

JOINT (CITY/PORT) WORK GROUP FOR ECONOMIC DEVELOPMENT

**Meeting Notice and Agenda
Thursday, January 30, 2014
7:00 PM
City Hall Council Chambers**

1. Call To Order/Pledge of Allegiance
2. Welcome and Self-Introductions
 - a. City Representatives
 - b. Port Representatives
3. Adoption of meeting minutes of October 2013
4. Citizen Input
5. Port Strategic Plan Update (Holly)
6. City Issues: (Gordon)
 - a. Master Water Plan
 - b. Wastewater Master Plan
 - c. Electrical Master Plan
 - d. The Seven Year Plan
7. Economic Development Department Update (Gary and Holly)
8. Discussion of Transportation strategies to serve Industrial Park
9. Next Meeting: February 27, 2014
10. 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.

Minutes
Joint Work Group on Economic Development
October 24, 2013

1. Call to Order/Pledge of Allegiance: Mayor Cramblett called the meeting to order at 7:03 PM. Committee Members present were Port Commissioner Donna Mohr sitting in for Port Commissioner Jess Groves, Port Commissioner Brenda Cramblett, Mayor Cramblett and Citizen Member Gary Munkhoff. Members absent were City Councilors Jeff Helfrich and Bruce Fitzpatrick. Also present were Port Interim General Manager Paul Koch, City Recorder Kathy Woosley, Port Economic Development Director Gary Rains, and Dave Palais. Loren Shultz from Oregon Business Development Department joined the meeting at 8:09 PM.
2. Welcome and Self-Introductions: Dismissed.
3. Adoption of meeting minutes of August 22, 2013: Postponed to next meeting.
4. Citizen Input: Mr. Palais gave an update on the hearing challenging the water right forfeiture.
5. Report back from JWGED members on citizen appointments to advise the group: PC Cramblett said she has asked Darlene Sullenger to be a citizen member.
6. Port status report on Bridge of the Gods: PIGM Koch said the work has begun this week on repair of the gussets and will continue until mid-November. He said that Wildish Construction was awarded the bid for the stringer work and that work would continue until the end of December. He reported that ODOT would recalibrate the bridge during the first week in January and weight limit should be returned to 80,000 lbs. He said that the clips in the bridge have to all be changed to bolts which will give the bridge more natural flexibility.

PIGM Koch said the Port of Hood River and Port of Cascade Locks met with Darrin Nichols and have asked for a meeting of all five ports in National Scenic Area to meet in January and identify needs for Ports. He said they will be asking for help in lobbying for money to go to Ports for bridge maintenance.
7. Nestle Update: PEDD Rains said the Port and Nestlé are moving forward with a first right of proposal on land.

PIGM Koch said the OSU Economic Impact Study is available on the OSU Website.

The OSU Economic Impact Study is available at:
[http://ruralstudies.oregonstate.edu/sites/default/files/pub/pdf/Bottled Water Report 101413 .pdf](http://ruralstudies.oregonstate.edu/sites/default/files/pub/pdf/Bottled%20Water%20Report%20101413.pdf) and
[http://ruralstudies.oregonstate.edu/sites/default/files/pub/pdf/Bottled Water Report 101413 Appendix B.pdf](http://ruralstudies.oregonstate.edu/sites/default/files/pub/pdf/Bottled%20Water%20Report%20101413%20Appendix%20B.pdf)
8. Status report on Port Strategic Plan: PIGM Koch said the Port's Strategic Plan is 90% complete with a public hearing scheduled for November 7th and for Port Commission adoption on November 21st. PIGM Koch and PED Rains explained the reason for the Port's Strategic Plan.
9. City Issues: Mayor Cramblett gave a report on the following items:

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- a. Master Water Plan
 - b. Wastewater Master Plan
 - c. Electrical Master Plan
 - d. Community Development Code Updates
 - e. Public Works Design Standard Updates
 - f. Street Vendor Ordinance
10. Economic Development Department Update: PED Rains reported on rezoning of the industrial park to a mixed use, electricity and water issues in the industrial park, and possible funding sources for infrastructure needs in the industrial park. Mr. Shultz stated there may be issues with funding from the state if property is rezoned to mixed use. He said he would research the issue and get back to the Port. Mr. Shultz also explained that there may be funding options available to the City that may not be allowed for the Port. Mr. Munkhoff suggested leaving the Cramblett Way area of industrial park zoned as is and get funding to increase infrastructure needs there and then work on the other parts of industrial park as needed. He asked if there were other funding sources available. PIGM Koch and PED Rains stated that there were.
11. Next Meeting: January 23, 2014: **Motion**: PC Cramblett moved, seconded by PC Mohr, to set the next meeting date of the JWGED to January 23, 2014. The motion was passed unanimously.
12. Adjournment: Mayor Cramblett adjourned the meeting at 9:05 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

INTERGOVERNMENTAL AGREEMENT
Between the City of Cascade Locks and the Port of Cascade Locks
For Promotion of Economic Development

DATE: July 15, 2013

PARTIES: City of Cascade Locks ("City")
140 WaNaPa
P.O. Box 308
Cascade Locks, OR 97014

Port of Cascade Locks ("Port")
355 WaNaPa
P.O. Box 307
Cascade Locks, OR 97014

RECITALS

- A. City and Port have the authority under ORS 190.010 to enter into intergovernmental agreements for the performance of functions and activities by each party.
- B. The parties desire to enter into an agreement whereby each agrees to perform the functions outlined below for the purposes of developing economic activities; enhancing existing and emerging businesses; and to attract new businesses and jobs.
- C. The parties intend this agreement to facilitate economic development from the date of signing in perpetuity.

NOW, THEREFORE, in consideration of the mutual agreements of the parties, the parties agree as follows:

Section 1. Mutual Responsibilities.

A. Water System: Both parties agree to cooperate in enhancing the water system to and within the boundaries of the Port and Industrial Park. The focus of this cooperation will be to provide adequate water service to the Industrial Park and the Fish Hatchery.

B. Waste Water Treatment: Both parties agree to develop specific waste water system and plant enhancements to provide adequate service to industrial users and ensure viability of the City's wastewater treatment plant.

C. Electric Service: Both parties agree to develop sufficient electrical service to the Port and Industrial Park.

D. Expenses and Cost Sharing: Both parties agree to meet and develop specific expense, cost sharing and reimbursement policies and procedures to facilitate industrial growth, job development and economic growth throughout the community.

E. Rates and System Development Charges: Both parties agree to negotiate and cooperate to create special rates designed to increase new businesses and add jobs in the community. Rate structures may include, but are not limited to, phased rates, waiver of system development charges and low initial rates. Such development will be undertaken with the mutual understanding that City must be able to cover costs of operation.

F. Reimbursement: Both parties agree to develop policies to ensure each party pays an appropriate share in the cost of the infrastructure development contained in this Agreement. This may include reimbursement for costs extended by a party in furtherance of the mutual goals of the parties.

G. Efficiency and Effectiveness: Both parties agree to cooperate in work efficiency and effectiveness. This includes, but is not limited to, sharing equipment, joint funding for equipment, and coordinating work crews.

Section 2. City's Responsibilities.

A. Electric Service: City agrees to provide two (2) megawatts of electricity service to Port and Industrial Property through existing conduits. City will make preparations to provide up to four (4) megawatts of electricity to the Port and Industrial Park. Such preparation and delivery of four (4) megawatts shall be at Port's expense.

B. City agrees to establish industrial water, sewer and electricity rates that create incentives for new and existing businesses in Cascade Locks, the Port and Industrial Area. This may include traditional approaches, latecomers' agreements and other strategies.

Section 3. Port's Responsibilities.

A. Water System: Port agrees to drill wells on Port property, construct water lines, and construct a reservoir. Construction shall be to City Standards. The construction of water lines includes construction of a twelve (12) inch water line from Herman Creek Lane to Port and Industrial Park property. All or a portion of these facilities may be turned over to the City for operations and maintenance by later agreement of the parties.

B. Electric System: Port agrees to pay for preparation and delivery infrastructure of providing four (4) megawatts of electrical service to the Port and Industrial Area.

Section 4. Effective Date, Term. This Agreement becomes effective upon signing, and shall remain in effect in perpetuity. Either party may terminate this Agreement at any time by delivery

of written notice to the other party at the address above, given no less than thirty (30) days prior to the intended termination date.

Section 5. Liability and Indemnification: Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney's fees and costs) arising from the indemnitor's performance of this agreement where the loss or claim is attributable to the negligent acts or omissions of that party. Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

Section 6. Insurance: Each party agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement, at levels necessary to protect against public body liability as specified in ORS 30.270. This agreement is expressly subject to the tort limits and provisions of the Oregon Tort Claims Act (ORS 30.260 to 30.300).

Section 7. Compliance With Laws: Each party agrees to comply with all local, State and Federal ordinances, statutes, laws and regulations that are applicable to the services provided under this agreement.

Section 8. Attorney Fees: In the event of any action or proceeding to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursement, at arbitration, trial, and on appeal.

Section 9. Final Agreement; Modification: This writing is intended both as the final expression of the agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the agreement. Although this Agreement may be changed by subsequent review, amendment or modification, such changes must be in writing and signed by both parties' duly authorized representatives.

CITY

Tom Grandletts

By: _____

Date: 7/22/13

PORT

[Signature]

By: _____

Date: 7/22/13

Approved by the City Council September 12, 2011

Job Description

Joint City-Port Economic Development Task Force

Purpose: The purpose of the Joint Economic Development Task Force is to effectively and efficiently coordinate, plan and implement strategies that will create jobs locally, enhance local businesses and create new taxpayers and add value locally.

General Description of duties: The Joint Economic Development Task Force shall have the primary responsibility of developing plans and strategies that will lead to the creation of local jobs, determining the strategies necessary to recruit and bring in new businesses and to significantly strengthen the local employment market, enhance existing local businesses and create an economically viable community. To fully coordinate Port and City efforts and take full advantage of any state and federal resources that may assist the community achieve its financial goals. A critical task for the Task Force to examine will be the education and communication of the general public and business community.

Task Force Membership: The Joint Task Force shall be made up of two representatives selected by the Board of the Port of Cascade Locks and two members selected by the City Council of the City of Cascade Locks. Other members may be added in either a full capacity or ad-hoc capacity as determined by the Task Force.

Staff Support: Staff support for the work of the Task Force shall be provided through the Port Executive Director and the Interim City Administrator.

Tasks: The Joint Task Force shall take on the following work tasks in its efforts to enhance the local economy, create jobs for local citizens and generally enhance the local business community.

1. Educate it regarding the plans, resources and strategies of each jurisdiction.
2. Openly communicate existing strategies, issues and concerns.
3. Stay focused on what it takes to create jobs locally and develop strategies that will lead to local jobs, more businesses and economic health.
4. Discuss and develop a strategy to educate and communicate with all citizens regarding economic development.
5. Establish clear priorities and stay focused on delivery of the priorities.
6. Work with and communicate with all existing businesses to ensure that these businesses will thrive over the long term.
7. Coordinate the delivery of services aimed at enhancing the local economy and make recommendations to the respective Board and Council. (Make suggestions and recommendations to the Port Board and City Council for their consideration)

8. To develop and seek approval of legislative priorities that will enhance the economy of Cascade Locks. Work with and through statewide organization to deliver the communities legislative priorities.
9. To develop plans and strategies to add local jobs, create new local businesses and services tied to the acquisition of any new large business enterprises.
10. To work with existing local businesses to determine strategies that will strengthen them, increase their success and incomes.
11. Bring in outside resources to assist the community be economically viable.
12. Other duties as may arise that will lead to the economic success of the community and its citizens.

How we will measure the success of our efforts:

1. A fully coordinated and integrated economic development strategy will be created.
2. New businesses will be recruited to the community.
3. New jobs will be created for local residents.
4. New taxpayers will be added to the community.
5. Existing businesses will be strengthened and be more economically successful.
6. The community will have identified and developed its own economic future.
7. The community will be educated and knowledgeable of local efforts.

September 11, 2011