

# CITY of CASCADE LOCKS

## AGENDA

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**CITY COUNCIL MEETING, Monday, February 25, 2019, 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 28, 2019 Goal Setting Minutes.**
  - b. **Approval of January 28, 2019 City Council Minutes.**
  - c. **Ratification of the Bills in the Amount of \$ 282,829.49.**
4. **Public Hearing: None**
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Approval of Hood River County Reads Proclamation.**
  - c. **Approve Resolution No. 1410 Establishing the Goals for Fiscal Year 2019/2020.**
  - d. **Approve Resolution No. 1411 Adjusting Wastewater Rates to Pay for Debt Service for the Wastewater Facilities Improvement Project.**
  - e. **Approve Resolution No. 1412 Accepting NE Columbia Gorge Way.**
  - f. **Approve Contract for Installation of 3-Phase 1000MCM Primary Line Extension.**
  - g. **Approve Ruben Cleaveland of VanKoten & Cleaveland LLC as the City Attorney.**
  - h. **Adopt 2019/2020 Budget Calendar.**
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: None**
  - b. **Work Order Presentation.**
  - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required under ORS 192.660 (2) (h) Legal Council.**
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.



Goal Setting Session started at 6:06 PM. Present were Council Members Julie Caldwell-Wagner, Glenda Groves, Sara Patrick, Richard Randall, Bobby Walker and Mayor Cramblett. CM Bruce Fitzpatrick was present via phone. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Public Works Foreman Sheldon Price, Deputy Recorder Marilyn Place, Fire Chief Jessica Bennett and EMT Rebecca Gehrman.

CA Zimmerman went through the list of goals for each department (**Exhibit A**).

CA Zimmerman said this meeting is to set the goals for the fiscal year beginning July 1, 2019 to June 30, 2020. He said currently we are in the middle of the goals for 2018/19 and he will begin by reviewing the Public Works 2018/19 goals. CA Zimmerman said we are two thirds of the way through number one on the PW goals which is the Water Project. He said we will be getting bids for the Corrosion Control Project in February 2019. He said the Corrosion Control Project should be done by the end of the year and the water project should be done shortly.

CA Zimmerman said we have already raised the rates for the debt service on the USDA loan for water service. He said we will be doing the same thing for the sewer service which we will be discussing later this evening.

CA Zimmerman said we have sought funding for the Wastewater Master Plan and we are simply waiting on the USDA for our Notice to Proceed.

CA Zimmerman said the trash receptacles have all been replaced downtown on Public Works 2018/19 goals list.

CA Zimmerman said the surveyors are currently collecting the data they need in order to engineer all the handicap ramps. He said those will be done by the end of this fiscal year. He said Wa Na Pa will be paved probably by the end of September 2019 or early October 2019.

CA Zimmerman said there will be a presentation this evening about the status of the state of City Hall and the roof replacement which was goal number six for Public Works.

CA Zimmerman said the number one goal on the Electrical Department's list was to underground the wire from Dodson to the Eagle Creek Fish Hatchery, which is complete. He said there is still a lot to do for the Dodson and Warrendale distribution line as far as protecting it. He said that area is the worst area during windstorms but time and money are why that has not yet been completed.

CA Zimmerman said numbers two, three, four, five and six on the Electrical Department list will need the money we've applied for from the Economic Development Department. He said because of the government shut down we do not know if we've been awarded that money. He said it's a total of six million dollars and it would be paid for through increased revenue by the sale of electricity to new businesses that are coming into town.

CA Zimmerman said we still struggle achieving the goals on the 2018/19 Emergency Services list. He said the revenues are up from last year but not compared to two years ago. Chief Bennett said there are several key trails that are still closed and the Fire Department ended up with approximately 50 less calls than in 2017. CA Zimmerman said we are continuing to operate with three full time employees at our Fire Department which is beneficial for revenue. He said we reviewed the Insurance Service Organization requirements earlier this year.

CA Zimmerman said the Finance goal for 2018/19 was to provide a backup generator for City Hall. He said we do have a generator available and it's part of the water project. He said depending on the cost of the project and if we have enough money we will move that generator to City Hall.

**Minutes**  
**Goal Setting Session**  
**January 28, 2019**

CA Zimmerman said the 2018/19 goals for City Recorder/Planner were to upgrade the website and monitor Facebook. He said Council already approved the website upgrade which will be done later this year and we initiated a City Facebook page which is being monitored.

CA Zimmerman said the 2018/19 Administration goals were to continue to provide good governance, cleanup downtown and get Union Pacific Rail Road (UPRR) here to approve the Quiet Zone Application. He said we have made small steps to upgrade broadcast capability with You Tube.

CA Zimmerman said the goals for 2019/20 for Public Works are to complete the Water System Improvements/Corrosion Control Project which should be done by the end of the year. He said we hope to get the collections line repairs for the Wastewater System Project done this year. He said paving and crosswalks for Wa Na Pa are currently in the design phase with ODOT. He said we are waiting on the EDA funding to accomplish items 3a through e on the Electrical System Upgrade Project goal for 2019/20.

CA Zimmerman said he put Electrical Master Plan as number two on the list because the last time the City did an Electrical Master Plan was in 2014. He said at that time it was projected that our needs would be 10 megawatts by 2020. He said with the industry that's come here we will be at twelve and a half megawatts in 2020. He said we had no idea the growth the City was going to have and we should make sure to plan correctly for our electrical needs. He said we need about 50k in our budget to do an Electrical Master Plan.

CA Zimmerman said the 2019/20 goals for Emergency Services are to bring on a fourth full time EMT which would allow us to cover more hours and take more calls.

CA Zimmerman said the 2019/20 goals for Finance will be to fund a new generator using the Water Project funds. He said if that's not an option then finding a way to move the generator that is up the hill down to City Hall and hooking it up.

CA Zimmerman said 2019/20 goals for City Recorder/Planner will be continuing to monitor the City's Facebook page. He said we upload content relevant to the City and residents frequently.

CA Zimmerman said 2019/20 goals for administration continue with the railroad crossing Quiet Zone Project and the funding for City Hall Improvement Project.

CM Caldwell-Wagner asked what is it going to take to get the Quiet Zone approved. CA Zimmerman said we have the engineering done for Herman Creek Lane but we need to get UPRR, ODOT Rail Division and the Federal Railway Administration together in a room to agree to allow the Quiet Zone. CM Caldwell-Wagner said it's affecting a lot of businesses in town because of the noise which is evident by the reviews that people post after they've stayed here. CA Zimmerman said he renewed the request for the organizations to come here but they have not agreed to do that yet. He said when they do we can apply to the Federal Highway Administration to make the Quiet Zone.

CA Zimmerman said we need the Quiet Zone to include the crossings at Cramblett Way, Herman Creek Lane and because it's so close continue it east to Gravel Pit Road. He said, however, we don't own the private crossing at Gravel Pit Road so we can't include it in the application. He said we would have to buy the private crossing, pay UPRR for the maintenance fees to the crossing, do the engineering on it first before we stretch the Quiet Zone from Cramblett Way to Gravel Pit Road. He said he is hoping if we can get UPRR to agree to the Quiet Zone from Cramblett Way to Herman Creek Lane then they could voluntarily include Gravel Pit Road. He said he has not given up but he has been pursuing it for six years.

CA Zimmerman said another item that the previous Council had as a goal was to use Ham Radio Operators in conjunction with the Emergency Services Operators to enhance our emergency

communications capabilities during times of disaster. CA Zimmerman said former Council Member Deanna Busdieker did some research and submitted a plan which would cost about 10k to include in our goals this year. CA Zimmerman said we have an employee that is already a Ham Radio Operator and could volunteer to help us develop a pilot project. There was consensus of Council to add that to the 2019/20 goals list.

CA Zimmerman said aligning the City Limit, Urban Growth and Scenic Area boundaries is a goal that has been defined and is in the budget. He said currently our Planning Consultant Stan Foster is working on it.

Mayor Cramblett said another goal he'd like to see for 2019/20 is to give \$5000 dollars to a Recreation/Education Opportunities fund for kids. There was consensus of Council to add that goal.

Mayor Cramblett said another goal he'd like to see for 2019/20 is to have a Resource Assistant for Rural Economy's student (RARE) dedicated for two specific projects for the community. He said he wanted to use the student to help us recruit for the City's open Lineman position in the Electric Department and try to get volunteers for our Fire Department. He said the other project would be to research how we can achieve more housing for the workforce in our community. There was a consensus of Council to add the goal of getting a RARE student to work on the projects outlined by Mayor Cramblett.

CM Walker said he was sorry to see the recreation activities for the kids in town stop. CM Patrick said she agreed there needs to be more things for the kids to do here.

CM Groves said she would like a 2019/20 goal to have a part time code enforcement officer. She said she'd also like to see if we can get Christmas light decorations that wrap around the light poles in town. CA Zimmerman said we have funds in our Public Works budget for Christmas lighting so we could figure out how to accomplish that. There was consensus of Council to have those two goals added to the 2019/20 list.

Goal Session ended at 6:45PM.

APPROVED:

Prepared by  
Marilyn Place, Deputy City Recorder

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Tom Cramblett, Mayor



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:03PM. Present were CM's Julie Caldwell-Wagner, Glenda Groves, Sara Patrick, Richard Randall, Bobby Walker and Mayor Tom Cramblett. CM Bruce Fitzpatrick was present via phone. Also present were CA Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Deputy Recorder Marilyn Place, Candace Norton, Lauren Granly, Jackson McDonald, Butch Miller, Kathy Tittle, Linda Bies, George Fischer and Phil Nolan.
2. **Additions or amendments to the Agenda.** CA Zimmerman said agenda item 7b will be right after agenda 4.
3. **Adoption of Consent Agenda.**
  - a. **Approval of January 14, 2019 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$62,595.77. Motion:** CM Walker moved to adopt the Consent Agenda, CM Groves seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
  - a. **Appointment to Committees.** None.
  - b. **Approve Resolution No. 1409 Check Signers. Motion:** CM Randal moved to approve **Resolution No. 1409**, CM Walker seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
  - c. **Approve Wildfire Deployment Contracts.** Chief Jessica Bennett and Firefighter Paramedic (FFP) Rebecca Gehrman presented their report. Chief Bennett said during the Eagle Creek Fire the Fire Department contracted out its ambulance for 40 days which created \$136,000 in revenue to the department. She said because this is a tremendous revenue opportunity we would like to have the chance to do it again. She said the opportunity requires the department to submit an application by February 1, 2019 to the United States Forest Service (USFS.) She said if approved one seasonal Fire Fighter EMT and Fire Fighter Paramedic would need to be hired. She said it would be at her discretion which crew members are dispatched with the contracted ambulance, the seasonal crew or the Cascade Locks crew or one of each. She said hiring the additional seasonal crew would ensure that Cascade Locks would not be left uncovered when the wildfire ambulance crew gets dispatched.

Chief Bennett said another option is contracting our wildland fire engine to Oregon Department of Forestry (ODF.) She said ODF would pay our crew to patrol with them and for the use of our engine.

CM Walker asked if we send our people out will there be other people to cover for them. Chief Bennett said hiring the additional seasonal people will create coverage in Cascade Locks while the ambulance crew is dispatched. She said seasonal employees are temporary so they would not require the fire department to cover their health insurance.

CA Zimmerman said this is a process that does not guarantee with the application we will be selected to cover wildfires. He said but if we don't begin the process with the application then we miss the opportunity.

Mayor Cramblett asked what would the length of the season be for the seasonal employees. Chief Bennett said May to September 2019. Mayor Cramblett asked would we be paying them whether

they go out or not. CA Zimmerman said we would pay them when they back fill for our crew to go out to the wildland fires.

CM Patrick said Chief Bennett is talking about potential money to come in and if it's not approved we still have staff here getting paid. Chief Bennett said that is correct and Cascade Locks would not be losing the coverage it has now while a crew is out making money if the contract gets approved.

CM Groves said if we hire two seasonal employees and they are only on per diem here and you two go out and fight a wildfire then you're being paid by us plus being paid again. Chief Bennett said the money they make from the dispatched ambulance comes to the City so the City gets reimbursed for that cost which is revenue that can be put away.

CM Fitzpatrick asked would the City be responsible for not fulfilling the contract if one of the ambulances breaks down while on the wildland fire. Chief Bennett said if the ambulance breaks down while it's on the fire the fire will pay to fix it. She said if we had to turn down a dispatch because we were down to one ambulance, the dispatcher would just go on to the next applicant they have a contract with.

CM Walker said he appreciated the report Chief Bennett and FFP Gehrman put together. CA Zimmerman said since we have to apply by February 1, 2019 we could submit the application and then have the Fire Department give Council answers to some of the scenarios they've brought up tonight. **Motion:** CM Walker moved that an application be submitted for a Wildfire Deployment Contract with the USFS and ODF with the understanding that we are under no obligation to provide services and with a revised report to answers additional questions Council has, seconded by CM Patrick. The motion passed six to one with CM's Caldwell- Wagner, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett voting for and CM Groves voting against.

**d. Approve Council Chambers Furniture Project.** CA Zimmerman said the chairs in Council Chambers are very old and broken down and the tables are difficult to reconfigure for the many uses for that space. He said the Port of Cascade Locks has agreed to pay half the costs for this project. There was consensus of Council to not approve the Council Chambers Furniture Project.

**e. Approve Professional Service Agreement, Efficiency Service Group.** CA Zimmerman said we have been operating with Efficiency Services Group since 2013 and they have asked for a fee increase of \$800 per month and to put it in a CPIU annual increase in the future. **Motion:** CM Groves moved to approve the agreement, seconded by CM Randall. The motion passed by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.

**f. Approve IBEW125 Letter of Agreement.** CA Zimmerman said this agreement allows people who are union members to opt out of the union and not pay union dues or join an organization that has a union without being a union member. **Motion:** CM Groves moved to approve, seconded by CM Randall. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.

**g. Approve Engineering Contract for Forest Lane Overlay Project.** CA Zimmerman said the small city allotment grant program from ODOT has granted Cascade Locks \$100,000 for 2019. **Motion** CM Randall moved to approve, CM Groves seconded. CM Walker said he will abstain from voting due to his employment with ODOT. CM Patrick asked for more communication between the contractors and the businesses in town for the disturbances caused by the work crews during business hours. The motion passed with CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall and Mayor Cramblett voting for and CM Walker abstaining.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Kathy Tittle asked if the City's electricians could do the work reported by Willdan Engineering for the electrical upgrade. CA Zimmerman said our Lineman work on high voltage lines not indoor electric systems so they would not be able to do the type of work the building needs.

Ms. Tittle said in the spirit of continuing the transparency in our government and our finances she is still urging an investigation into City Hall and the finances. She asks that the employees be interviewed regarding management concerns without fear, reprisal intimidation or retaliation by management. She said if there are documented concerns they be taken serious. She said none of us or Council would work in a hostile environment and if there are problems with management and it is swept under the rug it creates complacency. She said the ladies that work here are our friends and neighbors and they deserve to have a voice.

Ms. Tittle asked if the very expensive software the City purchased and is still paying for being used as it was intended. She asked if the Finance Officer is still doing the books by hand. She said in her household if she considers taking out a loan she makes sure she can pay it back and she doesn't keep going and getting more loans. She said she would still like to know how many loans we have on and off the books.

Mr. George Fischer said he is back regarding the same issue he presented two weeks ago. He said today he received a letter about driveway requirements. He said he doesn't understand why the City Planner doesn't review his site plan because he needs to get a site plan Final Decision Letter so he can go to HRC and begin the permit process. He said he needs Councils help because he doesn't understand why he's still waiting.

Linda Bies said she saw on the You Tube broadcast of the last Council meeting on January 14, 2019 where Mr. Fischer was talking about his issues. She said he seems to be genuinely in need of some answers. She said six times Mr. Zimmerman said he couldn't respond. She said Mr. Fischer mentioned he was supposed to speak with Stan Foster but Mr. Zimmerman waited sixteen minutes to tell everyone that Stan Foster is no longer going to be working for the City. She asked can't we ask questions to find out information and she felt bad for the Mr. Fischer.

7. **Reports and Presentations.**

a. **City Committees:** None

b. **City Hall Preliminary Engineering Analysis Report: Willdan Engineering.** This item took place earlier in the evening. Candace Norton, Lauren Granly and Jackson McDonald presented the findings from their study on City Hall and the necessary building upgrades. (Exhibit A.)

CM Walker asked what way is the exterior lighting of the building inadequate. Ms. Norton said according to the International Illumination Society Standards several areas of the building fall well below recommended light levels and having inadequate lighting outside can create trip hazards.

CM Walker asked if Ms. Norton had a further breakdown of what it would cost to do each of the electrical repairs individually. Ms. Norton said yes but some of them you can't do without the other. CM Walker said Council should prioritize what portion of the electrical issues is most important to fix as the budget allows. Ms. Norton said the City can achieve economies of scale by combining measures and addressing multiple systems at the same time.

CM Randall asked if the backup generator includes emergency lights. Ms. Norton said yes and if the electrical upgrade is not done entirely and there isn't a generator then each new fixture would require a battery backup.

CA Zimmerman said the first question that should be asked is which option Council rather do, preserve this building or tear it down and replace it. He said we will not do the emergency upgrades if we're going to tear it down. He said if we tear it down we lose the historical nature. He said we're not going to have the money to do the upgrades this year but he brought it to Council so they could see the scope of the work that needs to be done.

c. **Wastewater Facilities Project Rate Adjustment.** CA Zimmerman said the rate has to go up to \$16.60 in order to pay back the Business Oregon debt and the USDA debt. He said Council needs to choose option one or two for the increase amounts so we can pass a resolution and get interim financing to do the project. There was consensus of Council to go with option two which is split the 16.60 in two equal increases for September 2019 and September 2020.

d. **Review of Financial Policies.** Mayor Cramblett said the City's financial policies were the result of a forensic audit from an independent group who looked over everything and submitted their concerns. He said the City adopted those concerns and made improvements to its financial policies. He said the City is audited every year and part of the Auditors job is to make sure we are following those policies we put in place years ago.

CM Groves said when she was first elected to Council one of the things she wanted was a Forensic Auditor to come because the finances were a mess. She said the Auditor made recommendations and Council and Staff have worked hard to follow those recommendations. There was consensus of Council to uphold the Financial Management Policies that were adopted by City Council in July 2017.

e. **City Administrator Zimmerman Report.** CA Zimmerman said there have been no applications received for a camera operator so we will keep it open for a couple more weeks. CM Caldwell-Wagner asked if it would be possible to have a college or high school student operating the camera. She said we could reach out to some of the schools because the job could give a student credits for school. There was consensus of Council that the schools in the area be made aware the camera operator position is available for students.

CA Zimmerman said we need to fill a position left vacant by former Council Member Deanna Busdieker on the Joint Work Group for Economic Development advisory committee. CM Patrick volunteered to be on JWGED.

**8. Mayor and City Council Comments.** CM Fitzpatrick thanked everyone for a good meeting.

CM Patrick said so far it's been interesting and she's looking forward to being on JWGED as well.

CM Caldwell-Wagner said she is glad Council decided to not go forward with the Council Chamber Furniture Project.

CM Walker said he thinks Council has worked hard and knows they don't like raising rates for anything but there comes a point that it has to be done. He said last month Council found out that by fixing the waterline issue the City cut its losses in half. He said we were losing as much as we were using and since it's been fixed there's a big savings.

CM Randall asked are there any advantages to having City Hall designated a historical building. CA Zimmerman said no it's actually a disadvantage because we have to follow specific rules when upgrades are done. CM Randall said whatever money we do put into the building to keep it

viable keep in mind the City owns the building and it is an asset. He said even if we have to abandon the building it's still worth something so it just stands to reason and would be prudent to continue on with the repairs as needed.

CM Randall said what happens in government is people want to micro manage and take away the manager's ability to run things according to the way they need to run. He said everybody has a different management style and someone else could come in here and run things completely different than Mr. Zimmerman. He said personally he thinks Mr. Zimmerman is doing a good job and he's under the gun for a lot of things and there's a lot of animosity out there because of the Nestle Project. CM Randall said he personally supported Nestle and that doesn't make him a bad guy or an enemy of the community. He said the Nestle Project was already in the works when he came on to Council and he had to pick up the pieces and follow his own conscience. He said that is what he is going to continue to do.

CM Groves thanked Staff for all they do. She said the building is a historical part of Cascade Locks and she doesn't want to get rid of it. She said the repairs that we need to do can be done in stages like everything else and we will work it into our budget.

Mayor Cramblett said he went out to the Industrial Park and visited Oregon Mines which is the bit coin company. He said Oregon Mines is only using about half of the building. He said the gentleman he spoke to at Oregon Mines told him no matter what happens to them having the infrastructure out there for the next customer will be a good thing for the City.

9. **Other matters.** None.

10. **Executive Session if Required.** None.

11. **Adjournment. Motion:** CM Groves moved to adjourn, CM Walker seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett. The meeting adjourned at 9:32PM

Prepared by  
Marilyn Place

APPROVED:

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Mayor Cramblett



BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
1/25/2019	Accounts Payable	126,491.00
1/31/2019	Accounts Payable	23,426.41
2/1/2019	Payroll	40,486.98
2/11/2019	Accounts Payable	\$ 38,879.26
2/15/2019	Payroll	\$ 53,545.84

GRAND TOTAL \$ 282,829.49

APPROVAL:

\_\_\_\_\_  
Mayor



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
101180	01/19	01/25/2019	7087	2360831	A & E Heating and Air, Inc.	Commercial maintenance	0540562440	199.99
Total 101180:								
101181	01/19	01/25/2019	100	322774	American Public Power Association	Annual Dues	5140562030	199.99
101181	01/19	01/25/2019	100	322774	American Public Power Association	Annual Dues	5140562030	793.03
Total 101181:								
101182	01/19	01/25/2019	200	X01192019	AT&T MOBILITY	Electric Department Phone	5140562050	991.29
Total 101182:								
101183	01/19	01/25/2019	250	BENSONMW	B.O.L.I.	Public Works fee for BensonWatts Impro	0340562110	56.34
Total 101183:								
101184	01/19	01/25/2019	7034	890	Bernadette Murray-Macloce	Tourism Staff Support	0840562110	250.00
Total 101184:								
101185	01/19	01/25/2019	370	68792	BIO-MED TESTING SERVICE	randon drug test	0140462063	800.00
Total 101185:								
101186	01/19	01/25/2019	460	07353	BROWN & KY SAR, INC	Oregon Mines Develop Recloser setting	5141562009	40.00
101186	01/19	01/25/2019	460	07368	BROWN & KY SAR, INC	Oregon Mines Solutions Development	5141562009	2,604.00
Total 101186:								
101187	01/19	01/25/2019	790	1134 011619	CENTURYLINK	Emergency After Hours	5140562050	1,248.00
101187	01/19	01/25/2019	790	1134 011619	CENTURYLINK	Emergency After Hours	5140562050	3,852.00
101187	01/19	01/25/2019	790	313401451 0	CENTURYLINK	Treatment Plant	3140562050	65.82
101187	01/19	01/25/2019	790	313788538 0	CENTURYLINK	telemetry	2140562050	16.46
101187	01/19	01/25/2019	790	313788538 0	CENTURYLINK	telemetry	2140562050	120.43
101187	01/19	01/25/2019	790	320153997 0	CENTURYLINK	well house dialer	3140562050	133.89
101187	01/19	01/25/2019	790	8414 011619	CENTURYLINK	Lift Station	3140562050	133.89
101187	01/19	01/25/2019	790	8414 011619	CENTURYLINK	Lift Station	3140562050	13.15
101187	01/19	01/25/2019	790	1134 011619	CENTURYLINK	Emergency After Hours	5140562050	106.28

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 101187:								
101188	01/19	01/25/2019	900	SSS JANUA	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140862025	589.92
Total 101188:								
101189	01/19	01/25/2019	910	19-010	CITY OF HOOD RIVER	SOBA Maintenance	0540562441	227.00
Total 101189:								
101190	01/19	01/25/2019	1320	744109236	DAILY JOURNAL OF COMMERCE	RFP Planning Consultant	0140162030	1,025.64
Total 101190:								
101191	01/19	01/25/2019	1360	131655	DAVID R. CUNNINGHAM	Internet/phone/printer/Caselle/radio progra	0140162082	181.70
101191	01/19	01/25/2019	1360	131656	DAVID R. CUNNINGHAM	Firewall install and settings	0140162082	765.00
Total 101191:								
101192	01/19	01/25/2019	1420	2172	DENNIS V. SNYDER JR. CONTRACTO	Siegle Lane equipment and material	3140562560	240.00
101192	01/19	01/25/2019	1420	2173	DENNIS V. SNYDER JR. CONTRACTO	Shahala sewer line equipment	3140562560	1,090.00
Total 101192:								
101193	01/19	01/25/2019	1480	WQ19DOM-0	DEPT. OF ENVIRONMENTAL QUALITY	Annual Fee	3140562860	790.00
Total 101193:								
101194	01/19	01/25/2019	4910	1037189.00	DW2	Refund Deposit	5121130	1,820.00
Total 101194:								
101195	01/19	01/25/2019	4910	10009931.01	Erika Storie	Refund Deposit	5121025	183.89
Total 101195:								
101196	01/19	01/25/2019	2020	1324460	GENERAL PACIFIC INC.	elbow, cleaner,connector transformer,wlr	5140562560	27.71
101196	01/19	01/25/2019	2020	1324568	GENERAL PACIFIC INC.	transformer pad	5140562560	1,065.05
Total 101196:								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 101196:								
101197	01/19	01/25/2019	6854	ER JAN 2019	Gordon Zimmerman	CA Expense	0140162094	1,253.47
Total 101197:								
101198	01/19	01/25/2019	7021	1-1637284	Gorge Networks	internet and phone	0140162050	325.32
101198	01/19	01/25/2019	7021	1-1637284	Gorge Networks	internet and phone	0140162082	225.80
101198	01/19	01/25/2019	7021	1-1637284	Gorge Networks	internet and phone	0540562050	261.79
Total 101198:								
101199	01/19	01/25/2019	7086	44325	GovOffice LLC	internet and phone	0140162110	721.65
101199	01/19	01/25/2019	7086	44359	GovOffice LLC	annual service package	0140162110	650.00
Total 101199:								
101200	01/19	01/25/2019	6991	77556	Harris WorksSystems	Upgrade payment plan 1 of 3	0140162082	4,110.00
101200	01/19	01/25/2019	6991	77557	Harris WorksSystems	Office Chair-Admin	5640563941	4,780.00
Total 101200:								
101201	01/19	01/25/2019	2420	19-1502 JAN	HOOD RIVER CO. - FINANCE	Dog License	0112011	1,265.41
101201	01/19	01/25/2019	2420	19-1502 JAN	HOOD RIVER CO. - FINANCE	Dog License	0130143280	730.15
101201	01/19	01/25/2019	2420	9948	HOOD RIVER CO. - FINANCE	deputy service	0141962250	535.26
Total 101201:								
101202	01/19	01/25/2019	4910	1072414.06	Kendrick Burton	Refund Deposit	5121130	7,614.50
Total 101202:								
101203	01/19	01/25/2019	4910	1004241.06	Maury Sanchez	Refund Deposit	5121130	62.77
Total 101203:								
101204	01/19	01/25/2019	3490	2634	MID-COLUMBIA ECONOMIC	Project management services Jul-sep	0140162090	273.44
Total 101204:								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 101204:								
101205	01/19	01/25/2019	3980	CR 011419	OCCMA	2019 Membership	0140162030	250.00
Total 101205:								207.45
101206	01/19	01/25/2019	4640	4223-JAN 20	PITNEY BOWES INC	Postage	0140162055	207.45
Total 101206:								150.00
101207	01/19	01/25/2019	7055	891	Pixel Dust Studio	Mt. Hood CRG Mag/PCTA article	0840562114	150.00
Total 101207:								280.00
101208	01/19	01/25/2019	4960	31284730	Ricoh USA, Inc.	PERIODIC PAYMENT	0140162120	280.00
Total 101208:								179.02
101209	01/19	01/25/2019	4910	6013141.06	Steve Green	Refund Deposit	5121025	179.02
101209	01/19	01/25/2019	4910	6013141.06	Steve Green	Refund Deposit	5121130	360.90
Total 101209:								252.92
101210	01/19	01/25/2019	5660	14168	TANNINEN REPAIR SERVICE LLC	Medic 92 Repair	0540562441	613.82
Total 101210:								2,390.20
101211	01/19	01/25/2019	6937	375731312	US Bank Equipment Finance	Contract Payment	5140566001	2,390.20
101211	01/19	01/25/2019	6937	375731312	US Bank Equipment Finance	Contract Payment	5140566002	1,258.53
Total 101211:								35.08
101212	01/19	01/25/2019	6690	CR 011419	WOOSLEY, KATHY	MILEAGE REIMBURSEMENT	0140162020	1,299.61
Total 101212:								23.20
101213	01/19	01/25/2019	7040	320	Yates Line Construction Company	oregon mines	5141562009	1,203.51
101213	01/19	01/25/2019	7040	320	Yates Line Construction Company	oregon mines	5141562009	224.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 101213:								
1251901	01/19	01/25/2019	6080	1035 12/18	U S BANK	Bank Fees	0140162110	1,427.51
Total 1251901:								
1251902	01/19	01/25/2019	440	01251902	BPA	Power Bill	5140562820	381.15
1251902	01/19	01/25/2019	440	01251902	BPA	Power Bill	5140662820	67,497.00
Total 1251902:								
1251903	01/19	01/25/2019	440	DEC18TRNO	BPA	Transmission Bill	5140562821	8,831.00
1251903	01/19	01/25/2019	440	DEC18TRNO	BPA	Transmission Bill	5140662821	76,328.00
Total 1251903:								
Grand Totals:								
								12,728.00
								126,491.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-12011	.00	.50-	.50-
01-21010	.50	15,832.43-	15,831.93-
01-301-43280	15.00	.00	15.00
01-401-62020	23.20	.00	23.20
01-401-62030	639.15	.00	639.15
01-401-62050	225.80	.00	225.80
01-401-62055	150.00	.00	150.00
01-401-62082	5,376.79	.00	5,376.79
01-401-62094	325.32	.00	325.32
01-401-62110	1,031.15	.00	1,031.15
01-401-62120	179.02	.00	179.02
01-404-62063	40.00	.00	40.00
01-408-62025	227.00	.00	227.00
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	250.00-	250.00-
03-405-62110	250.00	.00	250.00
05-21010	.00	3,849.89-	3,849.89-
05-405-62050	234.06	.00	234.06
05-405-62440	199.99	.00	199.99
05-405-62441	3,415.84	.00	3,415.84
08-21010	.00	1,080.00-	1,080.00-
08-405-62110	800.00	.00	800.00
08-405-62114	280.00	.00	280.00
21-21010	.00	147.04-	147.04-
21-405-62050	147.04	.00	147.04
31-21010	.00	4,892.60-	4,892.60-
31-405-62050	360.60	.00	360.60
31-405-62560	1,820.00	.00	1,820.00
31-405-62860	2,712.00	.00	2,712.00
51-21010	.00	99,174.13-	99,174.13-
51-21025	388.61	.00	388.61
51-21130	773.02	.00	773.02
51-405-62030	793.03	.00	793.03
51-405-62050	122.16	.00	122.16
51-405-62560	1,253.47	.00	1,253.47
51-405-62820	67,497.00	.00	67,497.00
51-405-62821	11,255.00	.00	11,255.00
51-405-66001	1,258.53	.00	1,258.53

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-405-66002	35.08	.00	35.08
51-406-62030	198.26	.00	198.26
51-406-62050	16.46	.00	16.46
51-406-62820	8,831.00	.00	8,831.00
51-406-62821	1,473.00	.00	1,473.00
51-415-62009	5,279.51	.00	5,279.51
56-21010	.00	1,265.41-	1,265.41-
56-405-63941	1,265.41	.00	1,265.41
<b>Grand Totals:</b>	<b>126,492.00</b>	<b>126,492.00-</b>	<b>.00</b>

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
10222	02/19	02/01/2019	820	351200-005	CH2M HILL ENGINEERS INC.	operation, maintenance, and managemen	3140562700	7,904.42
Total 10222:								7,904.42
10223	02/19	02/01/2019	1120	B227426	COLUMBIA HARDWARE, LLC	3 way nozzle,plastic driveway	0540562440	19.46
Total 10223:								19.46
10224	02/19	02/01/2019	1420	2176	DENNIS V. SNYDER JR. CONTRACTO	SML Sewer Line	3140562110	1,140.00
Total 10224:								1,140.00
10225	02/19	02/01/2019	6981	8825	Farwest Portable Crushing Inc.	rock for projects	3140562110	446.76
Total 10225:								446.76
10226	02/19	02/01/2019	6934	CR 013119	George Fischer	Refund one sewer connection	3130543800	1,500.00
Total 10226:								1,500.00
10227	02/19	02/01/2019	2570	0001191017	HOOD RIVER NEWS	Corrosion Control Treatment Facility Noti	2141562025	176.00
Total 10227:								176.00
10228	02/19	02/01/2019	7089	011619	Leonardo Plumbing	core drill rental, pipe, fittings, glue, hange	3140562110	1,400.73
Total 10228:								1,400.73
10229	02/19	02/01/2019	7090	259 A	Onsite Supply House, LLC	sewer street 90 Shahala	3140562560	29.40
10229	02/19	02/01/2019	7090	310 B	Onsite Supply House, LLC	wring nut plug, nozzle, adapter, tape sewer	3140562560	144.73
Total 10229:								174.13
10230	02/19	02/01/2019	6788	2018-24257-	Portland Monthly	aug hidden coast ad	0840562114	900.00
Total 10230:								900.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10231	02/19	02/01/2019	6970	1568-099053	Suburban Propane	Propane, fuel surcharge, safety fee	0540562421	831.91
Total 10231:								831.91
10232	02/19	02/01/2019	6110	013119	U.S. POSTAL SERVICE	Mail utility bills	0140162055	306.61
Total 10232:								306.61
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	meal	0140162020	13.00 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	Electric	0140162020	2.50 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	meal	0140162020	15.30 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	CIS Conference	0140162020	475.00 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	Airfare	0140162020	1,177.59 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	meal	0140162020	1,010.29 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	parking	0140162020	10.00 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	meal	0140162020	5.00 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	meal	0140162020	15.00 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	CIS Conference	0140162020	20.00 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	Airfare	0140862020	175.00- M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	Airfare	0140862020	1,177.59 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	meal	0840562020	1,010.29 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	parking	5140562020	11.20 M
1311901	01/19	01/31/2019	6090	5243 JAN 20	U S BANK CC	Electric	5140562020	2.00 M
Total 1311901:								4,472.26
1311902	01/19	01/31/2019	6090	2974 JAN 20	U S BANK CC	AT&T Data	0540562050	14.99 M
Total 1311902:								14.99
1311903	01/19	01/31/2019	6090	2671 JAN 20	U S BANK CC	Trench Box	3140562110	1,423.41 M
Total 1311903:								1,423.41
1311904	01/19	01/31/2019	6090	2305 JAN 20	U S BANK CC	Camera support	0140162010	104.49 M
1311904	01/19	01/31/2019	6090	2305 JAN 20	U S BANK CC	finger print reader	0140162010	28.98 M
1311904	01/19	01/31/2019	6090	2305 JAN 20	U S BANK CC	Crash plan	0140162082	19.98 M
1311904	01/19	01/31/2019	6090	2305 JAN 20	U S BANK CC	Aerosol	2140562560	14.94 M
1311904	01/19	01/31/2019	6090	2305 JAN 20	U S BANK CC	Clothing	2140562560	111.99 M

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Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
1311904	01/19	01/31/2019	6090	2305 JAN 20	U S BANK CC	Aluminum Shield, spreader, stacking pin,	3140562110	1,174.00 M
1311904	01/19	01/31/2019	6090	2305 JAN 20	U S BANK CC	Aluminum shield, stacking pin, spreader, c	3140562110	633.44 M
1311904	01/19	01/31/2019	6090	2305 JAN 20	U S BANK CC	Clothing	3140562560	111.99 M
1311904	01/19	01/31/2019	6090	2305 JAN 20	U S BANK CC	Safety vests	3140562560	53.97 M
Total 1311904:								2,253.78
1311905	01/19	01/31/2019	6090	4393 JAN 20	U S BANK CC	Flowers for Betty Rush	0140362869	111.95 M
Total 1311905:								111.95
Grand Totals:								23,076.41

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	175.00	5,203.57-	5,028.57-
01-401-62010	133.47	.00	133.47
01-401-62020	2,443.68	175.00-	2,268.68
01-401-62055	306.61	.00	306.61
01-401-62082	19.98	.00	19.98
01-403-62869	111.95	.00	111.95
01-408-62020	2,187.88	.00	2,187.88
03-21010	.00	11.20-	11.20-
03-405-62020	11.20	.00	11.20
05-21010	.00	866.36-	866.36-
05-405-62056	14.99	.00	14.99
05-405-62421	831.91	.00	831.91
05-405-62440	19.46	.00	19.46
08-21010	.00	900.00-	900.00-
08-405-62114	900.00	.00	900.00
21-21010	.00	302.93-	302.93-
21-405-62560	126.93	.00	126.93
21-415-62025	176.00	.00	176.00
31-21010	.00	15,962.85-	15,962.85-
31-305-43800	1,500.00	.00	1,500.00
31-405-62110	6,218.34	.00	6,218.34
31-405-62560	340.09	.00	340.09
31-405-62700	7,904.42	.00	7,904.42
51-21010	.00	4.50-	4.50-
51-405-62020	4.50	.00	4.50
<b>Grand Totals:</b>	<b>23,426.41</b>	<b>23,426.41-</b>	<b>.00</b>

Report Criteria:  
Report type: GL detail

M = Manual Check V = Void Check

Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10233	02/19	02/11/2019	6666	01410018TB	American Messaging	Paging Service	5140562110	81.85
Total 10233: 81.85								
10234	02/19	02/11/2019	6820	65790	Anderson Perry & Associates Inc.	208-04 corrosion control facility	2141562025	15,300.00
10234	02/19	02/11/2019	6820	65791	Anderson Perry & Associates Inc.	208-05 wastewater system improvement	3141562030	1,020.00
10234	02/19	02/11/2019	6820	65792	Anderson Perry & Associates Inc.	208-05 wastewater system improvement	3141562030	395.00
Total 10234: 16,715.00								
10235	02/19	02/11/2019	7011	72652	Annala, Carey, Baker, Thompson, Vaniko	Attorney Services	0140162100	1,200.00
Total 10235: 1,200.00								
10236	02/19	02/11/2019	7034	893	Bernadette Murray-Macloce	Tourism Staff Support	0840562110	800.00
Total 10236: 800.00								
10237	02/19	02/11/2019	6839	83094826	Bound Tree Medical, LLC	Medical supplies	0540562351	414.95
Total 10237: 414.95								
10238	02/19	02/11/2019	6979	013119	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 10238: 1,000.00								
10239	02/19	02/11/2019	670	120000 JAN	CASCADE LOCKS LIGHT CO.	Cemetary Water	1740562551	193.92
10239	02/19	02/11/2019	670	135000 JAN	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	1,807.39
10239	02/19	02/11/2019	670	13690 JAN 1	CASCADE LOCKS LIGHT CO.	87 Ruckel	3140562070	61.76
10239	02/19	02/11/2019	670	1369800 JAN	CASCADE LOCKS LIGHT CO.	radio tower	0540562439	64.03
10239	02/19	02/11/2019	670	149800 JAN	CASCADE LOCKS LIGHT CO.	City Hall Irigation	0140162552	241.91
10239	02/19	02/11/2019	670	1500 JAN 19	CASCADE LOCKS LIGHT CO.	fire station	0540562439	895.70
10239	02/19	02/11/2019	670	155100 JAN	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	1,560.23
10239	02/19	02/11/2019	670	155600 JAN	CASCADE LOCKS LIGHT CO.	museum	0140762630	173.72
10239	02/19	02/11/2019	670	171800 JAN	CASCADE LOCKS LIGHT CO.	Mall Lighting	5140562800	62.00
10239	02/19	02/11/2019	670	183900 JAN	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	52.51
10239	02/19	02/11/2019	670	1961200 JAN	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	32.63

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10239	02/19	02/11/2019	670	30200 JAN 1	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
10239	02/19	02/11/2019	670	3500 JAN 19	CASCADE LOCKS LIGHT CO.	res. no 2	2140562070	42.81
10239	02/19	02/11/2019	670	3742700 JAN	CASCADE LOCKS LIGHT CO.	Wascoo Crk. Lift Station	3140562070	99.11
10239	02/19	02/11/2019	670	379100 JAN	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	2,536.58
10239	02/19	02/11/2019	670	361300 JAN	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	77.71
10239	02/19	02/11/2019	670	38200 JAN 1	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,787.42
Total 10239:								9,717.73
10240	02/19	02/11/2019	1120	A213153	COLUMBIA HARDWARE, LLC	pvc pipe,coupling	2140562560	19.02
10240	02/19	02/11/2019	1120	B229983	COLUMBIA HARDWARE, LLC	coupling,adapter,pipe	2140562560	43.14
Total 10240:								62.16
10241	02/19	02/11/2019	1320	744131248	DAILY JOURNAL OF COMMERCE	corrosion control	2141562025	405.60
Total 10241:								405.60
10242	02/19	02/11/2019	1620	2200	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services	5140562139	800.00
Total 10242:								800.00
10243	02/19	02/11/2019	6795	0734172	Ferguson Enterprises Inc. #3011	ss ins stiffener cds	2140562560	64.32
Total 10243:								64.32
10244	02/19	02/11/2019	2180	9064240253	GRAINGER	toilet paper, TOILET PAPER, WIPES, S	0540562440	295.60
Total 10244:								295.60
10245	02/19	02/11/2019	4910	2000983.01	Heather Myhill	Refund Deposit	5121130	5.74
Total 10245:								5.74
10246	02/19	02/11/2019	6931	190161	International Graphics	Digital print Backlitte Film	0840562114	180.63
Total 10246:								180.63
10247	02/19	02/11/2019	3110	14270	LOCAL GOVERNMENT	labor tech assistance and labor relations	5140562110	380.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10247:								
10248	02/19	02/11/2019	4910	400267112	Marjorie Dennis	Refund Deposit	5121130	223.69
Total 10248:								
10249	02/19	02/11/2019	3770	22-201901	NET ASSETS	Title Search	0140162110	13.00
Total 10249:								
10250	02/19	02/11/2019	4020	ME124051	ODOT-FUEL SALES	Fuel	0540562420	398.81
10250	02/19	02/11/2019	4020	ME124051	ODOT-FUEL SALES	Fuel	2140562530	205.13
10250	02/19	02/11/2019	4020	ME124051	ODOT-FUEL SALES	Fuel	3140562530	300.51
10250	02/19	02/11/2019	4020	ME124051	ODOT-FUEL SALES	Fuel	5140562200	176.23
10250	02/19	02/11/2019	4020	ME124051	ODOT-FUEL SALES	Fuel	5140662200	61.79
Total 10250:								
10251	02/19	02/11/2019	7090	480 A	Onsite Supply House, LLC	hydrant wrench,adapters,tubing,plier,co	2140562560	246.77
Total 10251:								
10252	02/19	02/11/2019	6769	01-19-598	PARC Resources, LLC	Planning Services	0140262075	225.75
10252	02/19	02/11/2019	6769	01-19-598	PARC Resources, LLC	Planning Services	0140262090	903.22
Total 10252:								
10253	02/19	02/11/2019	4630	1011093645	PITNEY BOWES - SUPPLIES	red ink	0140162010	80.74
Total 10253:								
10254	02/19	02/11/2019	7056	892	Pixel Dust Studio	website update	0840562114	560.00
Total 10254:								
10255	02/19	02/11/2019	4670	859702	PORT OF CASCADE LOCKS	bridge Tickets - FD	0540562020	20.00
Total 10255:								
								20.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10256	02/19	02/11/2019	4760	3075305-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	0140162030	69.95
Total 10256:								
10257	02/19	02/11/2019	7091	14024	Signaling System Solutions, Inc.	annual fire alarm and sprinkler inspection	0540562440	1,655.00
Total 10257:								
10258	02/19	02/11/2019	5380	91384	SKAMANIA COUNTY PIONEER	account clerk ad	0140162030	20.10
10258	02/19	02/11/2019	5380	91683	SKAMANIA COUNTY PIONEER	account clerk ad	0140162030	20.10
Total 10258:								
10259	02/19	02/11/2019	5510	7210744655-	STAPLES CONTRACT & COMMERCIA	toners and paper	0140162010	251.79
10259	02/19	02/11/2019	5510	7211664839-	STAPLES CONTRACT & COMMERCIA	ink, copy paper	0140162010	50.01
Total 10259:								
10260	02/19	02/11/2019	6070	0656570	TWGW, INC NAPA AUTO PARTS	aae/aa batteries,windshield wash	2140562441	21.82
10260	02/19	02/11/2019	6070	8127257	TWGW, INC NAPA AUTO PARTS	Headlight bulb,wiper blade,fuel filters	5140562201	181.81
10260	02/19	02/11/2019	6070	821874	TWGW, INC NAPA AUTO PARTS	oil, filters, etc.	0340562441	181.81
10260	02/19	02/11/2019	6070	821874	TWGW, INC NAPA AUTO PARTS	oil filter,tacky grs, oil, blades,towels	2140562441	181.82
10260	02/19	02/11/2019	6070	821874	TWGW, INC NAPA AUTO PARTS	oil, filters, etc	3140562560	181.82
Total 10260:								
10261	02/19	02/11/2019	6350	0372545-IN	WAGNER-SMITH EQUIPMENT	gator cutter,crimper,hardware kit,piston a	5140563700	262.01
10261	02/19	02/11/2019	6350	0372545-IN	WAGNER-SMITH EQUIPMENT	gator crimper,cutter,hardware kit,piston a	5140663700	262.00
Total 10261:								
Grand Totals:								
								749.08
								524.01
								262.01
								262.00
								38,879.26

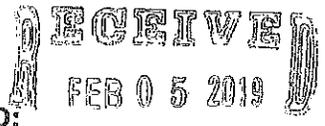
Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	5,090.31-	5,090.31-
01-401-62010	382.54	.00	382.54
01-401-62030	110.15	.00	110.15
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	13.00	.00	13.00
01-401-62552	2,081.93	.00	2,081.93
01-402-62075	225.75	.00	225.75
01-402-62090	903.22	.00	903.22
01-407-62630	173.72	.00	173.72
03-21010	.00	181.81-	181.81-
03-405-62441	181.81	.00	181.81
05-21010	.00	3,744.09-	3,744.09-
05-405-62020	20.00	.00	20.00
05-405-62351	414.95	.00	414.95
05-405-62420	398.81	.00	398.81
05-405-62439	959.73	.00	959.73
05-405-62440	1,950.60	.00	1,950.60
08-21010	.00	1,540.63-	1,540.63-
08-405-62110	800.00	.00	800.00
08-405-62114	740.63	.00	740.63
17-21010	.00	193.92-	193.92-
17-405-62551	193.92	.00	193.92
21-21010	.00	18,448.07-	18,448.07-
21-405-62070	1,960.45	.00	1,960.45
21-405-62441	203.64	.00	203.64
21-405-62530	205.13	.00	205.13
21-405-62560	373.25	.00	373.25
21-415-62025	15,705.60	.00	15,705.60
31-21010	.00	6,183.31-	6,183.31-
31-405-62070	4,285.98	.00	4,285.98
31-405-62530	300.51	.00	300.51
31-405-62560	181.82	.00	181.82
31-415-62030	1,415.00	.00	1,415.00
51-21010	.00	3,497.12-	3,497.12-
51-21130	229.43	.00	229.43
51-405-62110	461.85	.00	461.85
51-405-62139	800.00	.00	800.00
51-405-62190	1,000.00	.00	1,000.00

GL Account	Debit	Credit	Proof
51-405-62200	176.23	.00	176.23
51-405-62201	181.81	.00	181.81
51-405-62800	62.00	.00	62.00
51-405-63700	262.01	.00	262.01
51-406-62200	61.79	.00	61.79
51-406-63700	262.00	.00	262.00
Grand Totals:	38,879.26	38,879.26-	.00

Report Criteria:  
Report type: GL detail





City of Cascade Locks, Oregon

DATE AND TIME RECEIVED:

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee  Planning Commission \_\_\_\_\_ Tourism Committee \_\_\_\_\_ Other \_\_\_\_\_

NAME: Kenneth J. Wittenberg HOME PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Do you live within the city limits? Yes  No \_\_\_\_\_

How long have you lived in the City? 56 years

1. Why are you interest in serving? Cascade Locks is my long-time home. I need to take part in preserving and improving the quality of life here.

2. Do you feel that you can meet the schedule required by the City Council? Yes

3. What experiences have you had with City Committees, Boards, or Commissions?

In the past, I was on the city recreation committee for many years. I have worked full time on this committee for several summers. I represented Cascade Locks on a Blue Ribbon Mt. Hood Community College committee when the school was first starting in the early 1960's. I was on the

4. What special skills or interests do you think you bring to this effort? Urban-Renewal Committee that developed two city blocks in downtown Cl.

In the past I have been on the Cl. Port budget committee for thirty to thirty-five years. I have a college BA degree in Economics and Business Administration.

APPLICANT SIGNATURE Kenneth J. Wittenberg

DATE: 2/5/19

Thank you. We appreciate your willingness to serve.



**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: February 14, 2019**

**For City Council Meeting on: February 25, 2019**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Gordon Zimmerman, City Administrator**

**SUBJECT: Approval of Hood River County Reads Proclamation.**

**SYNOPSIS:** Every year the Hood River County Library District Friends of the Library selects a book for the Hood River County Reads program. For 2019, they've selected *Temperance Creek: a memoir* by author Pamela Royes, who lives with her husband in Joseph, Oregon, where they raise cattle and hay. Her memoir, details her transformation from sheltered student to hardcore "hippie." Royes abandoned everything she knew to go into the wilderness for four years. The book is also a love story - a story about the love between a woman and a man, a story about a woman's passion for the landscape that surrounds and shapes her, and a story that doubles as a paean to a vanishing way of life.

Attached is the proposed proclamation.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject the proposed proclamation.

**RECOMMENDED MOTION:** "I move to approve the Proclamation of support for the 2019 Hood River County Reads program, *Temperance Creek* by Pamela Royce."



## Proclamation

### Proclamation of support for the 2019 Hood River County Reads program, *Temperance Creek* by Pamela Royes

WHEREAS, the Friends of the Hood River County Library have organized the Hood River County Reads program to support reading books and discussing ideas among all members of our community, and;

WHEREAS, Hood River County Reads has been endorsed, supported, and financially assisted by local schools, businesses, and organizations, as well as the Hood River County Library Foundation, Starseed Foundation, Hood River County Education Foundation, Friends of the Hood River County Library, Hood River Cultural Trust, Gorge Community Foundation and generous individuals, and;

WHEREAS, the City of Cascade Locks acknowledges the history and richness of our northwestern lands and people, and;

WHEREAS, the selection of *Temperance Creek* by author Pamela Royes gives Cascade Locks the opportunity to know some of the history and experiences of those living and working in our magnificent Pacific Northwest, and;

WHEREAS, the author Pamela Royes visits the Hood River community, and;

WHEREAS, over five hundred copies of *Temperance Creek* will be distributed so that it can be read and discussed at multiple venues throughout the county, and;

Now, therefore be it RESOLVED, that the City of Cascade Locks establishes March 2<sup>nd</sup> to April 14<sup>th</sup> as "Hood River County Reads".

Adopted this 25<sup>th</sup> day of February, 2019.

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Kathy Woosley, City Recorder

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Tom Cramblett, Mayor



AGENDA ITEM NO: 50

## **CASCADE LOCKS STAFF REPORT**

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**Date Prepared: January 29, 2019**

**For City Council Meeting on: February 25, 2019**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Gordon Zimmerman, City Administrator**

**SUBJECT: Adoption of Council Goals for 2019-2020**

**SYNOPSIS:** The Council developed a list of goals at the Goal Setting Work Session held on January 28, 2019, in the City Council Chambers. The end result of that work session is Resolution No. 1410 which adopts the Council Goals for the 2019-2020 Fiscal Year.

**CITY COUNCIL OPTIONS:** Approve, Modify, or Reject Resolution No. 1410.

**RECOMMENDED MOTION:** "I move to approve Resolution No. 1410 establishing the goals for the City government for the Fiscal Year 2019-2020."



RESOLUTION NO. 1410

A RESOLUTION ESTABLISHING THE GOALS FOR CITY GOVERNMENT FOR THE FISCAL YEAR 2019/2020.

WHEREAS, it is imperative that goals are set for the City government to reach given the finite capacity of resources that exist in the administration; and

WHEREAS, the goals of the City government have been arrived at by the City Council through consensus; and

WHEREAS, budgets and work plans are to be developed to implement these goals;

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:

SECTION 1. Fiscal Year 2019/2020 Goals for City Government. The following goals (Exhibit A) have been proposed for adoption. These goals are to guide the development of work plans and the allocation of resources. (Not In Order of Priority)

SECTION 2. Direction to All Committees, Commissions, Boards and Staff. All of the aforementioned groups shall review the goals listed above and provide input into their implementation. Budgets for specific utilities, committees, boards and City organizations are directed to reflect the implementation of these goals.

SECTION 3. Effective Date. This resolution shall become effective upon adoption.

ADOPTED by the City Council this 25th day of February, 2019.

APPROVED by the Mayor this 25th day of February, 2019.

ATTEST:

\_\_\_\_\_  
Tom Cramblett, Mayor

\_\_\_\_\_  
Kathy Woosley, City Recorder



## 2019-20 City Council Goals

### Public Works:

1. Complete Water System Improvements/Corrosion Control Project
2. Continue Wastewater System Improvement Project
3. WaNaPa Street Improvements and Crosswalk Project
4. Enhancement Holiday Lighting on Light Poles

### Electrical Department

1. Continue to Improve Dodson/Warrendale Distribution Line
2. Update Electric Utility Master Plan
3. Complete EDA/City Electrical System Upgrades
  - a) Replace Street Lights as Funding and Time Allow
  - b) Replace Underground Lines on Riverview Street
  - c) Replace Underground Lines on Sunset Avenue
  - d) Upgrade Transmission Lines into Business Park
  - e) Buy and rebuild BPA Substation

### Emergency Services

1. Maintain Department within Budget Parameters
2. Operate with 4 FTE
3. Develop Wildland Fire EMS Program
4. Develop Community Emergency Communication Program

### Finance

1. Provide a backup generator for City Hall

### City Recorder/Planner

1. Ongoing Monitoring of Social Media

### Administration

1. Continue Good Governance
2. Railroad Quiet Zone Application
3. Seek Funding for City Hall Improvement Project
4. Fund Recreation/Education Opportunities for Kids
5. Seek RARE Student for Assistance with Recruitment and Housing
6. Hire Part-Time Code Enforcement Officer



AGENDA ITEM NO: 5d

## CASCADE LOCKS STAFF REPORT

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Date Prepared: February 1, 2019

For City Council Meeting on: February 25, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

**SUBJECT:** Approve Resolution No. 1411 Adjusting Wastewater Rates to Pay for Debt Service for the Wastewater Facilities Improvement Project

**SYNOPSIS:** As the Council has discussed in past City Council meetings, the City must increase the Wastewater Utility Rates in order to pay for the work that is commencing under the 2017 Wastewater Facilities Master Plan. This two-step increase will raise the necessary reserve funds and accumulate sufficient dollars to pay the debt service in the monies borrowed from Business Oregon and the USDA's Rural Utility Services.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject Resolution No. 1411.

**RECOMMENDED MOTION:** "I move to approve Resolution No. 1411 to adjust wastewater rates to pay for the debt service for the Wastewater Facilities Improvement Project."



**RESOLUTION NO. 1411**

**A RESOLUTION TO ADJUST WASTEWATER RATES ESTABLISHED BY RESOLUTION NO. 1317 TO PAY FOR DEBT SERVICE INCURRED WITH THE WASTEWATER FACILITIES IMPROVEMENT PROJECT AND REPEALING RESOLUTION NO. 1317.**

WHEREAS, the City has undertaken a major wastewater facilities and collection system upgrade with the help of the Oregon Business Development Department (OBDD or BizOregon) and the United States Department of Agriculture Rural Utilities Service (USDA-RUS); and

WHEREAS, the rates established in 2005 are not sufficient to repay the loans from Biz Oregon and USDA-RUS; now therefore

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:

**SECTION 1. Sewer Charges.** The sewer user charges as established in 2019 shall be as follows:

A. **Residential Sewer Charges** shall be as follows:

<u>Beginning</u>	<u>Fixed Charge per Unit Up to 10,000 gallons/unit/month</u>	<u>Charge per 1,000 gallons</u>
September 1, 2019	\$53.70	\$10.38
September 1, 2020	\$62.00	\$12.00

B. **Residential Summer Sewer Charges** shall be a flat rate per month from April 21 through October 19 each year, and the amount of the flat rate shall be the current Fixed Charge per Unit used in the Residential Sewer Charges table above.

C. **Commercial, Public Agency and Small Industrial Sewer Charges** shall be as follows:

<u>Beginning</u>	<u>Fixed Charge per Unit Up to 5,000 gallons/unit/month</u>	<u>Charge per 1,000 gallons</u>
September 1, 2019	\$53.70	\$10.38
September 1, 2020	\$62.00	\$12.00

**SECTION 2. Residential Customers.** A residential customer is a single-family house, an apartment unit that is intended for year-around occupancy, a mobile-home either on a separate lot or in a mobile-home court that is leased on a month-to-month or longer period. It does NOT include RV parks, motels, hotels, hostels or other living quarters occupied on a seasonal, daily, or weekly basis, nor live-in care facilities. No exceptions from these rates will be allowed for unoccupied units unless the water meter is physically disconnected. In the event that a water meter is disconnected for more than one month, a flat sewer rate of one-half the regular rate per month will be charged to the property owner.

1. **Single Family Housing:**

- a. Summer Rate: April 21 through October 19. The regular flat rate per month for each single-family residence will be charged and reflected on the bills received June 1 to November 1.
  - b. Winter Rate: October 20 through April 20. The regular flat rate per month per single-family residence and for each residential unit for usage up to 10,000 gallons of water per residential unit will be charged. If usage exceeds 10,000 gallons of water per month, the regular base rate will not be used and the rate per every 1,000 gallons of water will be assessed. (Example: up to 10,000 gal = \$53.70; OR 11,000 = 11 x 10.38 = \$114.18).
3. **Multiple Housing Units on a Single Water Meter:** (duplexes, apartment buildings and mobile home parks). No exceptions from these rates will be allowed for unoccupied units.
- a. **Summer Rate:** April 21 through October 19. The regular flat rate per month for each residential unit served by the same water meter will be charged.
  - b. **Winter Rate:** October 20 through April 20. The regular flat rate per housing unit for up to 10,000 gallons of water times the number of housing units will be charged. If the average usage exceeds 10,000 gallons of water times the number of housing units, the base regular flat rate will not be used and the current rate per every 1,000 gallons of water will be assessed.

**SECTION 3. Non-Residential Customers.** Non-residential customers include RV parks, motels, hotels, hostels or other living quarters occupied on a seasonal, daily, or weekly basis, all retail businesses, offices, medical facilities, food services, wholesale businesses, manufacturers, institutional (including hospitals, day-care, clinic, live-in facilities), clubs, churches, and government owned, leased, or used buildings, schools, parks, warehouses, and any other use not specifically described as a Residential Customer or as an Industrial Customer. If a water meter feeds more than one unit and some of the units could be classified as Residential and some could be classified Non-residential, then the Non-residential rates will apply to all the units on that water meter.

- 1. **Non-Residential Rate:** Without regard to seasons, the rate will be the regular flat rate per month for usage up to 5,000 gallons of water per month. If usage exceeds 5,000 gallons of water per month, the regular flat rate will not be used and the current rate per every 1,000 gallons of water will be assessed.

**SECTION 4. Large Industrial Customers.** For industrial customers who use more than 250,000 gallons of water per month, the wastes from industrial customers that send process water to the sewer system will be evaluated for "strength" as milligrams of suspended solids (SS) per liter (mg/l) of sewage and by biological oxygen demand (BOD) in milligrams per liter (mg/l), by a testing agency of the City's choice and at the customer's expense. The City will determine from these tests the cost to treat that strength of sewage and determine a rate per month.

**SECTION 5. Future Development.** Any future development will be required to install a water meter for each category (Residential, Non-residential or Industrial) of units served in order

to facilitate determination of sewer rates. Rates for any development not easily designated as one of the categories described above, shall be determined by the City Administrator. In these cases the developer can appeal the City Administrator's decision to the Council by submitting a written appeal for review within ten (10) days of the notice of the original decision.

**SECTION 6. Prohibition of Discounts.** The grant and loan conditions of the USDA Rural Development program prohibit the City from subsidizing any class of customer with sewer rates. The City will bill each customer according to the above schedule. The City is also prohibited from subsidizing sewer rates (or System Development Charges (SDC)) for economic development purposes.

**SECTION 7. Exceptions to Established Rates.**

1. **Unoccupied Units:** No exceptions from the rates established in this Resolution will be allowed for unoccupied units unless the water meter is physically disconnected. In the event that a water meter is disconnected, a flat sewer rate of one-half the regular flat rate per residential unit per month will be charged to the property owner.
2. **Demolished Buildings:** Property with no buildings or lots with demolished buildings that are not connected to water service and sewer service will not be charged for sewer service.
3. **No sewer charge shall be assessed to any vacant lot within a mobile home park.**

**SECTION 8. Repeal of Prior Resolution.** Resolutions No. 1317 is hereby repealed.

**SECTION 9. Effective Date.** This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**SECTION 11. Expiration.** This resolution shall remain in effect until repealed or amended by the City Council.

**ADOPTED** by the City Council this 25<sup>th</sup> day of February, 2019.

**APPROVED** by the Mayor this 25<sup>th</sup> day of February, 2019.

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Tom Cramblett, Mayor

ATTEST:

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Kathy Woosley, City Recorder



## STAFF REPORT

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Date Prepared: January 30, 2019

For City Council Meeting on: February 25, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Resolution accepting Street and Utility Improvements in the Port of Cascade Locks Business Park.

**SYNOPSIS:** The Port of Cascade Locks applied for a subdivision in the Port's Business Park in 2014. The Planning Commission and City Council approved the Port of Cascade Locks Subdivision Case No. LU 14-003. This subdivision included a street. The Port of Cascade Locks' Engineer and the City of Cascade Locks' Engineer and Public Works staff worked closely together reviewing and inspecting all aspects of the construction within the Port's Business Park.

The Port has finished the requirements as listed in the Notice of Conditions and requests that the City accept the street and utilities.

**CITY COUNCIL OPTIONS:**

1. Approve Resolution No. 1412.
2. Do not accept the street and utilities.

**RECOMMENDATION:** I move to approve Resolution No. 1412, authorizing acceptance of the public street and improvements as complete within the Port of Cascade Locks Subdivision LU 14-003, and accepting NE Columbia Gorge Way into the City maintained street system.

**Financial review and status:** Upon acceptance the City will be responsible for the maintenance and repairs of the street and repairs of the utilities within the City's right of way.



**RESOLUTION NO. 1412**

revised 2/19/19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASCADE LOCKS, OREGON, AUTHORIZING THE ACCEPTANCE OF THE PUBLIC STREET AND IMPROVEMENTS AS COMPLETE WITHIN THE PORT OF CASCADE LOCKS SUBDIVISION LU 14-003, AND ACCEPTING NE COLUMBIA GORGE WAY INTO THE CITY MAINTAINED STREET SYSTEM.**

**WHEREAS**, the City Engineer has determined that the public street improvements construction by the Port of Cascade Locks authority on NE Columbia Gorge Way within City limits were constructed according to the approved plans with the City of Cascade Locks, and

**WHEREAS**, the City Engineer has determined that those improvements were inspected during construction and were completed in an acceptable manner, and

**WHEREAS**, the Port of Cascade Locks has requested that the City Council authorize the acceptance of said public street improvements as complete with the Port of Cascade Locks Subdivision LU 14-003 and accept NE Columbia Gorge Way within City right-of-way into the City maintained street system (Exhibit A); and

**THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:** The City Council of the City of Cascade Locks deems NE Columbia Gorge Way street improvements as complete and accepted into the City maintained street system.

**SECTION 1. Effective Date.** This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**ADOPTED** by the City Council this 25<sup>th</sup> day of February, 2019.

**APPROVED** by the Mayor this 25<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

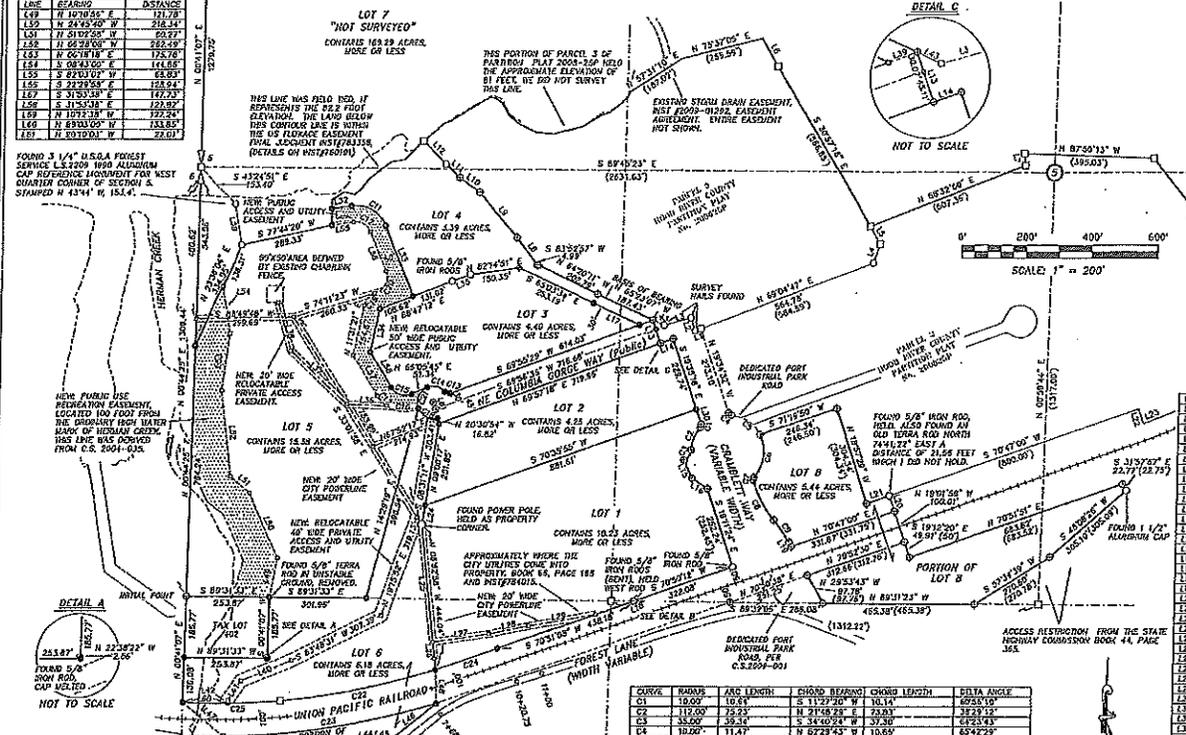
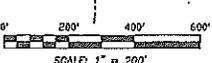
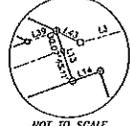
\_\_\_\_\_  
City Recorder



TERRA SURVEYING  
 PLAT OF  
**"THE PORT OF CASCADE LOCKS BUSINESS PARK" SUBDIVISION**  
 FOR  
 THE PORT OF CASCADE LOCKS, A MUNICIPAL CORPORATION OF THE STATE OF OREGON

HOOD RIVER COUNTY  
 SURVEYOR'S OFFICE  
 CASE 2015 007  
 DATE FILED 7-20-15  
 BY: *[Signature]*

WHEREAS  
 PORT OF CASCADE LOCKS  
 355 KANAPA STREET  
 (P.O. BOX 307)  
 CASCADE LOCKS, OR 97014  
 LOCATION OF SURVEY:  
 SECTION 5, TOWNSHIP 3 NORTH,  
 RANGE 6 EAST, WILLAMETTE  
 MERIDIAN, CITY OF CASCADE  
 LOCKS, HOOD RIVER COUNTY,  
 OREGON



LINE	BEARING	DISTANCE
L49	N 10°10'55" E	121.78
L50	N 24°45'00" W	216.24
L51	N 01°02'00" W	209.77
L52	N 02°22'00" W	282.49
L53	N 02°16'00" E	176.78
L54	S 02°16'00" W	144.88
L55	S 02°16'00" W	68.80
L56	S 22°29'00" E	158.94
L57	S 31°53'38" E	167.23
L58	S 31°53'38" E	222.97
L59	N 10°11'18" W	222.24
L60	N 02°16'00" W	133.85
L61	N 03°10'00" W	22.01

LINE	BEARING	DISTANCE
L62	N 8°18'00" E	40.47
L63	N 02°22'00" W	51.43
L64	N 02°53'00" E	182.20
L65	N 45°51'00" W	102.87
L66	S 02°16'00" W	103.27

BRASS CAP FOUND INDICATING  
 SOUTHWEST CORNER OF SECTION 5,  
 T3D R6E10W3E

PAGE 1 OF 2

CURVE	CHORD	ARC LENGTH	(CHORD BEARING) CHORD LENGTH	DELTA ANGLE
C1	10.00	10.14	S 11°27'30" W 10.14	69°53'10"
C2	119.00	125.23	N 21°48'24" E 125.23	28°29'12"
C3	138.00	145.93	N 40°00'00" E 145.93	30°00'00"
C4	10.00	11.47	N 62°29'43" W 10.00	62°29'43"
C5	132.00	141.80	S 82°33'33" E 132.00	57°10'00"
C6	119.00	125.23	S 07°20'45" W 119.00	125°29'12"
C7	10.00	10.46	S 49°12'18" E 10.00	59°12'18"
C8	240.00	250.77	S 49°12'18" E 240.00	23°01'18"
C9	148.25	151.68	S 20°22'00" E 148.25	11°05'01"
C10	6518.44	2586.68	S 69°24'48" W 2586.68	69°24'48"
C11	109.00	131.68	N 07°20'45" W 109.00	72°29'12"
C12	85.00	85.84	S 02°15'28" W 85.00	72°29'12"
C13	18.00	18.89	N 78°00'15" W 18.00	72°29'12"
C14	60.00	63.14	N 78°00'15" W 60.00	71°55'48"
C15	60.00	63.14	S 26°31'50" W 60.00	87°38'07"
C16	162.00	163.12	S 22°53'56" E 162.00	87°38'07"
C17	107.60	111.80	N 02°16'00" W 107.60	22°10'26"
C18	60.00	61.79	N 02°16'00" W 60.00	87°38'07"
C19	60.00	61.79	S 40°00'18" W 60.00	57°15'01"
C20	60.00	61.79	S 26°31'50" W 60.00	87°38'07"
C21	60.00	61.79	N 02°16'00" E 60.00	87°38'07"
C22	2262.82	429.36	N 78°41'40" E 2262.82	12°31'18"
C23	2334.28	470.74	N 81°11'20" E 2334.28	16°19'18"
C24	6694.00	202.45	S 71°21'00" W 6694.00	05°51'41"
C25	2245.76	228.28	N 88°14'18" E 2245.76	07°32'41"

REGISTERED  
 LAND SURVEYOR  
 TERRA SURVEYING  
 OREGON  
 DATE OF EXPIRY: 06, 2008  
 ERIC M. CARLSON  
 22205  
 Expires: December, 2015

LINE	BEARING	DISTANCE
L67	S 89°14'00" W	162.50
L68	N 02°16'00" W	62.17
L69	N 22°02'00" E	88.76
L70	N 28°14'47" E	81.41
L71	S 80°57'00" E	62.78
L72	S 30°57'00" E	88.24
L73	N 02°16'00" W	58.85
L74	N 02°16'00" W	104.60
L75	N 40°23'51" W	161.29
L76	N 54°10'00" E	76.20
L77	N 47°09'00" W	58.20
L78	N 48°07'00" W	100.58
L79	S 13°00'00" E	28.78
L80	S 70°25'00" W	41.19
L81	S 70°25'00" E	60.00
L82	S 68°18'00" E	60.00
L83	S 65°19'00" E	102.30
L84	N 67°00'00" E	2.49
L85	S 22°45'00" E	16.78
L86	N 10°23'51" W	50.18
L87	N 28°00'00" W	23.57
L88	N 16°11'00" W	22.45
L89	N 68°45'00" E	78.41
L90	N 08°01'00" E	62.60
L91	S 08°52'00" E	108.71
L92	S 05°51'00" E	50.00
L93	S 70°25'00" E	182.81
L94	S 05°51'00" E	50.00
L95	S 05°51'00" E	178.70
L96	S 05°51'00" E	182.81
L97	S 05°51'00" E	50.00
L98	S 19°36'00" E	128.41
L99	S 01°13'00" E	20.50
L100	N 02°16'00" W	60.00
L101	N 22°29'00" W	241.23
L102	N 02°16'00" W	157.79
L103	S 20°25'00" W	65.42
L104	N 87°31'00" E	121.50
L105	N 17°15'00" E	245.89
L106	N 18°25'00" E	153.71
L107	N 20°15'00" E	48.74
L108	N 08°51'00" E	161.42
L109	S 33°14'00" W	70.13
L110	S 20°25'00" E	8.89
L111	N 05°15'00" E	38.48

C.S. 2015 001.1

Exhibit A to Resolution No. 1412  
 pg 1 of 3

TERRA SURVEYING  
PLAT OF  
"THE PORT OF CASCADE LOCKS BUSINESS PARK" SUBDIVISION  
FOR

HOOD RIVER COUNTY  
SURVEYOR'S OFFICE  
BY: 2015 087  
DATE FILED: 2-20-16  
BY: PA

**SURVEYOR'S CERTIFICATE:**

I, ERIC M. CARLSON, REGISTERED LAND SURVEYOR FOR THE STATE OF OREGON, BEING FIRST DULY SWORN, DEPOSED AND SAID THAT I HAVE CAREFULLY SURVEYED THE PROPERTY DESCRIBED IN THE LEGAL DESCRIPTION AND BOUNDARY WITH LEGAL MONUMENTS THE LAND REPRESENTED ON THE PLAT OF "PORT OF CASCADE LOCKS BUSINESS PARK SUBDIVISION" HOOD RIVER COUNTY, STATE OF OREGON. THE SAID PROPERTY IS DESCRIBED AS FOLLOWS:

**TRACT 1:**  
ALL THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 2 NORTH, RANGE 8 EAST OF THE WILAMETTE MERIDIAN IN THE COUNTY OF HOOD RIVER AND STATE OF OREGON, WHICH LIES NORTHERLY OF FOREST LAKE.

**TRACT 2:**  
EASEMENT THEREFROM THE FOLLOWING DESCRIBED TRACT OF LAND: BEGINNING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, THENCE NORTH 89°33'00" WEST A DISTANCE OF 25.10 FEET, THENCE SOUTH 0°01'00" WEST A DISTANCE OF 170.00 FEET, THENCE SOUTH 89°29'41" WEST A DISTANCE OF 253.87 FEET TO THE WEST LINE OF SAID SECTION 5, THENCE NORTH 0°04'00" EAST ALONG SAID LINE TO THE POINT OF BEGINNING.

**TRACT 3:**  
PARCEL 7 OF PARTITION PLAT No. 2008-289, LOCATED IN SECTION 3, TOWNSHIP 2 NORTH, RANGE 8 EAST, WILAMETTE MERIDIAN IN THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY AND STATE OF OREGON AS RECORDED ON DECEMBER 31, 2008, INSTRUMENT No. 2008-0190 IN THE OFFICIAL RECORDS OF HOOD RIVER COUNTY, HOOD RIVER, OREGON.

**APPROVALS:**

THE PLAT OF "THE PORT OF CASCADE LOCKS BUSINESS PARK" WAS EXAMINED AND APPROVED BY ME THIS 12TH DAY OF FEBRUARY, 2015.

[Signature]  
HOOD RIVER COUNTY SURVEYOR

THE PLAT OF "THE PORT OF CASCADE LOCKS BUSINESS PARK" WAS EXAMINED AND APPROVED BY ME THIS 12TH DAY OF FEBRUARY, 2015.

[Signature]  
CITY OF CASCADE LOCKS, PUBLIC WORKS

THE PLAT OF "THE PORT OF CASCADE LOCKS BUSINESS PARK" WAS EXAMINED AND APPROVED BY ME THIS 18TH DAY OF FEBRUARY, 2015.

[Signature]  
HOOD RIVER COUNTY RECORDER

THE PLAT OF "THE PORT OF CASCADE LOCKS BUSINESS PARK" WAS EXAMINED AND APPROVED BY ME THIS 18TH DAY OF FEBRUARY, 2015.

[Signature]  
CITY OF CASCADE LOCKS PLANNING DEPT.

THE PLAT OF "THE PORT OF CASCADE LOCKS BUSINESS PARK" WAS EXAMINED AND APPROVED BY ME THIS 18TH DAY OF FEBRUARY, 2015.

[Signature]  
ADMINISTRATOR CITY OF CASCADE LOCKS

**APPROVALS:**

THE DIRECTOR OF RECORDS AND ASSESSMENTS, AND THE DIRECTOR OF BUDGET AND FINANCE AND TAX COLLECTOR, RESPECTIVELY, OF HOOD RIVER COUNTY, OREGON, HEREBY CERTIFY THAT WE HAVE EXAMINED THE PLAT OF "THE PORT OF CASCADE LOCKS BUSINESS PARK" IN THE COUNTY OF HOOD RIVER AND THAT THE SAID PLAT IS A PROPER PLAT AND NOT INCLUDED IN ANY OTHER SUBDIVISION IN HOOD RIVER COUNTY, AND FURTHER CERTIFY THAT ALL ASSESSMENTS AND FEES WHICH HAVE BEEN PAID AS REQUIRED BY LAW AND WE HEREBY APPROVE SAID PLAT.

[Signature]  
HOOD RIVER COUNTY DIRECTOR OF BUDGET AND FINANCE, TREASURER/TAX COLLECTOR

[Signature]  
HOOD RIVER COUNTY DIRECTOR OF RECORDS AND ASSESSMENTS

PAGE 2 OF 2

THE PORT OF CASCADE LOCKS, A MUNICIPAL CORPORATION OF THE STATE OF OREGON

LOCATION OF SURVEY:

SECTION 5, TOWNSHIP 2 NORTH, RANGE 8 EAST, WILAMETTE MERIDIAN,  
CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON.

**NARRATIVE:**

THE PURPOSE OF THIS SURVEY WAS TO PLAT CLOSING PROPERTY OWNED BY THE PORT OF CASCADE LOCKS. THE BOUNDARY WAS RESOLVED BY REFERENCE A 2008 PARTITION PLAT (PARCEL 7) BETWEEN THE PORT OF CASCADE LOCKS BOUNDARY TIES BY TERRA SURVEYING. I FOUND MOST OF THE LEGALIZATION SET BY CARLSON, L.S.1815 MATCHED FAIRLY WELL WITH THE 2008 PARTITION PLAT DOCUMENTATION, WITH EXCEPTION OF THE BOUNDARIES ALONG THE SOUTH LINE OF PARCEL 7 OF SAID PLAT No. 2008-289, WHICH WERE SET IN 1981 (S.S.816598) AND NO EXPLANATION WAS GIVEN FOR METHOD USED. TO DETERMINE THE CORRECT BOUNDARY OF THE TRACT I SET THE CENTERLINE TRACKS AND OFFSET 50 FEET TO THE NORTH AND SOUTH IN ORDER TO MAINTAIN THE 100 FOOT RIGHT OF WAY AS THE TRACKS CAN BE USED AS A PHYSICAL MONUMENT OF THE RAILROAD PROPERTY.

DETAILS ON SPECIAL MONUMENTS AND DETAILS OF NEW AND EXISTING EASEMENTS OF THIS SUBDIVISION ARE ON THE FACE OF THIS PLAT.

SEE NOTE REGARDING SET MONUMENTS AT THE BOTTOM OF THIS PAGE (O.R.S. 92.044 (2)).

**RECORDING INFORMATION:**

PLAT NUMBER: 2015 0436  
INSTRUMENT RECEIVED ON THE 18TH DAY OF FEBRUARY, 2015 AT 2:23 PM.

[Signature]  
HOOD RIVER COUNTY CLERK

**ACKNOWLEDGMENT:**

ON THIS 9 DAY OF February, 2015, BEFORE ME A NOTARY PUBLIC FOR THE STATE OF OREGON, PERSONALLY APPEARED [Signature] AS A REPRESENTATIVE OF THE PORT OF CASCADE LOCKS KNOWN TO ME PERSONALLY. BEING FIRST DULY SWORN, SAID THAT HE/SHE DID ACKNOWLEDGE THIS INSTRUMENT OF HIS/HER FREE AND VOLUNTARY ACT.

[Signature]  
SIGNATURE OF NOTARY  
[Signature]  
NOTARY PUBLIC FOR THE STATE OF OREGON  
COUNTY OF Hood River  
COLLECTION NUMBER 475442  
MY COMMISSION EXPIRES January 2, 2017

**DECLARATION AND DEDICATION:**

I, [Signature], REPRESENTATIVE OF THE PORT OF CASCADE LOCKS AS OWNER OF THE LAND SHOWN ON THE PLAT HEREBY ATTACHED AND MORE PARTICULARLY DESCRIBED BY THE SURVEYOR'S CERTIFICATE ALSO HEREBY ATTACHED, DEDICATE TO THE PUBLIC FOREVER ALL STREETS, PATHWAYS AND EASEMENTS SHOWN ON SAID PLAT AND DECLARE THE PLAT OF "THE PORT OF CASCADE LOCKS BUSINESS PARK" TO BE A CORRECT PLAT AS LOCATED IN SECTION 5, TOWNSHIP 2 NORTH, RANGE 8 EAST, WILAMETTE MERIDIAN, HOOD RIVER COUNTY, OREGON.

**PORT OF CASCADE LOCKS BUSINESS PARK DESIGN GUIDELINES**

THE DESIGN GUIDELINES FOR "THE PORT OF CASCADE LOCKS BUSINESS PARK" ADOPTED AS RESOLUTION No. 2014-8 UNDER SEPARATE DOCUMENT. PORT OF CASCADE LOCKS DECLARATION OF PROTECTIVE COVENANTS, CONDITIONS AND RESTRICTIONS DATED MARCH 6TH 2001 AND APPROVED MARCH 15TH 2001 ARE RECORDED.

**REFERENCES:**

- HOOD RIVER COUNTY SURVEY #184
- HOOD RIVER COUNTY SURVEY #51
- HOOD RIVER COUNTY SURVEY #95
- HOOD RIVER COUNTY SURVEY #17
- HOOD RIVER COUNTY SURVEY #109
- HOOD RIVER COUNTY SURVEY #200
- HOOD RIVER COUNTY SURVEY #301
- HOOD RIVER COUNTY SURVEY #304-035
- HOOD RIVER COUNTY SURVEY #1005-001

**NOTE REGARDING SET MONUMENTS:**

O.R.S. 92.047(2). UNLESS SPECIFICALLY REQUESTED BY A PUBLIC OR PRIVATE UTILITY PROVIDER, THE CONVEYING BODY OF A CITY OR COUNTY MAY NOT INCURE A UTILITY EASEMENT EXCEPT FOR A UTILITY EASEMENT CREATING A SINGLE UTILITY. DISASTROUS EVENTS MAY NOT BE PLACED UPON THE FOOT OF A SURVEY MONUMENT. LOCAL LAW NOTED BY A SUBDIVISION OR PARTITION PLAT, THE CONVEYING BODY OF A CITY OR COUNTY MAY NOT PLACE ADDITIONAL RESTRICTIONS OR CONDITIONS ON A UTILITY EASEMENT GRANTED UNDER THIS CHAPTER.

**EASEMENT REFERENCES:**

- 1) PRELIMINARY TITLE REPORT FILE No. 1596244, DATED SEPT 17TH 2014.
- 2) RIGHTS OF PUBLIC AND GOVERNMENTAL AGENCIES IN AND TO THAT PORTION OF THE PRECISES LAND BELOW THE HOOD RIVER WATERWAY OF THE COLUMBIA RIVER AND OF THE DONOVAN LAKE (DONOVAN LAKE).
- 3) HOOD RIVER COUNTY RECORDS, BOOK A, PAGE 167. GARET RAILWAY RIGHT OF WAY, 50 FEET SOLE OF EXISTING RAIL CENTERLINE AS SHOWN.
- 4) HOOD RIVER COUNTY RECORDS, BOOK H, PAGE 119. TELEGRAPH EASEMENT OCCUPYING GENERAL IN NATURE, EXISTING COMMUNICATION LINES WITH CHAURETT WAY.
- 5) HOOD RIVER COUNTY RECORDS, BOOK 16, PAGE 474. HOOD RIVER COUNTY RIGHT OF WAY OF FOREST LAKE, ADDITIONAL RIGHTS ACCORDED IN 1974 AS SHOWN.
- 6) HOOD RIVER COUNTY RECORDS, BOOK 22, PAGE 148. PACIFIC TELEPHONE AND TELEGRAPH EASEMENT, GENERAL IN NATURE. PARTIAL RELEASE ON INTERFERED ADDRESS DEED BOOK 7, PAGE 814 AND DEED BOOK 8, PAGE 837.
- 7) HOOD RIVER COUNTY RECORDS, BOOK 25, PAGE 531. (1936) USA FLOODING EASEMENT THE LAND ABOVE THE 72 FOOT ELEVATION LINE AND BELOW THE 81.9 FOOT ELEVATION LINE, ALSO THE RAINWATER CURB, THE EASEMENT WOULD BE MORE SPECIFICALLY RE-DEFINED ON INSTRUMENTS, AS 82.20 FEET WIDEN, THAN 83.6.
- 8) HOOD RIVER COUNTY RECORDS, BOOK 25, PAGE 478. (1936) EASEMENT FOR AN EASEMENT, ALLOWS FOR FLOODING UP TO THE 92 FOOT CONTAIN LINE THROUGH, THIS ELEVATION HAS LOANED TO 82.9 FOOT ELEVATION ON INSTRUMENTS.
- 9) HOOD RIVER COUNTY RECORDS, BOOK 26, PAGE 631. PACIFIC TELEPHONE LINE BEING PLACED CLOSE TO RAIL LINE, NOT SPECIFIC.
- 10) HOOD RIVER COUNTY RECORDS, BOOK 41, PAGE 783. STATE OF OREGON EMINENT DOMAIN RIGHTS TO THE EXISTING DRIVE TO EXISTING CHAURETT WAY.
- 11) HOOD RIVER COUNTY RECORDS, BOOK 46, PAGE 598. STATE OF OREGON EMINENT DOMAIN RIGHTS TO EXISTING INDUSTRIAL PARK, SHOW ACCESS LOCATIONS.
- 12) HOOD RIVER COUNTY RECORDS, BOOK 68, PAGE 168. GRANTED TO THE CITY OF CASCADE LOCKS. EASEMENT NOT TO EXCEED 40 FEET FROM EXISTING POLES. THE POWERLINE COMES FROM THE SOUTHWEST PROPERTY, GENERAL LOCATION GIVEN.
- 13) HOOD RIVER COUNTY RECORDS, INSTRUMENTS. FINAL AGREEMENT TO CREATE THE FLOODING EASEMENT LIMITED TO 82.2 FEET (ADD), SHOWN ON PLAT ON NORTH BOUNDARY OF LOT 2.
- 14) HOOD RIVER COUNTY RECORDS, INSTRUMENTS. EASEMENT TO THE CITY OF CASCADE LOCKS TO SUPPORT UTILITIES, SHOW LOCATION SHOWN ON PLAT, EASEMENT SHOWN REPRESENTS LOCATION OF POWER POLE.
- 15) HOOD RIVER COUNTY RECORDS, INSTRUMENTS. UNLAW PARTITION CREATED IN 1988. THIS PARTITION HAS SINCE BEEN REAFFIRMED ON PARTITION PLAT 2008-289 AND EASEMENTS ARE WITHIN THE EXPANDED RECENT DECLARATION.
- 16) HOOD RIVER COUNTY RECORDS, INSTRUMENTS. TELEPHONE RIGHT OF WAY, COLLIDERS PORT PROPERTY BUT NOT LOCATION OF EASEMENT, PRECISES GENERAL IN NATURE.
- 17) HOOD RIVER COUNTY RECORDS, INSTRUMENTS. NOT A PART OF THIS PLAT OR WORTH DEDICATED ROADWAY.
- 18) HOOD RIVER COUNTY RECORDS, INSTRUMENTS. WITH EXISTING DEDICATED ROADWAY.
- 19) HOOD RIVER COUNTY RECORDS, INSTRUMENTS. EASEMENT GRANTED TO BROWN SPRINGS FOR THE AREA SHOWN AS GOVERNMENT ROAD. PAGE TWO STATES, "THE PROPERTY BY USE OF SOME MEANS OTHER THAN EASEMENT HERE GRANTED, THE EASEMENT HERE GRANTED SHALL AT GRANTOR'S OPTION, BE DEEMED ABANDONED BY GRANTOR." I BELIEVE THIS IS THE CASE ON THIS DOCUMENT. THE AREA DISCUSSED IS LOCATED IN THE UNDIVIDED PORTION OF LOT 2.
- 20) HOOD RIVER COUNTY RECORDS, INSTRUMENTS. EASEMENT AS SHOWN.
- 21) HOOD RIVER COUNTY RECORDS, 2009-01283. EASEMENT ASSESSMENT AS SHOWN.

TERRA SURVEYING

REGISTERED PROFESSIONAL LAND SURVEYOR  
[Signature]  
ERIC M. CARLSON  
72300  
DATE: JANUARY 7, 2015  
PROJECT: 14648  
SCALE: 1" = 200'  
ASSESSOR'S MAP: 2015-007-2

C/S 2015 007-2





## CASCADE LOCKS STAFF REPORT

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**Date Prepared: February 4, 2019**

**For City Council Meeting on: February 25, 2019**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Gordon Zimmerman, City Administrator**

**SUBJECT: Approve Contract for Installation of 3-Phase 1000MCM Primary Line Extension**

**SYNOPSIS:** The cost to bring power to the meter base is the responsibility of the City. The Port has completed the building of NE Columbia Gorge Way and recruited three businesses to that area, Heuker Brothers Fish Processing, pFriem Brewing Company, and The Renewal Workshop, all of which could be operating by the end of the 2019. The anticipated electrical load from these companies is about 3 megawatt which is more than our average usage in the community for the past 30 years.

In order to supply the power needed by these companies, the City must run electric wire through the conduits installed by the Port. This 6-inch diameter wire can carry up to 14 megawatts of power and would become the back bone of industrial development in the Business Park. There is a total of 3,500 feet of wire that is required at \$8.00 per foot.

We had hoped to finance this project with the money from the Department of Commerce Economic Development Agency, but we have yet to hear from the EDA. As we have previously discussed, the Council will need to authorize funding for the rebuilding of the BPA Substation. We currently have funding in the Capital Reserve Fund of \$120,000 for system upgrades. This project will take most of that, \$110,080.33, but we should be able to replace that funding in the Capital Reserve Fund with a portion of the money the City would borrow. In other words, we spend the \$110,000 now which is part of the \$6.3 million required for the electrical utility upgrade and when we get that funding, the \$110,000 would be replaced or the Port will pay for the development of their property.

Two years ago we originally estimated the cost to place this wire at \$35,000. But that was the cost of the wire not including all the fittings required and the technical ability to install the wire. John Yates Contracting has been with us since the Eagle Creek fire and has proven to be a reliable partner for our Electric Utility.

Staff contacted five contractors with whom we have worked in the past including International Line Builders, Patelco, Christenson Electric, Yates Line Company, and Coburn Electric. As of this

writing only Yates has responded with a responsible quote. The problem seems to be that the majority of contractors are sending their crews to Seattle to recover from the snow storm or to California to recover from the fires and floods. None were interested in a small job in the Gorge. The Port is working directly with Coburn Electric which may result in a lower price, but whether they have the qualifications to complete this job is an unknown at this time.

The critical issue here is timing. With a 12 week leadtime , the parts need to be ordered.

With the three companies coming, we have to be able to get them the energy they need to operate. I have included the current projections of future electrical usage for your information. Being able to utilize the 6 megawatts of the BPA substation will depend on the funding obtained to rework the electrical circuits to combine the power from both substations and upgrading the wire capacity into the Business Park and the Herman Creek Lane flexible manufacturing complex. Right now, we can use either the BPA substation at 6 megawatts or Pyramid Substation at 14 megawatts but not both.

**CITY COUNCIL OPTIONS: Accept or reject the quote from Yates Line Construction Company.**

**RECOMMENDED MOTION: "I move to accept the contract to energize the electrical backbone in the Business Park from Yates Line Construction Company in the amount of \$110,080.33."**



YATES LINE CONSTRUCTION COMPANY  
 John Yates, 503-812-9827. jyates@yateslineco.com

Date: 2/3/2019

RE: 3-PHASE 1000 MCM URD INDUSTRIAL PARK BACK BONE

Attn: Gordon Zimmerman  
 City of Cascade Locks  
 PO Box 908  
 Cascade Locks Or. 97014

**3-PHASE 1000MCM URD INDUSTRIAL PARK BACK BONE  
 2/3/2019**

This bid is for the installation of a 3-Phase 1000 MCM URD Primary Line Extension in the City of Cascade Locks Industrial Park. This work is to include all of the material for one 3-phase extension from the Riser Pole located on the west end of the project to the end vault on the east end of the site with two intercepting vaults in between. Yates Line Co. will provide all labor, tooling, and equipment necessary to complete the project and all conduit proofing will be completed before installation by contractor.

Completion date will be dependent on material availability, but is estimated to begin on or about May 1st, 2019 as the 1000 MCM URD is approximately 12 weeks out from time of order.

Total Submitted Bid Proposal Amount: **\$110,080.33**

Bid is good for 30 Days

Payment Terms: Net 10

By signing below, I agree to the price and payment terms

x \_\_\_\_\_

Signature, Date, Title

**The Future of Power Distribution in Cascade Locks**

<b>EDA 2018 Disaster Application</b>	
Purchase BPA Substation	\$ 250,000
Switching Gear	\$ 1,092,000
Harden Overhead Lines over Freeway	\$ 1,220,000
Underground Lines to Business Park	\$ 270,000
New Underground in Business Park	\$ 468,000
<b>Total</b>	<b>\$ 3,300,000</b>

EDA	\$ 2,640,000
Port Match	\$ 110,000
City Match	\$ 550,000
	<b>\$ 3,300,000</b>

<b>Additional Requirements</b>	
Upgrade BPA Cascade Locks Substation	\$ 2,755,000
City Cash Match Required	\$ 550,000
Upgrade Line to Gravel Pit Road/Quarry	\$ 100,000
Update System Map and GIS Info	\$ 25,000
Pyramid Improvements	\$ 10,000
Riverview/Sunset Improvements	\$ 50,000
Forest Lane to Herman Creek Lane Reconductor	\$ 70,000
Replace Street Lights	\$ 90,000
Replace Equipment Building	\$ 100,000
	<b>\$ 3,750,000</b>

<b>Total Projects:</b>	<b>\$ 6,500,000</b>
EDA Funded	\$ 2,640,000
Port Funded	\$ 110,000
City Funded	\$ 3,750,000

<b>Special Public Works Funding</b>	
Interest Rate	3.74%
Term (Years)	30
Amount with EDA Funding	\$ 3,750,000
Annual Payment	\$ 210,069
Monthly Payment	\$ 17,506
Amount without EDA Funding	\$ 6,390,000
Annual Payment	\$ 357,958
Monthly Payment	\$ 29,830

<b>Potential Annual Incremental Revenue</b>	
Bear Mountain (2.5 mw, 1 shift)	\$ 187,500
OregonMines (4 mw, 24/7)	\$ 600,000
OregonMines (10 mw, 24/7), Phase 2	\$ 1,500,000
Heuker Fish Processing (1 mw, 1 shift)	\$ 75,000
pFreim Brewing (1 mw, 24/7)	\$ 150,000
	<b>\$ 2,512,500</b>
Monthly	<b>\$ 209,375</b>

**City of Cascade Locks  
Potential Growth in Power Usage**

Client	Peak Power (mw)	Year	*Potential Annual Gross Margin (incremental)	
City Residents/Commercial	5.00	Now		(Pyramid)
Bear Mountain	2.50	2018	\$ 187,500	(1 shift)
OregonMines	3.30	2019	\$ 495,000	(24/7)
Heuker Fish Processing	<u>2.00</u>	2019	<u>\$ 150,000</u>	(1 shift)
	12.80		\$ 832,500	
<b>Max Capacity - Pyramid</b>	14.00			
<b>Available Capacity</b>	1.20			
pFriem Brewing	1.00	2019	\$ 150,000	(24/7)
The Renewal Workshop	<u>1.00</u>	2019	<u>\$ 75,000</u>	(1 shift)
Sub Total	2.00		\$ 225,000	
<b>Max Capacity - BPA Cascade Locks</b>	6.00			
<b>Available Capacity</b>	-			
<b>Total Maximum Capacity</b>	20.00		-	
<b>Available</b>	1.20		-	
<b>Total Estimated Annual Revenue</b>			\$ 5,072,500	
<b>Total Incremental Gross Margin</b>			\$ 1,057,500	
<b>Current Gross Margin</b>			<u>\$ 55,000</u>	
<b>New Annual Gross Margin</b>			\$ 1,112,500	
	<b>BPA</b>	<b>Pyramid</b>	<b>Total Capacity</b>	
<b>Substation Utilization</b>	33%	91%	64%	
<b>Capacity Required</b>	6.00	14.00	20.00	
<b>Known Future Requirements</b>				
OregonMines	10.00			
Potential Large Brewing Facility	2.00			
<b>Total Known Requirements</b>	26.80			
<b>Operating Capacity</b>	50%			
<b>Substation Size at 50% Utilization</b>	53.60			

\* \$75,000 per annum for 8 hour shift per megawatt  
\$150,000 per annum for 24/7 shift per megawatt



AGENDA ITEM NO: 5g

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** February 4, 2019

**For City Council Meeting on:** February 25, 2019

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Approve Ruben Cleaveland of VanKoten & Cleaveland LLC as the City Attorney

**SYNOPSIS:** Six years ago, the City had a City Attorney firm of Sosnkowski & Cleaveland. Alexandra Sosnkowski moved away and Ruben Cleaveland became our lead attorney. Mr. Cleaveland was invited to join the Hood River law firm of Annala, Carey, and VanKoten. After Mr. Will Carey, one of the former City Attorney's for Cascade Locks, passed away, the law firm has been in transition. Mr. Cleaveland and another partner, Victor VanKoten, have formed a new law firm in Hood River. Mr. Cleaveland is willing to honor our current contract with the new firm.

**CITY COUNCIL OPTIONS:** Approve or reject the proposal from Mr. Cleaveland.

**RECOMMENDED MOTION:** "I move to approve staying with Mr. Ruben Cleaveland as he joins the new law firm of VanKoten & Cleaveland LLC."



# ANNALA, CAREY, VANKOTEN & CLEAVELAND, P.C.

Wayne C. Annala  
Wilford K. Carey (1941-2018)  
Victor W. VanKoten\*  
Ruben D. Cleaveland\*

Attorneys at Law  
305 Cascade Street  
P.O. Box 325  
Hood River, Oregon 97031

Telephone 541-386-1811  
Facsimile 541-386-6242

Donald W. Hull  
OF COUNSEL

\*Also Admitted to  
Practice in Washington

January 29, 2019

City of Cascade Locks  
P.O. Box 308  
Cascade Locks, OR 97014

SENT VIA EMAIL ONLY

Re: Transition to new law firm

Dear Honorable Mayor and City Council:

After several years of practicing law with my friends and colleagues at Annala Carey, I have withdrawn from the partnership in order to establish my own law firm with Victor VanKoten. The change is effective March 1, 2019. The new firm is called VanKoten & Cleaveland LLC. While I have enjoyed my time with Annala Carey, there have been many changes following Will Carey's death that necessitate this transition. I have enjoyed serving you, and hope I can continue to do so through this change and thereafter.

The Oregon Rules of Professional Conduct for attorneys require me to advise you that you are under no obligation to go with me to the new firm. Wayne Annala and Donald Hull will remain at Annala Carey to assist you if you want to stay with the Annala Carey firm.

VanKoten & Cleaveland LLC, will be located in Hood River at 417 Sherman Ave., Suite 7. My current legal assistant has accepted a position with the new firm to assist in a smooth transition. Furthermore, I will work for you under the same terms and conditions as you currently have with Annala Carey if you choose to transfer with me. At your earliest convenience, please advise me if you agree to transition to the new firm and I will be happy to facilitate the transfer of files and provide an updated services agreement. A response by email is preferred to: [cleavelandr@yahoo.com](mailto:cleavelandr@yahoo.com) or you can call me at 541-386-1811. Thank you and please contact me if you have any questions or concerns.

Sincerely,



Ruben D. Cleaveland



AGENDA ITEM NO: 5h

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** February 4, 2019

**For City Council Meeting on:** February 25, 2019

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Approve 2019/2020 Budget Process

**SYNOPSIS:** Each year the City Council adopts a time line for the budget process for the upcoming fiscal budget. The proposed timeline is attached for your approval.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject the proposed time line.

**RECOMMENDED MOTION:** "I recommend adoption of the proposed budget process for fiscal year 2019-2020."



## Recommended FY19/20 Budget Process Schedule

- 1. **CITY COUNCIL:** Adopt Budget Process Schedule 2/11/19
- 2. **CITY COUNCIL:** Begin budget development process by setting goals 1/28/19
- 3. **FINANCE:** Send priorities to Department Heads 1/29/19
  - A. Review format of budget document
  - B. Set up Department Head/CA/Finance Officer work session to assist
- 4. **CITY DEPARTMENT HEADS AND STAFF:** Begin development of departmental budget. 2/04/19
- 5. **DEPARTMENT PROGRAMS:** Turn in proposed budget to Finance 3/04/19
- 6. **CA and FINANCE:** Compile proposed budget document 3/05/19-4/01/19
- 7. **STAFF:** Publish Notice of Budget Committee Meeting 4/10/19  
(State required time line not more than 30 days prior to Budget meeting)
- 8. **STAFF:** Publish **Second Notice of Budget Committee Meetings** (no less than 5 days prior) 4/17/19
  - A. Publish on City website**
- 9. **BUDGET COMMITTEE:**
  - A. Conduct Budget Committee Workshop 4/24/19
    - 1. Review budget process and Budget Structure
    - 2. Deliver Proposed Budget to Committee members

**Budget meetings will start at 6:30 PM and end at 9:00 PM (unless Committee votes to continue).**

- 10. **Budget Meeting:** 5/01/19
  - A. Elect Budget Committee Chair and Vice Chair
  - B. Set meeting rules, adopt timeline schedule
  - C. Deliver Budget Message
  - D. 6:45PM – Budget Committee Hearing on Possible Uses of State Revenue Sharing
  - E. Formal Approval of Property Tax Rate \$2.7050 per \$1,000 for FY 18/19

**Meeting #1**

**ADMINISTRATION:**

General Fund (1)

SDC Fund (2)

Grant Fund (7)

Tourism Fund (8)

Cemetery Fund (17)

Cemetery Trust Fund (25)

Capital Reserve Fund (56)

**EMERGENCY SERVICES DEPARTMENT:**

Emergency Services Fund (5)

11. Budget Meeting Continued \*

5/8/19

Meeting #2	
<b>PUBLIC WORKS:</b> Street Fund (3) Water Fund (21) Water System Improvement Fund (22) Corrosion Control Treatment Fund (23) Sewer Fund (31) Sewer Bond 2018 Refinance Fund (32) Sewer Facilities Project Fund (33) Sewer Bond Fund (40)	<b>ELECTRIC DEPARTMENT:</b> Electrical Fund (51)  <b>EMERGENCY SERVICES DEPARTMENT:</b> Emergency Services Fund (5)

**\* BUDGET MEETING DATES ARE TENTATIVE AND MAY BE ADJUSTED BY BUDGET COMMITTEE.**

12. **STAFF:** Publish Notice of Public Hearing on Proposed Uses of State Revenue Sharing to bring before council. 5/22/19
13. **STAFF:** Publish Notice of Budget Hearing & Financial Summary (City) 5/22/19  
(Required lead time – not more than 30 days or less than 5 days before hearings)
14. **City Council Meeting Public Hearing** on Proposed Uses of State Revenue Sharing 6/10/19
15. **Budget Hearing – Council Meeting to adopt proposed budget** 6/10/19  
Public Hearing on Proposed Municipal Corporate Budget  
Pass Resolutions Adopting Budget, Making Appropriations and Levying Taxes (City)
16. **STAFF:** Submit Budget and forms to Assessor as required 7/08/19

## **JOB ORDER PROCESS**

### Initial Process Design

#### Residential/Commercial

Builder requests service connections from front office.

Deputy Recorder/Utility Specialist receives a copy of the service order to create the job number into Caselle.

Deputy Recorder/Utility Specialist enters job number on the Excel spreadsheet for the PW and EL Departments and forwards to them to document their parts and labor. (A file folder has been created for PW and EL that contains their spreadsheets and a copy of their inventory).

Once the PW and EL Departments have documented their parts and labor, they will forward the Excel spreadsheet to the Deputy Recorder/Utility Specialist to enter into the Caselle Job Order System.

#### General Jobs

PW and EL must start the job order and enter all information on the Job Order Worksheet in their Excel folder.

PW and EL forwards the Excel spreadsheet to the Deputy Recorder/Utility Specialist.

Deputy Recorder/Utility Specialist will create the job number and enter the information into the Caselle Job Order System.





