

# CITY of CASCADE LOCKS

## AGENDA

\*\*\*\*\*CITY COUNCIL GOAL SETTING SESSION 6:00 PM\*\*\*\*\*

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**CITY COUNCIL MEETING, Monday, JANUARY 23, 2017, 7:00 PM, CITY HALL**

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**Purpose:** The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> 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 January 9, 2017 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 79,556.72.**
4. **Public Hearing:** None.
5. **Action Items:**
  - a. **Appointment to Committees.**
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. **Discussion on taxing marijuana sales.**
  - 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.



## 2016-17 2017-18 City Council Goals

### Public Works:

1. Complete Water System Improvements/*Corrosion Control Project*
2. Raise Rates For Debt Service on USDA Loan
3. ~~Complete Wastewater Master Plan~~
4. Seek Funding For Wastewater Master Plan Projects
5. Replace Planters and Waste Receptacles in Downtown
6. ~~Complete Gorge Hubs Overlook Park Project Through Grant Funding~~
7. Continue Crosswalk Reconstruction *Projects*
8. Replace City Hall Roof

### Electrical Department

1. Continue to Improve Dodson/Warrendale Distribution Line
2. Replace Street Lights as Funding and Time Allow
3. Replace Underground Lines on Riverview Street
4. Replace Underground Lines on Sunset Avenue

### Emergency Services

1. Maintain Department within Budget Parameters
2. ~~Seek Funding for Sleeping Quarters and Improvements~~
3. Continue to Operate with 3 FTE

### Finance

1. Provide a backup generator for City Hall
2. ~~Continue ADA improvements for Front Office~~
3. Review Accounting Software

### City Recorder/Planner

1. Implement Development Code Revisions
2. Hire half time Deputy Recorder/half time Utility Specialist

### Administration

1. Continue Good Governance
2. Continue Cleanup of Downtown
3. ~~Work with Port and CLBA on Holiday Lighting Program~~
4. Continue Holiday Lighting Replacement



1. **Call to Order/Pledge of Allegiance/Roll Call.** Council President Bobby Walker called the meeting to order at 7:02 PM. CM's Groves, Randall, Fitzpatrick (via phone), Walker, Busdieker (via phone), and Zerfing were present. Mayor Cramblett joined the meeting at 7:03. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Aurora delVal, and Camera Operator Betty Rush.

City Recorder Woosley administered the Oath of Office to Mayor Cramblett, then to Councilors Walker, Fitzpatrick, Groves, and Zerfing.

2. **Additions or amendments to the Agenda.** None.

3. **Adoption of Consent Agenda.**

- a. **Approval of December 12, 2016 Minutes.**

- b. **Ratification of the Bills in the Amount of \$ 261,239.74.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Groves moved, seconded by CM Walker, to approve the Consent Agenda. CM Busdieker commented that she was appalled that CA Zimmerman told a property owner to leave snow on their sidewalks so that people would avoid it instead of cleaning it and taking a chance on getting sued. She said that was awful and irresponsible to try and make people avoid businesses in the winter time. Mayor Cramblett said CA Zimmerman was informing the business owner of the legalities and reported on a news article citing the same information for sidewalks in Portland. He said people may not like the law but the property owner is responsible for the sidewalk along their property. Mayor Cramblett said that CA Zimmerman did not tell the business owner to not shovel the snow off their sidewalk. CM Groves said she didn't take the comment as telling people to frequent local businesses. She said it was information for the business owner that it is not the City's responsibility to take care of the sidewalks. CM Walker said there was an article in the Hood River News regarding the downtown area in Cascade Locks. He said citizens need to realize that WaNaPa is a state highway and the state plows that. He said the trucks cannot stop at every driveway or entrance as they would never get the streets plowed. CM Randall said he also did not take CA Zimmerman's comments the same way as CM Busdieker. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett.

4. **Public Hearing:** None.

5. **Action Items:**

- a. **Appointment to Committees.** Mayor Cramblett said he would like time to review the applications and would like to appoint committee members at the next meeting.

- b. **Appoint Council President.** CM Randall nominated CM Walker for Council President. The Council voted unanimously for CM Walker to serve as Council President.

- c. **Approve 2017/2018 Budget Process.** CM Busdieker moved, seconded by CM Randall, to approve the 2017/2018 Budget Process. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett.

- d. **Approve IGA with City of Hood River for Wastewater Collection Supervision.** CA Zimmerman explained that the City does not have anyone certified as a Level 2 Wastewater Collections System Operator. He said this is an IGA that will allow the City of Hood River's System Operator to help us if the need arises. CM Groves asked if the City's Public Works Supervisor was certified. CA Zimmerman said he is an engineer and not an operator. He said DEQ wants to know that there is someone available. **Motion:** CM Zerfing moved, seconded by CM

Randall, to approve the IGA. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Aurora asked about streaming the meetings on the internet. CA Zimmerman said the City is working on improving the broadcast first.
7. **Reports and Presentations.**
  - a. **City Committees.** None.
  - b. **City Administrator Zimmerman Report.** CA Zimmerman reported on the need to purchase a new transformer in the Wasco Creek Planned Unit Development. There was consensus of Council. He reported that garbage collection would be moved back one day this week and picked up as weather allows. He also reported on the rainfall total and that Cascade Locks finished the year with 38 residential building permits and 1 commercial building permit. Mayor Cramblett said Cascade Locks is not in a drought situation. He said Hood River is and will continue to be if they don't have the snow pack. He said Gary Munkhoff researched some records at Bonneville Dam that showed a low rainfall one year and within the next two years the rainfall was at maximum high levels. He said the patterns are consistent with what has happened in the past.
8. **Mayor and City Council Comments.** CM Fitzpatrick said there were great articles in the Skamania County Pioneer about the progress being made in Cascade Locks and the great future projects. He gave special thanks to Sheldon and the Public Works Crew for their hard work in taking care of the streets during this weather. CM Busdieker also thanked Sheldon and the Public Works Crew for keeping the roads in good shape. She said she has seen Facebook posts complimenting Cascade Locks on their streets. She urged everyone to stay safe as the winter weather is going to continue. She also urged everyone to check on their neighbors. CM Zerfing said while reading through the bills list he realized there is a lot for him to learn. He said he would like to spend some time with staff. Mayor Cramblett suggested he set that up with CA Zimmerman. CM Zerfing asked for patience as he gets up to speed. CM Walker said it is very important for us all to watch out for our neighbors. He thanked Sheldon and all the City Staff for keeping the roads open and also thanked everyone for being prepared. He said it shows that people are taking responsibility for their own wellbeing. CM Randall thanked Staff and Public Works. He said people are noticing the hard work. He congratulated Carl and the re-elected for "sticking with it". CM Randall said these winter storms can bring out the best in people. He said it is tremendous to see the good will toward others. CM Groves thanked the Public Works Crew. She said the streets look good. She urged citizens to get out and help dig out their neighbors. She congratulated the Councilors and Mayor Cramblett on their election. Mayor Cramblett said he was glad to have CM Zerfing on Council and glad that he is willing to put in the time to learn.

Mayor Cramblett said Sheldon was alone for a while but now has a brand new crew. He said Cascade Locks is a good community and people step up to help others. Mayor Cramblett reported on Ken Davis, a new citizen that helped to rescue people from a burning car on I-84. He said he appreciated him doing that. CM Zerfing said he saw that on the news and said should calm people down and wait for trained people to take care of them. He said moving someone can cause them to be a paraplegic. He said it is rare for a vehicle to be on fire with the necessity of moving people out of the car. Mayor Cramblett said this vehicle was on fire and appreciated Ken for acting. He said he believed that there is a judgment call to be made when you're at the scene. He said he also realizes that CM Zerfing has had a lot of training and work in this area. CM Zerfing said he just doesn't want a bunch of heroes out there harming someone.

Mayor Cramblett reminded everyone that when you park your cars on the street it will make the streets less wide. He urged citizens to park cars off of the streets so they can be plowed.

CM Zerfing asked why the sidewalks could not be cleaned as people are being forced to walk in the street which creates a hazardous situation. He said there are some people that don't have a choice other than to walk downtown. There was consensus of Council that the City could make an effort to clean sidewalks if there is time to do that.

9. **Other matters.** None.
10. **Executive Session.** None.
11. **Adjournment. Motion:** CM Groves moved, seconded by CM Randall, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett. The meeting was adjourned at 8:01 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Mayor



BLANKET VOUCHER APPROVAL

PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
1/6/2017	PR	\$ 38,926.99
1/13/2017	A/P	\$ 40,629.73

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GRAND TOTAL \$ 79,556.72

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APPROVAL:

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Mayor



Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7877	01/17	01/13/2017	6945	110303	4COM, Inc.	programming	4140562740	154.47
Total 7877:								
7878	01/17	01/13/2017	6884	121616	Active911, Inc.	device purchase	0540562030	154.47
Total 7878:								
7879	01/17	01/13/2017	6966	01410018RA	American Messaging	Paging Service	5140562110	56.05
Total 7879:								
7880	01/17	01/13/2017	100	289901	American Public Power Association	Annual Dues	5140562030	7.50
7880	01/17	01/13/2017	100	289901	American Public Power Association	Annual Dues	5140562030	748.44
Total 7880:								
7881	01/17	01/13/2017	460	6414	BROWN & KYSAR, INC	Eagle Creek Job	5645163941	993.05
7881	01/17	01/13/2017	460	6415	BROWN & KYSAR, INC	Eagle Creek Job	5645163941	497.50
Total 7881:								
7882	01/17	01/13/2017	6900	V604334	BSK Associates	water testing	2140562150	3,185.53
Total 7882:								
7883	01/17	01/13/2017	6979	DECEMBER	Cartomation, Inc.	GIS Service for City	5140562190	3,683.03
Total 7883:								
7884	01/17	01/13/2017	670	1000015000	CASCADE LOCKS LIGHT CO.	Fire Station	0540562439	45.00
7884	01/17	01/13/2017	670	100003500 1	CASCADE LOCKS LIGHT CO.	Res. No 2	2140562070	672.05
7884	01/17	01/13/2017	670	100030200 1	CASCADE LOCKS LIGHT CO.	Pump Lift Station	2140562070	29.87
7884	01/17	01/13/2017	670	100038200 1	CASCADE LOCKS LIGHT CO.	Well House	2140562070	28.30
7884	01/17	01/13/2017	670	100379100 1	CASCADE LOCKS LIGHT CO.	Treatment Plant	2140562070	1,652.78
7884	01/17	01/13/2017	670	100381300 1	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	2,128.61
7884	01/17	01/13/2017	670	100381300 1	CASCADE LOCKS LIGHT CO.	Warehouse	3140562070	46.86
Total 7884:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7884	01/17	01/13/2017	670	200120000 1	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	28.30
7884	01/17	01/13/2017	670	300155100 1	CASCADE LOCKS LIGHT CO.	Main Lift Station	3140562070	1,169.38
7884	01/17	01/13/2017	670	300155900 1	CASCADE LOCKS LIGHT CO.	Museum	0140762630	186.94
7884	01/17	01/13/2017	670	300171800 1	CASCADE LOCKS LIGHT CO.	Mail Lighting	5140562800	40.82
7884	01/17	01/13/2017	670	300183900 1	CASCADE LOCKS LIGHT CO.	Moody Lift Station	2140562070	54.80
7884	01/17	01/13/2017	670	301961200 1	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	11.38
7884	01/17	01/13/2017	670	600135000 1	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	1,850.82
7884	01/17	01/13/2017	670	600136900 1	CASCADE LOCKS LIGHT CO.	87 Ruckle	3140562070	45.10
7884	01/17	01/13/2017	670	600149800 1	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	86.03
7884	01/17	01/13/2017	670	601369800 1	CASCADE LOCKS LIGHT CO.	Radio Tower	0540562439	87.85
7884	01/17	01/13/2017	670	SSS 01/17	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	249.70
Total 7884:								
7885	01/17	01/13/2017	740	77948	CASELLE, INC.	Contract Support	0140162082	8,395.45
Total 7885:								
7886	01/17	01/13/2017	6996	525133	Certified Folder	January Brochure Delivery	0840562101	41.59
7886	01/17	01/13/2017	6996	526328	Certified Folder	February Brochure Delivery	0840562101	41.59
Total 7886:								
7887	01/17	01/13/2017	1120	B156021	COLUMBIA HARDWARE, LLC	ice cleats	2140562560	83.18
7887	01/17	01/13/2017	1120	B156424	COLUMBIA HARDWARE, LLC	glue, rope clip, lock	0540562440	14.99
7887	01/17	01/13/2017	1120	B157257	COLUMBIA HARDWARE, LLC	chain link extenders	5140562201	27.82
Total 7887:								
7888	01/17	01/13/2017	6834	011117	Conserve Energy LLC	Energy Efficient Rebate-Commercial Lig	5140562140	57.58
Total 7888:								
7889	01/17	01/13/2017	1290	21544	CRUISE MASTER PRISMS, INC	Nametags, nameplates, rhodium 2 line	0540562029	5,662.00
Total 7889:								
7890	01/17	01/13/2017	1620	1324	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services December 2016	5140562139	71.58
Total 7890:								
750.00								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7890:								
7891	01/17	01/13/2017	2020	1272632	GENERAL PACIFIC INC.	FUSE link, grounding lead, conduit, hotlin	5140562900	750.00
7891	01/17	01/13/2017	2020	1272633	GENERAL PACIFIC INC.	bulbs	5140562800	1,799.25
7891	01/17	01/13/2017	2020	1272633	GENERAL PACIFIC INC.	bolts, auto splice	5140562900	240.00
7891	01/17	01/13/2017	2020	1272633	GENERAL PACIFIC INC.	high pressure sodium lamp, CT	5140562900	259.25
7891	01/17	01/13/2017	2020	1272633	GENERAL PACIFIC INC.	bulbs	5140562900	470.00
7891	01/17	01/13/2017	2020	1272634	GENERAL PACIFIC INC.	lug, straight, test switch	5140662800	60.00
7891	01/17	01/13/2017	2020	1272685	GENERAL PACIFIC INC.	splice auto copper #4 solid	5141562009	215.00
Total 7891:								
7892	01/17	01/13/2017	2420	2017-01	HOOD RIVER CO. - FINANCE	Reverse 911 Annual Payment	0140862201	3,156.00
Total 7892:								
7893	01/17	01/13/2017	3770	22-201612	NET ASSETS	Title Search	0140162110	1,000.00
Total 7893:								
7894	01/17	01/13/2017	6949	1709	NorthWest Graphic Works	printing on vests	0540562029	21.00
Total 7894:								
7895	01/17	01/13/2017	3920	1789	NORTHWEST REQUIREMENTS UTILIT	RiverPartners Support	5140562030	26.00
7895	01/17	01/13/2017	3920	919	NORTHWEST REQUIREMENTS UTILIT	Membership Dues	5140562030	710.00
Total 7895:								
7896	01/17	01/13/2017	3940	670	OAMR	annual conference registration	0140162020	1,395.00
Total 7896:								
7897	01/17	01/13/2017	4070	8120342	ONE CALL CONCEPTS, INC.	locate services	5140562110	2,105.00
Total 7897:								
7898	01/17	01/13/2017	4270	2017	OREGON MAYOR'S ASSOC.	2017 Membership Dues	0140162030	150.00
Total 7898:								
Total 7899:								

City of Cascade Locks

Check Register - By Check No.

Check Issue Dates: 1/13/2017 - 1/13/2017

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7898:								
7899	01/17	01/13/2017	6935	85538	Oregon Travel Experience	4x4 panel	0840562114	100.00
Total 7899:								
7900	01/17	01/13/2017	6769	12-16-404	PARC Resources, LLC	general planning	0140262075	75.00
7900	01/17	01/13/2017	6769	12-16-404	PARC Resources, LLC	City Planning	0140262090	161.25
Total 7900:								
7901	01/17	01/13/2017	6948	1328	Peterson Pro Media	winter photos	0840562110	751.14
Total 7901:								
7902	01/17	01/13/2017	4670	010317	PORT OF CASCADE LOCKS	4th of July Fireworks Show Donation	0140362171	912.39
Total 7902:								
7903	01/17	01/13/2017	4810	24081	PRINT IT	UB stock	0140162010	250.00
Total 7903:								
7904	01/17	01/13/2017	4830	2017-9	PUBLIC POWER COUNCIL	2017 Annual Dues	5140562030	5,000.00
7904	01/17	01/13/2017	4830	2017-9	PUBLIC POWER COUNCIL	2017 Annual Dues	5140662030	648.80
Total 7904:								
7905	01/17	01/13/2017	6065	40	Sofia Urrutia-Lopez	Contract Support	0840562110	162.20
Total 7905:								
7906	01/17	01/13/2017	5510	8042342095	STAPLES CONTRACT & COMMERCIA	command hooks, dusters	0140162010	811.00
7906	01/17	01/13/2017	5510	8042325381	STAPLES CONTRACT & COMMERCIA	Paper, 1099 forms and envelopes	0140162010	760.00
Total 7906:								
7907	01/17	01/13/2017	6970	247510	Suburban Propane	Equipment Rental	0540562421	57.17
Total 7907:								
Total 7907:								

City of Cascade Locks

Check Register - By Check No.

Page: 5  
Jan 17, 2017 09:48AM

Check Issue Dates: 1/13/2017 - 1/13/2017

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Paysee	Description	GL Account	Amount
Total 7907:								
1131701	01/17	01/13/2017	3650	16120435	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	1.00
Total 1131701:								
Grand Totals:								
								3,352.20
								40,629.73

M = Manual Check, V = Void Check

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	11,552.21-	11,552.21-
01-401-62010	759.95	.00	759.95
01-401-62020	150.00	.00	150.00
01-401-62030	100.00	.00	100.00
01-401-62082	1,245.00	.00	1,245.00
01-401-62110	21.00	.00	21.00
01-401-62552	1,948.23	.00	1,948.23
01-402-62075	161.25	.00	161.25
01-402-62090	751.14	.00	751.14
01-403-62171	5,000.00	.00	5,000.00
01-407-62630	165.94	.00	165.94
01-408-62025	249.70	.00	249.70
01-408-62201	1,000.00	.00	1,000.00
05-21010	.00	942.35-	942.35-
05-405-62029	97.58	.00	97.58
05-405-62030	56.05	.00	56.05
05-405-62421	1.00	.00	1.00
05-405-62439	759.90	.00	759.90
05-405-62440	27.82	.00	27.82
08-21010	.00	1,168.18-	1,168.18-
08-405-62101	83.18	.00	83.18
08-405-62110	1,010.00	.00	1,010.00
08-405-62114	75.00	.00	75.00
17-21010	.00	28.30-	28.30-
17-405-62551	28.30	.00	28.30
21-21010	.00	1,844.30-	1,844.30-
21-405-62070	1,784.31	.00	1,784.31
21-405-62150	45.00	.00	45.00
21-405-62560	14.99	.00	14.99
31-21010	.00	3,418.25-	3,418.25-
31-405-62070	3,418.25	.00	3,418.25
41-21010	.00	3,506.67-	3,506.67-
41-405-62740	3,506.67	.00	3,506.67
51-21010	.00	14,486.44-	14,486.44-
51-405-62030	3,500.24	.00	3,500.24
51-405-62110	13.80	.00	13.80
51-405-62139	750.00	.00	750.00
51-405-62140	5,662.00	.00	5,662.00

GL Account	Debit	Credit	Proof
51-405-62190	1,000.00	.00	1,000.00
51-405-62201	14.77	.00	14.77
51-405-62800	280.82	.00	280.82
51-405-62900	2,641.00	.00	2,641.00
51-406-62030	348.81	.00	348.81
51-406-62800	60.00	.00	60.00
51-415-62009	215.00	.00	215.00
56-21010	.00	3,683.03-	3,683.03-
56-451-63941	3,683.03	.00	3,683.03
<b>Grand Totals:</b>	<b>40,629.73</b>	<b>40,629.73-</b>	<b>.00</b>

Report Criteria:

Report type: GL detail



## **COMMITTEE VACANCIES (updated 1/10/17)**

### **Tourism Committee (1 vacancy)**

Applications received:

Emmy Thomson

Cynthia Trippett

### **Architectural Review Committee (2 vacancies)**

Applications received:

Gary Munkhoff

Tom Owens

### **Planning Commission (2 vacancies)**

Applications received:

Gyda Haight

Cynthia Trippett

### **Budget Committee (3 vacancies)**

Applications received:

Joel Koch

### **Joint Work Group on Economic Development (1 vacancy – citizen member)**

