frame too. CA Zimmerman said it would be the cross hatch safety glass in the door and adding the frame for the south entrance is because it swells and contracts with the weather which has warped it to the point it would be very difficult for a contractor to work with. CA Zimmerman said we do have money available in the contingency fund to pay for the project. He added we could be fined \$55,000.00 for not being ADA compliant on this specific issue.

CM Randall said we might as well do both the south door and the reception lobby door. He said he thought option 1D from Dormakaba that replaces the south door with half glass, a new frame and making it automatic and also automating the reception lobby door is the way to go.

CM Walker said the ADA compliance for City Hall has been lacking for a long time and he agreed with the same option as CM Randall. **Motion:** CM Walker moved that Council accept option 1D from Dormakaba, replacing the south exterior door and the automation of both the reception lobby door and the south door including all electrical work and allocating funds from the Contingency Fund for the project. The motion passed unanimously by CM's Busdieker, Randall, Fitzpatrick, Zerfing, Walker and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Ms. Brenda Wood, longtime resident and business owner in Cascade Locks, said the City of Cascade Locks, the Port and the Cascade Locks Business Association (CLBA) are putting

on a Business Reliance meeting at the Port Pavilion Tuesday, December 11, 2018. She said the objective of the meeting is to explore resiliency efforts for local businesses and to sign up more members to the CLBA. She said the recent event put on by the CLBA was the Santa Social and it cost \$770.19 and CLBA had not collected that much in dues this year, so more members are needed.

Ms. Wood said she will be coming to City Council often with the particular issue of food trucks coming in to Cascade Locks and how they impact the businesses in town. She said there are only about 6 months a year where revenue is decent because of the tourists and then the rest of the time businesses remain open for the folks who live here and the surrounding areas and it's a struggle.

Ms. Wood said she pays Hood River County for her health inspections and she pays her workers comp and many other things to do a legitimate business in town. She equated the food trucks coming into town being akin to a fuel truck coming here and parking in front of the Chevron gas station and offering gas cheaper than what the gas station was charging. She said everyone would buy their gas from the fuel truck and not the gas station and pretty soon there wouldn't be a gas station in Cascade Locks.

Ms. Wood said she hopes Council will be open minded about the food truck issue and she planned on gathering more facts and bringing them to Council. She said her hope is to keep growing her business but she needs to know the City is supportive to the needs of the businesses.

CM Walker asked if Ms. Wood remembered how many times food trucks were here this past summer. Ms. Wood said she did not know for sure except for the reoccurring food truck at the Farmers Market. She said when the Gambler 500 was in town and parked at the Industrial Park there were food trucks out there. She said that was particularly frustrating because she attended the Action Team meeting which asked all the business to stock up for the weekend of the Gambler 500 which she did and none of the Gambler 500 participants patronized her business and she was stuck with extra inventory.

7. Reports and Presentations.

a. City Committees. None.

b. Presentation from Jane Palmer: Indoor Clean Air Act. Ms. Palmer said there have been attempts to erode and undermine the Clean Air Act. She said currently the Act has allowed for 25% of hotel and motel rooms to be smoking rooms and that loop hole can and has opened the door for more businesses to allow for smoking indoors.

Ms. Palmer said one of the things the State of Oregon did was remove the pre-emption law and allow local entities to strengthen their own Indoor Clean Air Act. She said she recognizes that Cascade Locks has always cared about its citizens and children and she hoped the Council will consider through conversation and careful research to implement a stronger Clean Air Act. She said that can be done by closing the loop hole and not allowing for any percentage of indoor space designated for smoking or vaping in any business in town.

CA Zimmerman asked if there were samples of potential resolutions or orders available he could present to the City Attorney. Ms. Palmer said she would be happy to send that to him. She added the Oregon Health Authority does have an avenue for enforcing the local Clean Air Act for cities that adopt a stronger plan for its businesses, restaurants and hotels.

c. City Administrator Zimmerman Report. CA Zimmerman said Cascade Locks was awarded a Small City Allotment Grant from ODOT for paving Forest Lane next year.

The new water tank is on line and operational.

8. Mayor and City Council Comments.

CM Zerfing said it's been nice working with City folks and with Council.

CM Fitzpatrick said goodbye and good luck to Carl. He said he thought City Hall looked real nice with all the new lights on the building and landscaping and he appreciated the decoration going up so quickly.

CM Walker said he hopes everyone has a good holiday. He said remember bad weather is coming so be prepared if you're going to be driving.

CM Busdieker said she wanted to make sure people knew that our Camera Operator Betty Rush is in the hospital dealing with the final stages of cancer. She reminded everyone that Betty has been a fixture at City Hall for decades and she is family. She wanted to send out healing and strength to her family for what they are going through especially during the holidays.

CM Busdieker said this is her last City Council meeting and she wanted to thank everyone for the opportunity to serve this town. She said a lot has changed for the better in the last 5 years and she is really proud to be a part of that. She thanked everyone.

CM Randall wished everyone a Merry Christmas and Happy New Year. He said regarding the food cart issue Ms. Wood spoke about earlier the biggest problem we have is enforcement. He said he thought it was important for this community to look at getting an enforcement officer and when we have the funds to do that we need to consider it a priority.

Mayor Cramblett thanked Deanna and Carl for serving on Council. He said he would also like to thank everyone who ran for Council positions. He said he looks forward to a couple more years as Mayor and the ability to move on a variety of projects.

9. Other matter. None.

10. Executive Session. None.

11. Adjournment. Motion: CM Busdieker moved to adjourn, seconded by CM Randall. The motion passed unanimously and the meeting adjourned at 7:46PM.

Prepared by
Marilyn Place

APPROVED:

Mayor Cramblett

BLANKET VOUCHER APPROVAL

PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
12/6/2018	AP	\$ 238,011.48
12/14/2018	AP	\$ 81,918.61
12/21/2018	PR	\$ 29,810.04
12/28/2018	AP	\$ 135,925.02
1/4/2019	PR	\$ 29,322.63
1/4/2019	AP	9,289.85

GRAND TOTAL \$ 524,277.63

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APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10065	12/18	12/06/2018	6966	01-410018 N	American Messaging	Paging Service	5140562110	7.50
Total 10065:								7.50
10056	12/18	12/06/2018	1120	B224841	COLUMBIA HARDWARE, LLC	Swing door patch	0540562440	25.19
Total 10056:								25.19
10057	12/18	12/06/2018	1280	FINAL PAYM	CRESTLINE CONSTRUCTION	Final Payment - Waterline replacement	2141562020	148,734.43
Total 10057:								148,734.43
10058	12/18	12/06/2018	2850	CANDY	JESSICA BENNETT	candy for stevenson parade	0540562110	35.82
Total 10058:								35.82
10059	12/18	12/06/2018	7047	120518	Marilyn Place	Training Mileage and Parking	0140462020	29.71
Total 10059:								29.71
10060	12/18	12/06/2018	7073	PAYMENT 4	Shearer & Associates	Payment#4 Water Tank	2141562020	89,178.83
Total 10060:								89,178.83
10061	12/18	12/14/2018	4910	103741601	Amy Turkington	Refund Deposit	5121130	70.26
Total 10061:								70.26
10062	12/18	12/14/2018	6820	64914	Anderson Perry & Associates Inc.	Design Engineer Aug 2018	2141562025	5,100.00
10062	12/18	12/14/2018	6820	64915	Anderson Perry & Associates Inc.	Professional Services through 8/15/18	3141562030	2,288.75
10062	12/18	12/14/2018	6820	64916	Anderson Perry & Associates Inc.	Professional Services through 8/15/18 F	3141562030	3,057.50
10062	12/18	12/14/2018	6820	64917	Anderson Perry & Associates Inc.	Professional Services (Cultural) through	3141562030	791.25
10062	12/18	12/14/2018	6820	64918	Anderson Perry & Associates Inc.	Professional Services through 08/15/18	3141562030	1,270.00
10062	12/18	12/14/2018	6820	65441	Anderson Perry & Associates Inc.	Professional Services - Thunder Island th	0140262091	1,105.00
10062	12/18	12/14/2018	6820	65442	Anderson Perry & Associates Inc.	Design Engineer nov 2018	2141562025	15,000.00
10062	12/18	12/14/2018	6820	65443	Anderson Perry & Associates Inc.	Professional Services through 11/15/18	3141562030	1,022.50
10062	12/18	12/14/2018	6820	65444	Anderson Perry & Associates Inc.	Professional Services (Cultural) through	3141562030	1,020.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10062:								
10063	12/18	12/14/2018	4910	30188605	Anthony Fletcher	Refund Deposit	5121130	60.51
Total 10063:								
Total 10064:								
10064	12/18	12/14/2018	7034	886	Bernadette Murray-Macioce	Admn, emails, phone calls, agenda minu	0840562110	460.00
10064	12/18	12/14/2018	7034	886	Bernadette Murray-Macioce	ongoing projects, prep for meetings (2 ho	0840562110	40.00
10064	12/18	12/14/2018	7034	886	Bernadette Murray-Macioce	post to facebook (2 hours)	0840562110	40.00
Total 10064:								
10065	12/18	12/14/2018	370	67320	BIO-MED TESTING SERVICE	Pre-Employment Drug Screening - Johns	0140462063	40.00
Total 10065:								
Total 10066:								
10066	12/18	12/14/2018	6839	83053986	Bound Tree Medical, LLC	Medications	0540562351	11.36
10066	12/18	12/14/2018	6839	83053987	Bound Tree Medical, LLC	Medications	0540562351	390.49
Total 10066:								
Total 10067:								
10067	12/18	12/14/2018	460	07295	BROWN & KYSAR, INC	Primary Metering General Support	5141562009	645.00
10067	12/18	12/14/2018	460	07295	BROWN & KYSAR, INC	Primary Metering Project Management	5141562009	46.50
10067	12/18	12/14/2018	460	07296	BROWN & KYSAR, INC	Oregon Mines Develop Recluser setting	5141562009	93.00
10067	12/18	12/14/2018	460	07296	BROWN & KYSAR, INC	Oregon Mines General Support	5141562009	67.50
10067	12/18	12/14/2018	460	07296	BROWN & KYSAR, INC	Oregon Mines Project Mgmt	5141562009	318.00
10067	12/18	12/14/2018	460	07297	BROWN & KYSAR, INC	General Support EDA Engineering Estim	5140562091	2,358.00
10067	12/18	12/14/2018	460	07297	BROWN & KYSAR, INC	Project Management	5140562091	46.50
Total 10067:								
10068	12/18	12/14/2018	6900	V804004	BSK Associates	ruckel and wa na pa city hall	2140562150	60.00
Total 10068:								
10069	12/18	12/14/2018	6979	NOV 2018	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 10069:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10070	12/18	12/14/2018	6953	2019 MEMB	Cascade Locks Business Association	membership fee	0140162030	25.00
Total 10070:								25.00
10071	12/18	12/14/2018	7083	CHRISTMAS	Cash	christmas bonus per mayor for all employ	0140362022	1,500.00
Total 10071:								1,500.00
10072	12/18	12/14/2018	6996	556740	Certified Folder	Mulhonomah Falls Poster	0840562114	828.00
Total 10072:								828.00
10073	12/18	12/14/2018	820	315200-002	CH2M HILL ENGINEERS INC.	Engineering Services (Nov 2018) - Amen	3140562700	7,904.42
10073	12/18	12/14/2018	820	351200-001	CH2M HILL ENGINEERS INC.	Engineering Services (Oct 2018) - Amen	3140562700	8,750.40
10073	12/18	12/14/2018	820	351200-003	CH2M HILL ENGINEERS INC.	Engineering Services (Dec 2018) - Amen	3140562700	7,904.42
Total 10073:								24,559.24
10074	12/18	12/14/2018	940	120518	CITY OF SPRINGFIELD	Patients billed thru Sept 2018	0540562111	200.00
Total 10074:								200.00
10075	12/18	12/14/2018	1390	1028348657	DELL MARKETING L.P.	OptiPlex 3060 for Finance Officer and Cit	0140363946	1,860.02
10075	12/18	12/14/2018	1390	1028618996	DELL MARKETING L.P.	OptiPlex 3050 Small Form Factor (fire de	0540563946	741.44
Total 10075:								2,601.46
10076	12/18	12/14/2018	1420	2162	DENNIS V. SNYDER JR. CONTRACTO	Terry/Ryan water line / dig up main line	2140562110	250.00
10076	12/18	12/14/2018	1420	2163	DENNIS V. SNYDER JR. CONTRACTO	Dig up water line, dry creek road	2140562110	880.00
10076	12/18	12/14/2018	1420	2167	DENNIS V. SNYDER JR. CONTRACTO	chris Farrel sewer problem dig up line no	3140562110	775.00
Total 10076:								1,905.00
10077	12/18	12/14/2018	7081	8658	Dulullo Displays, Inc.	c-7 lights	0140462525	45.31
Total 10077:								45.31
10078	12/18	12/14/2018	1620	2141	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services November 2018	5140562139	750.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10078:								
10079	12/18	12/14/2018	1640	12951	ELMER'S FLAG AND BANNER	flag pole cap	0140462520	153.20
Total 10079:								
Total 10080:								
10080	12/18	12/14/2018	6795	07069227	Ferguson Enterprises Inc. #3011	Pipe fittings, Meter Box and Lids	2141562009	836.00
10080	12/18	12/14/2018	6795	071127	Ferguson Enterprises Inc. #3011	Meter Setter	2141562009	1,399.66
10080	12/18	12/14/2018	6795	0714808	Ferguson Enterprises Inc. #3011	Couplings	2140562560	582.26
10080	12/18	12/14/2018	6795	0714810	Ferguson Enterprises Inc. #3011	2" Valve	2141562009	246.00
10080	12/18	12/14/2018	6795	0714810	Ferguson Enterprises Inc. #3011	8x2 Valve	2141562009	105.00
10080	12/18	12/14/2018	6795	0714810	Ferguson Enterprises Inc. #3011	Freight	2141562009	25.51
10080	12/18	12/14/2018	6795	0715979	Ferguson Enterprises Inc. #3011	Couplings	2140562560	169.72
10080	12/18	12/14/2018	6795	0716912	Ferguson Enterprises Inc. #3011	Inst SDL Test Tap Fee	2140562560	795.00
10080	12/18	12/14/2018	6795	0720782	Ferguson Enterprises Inc. #3011	IP DBL SS STRP SDL	2140562560	211.07
10080	12/18	12/14/2018	6795	0721174	Ferguson Enterprises Inc. #3011	pipe, Coupling, plugs, parts	2140562560	1,321.64
10080	12/18	12/14/2018	6795	0721183	Ferguson Enterprises Inc. #3011	Radio Read	2141562009	320.48
10080	12/18	12/14/2018	6795	0721183	Ferguson Enterprises Inc. #3011	2" Meter	2141562009	1,596.92
10080	12/18	12/14/2018	6795	0721185	Ferguson Enterprises Inc. #3011	1" Meter	2141562009	209.61
10080	12/18	12/14/2018	6795	0721194	Ferguson Enterprises Inc. #3011	DBL SS STRP SDL	2140562560	191.33
10080	12/18	12/14/2018	6795	0721194	Ferguson Enterprises Inc. #3011	Meter Setter	2141562009	1,653.41
10080	12/18	12/14/2018	6795	0721194	Ferguson Enterprises Inc. #3011	Couplings	2141562009	18.18
10080	12/18	12/14/2018	6795	0721194	Ferguson Enterprises Inc. #3011	Meter Boxes	2141562009	105.40
10080	12/18	12/14/2018	6795	0721194	Ferguson Enterprises Inc. #3011	Meter Boxes	2141562009	136.44
10080	12/18	12/14/2018	6795	0721199	Ferguson Enterprises Inc. #3011	BRS TEE	2141562009	67.85
10080	12/18	12/14/2018	6795	SC39883	Ferguson Enterprises Inc. #3011	service charge	2140562560	12.54
Total 10080:								
10081	12/18	12/14/2018	2570	0011181001	HOOD RIVER NEWS	Electric Utility Hardening Project	5140562030	300.00
Total 10081:								
10082	12/18	12/14/2018	4910	100072100	Jeffery Sacre	Refund Deposit	5121130	167.36
Total 10082:								
10083	12/18	12/14/2018	4910	600147013	Kyle Tidwell	Refund Deposit	5121130	218.89

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10083:								
10084	12/18	12/14/2018	4020	ME123605	ODOT-FUEL SALES	E192469	0340562530	70.13
10084	12/18	12/14/2018	4020	ME123605	ODOT-FUEL SALES	EC90	0540562420	150.27
10084	12/18	12/14/2018	4020	ME123605	ODOT-FUEL SALES	E203665	0540562420	53.06
10084	12/18	12/14/2018	4020	ME123605	ODOT-FUEL SALES	E220685	0540562420	68.09
10084	12/18	12/14/2018	4020	ME123605	ODOT-FUEL SALES	E94	0540562420	56.26
10084	12/18	12/14/2018	4020	ME123605	ODOT-FUEL SALES	E215587	5140562200	216.97
10084	12/18	12/14/2018	4020	ME123605	ODOT-FUEL SALES	E236094	5140562200	215.90
Total 10084:								
10085	12/18	12/14/2018	4030	41-00172	OHA State of Oregon	drinking water/cross connection/backflow	2140562030	830.68
Total 10085:								
10086	12/18	12/14/2018	6892	313346	Olympic Foundry, Inc.	Risers	3140562560	75.00
Total 10086:								
10087	12/18	12/14/2018	4070	8110839	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	452.40
Total 10087:								
10088	12/18	12/14/2018	4620	3307620339	PITNEY BOWES - RENTAL	Periodic Payment	0140162120	18.90
Total 10088:								
10089	12/18	12/14/2018	4670	6822496	PORT OF CASCADE LOCKS	Bridge Tickets - PW	2140562020	154.47
10089	12/18	12/14/2018	4670	678149	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562200	40.00
10089	12/18	12/14/2018	4670	678149	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562200	10.00
Total 10089:								
10090	12/18	12/14/2018	7031	12542	Porter W. Yett Company	UPM Cold Mix Bulk	0340562560	60.00
Total 10090:								
10091	12/18	12/14/2018	6780	5055245623	Rich Americas Corporation	Copies	0140162110	189.75
Total 10091:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10091:								
10092	12/18	12/14/2018	4910	100371400	Simplicity Homes LLC	Refund Deposit	5121130	300.00
Total 10092:								300.00
10093	12/18	12/14/2018	6970	1180271121	Suburban Propane	Propane	0540562421	115.00
Total 10093:								115.00
10097	12/18	12/21/2018	4910	301886300	Cory Simpson	Refund Deposit	5121130	200.80
Total 10097:								200.80
10098	12/18	12/21/2018	1280	182013*01	CRESTLINE CONSTRUCTION	Benson St	0740562128	51,086.00
10098	12/18	12/21/2018	1280	182013*02	CRESTLINE CONSTRUCTION	Watts	0740562128	84,589.25
Total 10098:								135,675.25
10099	12/18	12/21/2018	1360	131644	DAVID R. CUNNINGHAM	troubleshoot wifi, software update, youlu	0140162082	1,020.00
Total 10099:								1,020.00
10100	12/18	12/21/2018	6854	DEC 2018	Gordon Zimmerman	CA Expense	0140162094	323.73
Total 10100:								323.73
10101	12/18	12/21/2018	3150	121718	MARIANNIE BUMP	Reimburse Mileage - Banking	0140162020	21.80
10101	12/18	12/21/2018	3150	122118	MARIANNIE BUMP	Reimburse Mileage - Banking	0140162020	21.80
Total 10101:								43.60
10102	12/18	12/21/2018	3920	1851	NORTHWEST REQUIREMENTS UTILIT	2019 RiverPartners Support	5140562030	710.00
10102	12/18	12/21/2018	3920	1881	NORTHWEST REQUIREMENTS UTILIT	2019 Membership Dues	5140562030	1,575.00
Total 10102:								2,285.00
10103	12/18	12/21/2018	4910	400267112	Marjorie Dennis	Refund Deposit	5121130	223.69

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	
Total 10103:									
10104	12/18	12/28/2018	6983	GB-1954	All American First Aid & Safety	Ointment, cough drops, ibuprofen, nonas	0140162010	75.23	
Total 10104:									
Total 10105:									
10105	12/18	12/28/2018	6820	65597	Anderson Perry & Associates Inc.	Professional Services through 12/15/18 (0140262091	255.00	
10105	12/18	12/28/2018	6820	65598	Anderson Perry & Associates Inc.	Professional Services through 12/15/18	2141562025	35,300.00	
10105	12/18	12/28/2018	6820	65599	Anderson Perry & Associates Inc.	Professional Services through 12/15/18	3141562030	1,391.25	
10105	12/18	12/28/2018	6820	65600	Anderson Perry & Associates Inc.	Professional Services (Cultural) through	3141562030	3,492.50	
10105	12/18	12/28/2018	6820	65600	Anderson Perry & Associates Inc.	Miscellaneous Expenses - Per diem at \$	3141562030	36.00	
10105	12/18	12/28/2018	6820	65600	Anderson Perry & Associates Inc.	Misc Expenses - Trimble GPS \$20 per h	3141562030	30.00	
10105	12/18	12/28/2018	6820	65600	Anderson Perry & Associates Inc.	Misc Expenses - Truck Mileage (457)	3141562030	342.75	
Total 10105:									
10106	12/18	12/28/2018	7011	72339	Annala, Carey, Baker, Thompson, Vankot	Attorney Services nov 2018	0140162100	40,847.50	
Total 10106:									
Total 10107:									
10107	12/18	12/28/2018	200	7454	12/18	AT&T MOBILITY	Electric Department Phone 11/12-12/11/1	5140562050	56.33
Total 10107:									
10108	12/18	12/28/2018	7034	887	Bernadette Murray-Macioce	Admin, emails, phone calls, agenda minu	0840562110	420.00	
10108	12/18	12/28/2018	7034	887	Bernadette Murray-Macioce	prep for meetings and ongoing projects (0840562110	20.00	
10108	12/18	12/28/2018	7034	887	Bernadette Murray-Macioce	post to facebook (2 hours)	0840562110	40.00	
Total 10108:									
10109	12/18	12/28/2018	370	67725	BIO-MED TESTING SERVICE	dot consortium membership	5140562063	480.00	
Total 10109:									
10110	12/18	12/28/2018	6839	83061502	Bound Tree Medical, LLC	Mifadazolam	0540562351	170.00	
10110	12/18	12/28/2018	6839	83061502	Bound Tree Medical, LLC	shipping	0540562351	41.18	
10110	12/18	12/28/2018	6839	83061503	Bound Tree Medical, LLC	Morphine	0540562351	11.95	
Total 10110:									

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10110:								
10111	12/18	12/28/2018	610	738636	CASCADE COLUMBIA DISTRIBUTION	sodium hypochlorite drum	2140562650	430.70
Total 10111:								
10112	12/18	12/28/2018	670	1500 DEC 18	CASCADE LOCKS LIGHT CO.	fire station	0540562439	758.79
10112	12/18	12/28/2018	670	2000 DEC 18	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	867.23
10112	12/18	12/28/2018	670	2000 DEC 1	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	193.91
10112	12/18	12/28/2018	670	30200 DEC 1	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
10112	12/18	12/28/2018	670	3500 DEC 18	CASCADE LOCKS LIGHT CO.	res. no 2	2140562070	40.38
10112	12/18	12/28/2018	670	35000 DEC 1	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	1,661.04
10112	12/18	12/28/2018	670	36900 DEC 1	CASCADE LOCKS LIGHT CO.	87 Ruckel	3140562070	51.90
10112	12/18	12/28/2018	670	36200 DEC 1	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,630.01
10112	12/18	12/28/2018	670	42700 DEC 1	CASCADE LOCKS LIGHT CO.	Wasco Crk Lift Station	3140562070	89.86
10112	12/18	12/28/2018	670	49800 DEC 1	CASCADE LOCKS LIGHT CO.	City Hall Irigation	0140162552	241.91
10112	12/18	12/28/2018	670	55900 DEC 1	CASCADE LOCKS LIGHT CO.	museum	0140762630	157.13
10112	12/18	12/28/2018	670	61200 DEC 1	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	32.53
10112	12/18	12/28/2018	670	69900 DEC 1	CASCADE LOCKS LIGHT CO.	radio tower	0540562439	62.73
10112	12/18	12/28/2018	670	71800 DEC 1	CASCADE LOCKS LIGHT CO.	Mail Lighting	5140562800	61.65
10112	12/18	12/28/2018	670	79100 DEC 1	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	2,261.40
10112	12/18	12/28/2018	670	81300 DEC 1	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	95.72
10112	12/18	12/28/2018	670	83900 DEC 1	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	42.64
Total 10112:								
10113	12/18	12/28/2018	820	351200-004	CH2M HILL ENGINEERS INC.	Engineering Services Jan 2019	3140562700	7,904.42
Total 10113:								
10114	12/18	12/28/2018	7013	20962	Chitrook Plumbing Inc.	Chris Farrell	3140562560	238.00
Total 10114:								
10115	12/18	12/28/2018	900	SSS DEC 18	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140562025	22.70
10115	12/18	12/28/2018	900	SSS DEC 18	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140562025	22.70. V
Total 10115:								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10116	12/18	12/28/2018	7075	934975432	Cooper Power Systems, LLC	3-phase recloser 5KV	5141562009	17,975.00
Total 10116:								17,975.00
10117	12/18	12/28/2018	6795	0721174-1	Ferguson Enterprises Inc. #3011	LF 2x24 BRS NIP GBL	2141562009	79.16
Total 10117:								79.16
10118	12/18	12/28/2018	7021	0136524	Gorge Networks	broadband and phone service Dec 2018	0140162050	225.80
10118	12/18	12/28/2018	7021	0136524	Gorge Networks	broadband and phone service Dec 2018	0140162082	261.79
10118	12/18	12/28/2018	7021	0136524	Gorge Networks	broadband and phone service Dec 2018	0540562050	234.06
Total 10118:								721.65
10119	12/18	12/28/2018	2420	9907	HOOD RIVER CO. - FINANCE	dec deputy service	0141962250	7,600.00
Total 10119:								7,600.00
10120	12/18	12/28/2018	2570	0012181001	HOOD RIVER NEWS	Notice of Public Hearing Heuker Bros	0140262037	96.00
10120	12/18	12/28/2018	2570	0012181002	HOOD RIVER NEWS	Notice of Public Hearing - Thunder Island	0140262037	96.00
10120	12/18	12/28/2018	2570	0012181003	HOOD RIVER NEWS	Notice of Public Hearing	0140262037	80.00
Total 10120:								272.00
10121	12/18	12/28/2018	4910	200098401	Kris Knutson	Refund Deposit	5121130	152.54
Total 10121:								152.54
10122	12/18	12/28/2018	3940	01529	Linda J Galeazzi	Membership Dues - Woosley	0140162030	60.00
Total 10122:								60.00
10123	12/18	12/28/2018	4640	DEC 18	PITNEY BOWES INC	Postage	0140162055	150.00
Total 10123:								150.00
10124	12/18	12/28/2018	4810	32730	PRINT IT SIGN MEDIA	Name Plates - New Council	0140162010	24.00
Total 10124:								24.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10125	12/18	12/28/2018	4960	31154210	Ricoh USA, Inc.	PERIODIC PAYMENT	0140162120	179.02
Total 10125:								
10126	12/18	12/28/2018	7073	PMT 5 FOR	Shearer & Associates	Payment#5 Water Tank	2141562020	45,853.13
Total 10126:								
10127	12/18	12/28/2018	7084	2327113	The Standard Steel Companies	1/2" round cr dia, 16ga hr sheet	2140562560	170.30
Total 10127:								
10128	12/18	12/28/2018	4910	2119944418	Tyler Prowett	Refund Deposit	5121130	288.43
Total 10128:								
10129	12/18	12/28/2018	6110	DEC 2018	U.S. POSTAL SERVICE	Mail utility bills	0140162055	312.82
Total 10129:								
10130	12/18	12/28/2018	6937	373414309	US Bank Equipment Finance	contract payment - Principal	5140566001	1,255.88
10130	12/18	12/28/2018	6937	373414309	US Bank Equipment Finance	contract payment - Interest	5140566002	37.73
Total 10130:								
10131	12/18	12/28/2018	6210	759442	USA BLUEBOOK	Liquid DPD1A	3140562560	42.89
Total 10131:								
10132	12/18	12/28/2018	6765	490921	Walter E. Nelson Co.	paper towels, trash bags	0140462540	204.45
Total 10132:								
10138	12/18	12/28/2018	900	SSS DEC 18	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140862025	220.70
Total 10138:								
12141801	12/18	12/14/2018	440	NOV18-PWR	BPA	November Power Bill	5140562820	54,951.00 M
12141801	12/18	12/14/2018	440	NOV18-PWR	BPA	November Power Bill	5140562820	6,999.00 M

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 12141801:								
12141802	12/18	12/14/2018	440	NOV/18-TRN	BPA	November Transmission Bill	5140562821	6,327.00 M
12141802	12/18	12/14/2018	440	NOV/18-TRN	BPA	November Transmission Bill	5140562821	806.00 M
Total 12141802: 7,133.00								
12141803	12/18	12/14/2018	6080	1035 11/18	U S BANK	Bank Fees	0140162110	292.35 M
Total 12141803: 292.35								
12281801	12/18	12/28/2018	6090	2304 DEC 20	U S BANK CC	Adapter	0140162010	5.49 M
12281801	12/18	12/28/2018	6090	2304 DEC 20	U S BANK CC	cable	0140162010	18.23 M
12281801	12/18	12/28/2018	6090	2304 DEC 20	U S BANK CC	dri crash plan	0140162082	19.98 M
12281801	12/18	12/28/2018	6090	2304 DEC 20	U S BANK CC	propane chevron PW	2140562580	30.50 M
Total 12281801: 74.20								
12281802	12/18	12/28/2018	6090	2974 DEC 18	U S BANK CC	Records request Eric Johnson PW	0140462110	10.00 M
12281802	12/18	12/28/2018	6090	2974 DEC 18	U S BANK CC	Att	0540562050	14.99 M
Total 12281802: 24.99								
12281803	12/18	12/28/2018	6090	5243 DEC 18	U S BANK CC	CAT meeting - Zimmerman	0140162020	20.00 M
12281803	12/18	12/28/2018	6090	5243 DEC 18	U S BANK CC	Electric Meeting - Zimmerman	5140562020	11.88 M
12281803	12/18	12/28/2018	6090	5243 DEC 18	U S BANK CC	Electric Class Idaho - Zimmerman	5140562020	6.67 M
12281803	12/18	12/28/2018	6090	5243 DEC 18	U S BANK CC	Hotel for Electric class - Zimmerman	5140562020	151.10 M
12281803	12/18	12/28/2018	6090	5243 DEC 18	U S BANK CC	Electric class - Zimmerman	5140562020	16.52 M
12281803	12/18	12/28/2018	6090	5243 DEC 18	U S BANK CC	Electric class - Zimmerman	5140562020	12.15 M
Total 12281803: 220.32								
12281804	12/18	12/28/2018	6090	4393 DEC 18	U S BANK CC	supplies	0140162010	65.84 M
12281804	12/18	12/28/2018	6090	4393 DEC 18	U S BANK CC	decorating supplies	0140162010	4.99 M
12281804	12/18	12/28/2018	6090	4393 DEC 18	U S BANK CC	supplies	2140562560	11.99 M
12281804	12/18	12/28/2018	6090	4393 DEC 18	U S BANK CC	supplies	3140562560	11.99 M
12281804	12/18	12/28/2018	6090	4393 DEC 18	U S BANK CC	supplies	5140562560	38.97 M

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 12281804:								133.78
Grand Totals:								664,957.13

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	22.70	19,955.95-	19,933.25-
01-401-62010	193.78	.00	193.78
01-401-62020	63.60	.00	63.60
01-401-62030	85.00	.00	85.00
01-401-62050	225.80	.00	225.80
01-401-62055	462.82	.00	462.82
01-401-62082	1,301.77	.00	1,301.77
01-401-62094	323.73	.00	323.73
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	355.16	.00	355.16
01-401-62120	333.49	.00	333.49
01-401-62552	1,935.58	.00	1,935.58
01-402-62037	272.00	.00	272.00
01-402-62091	1,360.00	.00	1,360.00
01-403-63946	1,860.02	.00	1,860.02
01-404-62020	29.71	.00	29.71
01-404-62063	40.00	.00	40.00
01-404-62110	10.00	.00	10.00
01-404-62520	153.20	.00	153.20
01-404-62525	45.31	.00	45.31
01-404-62540	204.45	.00	204.45
01-407-62630	157.13	.00	157.13
01-408-62022	1,500.00	.00	1,500.00
01-408-62025	243.40	22.70-	220.70
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	259.88-	259.88-
03-405-62530	70.13	.00	70.13
03-405-62560	189.75	.00	189.75
05-21010	.00	3,064.67-	3,064.67-
05-405-62050	249.05	.00	249.05
05-405-62110	35.82	.00	35.82
05-405-62111	200.00	.00	200.00
05-405-62361	548.97	.00	548.97
05-405-62420	327.68	.00	327.68
05-405-62421	115.00	.00	115.00
05-405-62439	821.52	.00	821.52
05-405-62440	25.19	.00	25.19
05-405-63946	741.44	.00	741.44

GL Account	Debit	Credit	Proof
07-21010	.00	135,675.25-	135,675.25-
07-405-62128	135,675.25	.00	135,675.25
08-21010	.00	1,848.00-	1,848.00-
08-405-62110	1,020.00	.00	1,020.00
08-405-62114	828.00	.00	828.00
17-21010	.00	193.91-	193.91-
17-405-62551	193.91	.00	193.91
21-21010	.00	353,006.81-	353,006.81-
21-405-62020	40.00	.00	40.00
21-405-62030	75.00	.00	75.00
21-405-62070	1,808.75	.00	1,808.75
21-405-62110	1,130.00	.00	1,130.00
21-405-62150	60.00	.00	60.00
21-405-62530	30.50	.00	30.50
21-405-62560	3,465.85	.00	3,465.85
21-405-62650	430.70	.00	430.70
21-415-62009	6,799.62	.00	6,799.62
21-415-62020	283,766.39	.00	283,766.39
21-415-62025	55,400.00	.00	55,400.00
31-21010	.00	52,025.23-	52,025.23-
31-405-62070	3,298.79	.00	3,298.79
31-405-62110	775.00	.00	775.00
31-405-62560	745.28	.00	745.28
31-405-62700	32,463.66	.00	32,463.66
31-415-62030	14,742.50	.00	14,742.50
51-21010	.00	98,950.13-	98,950.13-
51-21130	1,682.48	.00	1,682.48
51-405-62020	200.32	.00	200.32
51-405-62030	2,585.00	.00	2,585.00
51-405-62050	56.33	.00	56.33
51-405-62063	170.00	.00	170.00
51-405-62091	2,404.50	.00	2,404.50
51-405-62110	26.40	.00	26.40
51-405-62139	750.00	.00	750.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62200	226.97	.00	226.97
51-405-62560	38.97	.00	38.97
51-405-62800	61.65	.00	61.65
51-405-62820	54,951.00	.00	54,951.00
51-405-62821	6,327.00	.00	6,327.00

GL Account	Debit	Credit	Proof
51-405-66001	1,255.88	.00	1,255.88
51-405-66002	37.73	.00	37.73
51-406-62200	225.90	.00	225.90
51-406-62820	6,999.00	.00	6,999.00
51-406-62821	806.00	.00	806.00
51-415-62009	19,145.00	.00	19,145.00
Grand Totals:	665,002.53	665,002.53	.00

Report Criteria:
Report type: GL detail

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10139	01/19	01/03/2019	6866	014100187A	American Messaging	Paging Service	5140562110	7.50
Total 10139:								7.50
10140	01/19	01/03/2019	6879	DECEMBER	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 10140:								1,000.00
10141	01/19	01/03/2019	790	1134 121618	CENTURYLINK	Emergency After Hours	5140562050	65.94
10141	01/19	01/03/2019	790	1134 121618	CENTURYLINK	Emergency After Hours	5140682050	16.49
10141	01/19	01/03/2019	790	5538 121618	CENTURYLINK	telemetry	2140562050	133.84
10141	01/19	01/03/2019	790	5538 121618	CENTURYLINK	telemetry	3140562050	133.85
10141	01/19	01/03/2019	790	8414 121618	CENTURYLINK	Lift Station	3140562050	106.22
Total 10141:								456.34
10142	01/19	01/03/2019	800	320153997 1	CENTURYLINK COMMUNICATIONS, IN	WELL HOUSE	2140562050	13.16
Total 10142:								13.16
10143	01/19	01/03/2019	900	SSS DEC 20	CITY OF CASCADE LOCKS	SSS Balance	0140862025	6.30
Total 10143:								6.30
10144	01/19	01/03/2019	940	DEC 2018	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	200.00
Total 10144:								200.00
10145	01/19	01/03/2019	2460	DECEMBER	HOOD RIVER COUNTY FIRE CHIEFS A	Association Dues/Dr. Vrk	0540562311	1,316.86
10145	01/19	01/03/2019	2460	DECEMBER	HOOD RIVER COUNTY FIRE CHIEFS A	Association Dues/Dr. Vrk	0540562312	426.94
Total 10145:								1,743.50
10146	01/19	01/03/2019	3980	01555	OWNR MEMBERSHIP	MEMBERSHIP DUES	0140162030	60.00
Total 10146:								60.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10147	01/19	01/03/2019	4070	8120339	ONE CALL CONCEPTS, INC.	locate services	5140562110	5.25
Total 10147:								5.25
10148	01/19	01/03/2019	6769	11-18-583	PARC Resources, LLC	Planning Services	0140262075	419.25
10148	01/19	01/03/2019	6769	11-18-583	PARC Resources, LLC	Planning Services	0140262090	1,477.77
10148	01/19	01/03/2019	6769	12-18-592	PARC Resources, LLC	Planning Services	0140262075	375.53
10148	01/19	01/03/2019	6769	12-18-592	PARC Resources, LLC	Planning Services	0140262090	419.25
Total 10148:								2,691.80
10149	01/19	01/03/2019	5210	CR 010319	SECRETARY OF STATE	2017/2018 AUDIT FILING FEE	0140162080	250.00
Total 10149:								250.00
10150	01/19	01/03/2019	5510	1622276544	STAPLES CONTRACT & COMMERCIA	office supplies	0140162010	342.28
Total 10150:								342.28
10151	01/19	01/03/2019	6970	256223	Suburban Propane	TANK RENTAL	0540562421	1.00
Total 10151:								1.00
10152	01/19	01/03/2019	7085	CR 010219	Tamera Farrell	Reimburse for plugged sewer	3140562110	1,080.00
Total 10152:								1,080.00
10153	01/19	01/03/2019	5660	14131	TANNINEN REPAIR SERVICE LLC	Engine 85 Service Call	0540562441	207.60
10153	01/19	01/03/2019	5660	14132	TANNINEN REPAIR SERVICE LLC	Engine 94 Service Call	0540562441	1,203.32
Total 10153:								1,410.92
10154	01/19	01/03/2019	6690	DECEMBER	WOOSLEY, KATHY	MILEAGE REIMBURSEMENT	0140162020	21.80
Total 10154:								21.80
Grand Totals:								9,289.85

M = Manual Check, V = Void Check

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	3,372.18-	3,372.18-
01-401-62010	342.28	.00	342.28
01-401-62020	21.80	.00	21.80
01-401-62030	60.00	.00	60.00
01-401-62080	250.00	.00	250.00
01-402-62075	794.78	.00	794.78
01-402-62090	1,897.02	.00	1,897.02
01-408-62025	6.30	.00	6.30
05-21010	.00	3,355.42-	3,355.42-
05-405-62111	200.00	.00	200.00
05-405-62311	1,316.86	.00	1,316.86
05-405-62312	426.64	.00	426.64
05-405-62421	1.00	.00	1.00
05-405-62441	1,410.92	.00	1,410.92
21-21010	.00	147.00-	147.00-
21-405-62050	147.00	.00	147.00
31-21010	.00	1,320.07-	1,320.07-
31-405-62050	240.07	.00	240.07
31-405-62110	1,080.00	.00	1,080.00
51-21010	.00	1,095.18-	1,095.18-
51-405-62050	65.94	.00	65.94
51-405-62110	12.75	.00	12.75
51-405-62190	1,000.00	.00	1,000.00
51-408-62050	16.49	.00	16.49
Grand Totals:	9,289.85	9,289.85-	.00

Report Criteria:

Report type: GL detail

M = Manual Check, V = Void Check

STAFF REPORT

Date Prepared: January 8, 2019

For City Council Meeting on: January 14, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator *GC*

SUBJECT: Replacement of South Entrance Door and Reception Door with ADA Automatic Door openers.

SYNOPSIS: At December 10, 2018 council meeting, council approved to improve the South Entrance and Reception door for ADA accessibility. Resolution 1408 moves funds from Contingency to Buildings & Improvements in the Property Department.

CITY COUNCIL OPTIONS:

1. Approve Resolution 1408.
2. Take no action.
3. Provide Other Direction for Staff

RECOMMENDATION: "That City Council, by motion, approve Resolution 1408 to move \$10,311 from Contingency to General Fund Property Department.

Legal Review and Opinion: N/A

Financial review and status: N/A

BACKGROUND INFORMATION: NONE

RESOLUTION No. 1408

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM GENERAL FUND CONTINGENCY TO GENERAL FUND PROPERTY BUILDINGS & IMPROVEMENT CAPITAL OUTLAY IN THE AMOUNT OF \$10,311 TO REPLACE THE SOUTH ENTRANCE DOOR AND THE RECEPTION DOOR WITH ADA AUTOMATIC DOOR OPENERS.

WHEREAS, the safety committee has recommended that the door at the South Entrance and reception area be replaced with ADA door openers; and

WHEREAS, under the Americans with Disabilities Act, business and governments are required to make accommodation for persons who are legally disabled; and

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES THAT THE FOLLOWING TRANSFERS OF FUNDS ARE AUTHORIZED;

Section 1. Authorizing Transfers.

<u>FUND OR DEPARTMENT.</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATE</u>	<u>ACCOUNT NO.</u>
<u>General Fund</u>				
Contingency	77,183	66,872	-10,311	01-422-65010
Buildings & Improvement	0	10,311	+10,311	01-404-63000

Section 2. Expiration. This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 2018-2019.

Adopted by the City Council this 14th day of January 2019.

Approved by the Mayor this 14th day of January 2019.

ATTEST:

APPROVED:

Kathy Woosley, City Recorder

Tom Cramblett, Mayor



Date: 1/4/19

To: Marilyn Place PH: 541-374-8484 Email: mplace@cascade-locks.or.us

Project: City of Cascade Locks – City Hall front door and office door

REVISED PROPOSAL

We are pleased to submit, for your consideration, our proposal for providing installation services for the above listed project.

Scope of Work:

Southwest exterior door.

1. Remove existing hollow metal door and frame.
2. Salvage existing manual rim panic exit device with trim.
3. Furnish and install half glass hollow metal door and frame.
4. Furnish and install (1) ED100 auto operator with (2) wireless ADA pushbuttons. (1) exterior post mount & (1) interior wall mount.
5. Furnish and install hinges, threshold, gasketing and electric strike.
6. Reinstall existing manual rim panic device with trim.
7. Furnish and install (1) interior key switch jamb mounting to turn on/off operator, buttons and e-strike.

Note: Panic device and auto operator will require manual unlock and locking before and after business hours.

Administrative office door.

1. Furnish and install (1) ED100 auto operator with (2) wireless ADA pushbuttons.
2. Furnish and install (1) electric strike.

\$9,163.00

Specific Exclusions:

- 120V power and terminations

Clarifications and Exclusions

- All related work as listed under "Specific Exclusions" is to be performed by others.
- Our quotation is contingent upon all work being performed during normal business hours and a mutually satisfactory schedule.
- All labor is to be performed weekdays between 8am and 5pm unless otherwise noted.
- No provisions have been made for Davis Bacon/Prevailing wages if required.
- This quote is valid for 30 days.
- dormakaba will be responsible for own housekeeping only.

This Quotation and any resulting contract shall be subject to dormakaba's terms and conditions for sale unless otherwise agreed upon in writing by authorized representative of the parties to this Quote.

Kevin Konkel
Dormakaba
Phone (971) 312-2829
kevin.konkel@dormakaba.com

6635 NE 59th Place
Portland, Oregon 97218
Fax (503) 659-9022
CCB #204999

Signature, if Accepted

Print Name

Title



OR CCB #861

Coburn Electric
P.O. Box 118
3745 Eagle Loop
Hood River, OR 97031
541-354-1163
541-354-1160 Fax

Tygh Valley Office
81532 Fairground Rd.
Tygh Valley, OR 97063
541-483-2266
541-483-2260 Fax

The Dalles
541-296-2199

Control Division
541-354-1163
541-354-1160 Fax

BID QUOTATION

To: Marilyn Place
Phone: 541-374-8484
Email: mplace@cascade-locks.or.us
From: Dennis Muilenburg
Project: Power for Automatic Door Operators

01-07-2019

Coburn Electric, Inc. is providing this quotation install power to (1) new automatic door opener for south upper entrance and power for (1) automatic door on the east upper door entrance into the city hall offices.

Proposal to include:

1. Permit fees
2. Install surface mounted conduit at both location
3. Pull wire and terminate circuitry to door controllers

Total price for above work \$1148.00

Excludes:

All painting, patching, trenching, saw cutting, back filling, demo of existing electrical, supply of or wiring to low voltage devices.

TERMS:

Quotation Valid for 30 days. All payments are due within 10 days of our dated invoice. If all payments are not made on time, a 1.5% interest per month shall be charged on all accounts 30 days past due. The Buyer's signature shall constitute an acceptance of all the condition stated above. Installation will be guaranteed against defects in workmanships for period of one year.

Accepted by: _____ **Date:** _____

By: Dennis Muilenburg **Date:** 01-07-2019
Dennis Muilenburg, Estimator

STAFF REPORT

Date Prepared: 12/3/18

For City Council Meeting on: January 14, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: City Administrator Zimmerman

SUBJECT: Elect Council President

SYNOPSIS: City of Cascade Locks Charter **Section 18. COUNCIL PRESIDENT.** At its first meeting after this charter takes effect and at its first meeting in each odd numbered year, the Council shall elect a president from its membership. If the mayor is unable to function as mayor or is absent from a Council meeting, the president shall function as mayor. The president shall sign all approved documents and ordinances passed by the Council if the mayor fails to do so within a reasonable time. In the absence of both mayor and president, a mayor pro tem shall be elected from the councilors present. The president and mayor pro tem shall have a vote on all questions.

CITY COUNCIL OPTIONS:

1. Nominate members and vote for a Council President.
2. Postpone this action to a later date.
3. Other action as desired by City Council. Options 2 and 3 would violate the terms of the City Charter.

RECOMMENDATION: That the City Council take action to select a City Council President for the next two years.

Legal Review: N/A

Financial Review and Status: N/A

Background Information: A copy of the pertinent Section 18 of the City Charter is attached for City Council information.

CHAPTER IV COUNCIL

Section 13. MEETINGS. The Council shall prescribe rules to govern its meetings and proceedings. The Council shall hold a regular Council meeting monthly in the City at a time and at a place designated by the Council and may meet at other times as provided for by the Council.

Section 14. QUORUM. A majority of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

Section 15. RECORD OF PROCEEDINGS. A record of Council proceedings shall be kept. The results of all votes and the vote of each member of the Council by name shall be recorded.

Section 16. PROCEEDINGS TO BE PUBLIC. No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 17. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. The mayor shall preside over deliberations of the Council, preserve order, enforce Council rules and determine the order of business under the rules.

Section 18. COUNCIL PRESIDENT. At its first meeting after this charter takes effect and at its first meeting in each odd numbered year, the Council shall elect a president from its membership. If the mayor is unable to function as mayor or is absent from a Council meeting, the president shall function as mayor. The president shall sign all approved documents and ordinances passed by the Council if the mayor fails to do so within a reasonable time. In the absence of both mayor and president, a mayor pro tem shall be elected from the councilors present. The president and mayor pro tem shall have a vote on all questions.

Section 19. VOTE REQUIRED. Except as this charter provides otherwise, express concurrence of a majority (four members) of the Council is necessary to decide affirmatively any question before the Council.

CHAPTER V POWERS AND DUTIES OF CITY OFFICIALS

Section 20. MAYOR. The mayor shall appoint the committees provided by the rules of the Council. Other officials of the City shall be appointed and removed by the Mayor, with the majority vote of the Council. The mayor shall sign all approved documents and records of proceedings of the Council. The mayor shall have no veto power and shall sign all ordinances passed by the Council as this Charter prescribes.

STAFF REPORT

Date Prepared: January 4, 2019

For City Council Meeting on: January 14, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Marilyn Place, Deputy Recorder.

APPROVED BY: CA Zimmerman

SUBJECT: City of Cascade Locks Website Overhaul

SYNOPSIS: The City's website is the first point of contact for information, services, historical data and links to community resources. A progressive, user friendly website is a necessity and City Hall's hasn't been upgraded in more than ten years.

GovOffice, our host platform, can no longer support the undeveloped functions of the City's current website because of the equipment upgrades they have made to their Content Management Systems. In short, what we have is broken and it can't even be fixed. It makes sense to remain with GovOffice for a new web design. They specialize in the features that local governments use most on their websites. Another advantage is they can advise the City when upgrades should be done so the website advances in functionality and design incrementally which is more cost effective.

Staff participated in a webinar hosted by GovOffice to show three options for a higher functioning website, Value, Progressive and Premium. The option that fit the needs of the City best happened to be the least expensive of the options, Value. GovOffice offers a payment plan which spreads out the fee over three years.

Please see attached report and GovOffice proposal for the Value Option.

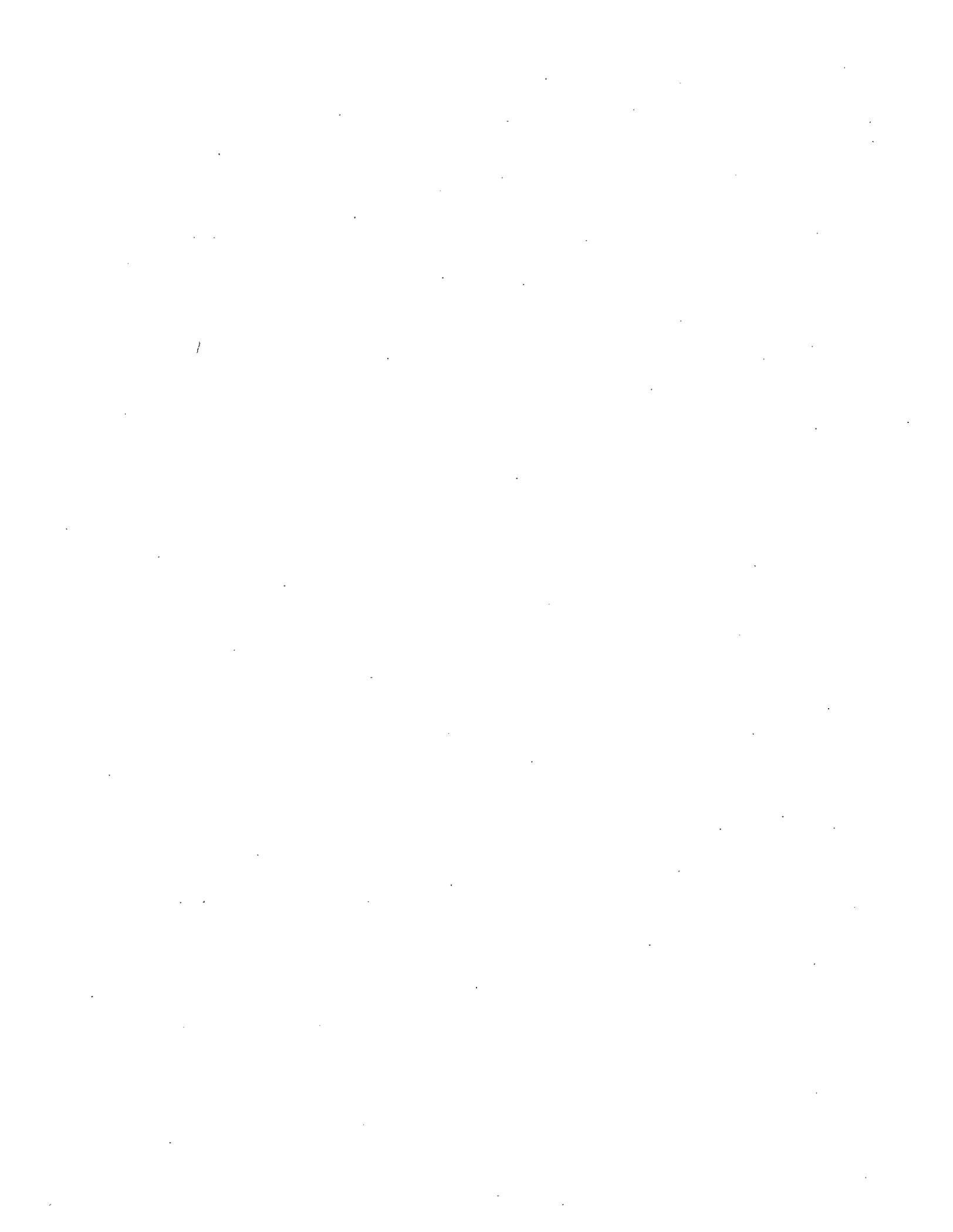
This issue comes to City Council at this time for formal action.

CITY COUNCIL OPTIONS:

1. Authorize the website upgrade using GovOffice Value Option.
2. Do not upgrade website.
3. Advise other option or solution.

RECOMMENDATION: That City Council, by motion, authorize GovOffice to provide website upgrade services using their Value Option.

Financial review and status: All funds allocated for this project will come from the Computer Contracted Services budget.



Website Upgrade Report and GovOffice Proposal

By Marilyn Place

Proposal by Ross Heupel

A Website in Need of an Upgrade

The City first registered its domain name for a website in 2003. Sometime after that a website was created, but it was unmanaged and became useless. GovOffice stepped in and began hosting the City's website in 2009. However, there have been no upgrades to its design or operation since. In fact the City's website functionality has remained the same since it was first initiated in 2009, eleven years ago.

The platform used for the City's website has been surpassed in technology and the host for the platform, GovOffice, no longer allows for updates or enhancements to any page on the site. Because of this, the City's website is a bit static and lacks ease of use for our less tech savvy website visitors.

A website should effortlessly provide assistance and information and give the best impression of the City itself. With that in mind the City's website could do a better job of representing Cascade Locks.

The Solution

On Thursday, November 08, 2018 staff participated in a webinar hosted by Ross Heupel, Government Outreach Director for GovOffice. The webinar showed live websites from other cities GovOffice supports so staff could get a visual of the options they provide.

GovOffice has elevated its operating system to offer the technology, user friendliness and secure environments that today's clients require. GovOffice recommends periodic upgrades which are necessary to keep websites current.

It makes sense to remain with GovOffice for a new web design. They specialize in the features that local governments use most on their websites. Another advantage is they can advise the City when upgrades should be done so the website advances in functionality and design incrementally which is more cost effective than having complete redesigns such as what the City is facing today.

GovOffice offers three design options, Value, Progressive and Premium. Prices for each design type are based on the features built into the design. Aside from specific design features for each type, all three include unlimited customer support and training.

Ross provided pricing information for each type and links to actual websites prior to the webinar so staff could check out firsthand what GovOffice can do for the City of Cascade Locks. Based on what was presented and the brief description of all three types, it's believed the basic Value option serves the City's needs and beyond.

Ross's proposal, which is attached, explains in detail what the Value option will give the City including the following;

- The website will be mobile device compatible without any additional charges or requirements.

- The Hosting Rate will be locked for 3 years and at the end of that time frame we will have the option to upgrade and if so we would receive a re-design credit.
- Photo uploading will be easier and allow for editing, resizing and repositioning.
- Website can link to social media easily and YouTube.

The price for the Value option is \$4,900.00 plus \$650.00 per year for 3 years of hosting. The total is \$6850.00.

Most of the websites take 3-5 months to design.

The following links will lead to websites of cities who used GovOffice to design their websites.

<https://www.wallsd.us/>

<http://www.townofpineridgesc.com/>

Attached: Proposal from GovOffice and original email with pricing for the other options from Ross Heupel.



City of Cascade Locks, OR
Value Responsive Web Design Package

November 8, 2018

Key Contact:
Ross Heupel
Local Government Outreach Director
651-270-0442
ross@govoffice.com
www.govoffice.com

Table of Contents

GovOffice Introduction	3
Professional Designs	4
Technical Approach - Content Management	7
Technology, Hosting & Security.....	8
Training and Technical Support Services.....	10
Content Management Solution	11
Content Management Features	12
ePayments	13
Responsive Design Elements and Content Services	14
Multi Year Pricing	15
Client Testimonies	17

GOV OFFICE

GOV OFFICE

Our 19 Year History

GovOffice Web Solutions is a national leader in delivering state-of-the-art Web solutions for government, education, nonprofit, advocacy and campaign sectors. GovOffice was founded in 1999 and began serving local governments in 2001 through its GovOffice partnership with the International City/County Management Association (ICMA) and 12 state municipal leagues. The company is based in Minneapolis, Minnesota and has 12 full-time employees. GovOffice is a leading national provider of web sites and content management systems to local governments, serving over 1,500 cities and counties in 42 states and Canada.

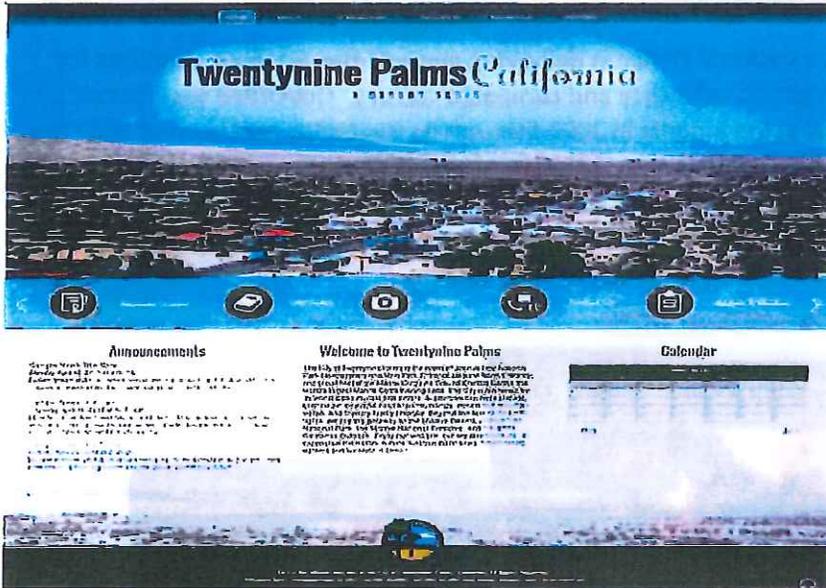


The GovOffice Value Proposition

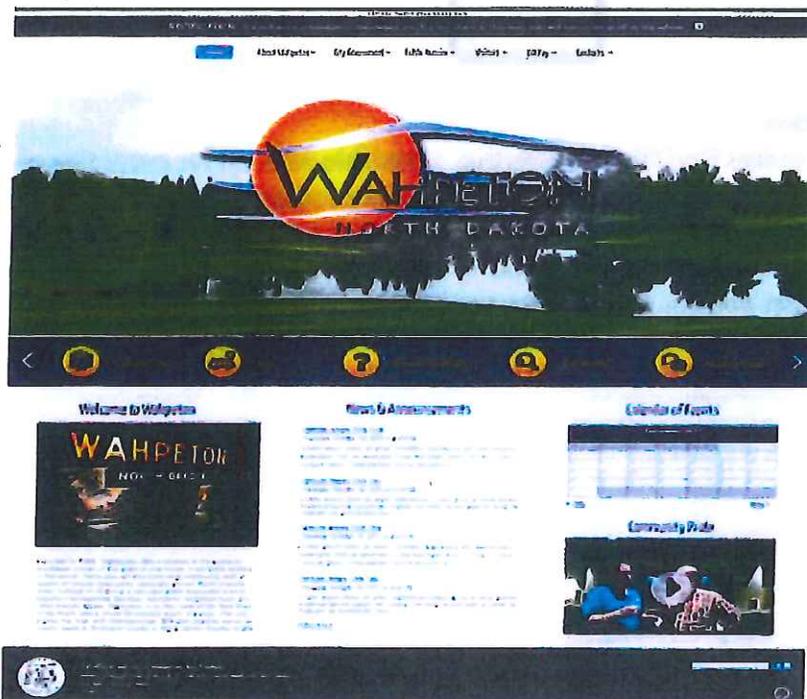
Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricy features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we're easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents!

GOV OFFICE

Over 1,500 Local Government Clients in 42 States



City of Twentynine Palms, CA - www.ci.twentynine-palms.ca.us



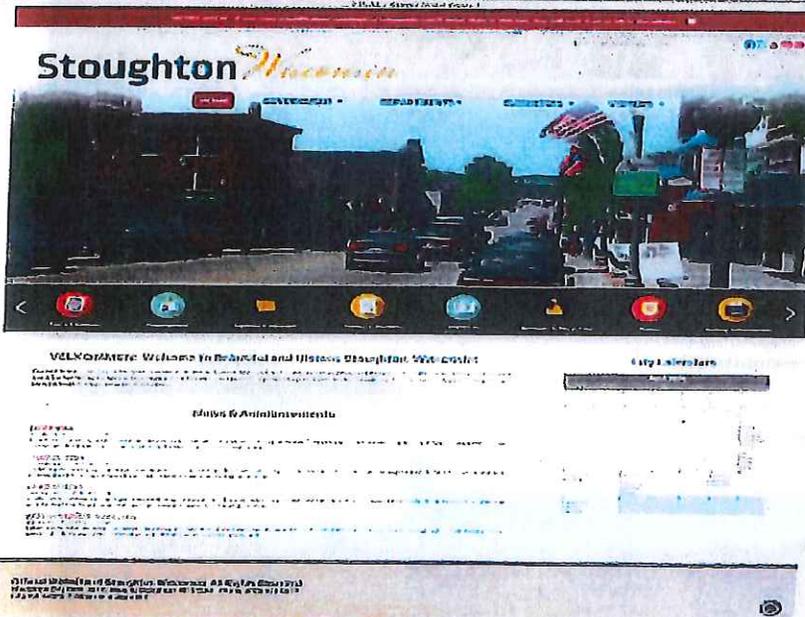
Wahpeton, ND - www.wahpeton.com

GOV OFFICE

Over 1,500 Local Government Clients in 42 States

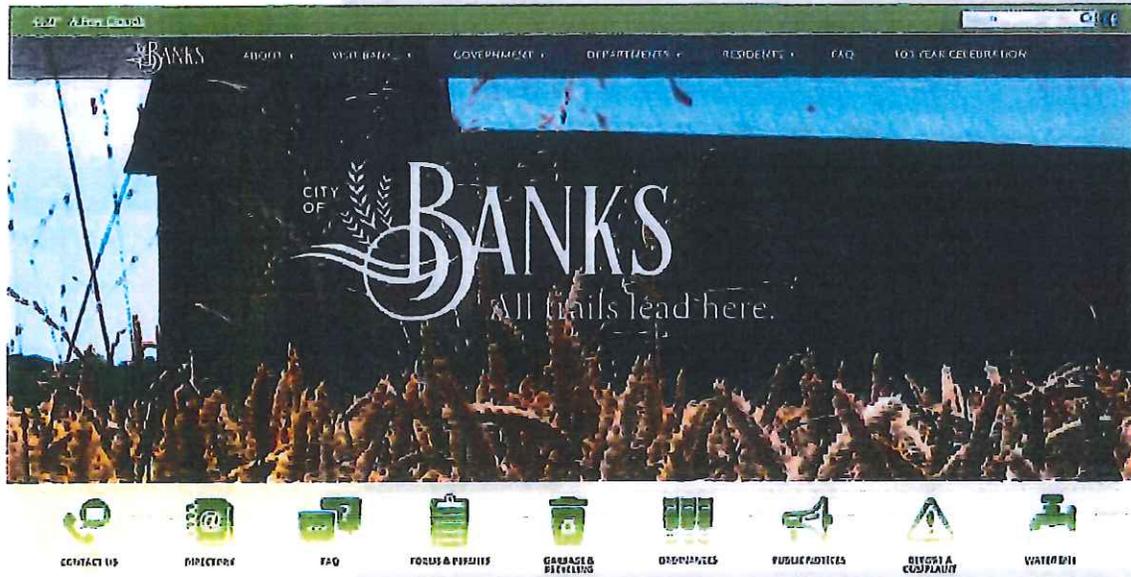


Luverne, MN - www.cityofluverne.org

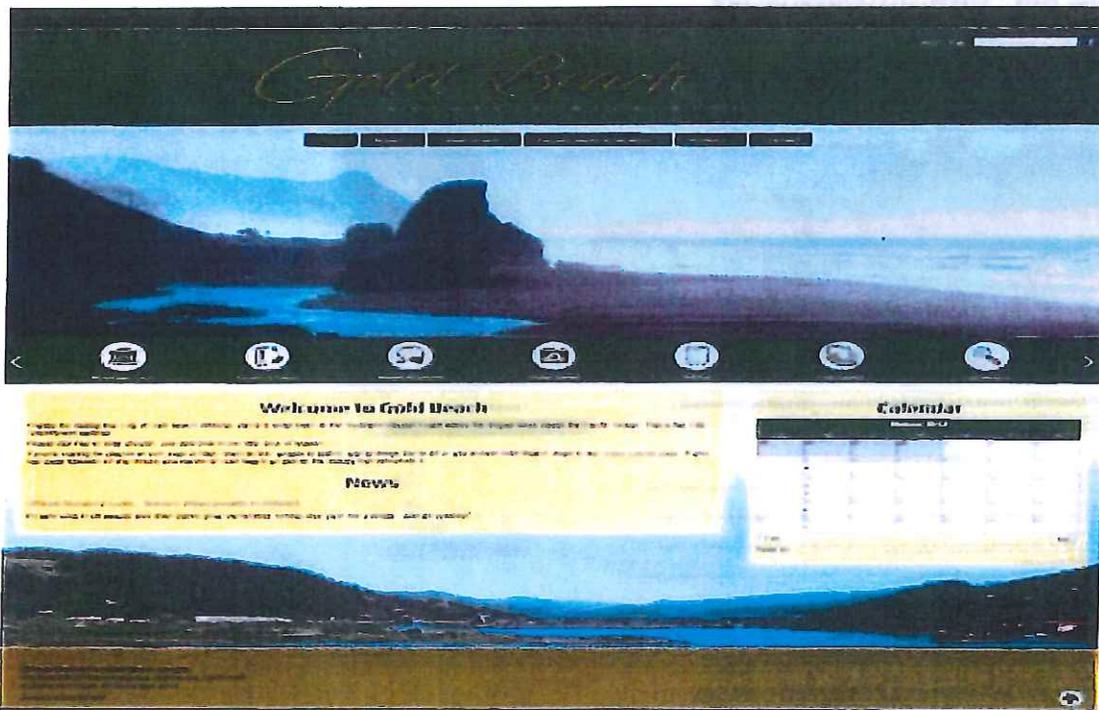


Stoughton, WI - www.ci.stoughton.wi.us

Some of Our Oregon Clients Include



City of Banks, OR - www.cityofbanks.org



City of Gold Beach, OR - www.goldbeachoregon.gov

Technical Approach - GovOffice Content Management System

Every day GovOffice users efficiently manage their Websites from their office and at home--on any computer that is connected to the Internet through a Mozilla Firefox 2.0 or Internet Explorer 6.0 (or higher) browser--and they enjoy the many features that GovOffice offers:

- **License of GovOffice 3.3 Content Management System (CMS) Includes:**
- Ability to limit access and administrative permissions to each user on the system
- Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
- Live Site feature allows users to switch between the live and administrative Websites
- Data storage tracker to help manage your load of Web content
- Audit log that shows editing activity of all administrative users
- Flexibility to name and order all navigation menu buttons
- Import, type, and format text
- Create unlimited friendly page titles/URLs
- Create unlimited number of links to internal pages and external Web sites
- Upload, resize, position, and caption photos
- Online forms for questions, comments, and requests to be contacted by staff
- Post audio and video files
- Upload and name documents, such as Agendas & Minutes and newsletters
- Schedule of events, including recurring events, within a true calendar display
- Online opinion polls with controlled responses and option to display the results
- Image gallery to create a Community Photo Album; includes slideshow capability
- Ability to add, turn on & off, and remove sidebars from all pages
- Directory, including contact information and photos, of Elected Officials and staff
- Post news stories with a pre-set release date for automatic display on the live Web site
- Display job listings with post & deadline dates and post the employment application
- List Frequently Asked Questions by department or the entire organization
- Related links to associated Web sites without posting long URLs
- Directory of local attractions and links to an online map
- Site Map for added ease by site visitors in locating a desired section of the Web site
- Last Edit stamp that shows the date on which any Web page was last updated
- Printer-Friendly option and some flexibility in the placement of the prompt
- Search engine that also searches keywords within uploaded documents
- Option for advanced users to switch to HTML mode for editing
- Intranet capability for staff only areas of the Web site; accessed only by username and password
- Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office



GovOffice Technology, Hosting & Security

GovOffice CMS Technology

The GovOffice technology stack is architected for redundancy and scalability. We use blade servers with Intel Xeon processors with SSD storage. The GovOffice CMS is hosted on a load balanced web farm that can easily be expanded as resources require. Our application servers run Windows Server 2016 with IIS 10.0 and SQL Server 2016, which allows SSL communication to be done over TLS 1.2. The GovOffice design framework utilizes jQuery and HTML 5 to provide responsive designs that look great and are optimized on both desktop and mobile browsers.

In contrast to some widely used software systems, GovOffice CMS is a proprietary system that does not have known exploits published on public websites for hackers to exploit. The GovOffice team installs patches on a regular basis, adheres to the highest standard of web server administration and access and logs access to our entire infrastructure.

GovOffice “Worry-Free” Hosting & Security

- All GovOffice websites include our worry-free hosting and support which includes the following services:
- Web Monitoring
- Data center engineers monitor all of our servers and infrastructure, 24/7/365
- Up-time and Disaster Recovery
- 99.99% up-time
- Daily backups of all website data and are kept for 90 days
- Website data can be restore as needed from backups, typically within hours

Enterprise Class Data Center

GovOffice websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, and business continuity. The data center is monitored by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice websites are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods. This has brought the utmost value especially to our clients in regions of the country that experience severe weather capable of knocking out telecommunications and utilities.

Security

The safety and security of your data is our highest priority. Our data center is SAS 70 audited, SOC 2[®] attested, and SOC 3[®] certified

- We observe industry best-practice standards including, but not limited to:
- Hand biometric and RFID card controlled access to data center
- Cage door sensors
- Motion activated surveillance cameras
- 24 x 7 Monitoring
- 24 x 7, on premise security guards

DDoS protection

Federal, state and local government websites have become prominent targets for both domestic and foreign originated Distributed Denial of Service (DDoS) attacks designed to impair or shut down websites. All GovOffice websites are protected through a system-wide DDoS solution designed to combat this growing threat. The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.

Technical Support Included	Standard
Live 2-hour training session (webinar) provided to all new clients and new site administrators	✓
No fees for future training sessions	✓
Live technical support	✓
Online Help Guide with Training Videos	✓

Training Experience

Most training sessions only take two-hours, if you have a basic understanding of Word or PowerPoint, then you'll easily pick-up our Content Management System. We'll schedule a training session that fits your schedule, sessions are conducted over the Internet and phone, no expensive on-site meetings are necessary. No charge for future training sessions with new staff.

Customer Service

The Customer Service Center is open Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM (Central Standard Time), and it provides assistance to customers in the areas of initial online training of the GovOffice tool, additional training (if needed), technical support of Websites, and more.

GovOffice Help Website

GOVOFFICE

Help Topics · Video Tutorials · eNewsletters · Blog · Contact · GovOffice.com

Help is just a call or click away!
 We are committed to your success. Unlimited support is available for all GovOffice clients.

Administrative Website Management	Standard
100% Web-Based Content Management	✓
Unlimited Number of Editors	✓
Permission Level Management	✓
Edit Preview Feature	✓
Data Storage Tracker	✓
Audit Log – reports editing activity of each page	✓
Site Statistics and Google Analytics	✓
ADA Compliant	✓
HTML Editor Option	✓

GovOffice SuperForms - Interactive Online Forms

GovOffice SuperForms provides a robust, interactive system for engaging citizens. Automate procedures, reduce costs for printing and mailing, and provide 24/7 services to citizens. And best of all, you can deploy our citizen engagement forms easily and rapidly, with no technical programming required.

SuperForms dramatically extends the power of online forms. Any combination of entry fields, pull-down menus, radio buttons, checkboxes, images or formatted text can be configured within your form, allowing your site to gather more focused responses from your visitors.

This robust module enables you deploy online forms for:

- Public Works Complaints/Services (street light out, pothole, graffiti, etc.)
- Contact Us
- Public Records/Information Request
- Email Subscriptions
- Satisfaction Survey (for entire website, one department, etc.)

GovOffice Key Features	Standard
Easy-to-Use Editor - Non-Technical Staff	✓
Import, Type, Spell-Check Text	✓
Load Documents – Agendas and Minutes	✓
Upload Photos	✓
Events Calendar	✓
Newsletter Registrations	✓
Display Job Postings	✓
Apply Sidebars	✓
Cross Promote Section Headlines - Promotions	✓
Directories	✓
Post Announcements	✓
Frequently Asked Questions	✓
Printer Friendly Option	✓
Site Map	✓
Search Engine – entire site or per section	✓
Image Gallery Slideshow	✓
Password Protected Sections	✓

ePayments – Optional Feature

GovOffice ePayment is a custom government payment solution that allows your website to accept credit cards for typical payments. There are no setup costs and all processing costs associated with credit card acceptance are recovered through a small convenience fee.

GovOffice ePayment was designed to make the work of local government easier by streamlining payment processing and reducing staff time required for managing orders. In addition, it provides your citizens the convenience of completing online transactions anytime and anywhere – a convenience they increasingly expect.

In as short as 1-2 weeks, your government office can begin accepting credit card payments for:

- Utilities (water, sewer, etc.)
- Property taxes
- Parks & Recreation programs
- Parking tickets
- Auto and boat registration fees
- Court and bond fees
- And more!

Payment Rate: 2.95% with \$1.95 minimum

Citizen pays payment rate

Please request a live demo if you are interested in this service.

Responsive Design Elements

All creative and programming customizations for the Client will be based on the GovOffice Responsive framework and may include:

- Official logo and a unique color scheme that fully matches the Client's branding
- Custom font treatment (may be Google Fonts) for section, promotion, and sidebar titles throughout the website
- Custom font treatment for title graphic and slogan, if necessary
- Full set of social media icons (Facebook, Google+, Twitter, Pinterest, LinkedIn, YouTube, Blogger, Flickr)
- Favicon (favorites icon), only if requested and if possible

Auto Image Slider – 5 boxes

The Auto Image Slider will be programmed to appear on the homepage of the Responsive design only. The Auto Image Slider will support up to 5 images uploaded by the Client on its administrative website, and any of these images may be swapped for another image by the Client at any time. Images must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally within the Auto Image Slider.

Six Sidebar Icons

You can promote key municipal services with attractive icons/linked shortcuts. The six images will be placed in the left or right sidebar.

Homepage Makeover Included

- Upload and linking of Sidebar Quick Links Icons/Buttons
- Incorporation of up to 5 Images to the Auto Image Slider
- Adding Promotions to display news, events, calendars, etc. in a visually appealing way
- Adding Sidebars to display related links, text, and images

Navigation Analysis & Restructure

A Content Specialist will analyze the entire site navigation menu and then organize and label up to 200 pages according to best practices of information architecture, Web design and usability.

The average custom design project is completed within 3-4 months.

Value Responsive Web Design Proposal Multi-Year Agreement Rate City of Cascade Locks, Oregon

The GovOffice 3-Year Rate offers a manageable, fixed payment amount, exempt from any rate increase for up to 6 years. You receive a new design after you renew the agreement. Client has the option to convert back to paying Annual Hosting Rate, subject to rate adjustment.

Includes Value Responsive Design Package (\$4,900) and Annual Hosting Service (\$650)

Year One Pay: \$4,110

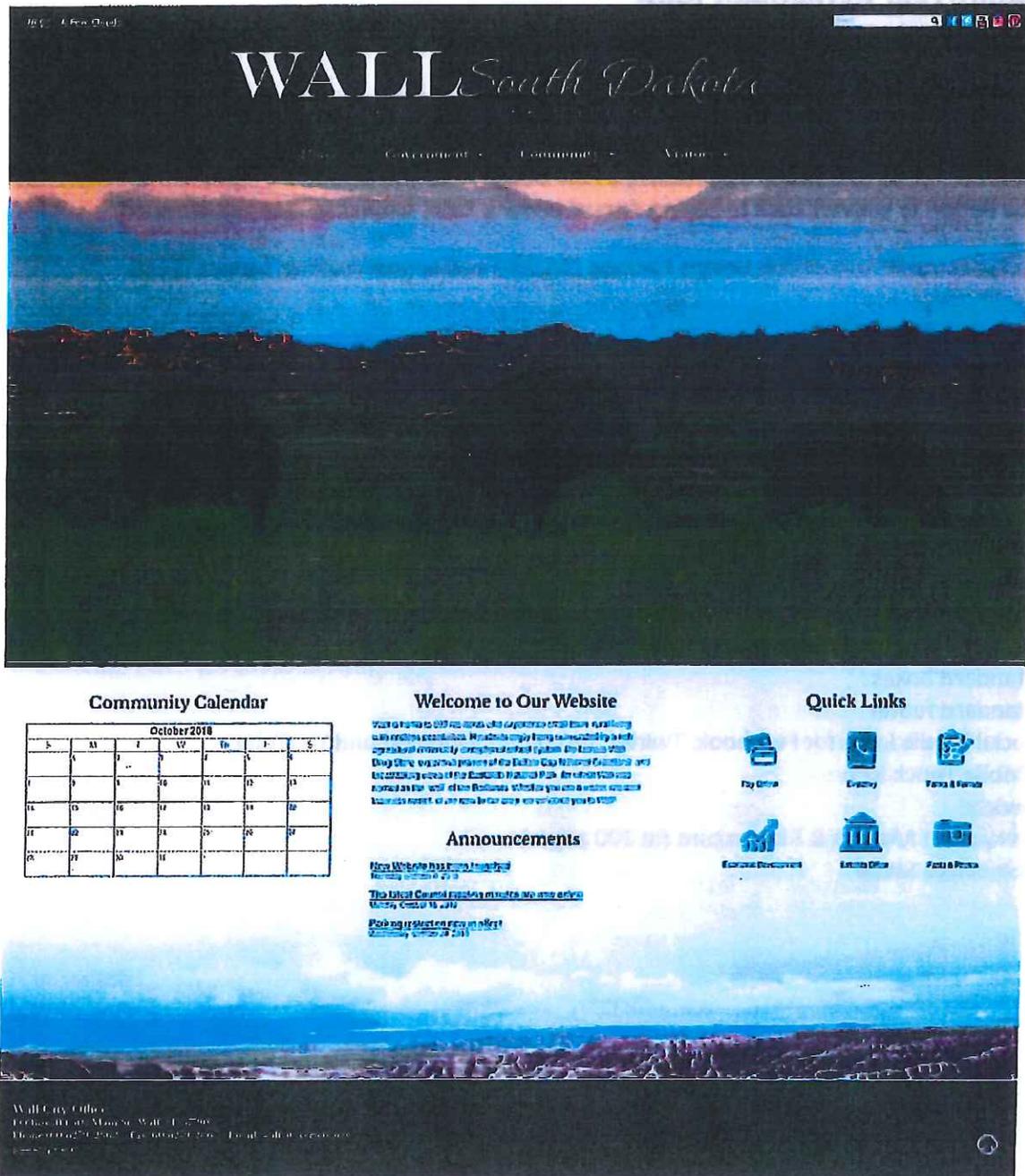
Year Two Pay: \$1,370

Year Three Pay: \$1370

Value Responsive Web Design Package Includes:

- 2 drafts, 1 revision RWD design
- Standard Image Slider, up to 5 images, client can images anytime!
- 6 Standard Icons in a sidebar
- Display of logo, city name and slogan
- Standard color scheme and font selection to complement city's branding
- Horizontal navigation on left, right or center
- Standard boxes
- Standard footer
- Social Media icons for Facebook, Twitter, Instagram, Pinterest and YouTube
- Mobile Touch Icon
- Favicon
- Navigation Analysis & Restructure (to 200 pages)
- Homepage Setup

Value Responsive Web Design Example



- You can change the large homepage images at anytime!
- Six quick link buttons to promote key online services.
- You'll have a new look within 3 months!

GovOffice Testimonials



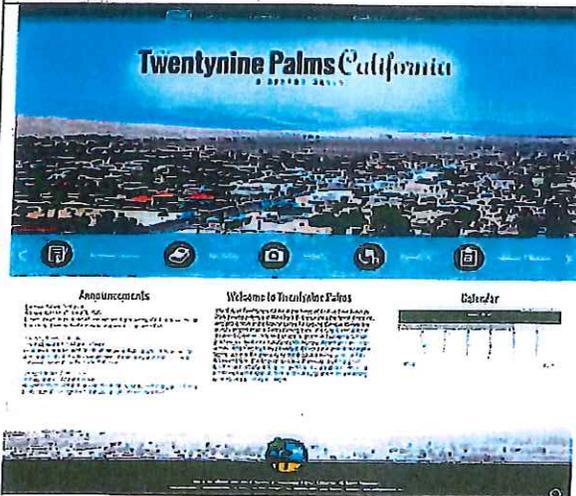
"I highly recommend GovOffice and their team of outstanding professionals. We continue to work with them on website redesigns every 3-4 years and they keep outdoing themselves every time!"

Angie Steinbach
Assistant City Manager
Montevideo, Minnesota



"The GovOffice team made our redesign project simple, even for a non-technical government professional, like myself. Everyone loves the updated photographs of the community and the cleaner navigation design. I have heard nothing but high praise for our new website!"

Mary Vandenberg
Assistant to the Village Administrator
South Elgin, Illinois



My experience with GovOffice was very positive and I feel you would be selling your City short if you didn't go to their web site, Govoffice.com, and check out some of the responsive sites they have created. GovOffice allowed us to personalize our web site and with the new features they offered our site has the ability to remain fresh and innovative looking for a few years.

Larry Bowden
Assistant City Manager
City of Twentynine Palms

AGENDA ITEM NO: 7b

CASCADE LOCKS STAFF REPORT

Date Prepared: January 8, 2019

For City Council Meeting on: January 14, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Wastewater Facilities Project Rate Adjustment

SYNOPSIS: Please find attached a summary of the Wastewater Improvement Project costs and the necessary rate adjustments to cover the debt service. We'd like to discuss which option the Council would like to pursue.

CITY COUNCIL OPTIONS:

1. Increase the rates as the proportionally as the fund sources are complete.
2. Increase the rates equally over the life of the project.

RECOMMENDED MOTION: Council Discussion

Wastewater Facilities Project
Revised: December 7, 2018

	USDA		WW- BizOR		Total
Principal:	\$ 4,456,600		\$ 1,100,000		\$ 5,556,600
	\$ 2,783,247	38% Loan Forgiveness	\$ 550,000	50% Loan Forgiveness	\$ 3,333,247
Interest:	\$ 1,673,353		\$ 550,000	40%	\$ 2,223,353
	2.75%		3.50%		
Term:	480 months		360 months		
Monthly:	\$ 9,633		\$ 2,492		\$ 12,125
Annual:	\$ 115,592		\$ 29,904		\$ 145,496

BizOR Wastewater Rate Increase

9/1/2019

Due: September 1, 2021

		Current			New Rate	Usage	Total Month	Annual	
			Usage	Revenue				Annual	New Rate
Residential	433	\$ 45.40	10,000	\$ 19,658	\$ 48.80	10,000	\$ 21,130	\$ 235,898	\$ 253,565
Commercial	52	8.77	25,000	11,401	9.43	25,000	12,255	136,812	147,058
Public Agency	15	8.77	25,000	3,289	9.43	25,000	3,535	39,465	42,421
Total	500			\$ 34,348			36,920	\$ 412,175	\$ 443,043
					\$ 3.40		\$ 2,572		\$ 30,868
					7.5%				

USDA Rural Development

9/1/2020

Due: October 1, 2022

		Previous			New Rate	Usage	Total Month	Annual	
			Usage	Revenue				Annual	New Rate
Residential	433	\$ 48.80	10,000	\$ 21,130	\$ 62.00	10,000	\$ 26,846	\$ 253,565	\$ 322,152
Commercial	52	9.43	25,000	12,255	12.00	25,000	15,600	147,058	187,200
Public Agency	15	9.43	25,000	3,535	12.00	25,000	4,500	42,421	54,000
Total	500			\$ 36,920			46,946	\$ 443,043	\$ 563,352
					\$ 13.20		\$ 10,026		\$ 120,309
					27.0%				

(May want to begin this increase over two years beginning in 2019)

	Option #1	Increase \$	Option #2	Increase \$
9/1/2018 Residential	\$ 45.40		\$ 45.40	
Commercial	8.77		8.77	
Public Agency	8.77		8.77	
Percent Increase	0.0%		0.0%	
9/1/2019 Residential	\$ 48.80	\$ 3.40	\$ 53.70	\$ 8.30
Commercial	9.43	0.66	10.38	1.61
Public Agency	9.43	0.66	10.38	1.61
Percent Increase	7.5%		18.3%	
9/1/2020 Residential	\$ 62.00	\$ 13.20	\$ 62.00	\$ 8.30
Commercial	12.00	2.57	12.00	1.62
Public Agency	12.00	2.57	12.00	1.62

Hood River County Sheriff's Office
 Statistical Information
 City of Cascade Locks
 November 2018

Case Numbers associated with Cascade Locks

Case #	Date	Officer	Call Type	Call Type Breakdown
S180954	11/04/18	18	ASLT	1 911
S180953	11/04/18	28	UNAD	5 AC
S180981	11/17/18	28	THEFT	4 ALARM
S180982	11/17/18	17	THEFT	2 AOA
S180987	11/18/18	28	BURG	3 ASLT
S180986	11/18/18	14	JUV	1 ASSIST
S180993	11/20/18	26	PROWLER	1 BURG
S180997	11/21/18	16	JUV	1 CE
S181000	11/23/18	19	THEFT	7 DOM
S181002	11/24/18	17	ASLT	1 DRUG
S181017	11/30/18	17	SUSP	8 FU
				1 HARA
				5 INFO
				5 JUV
				1 MENT
				2 MVC
				1 NUIS
				10 OFCR
				1 PROWLER
				8 PS
				1 REPO
				2 SEX
				2 SUIC
				28 SUSP
				5 TC
				6 THEFT
				1 TRES
				1 UNAD
				30 VEH STOP
				2 WELF
				1 XPATROL
Total	11			147 Total

Total Number of Cascade Locks patrols

63

Total Calls for Service

147

(Includes followup, OFCR initiated, agency assist, SAR, etc.)

Hours worked by Deputy Economou (17)

54.12

Hours worked by other personnel

63.72

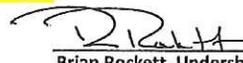

 Brian Rockett, Undersheriff

Hood River County Sheriff's Office
 Statistical Information
 City of Cascade Locks
 December 2018

Case Numbers associated with Cascade Locks				Call Type Breakdown
Case #	Date	Deputy	Call Type	
S181038	12/05/18	16	BURG	1 AC
S181046	12/07/18	30	THEFT	3 ALARM
S181048	12/08/18	28	THEFT	4 AOA
S181052	12/09/18	17	VEH STOP	2 ASLT
S181056	12/10/18	18	SUSP	1 BURG
S181069	12/14/18	28	PROWLER	1 DIST
S181087	12/21/18	17	THEFT	3 DOM
S181088	12/21/18	17	TRES	11 FU
S181102	12/26/18	16	SAR	2 HARA
S181115	12/26/18	17	ASLT	1 HR
S181106	12/27/18	17	FU	3 INFO
S181107	12/28/18	30	DIST	3 MSG
S181114	12/29/18	17	ASLT	5 MVC
S181110	12/29/18	30	HR	2 NUIS
				15 OFCR
				1 PROWLER
				2 PS
				1 SAR
				1 SUBJ STOP
				23 SUSP
				4 TA
				3 TC
				7 THEFT
				2 TRES
				71 VEH STOP
				1 WEAP
				5 WELF
				1 XPATROL
Total	14			179 Total

Total Number of Cascade Locks patrols **64**
 Total Calls for Service **179**
(includes followup, OFCR initiated, agency assist, SAR, etc.)

Hours worked by Deputy Economou (17) **93.22**
 Hours worked by other personnel **49.55**


 Brian Rockett, Undersheriff

1. **Call Meeting to Order.** Chair Cramblett called the meeting to order at 7:01 PM. Planning Commission Members present were Gary Munkhoff, Todd Bouchard, Larry Cramblett, Catherine Adler and Virginia Fitzpatrick. Others present were CA Gordon Zimmerman, Deputy Recorder Marilyn Place, Planning Commission Consultant Stan Foster and Port of Cascade Locks General Manager Paul Koch. Also present were Tim Heuker, Tom Heuker, George Fischer, Butch Miller, Scot Sullenger, Owner Operators of Thunder Island Brewery Dave Lipps and Caroline Parks and CIDA Architect Jessica Lucas.
2. **Approval of November 8, 2018 Minutes. Motion:** PCM Bouchard moved to approve the minutes, seconded by PCM Munkhoff. The motion passed unanimously.
3. **New/Old Business:**
 - a. **Public Hearing: LU 18-012 Heuker Fish Processing Plant Site Plan Review.** Chair Cramblett opened the hearing at 7:04PM. Chair Cramblett and PCC Foster went through the Planning Commission Procedures.

PCC Foster said this is an application for permitting a new heavy industrial food processing and manufacturing plant on a vacant lot at the Port of Cascade Locks' Industrial Park. He said it is zoned heavy industrial and the applicant has submitted a proposal for two permitted uses, a multi-story manufacturing plant and a care takers resident which is allowed in that zone. He said Staff has reviewed the application and there is no minimum lot size in their dimensional requirements and the applicant's proposal meets all the setback requirements. He said the applicant will locate a monument sign at the entrance to the manufacturing plant and applicant will have to comply with the design requirements of the City and submit a sign design to the City for approval.

PCC Foster said the applicant has provided a preliminary landscaping plan and after the review of the site plan no construction will take place in the riparian area of the Columbia River. He said the applicant proposed a driveway access of twenty four feet with a twenty four foot internal radius for fire truck turnaround and the Cascade Locks Fire Chief Jessica Bennett has indicated that is acceptable. He said the applicant has proposed 12 parking spaces which will exceed the required number of parking spaces under the code.

Staff has reviewed the application and has recommended a series of conditions for approval which will be discussed after the hearing.

Ms. Lucas said she is consulting with the Heuker brothers on this project which is a 20,000 square foot pad with office space, production space and a maintenance area for fish processing, smoking and packaging. She said the site plan shows the building will be 75 feet away from the riparian area and includes a road connection for fire truck access.

PCM Munkhoff asked if the fire connection road is in lieu of a hammerhead turn around and will it be built at the same time. Ms. Lucas said that was correct and they're waiting for the Port to put the road in and for engineering drawings so the architects can make that indication on the site plan. She said it will probably be gated so people can't drive that way but a fire truck would be able to push through.

PCC Foster asked if the plans have been drawn up for the care takers residence. Ms. Lucas said they have not gotten that far in the process but because a care taker residence is allowed in the zone they wanted to make sure the plan accommodated it. She said the main concern is to get the building up and in production first.

Chair Cramblett asked if there were any proponents or those opposing this site plan review. There were no other speakers on the matter and Chair Cramblett closed the Hearing at 7:14PM.

PCC Foster said even though this is a Planning Commission review for permitted use in the zone Staff recommends the conditions listed in the staff report.

Motion: PCM Fitzpatrick moved to accept the Site Plan for the Heuker Fish Processing Plant with the additional conditions recommended by PCC Foster and that a plan for the caretaker residence be submitted if it is different from what the site plan is indicating at this hearing. PCM Munkoff seconded. The motion passed unanimously.

b. Public Hearing: LU 18-013 Norway Construction Appeal. Chair Cramblett opened the hearing at 7:21PM. Chair Cramblett and PCC Foster went through the Planning Commission Procedures.

PCC Foster said the applicant has requested a continuation and a date needs to be fixed for the continuation to be granted. PCM Fitzpatrick confirmed the next date the Planning Commission could have the appeal hearing for Norway Construction would be January 10, 2019 at 7PM.

Motion: PCM Fitzpatrick moved to approve the continuation for Norway Construction to the Planning Commission meeting scheduled for January 10, 2019. PCM Munkoff seconded. The motion passed unanimously.

Chair Cramblett closed the Hearing at 7:27PM.

c. Public Hearing: LU 18-014 Thunder Island Brewing Conditional Use Permit. Chair Cramblett opened the hearing at 7:30PM. Chair Cramblett and PCC Foster went through the Planning Commission Procedures for a Conditional Use Permit hearing.

PCC Foster said we provided a Conditional Use Permit (CUP) for the Port and Thunder Island Brewing (TIB) a number of years ago. He said a year ago another request for a second CUP for TIB came in and at that time the Planning Commission directed the applicants to reappear before them on January 10, 2018. He said the Planning Commission was aware that TIB was relocating to Wa Na Pa Street in town and felt they needed more information at that time to act upon the request.

PCC Foster said at this time we do have a signed agreement between the Port and TIB and substantial progress has been made on the building permit for their future location so the request is for another (the third) 1 year CUP for their current location at the west end of the park.

PGM Paul Koch said his presence at the meeting that night was to seek a new CUP for TIB to continue their operation at the location on the Ports property while construction begins and is completed at their new location. He said the Port Commission had approved a six month extension of TIB's current lease and a monthly rent increase along with the requirement that by June 30, 2019 a foundation slab be completed at TIB's new location.

Owner Operator of TIB Mr. Lipps said he had a geo tech report done that found some soil issues at the new location. He said they fired the first engineer and hired a new one. He said currently the permit is with the City and they are on their last stages of the wastewater and storm water portion of their project. He said when they submitted their permit in September, 2018, they were told it was a five day process but found out that it was not. They are hoping to get the permit pushed over to the County and to break ground soon at their new location. He said they've experienced substantial delays due to the ice storm of 2017 and the Eagle Creek Wild Fire and massive engineering issues this year.

Mr. Lipps said if they are not granted the CUP to remain in the space they are now they won't be able to pay their employees and generate revenue for the new building. He said if that happens they will not be able to have a business presence in Cascade Locks. He said they have spent over \$250,000 in engineering, permit review fees and land purchases. He said now they want to begin construction so they can make this town look like something everyone would want it to look like, something awesome.

PCM Bouchard asked who TIB's contractor is. Ms. Lipps said O'Brian and Company has been their contractor since day one. She said most notably they do a lot of work in the wine and beer brewing industry. Ms. Lipps said they do acknowledge they came before the commission in 2016 to ask for two

more years but again the storms, fire and other delays they've experienced have set them back. She said a part of their investment in the new building is based on their ability to continue operating so they can make the transition.

Chair Cramblett asked if there were any proponents for granting the CUP and any in opposition. Mr. George Fischer spoke opposing the permit stating TIB should have had a schedule of events so the Planning Commission could look at how things were to transpire. He said the Planning Commission told TIB they have a specific amount of time for their infancy. He said when you have time constraints you need to work within those. He said excuse the expression but shit or get off the pot, someone else might want to sit down. Ms. Parks said they'd be happy to share their construction schedule with Mr. Fischer if he's interested.

PCM Munkoff said one year does not seem like enough time for TIB to be shut down at its current location and in operation at the new location on Wa Na Pa. Mr. Lipps said their contractor assured them they could have the building ready in nine months, which would provide three months for any delays or bad weather issues. CA Zimmerman said the building TIB is wanting to construct on Wa Na Pa is a relatively simple building and he thinks it's very doable to get it built in nine months.

PCC Foster said staff is recommending the conditions of approval as listed in the staff report with an additional condition as stated below:

1. By June 30, 2019, TIB will be required to have a slab poured for the new building, should they meet this requirement, TIB and Port of Cascade Locks shall have an automatic additional six month Conditional Use Permit extension. If TIB has not relocated by December 31, 2019 but the new building is complete then TIB shall have an additional six months to completely relocate the temporary space to the new permanent space. Failure to comply with any of their requirements shall terminate the Conditional Use Permit.

Chair Cramblett closed the hearing at 7:56PM.

Chair Cramblett said he feels uncomfortable granting the CUP because TIB is not following the code. He said the property that TIB is occupying temporarily is a public park and it's not zoned for beer manufacturing. He said TIB has not followed their own timeline twice and the winter of 2016/17 and the Eagle Creek Fire should not have delayed the process of building their new business on Wa Na Pa to the extent that they say it has. Chair Cramblett said it's hard for him to believe that this time will be different since the past two times TIB Operators have come before the PC stating how confident they were in their timeline and their engineers but have failed in making anything happen.

PCM Munkhoff said there are issues that should be on the record before a motion is made. He said in the original application TIB had a schedule set up stating what they would be doing in the first, second and third year. He said they haven't stuck to their schedule. He said by TIB's own admission the space they occupy in the park would not be used for outside sales and it is only a tasting room where no food will be served. He said that is not the case they do serve food and have outside sales. He said the Conditional Use Permits were specifically to support the retail incubator space to spring board the startup business in to self-sufficiency and to allow the new business to focus on product development while designing a long term building. He said no issues were brought up to the Planning Commission during the last Conditional Use Permit hearings and his concern is TIB is asking for a year with no conditions and that is taking advantage of the Planning Commission.

PCM Fitzpatrick said what started out as an incubator business has been five years now and wondered at what point is it not working.

PCM Bouchard said it sounds like PCM Munkhoff is supportive at giving TIB time and maybe wants to add a condition or two to the new CUP. PCM Munkhoff said that is correct and mentioned the Ports agreement with TIB requiring them to have a slab foundation poured within six months at their new site on Wa Na Pa. He said if we give TIB a six month CUP and they keep their agreement with the Port and get the slab poured they get another six months automatically and they don't have to come before the Planning Commission to request it. He said at the end of that six months if the building is complete but they haven't had time to move in they can have another six months. PCM Munkhoff said if they don't make the slab pour at the end of the first six months he recommends they have to go back to their original perimeters of their business which was no more outside sales and they have to stick with their 25 person limit.

PCM Bouchard asked PGM Koch what happens to TIB's lease if the slab is not poured. PGM Koch said the Port Commission would have the ability to cancel the lease at that time. PCM Bouchard said if TIB gets the slab poured what will the Port do. PGM Koch said upon TIB's request the term of the lease would resume until December 31, 2019. PCM Bouchard said it sounds like the Port is in the same position as the City and the CUP should piggyback with the Ports lease.

Ms. Parks said TIB's original CUP was approved with the assumption that the Port would be developing a property for TIB's long term use. Mr. Lipps said the property that was proposed was the old Fire Hall which turned out could not be overhauled to the specifications necessary for a brewery. He said at that time the Port told TIB they would only give them two years in their current location in the park. Mr. Lipps said that's when TIB decided to begin working on plans for a new building on Wa Na Pa.

CA Zimmerman said because TIB has been so successful in the location at the park staff is supportive of this new CUP.

Motion: PCM Munkhoff moved to approve a Conditional Use Permit for Thunder Island Brewery with the above listed conditions numbers 1 through 11 for a period of six months. After six months and upon having met conditions TIB will be granted another six month CUP through December 31, 2019 without requiring a public hearing. If the project necessitates an additional six months for relocation purposes after the new building is complete then an additional six month CUP will be granted until June 30, 2020. Seconded by PCM Bouchard. The motion passed with a three to two vote.

4. **Public Comment.** Mr. George Fischer said this year he purchased parcels two and three from Bruce and Carol Daniels. He said he began the permit process on July 22, 2018 and met with Kathy Woosley to point out a problem with the Public Works Design Standards (PWDS) and the Community Development Code (CDC). He said the problem was regarding driveways, approaches, fire truck turnarounds, parking area's and the requirement for a 30ft recorded easement. He said he received a letter on July 24, 2018 restating all the same issues he had pointed out to Kathy. He said he then took his case to a City Council meeting on August 13, 2018, to make Council aware of the problem with the easement requirements and the PWDS issues. He asked the Council to resolve the problems and no motions were made. Mr. Fischer said at the end of that meeting CA Zimmerman said he would take care of it with him in a couple weeks.

Mr. Fischer said CA Zimmerman called him into a meeting and showed him a drawing for the fire truck turnaround from Fire Chief Bennett that she would approve for his property. He said on August 9, 2018 he received a letter from Kathy Woosley that said she spoke with Fire Chief Bennett who said the hammerhead configuration can't be in the driveway. He said according to the Hood River County Fire Chiefs Association of Fire and Safety they require a hammerhead turnaround or a cul-de-sac turnaround and no parking signs. He added nowhere in the code does it say it must be part of the easement. Mr. Fischer asked the Commission if they could tell him where Public Works Design Code starts and the CDC ends.

Mr. Fischer said the reason he was there that evening was because he cannot finish the permit process without the commission understanding that private property falls under the CDC not Public Works Design Standards. He said he wants the commission to stop miss quoting the code and to not assume personal interpretations into the code. He said he wants the problem corrected and he wants to be put on the Planning Commission agenda for January.

CA Zimmerman said Mr. Fischer has not submitted an application or formal site plan and if he would submit that then the Planning Commission can make a decision and Mr. Fischer can appeal the decision if need be. He said but at this time Mr. Fischer has not completed a permit application and we'll be happy to consider it as soon as we get one and a legitimate to scale site plan.

CA Zimmerman said the City has given Mr. Fischer answers throughout his quest but he is not accepting the definition in the Public Works Design Standard as it relates to the development of his driveway going back to his property.

Chair Cramblett said Mr. Fischer's question is why he should abide by the PWDS when it's his own private property. CA Zimmerman said because Mr. Fischer is developing property that is more than 150 feet back and the PWDS requires him to develop a paved driveway to the PWDS's specifications. He said the reason why this is a PWDS requirement is to prevent gravel driveways that chew up the side of the street to which they connect. CA Zimmerman said Mr. Fischer believes that if the City is requiring him to build a driveway then that becomes a street even though it's not built to street standards. He said Mr. Fischer is asking the Planning Commission to decide and accept that he should not be made to build a driveway the way the PWDS states.

Mr. Fischer said that is not what he is asking the Planning Commission to decide. He said he was asking for the Planning Commission to tell him where the CDC takes over and the PWDS ends. He said a letter he received July 23rd explained he had to comply with the minimum standards for his development as part of insurance of his permits and no other alternative will be accepted. He said that was too vague because the letter did not state exactly which design standards he is supposed to follow. He said he knows he has to pave a driveway because PWDS and the CDC are somewhat the same on that requirement. He said his issue is that according to the PWDS his paved driveway would have to have a recorded thirty foot easement which would force him to have to pay a surveyor, pay a lawyer and pay to record it with Hood River County before he can give the planning department a complete plot plan.

Chair Cramblett said is the City requesting Mr. Fischer turn over his driveway to the City for proper maintenance. CA Zimmerman said no, we would like him to turn in a permit application and a legitimate to scale site plan.

PCM Munkoff asked Mr. Fischer to explain how this issue evolved. Mr. Fischer said after Bruce and Carol Daniels agreed to sell their property they spoke to Kathy Woosley in the planning department about doing a partition land division. He said the land division showed access to the lots that were to be partitioned with a twenty foot easement which got approved and recorded. He said in July, 2018 he began the permit process and he came to the City and spoke to Kathy and told her his intention was to build a duplex and a home on the property. He said after his discussion with Kathy he received a letter from PCC Foster that said he had to have a recorded thirty-foot easement and also the fire truck turnaround cannot be in the driveway. He said he needs something in writing that tells him exactly what code to follow so he only has to pay the surveyor, lawyer and Hood River County once.

PCM Bouchard asked Mr. Fischer what is it he would like to have happen or did he just want to be heard. Mr. Fischer said he would like clarification.

PCC Foster said the partitioning of the Daniels' land is a straightforward land use matter. He said our code indicates that we have to comply with PWDS so he defers to the PWDS and that is what he's

regulated and bound by the City to do. PCC Foster said one the problems for him was Mr. Fischer only drew a square on the parcel and didn't provide any other information. PCC Foster said as far as the fire code goes he defers to the fire chief on that because those are public safety issues and under the CDC he is required to implement those public safety requirements for the City.

PCM Munkoff asked what is the issue. Mr. Fischer said the easements are different for the PWDS and the CDC. PCM Munkoff said if the city originally approved a twenty foot easement then the city has to live with that.

CA Zimmerman said a twenty foot easement driveway could work on that property if Mr. Fischer was only putting in two units. He said Mr. Fischer wants to develop the lots to have two units on one lot and a third on the back lot. He said so that changes the requirements for the easements according to the PWDS. Mr. Fischer has not submitted a site plan on what he wants to do with those parcels.

PCM Munkoff asked why are PWDS being applied to the residential property when there is a code standard for driveways. CA Zimmerman said because PWDS are used to connect water and sewer to the residents. PCM Munkoff said there is nothing in the code that says he has to use the PWDS to develop his driveway. PCM Munkoff said by the City's standards Mr. Fischer can't submit anything with the twenty foot easement. CA Zimmerman said that is how the code reads.

PCM Bouchard said someone has to submit the written application with a drawing and pay a fee and then there is a written record of the request. He said and if the application gets denied it can be appealed to the Planning Commission and then potentially on up to someone else, that is the process. PCM Bouchard asked why hasn't Mr. Fischer followed the process.

Mr. Fischer said he's trying to fulfill the requirements set forth but he wants to get the Planning Commission to realize they're quoting codes that they shouldn't quote. PCM Bouchard said but the Planning Commission is not involved in the application unless it's brought to them in official capacity. Mr. Fischer said that is why he asked to be put on the agenda for the Planning Commission meeting in January 2019.

PCC Foster said Mr. Fischer's application was incomplete and he needed to submit a scale drawing for it to be formally accepted. He said he wasn't requiring Mr. Fischer to go get the land resurveyed or anything he just needed a completed application with a scale drawing.

PCM Bouchard asked if Mr. Fischer was willing to provide the drawing PCC Foster needs to scale with an application. Mr. Fischer said he could try to do that but that is not going to answer his questions regarding the misinterpretations of the CDC and the PWDS.

Chair Cramblett asked if Mr. Fischer could be put on the agenda for the Planning Commission meeting in January. CA Zimmerman said no because once the application is turned in it's in administrative review of a residential development. PCM Munkoff said but it is not cut and dry which codes apply. CA Zimmerman said we either approve or deny the application and if he doesn't like the decision then he appeals to the Planning Commission. He said the Planning Commission operates under applications and they cannot submit a decision on an application they do not have. PCM Munkoff said he disagrees and does not think it's an administrative decision because there's an issue on what code applies and administration can't make that call.

Mr. Fischer said, quoting the PWDS which states "These Public Works Design Standards relate only to public works constructions in the City and should not be confused with building codes, zoning ordinances and other regulations which procedures and standards have been established....planning zoning and related should first be satisfied."

Mr. Scot Sullenger stated his support for Mr. Fischer.

It was determined that if Mr. Fischer's application is denied by the planning department then he can submit an application for appeal and appear before the Planning Commission and be put on the agenda at that time.

5. **Adjournment.** Chair Cramblett adjourned the meeting at 9:15PM.

Prepared by
Marilyn Place, Deputy Recorder

APPROVED:

Larry Cramblett, Chair

