

CITY of CASCADE LOCKS *AGENDA*

CITY COUNCIL MEETING, Monday, February 27, 2012, 7:00 PM, CITY HALL

Purpose: The City Council meets twice a month to conduct city business, make decisions and set policy and direction for the city organization and community.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor or Presiding Officer 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 Minutes of January 23, 2012 Council Meeting.**
 - b. **Approval of Minutes of February 13, 2012**
 - c. **Ratification of the Bills in the Amount of \$125,530.92.**
 - d. **Approval of Job Specification for the Recruitment of a New City Administrator.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Approve IGA in Support of a Community Development Block Grant from the 2012 Community Development Block Grant Program Administered by the Oregon Business Development Department, Infrastructure Finance Authority.**
 - b. **Approve Memorandum of Agreement with Hood River County Agreeing to Defer Receipt of its Tax and Interest Distribution Payable from the Sale of the Tax Foreclosed Property in Cascade Locks.**
 - c. **Approve OMI Costs for Repairs July until Present.**
 - d. **Approve Ordinance No. 415 Regulating and Controlling Operation of the City's Water Utility System and Provision of Service to its Customers.**
 - e. **Proclamation: Proclamation of Support for the 2012 Hood River County Reads Project, The Circuit/Cajas de cartón and La Mariposa by Francisco Jiménez.**
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. **Ken Onstott – Auditor**
 - b. **Interim Fire Chief Devon Wells.**
 - c. **Celilo Planning – Connect Cascade Locks Project: A Trails Plan for Economic Development.**
 - d. **Review and Discuss Ordinance No. 259 Creating a Tourism and Beautification Committee; Providing for the Organization, Continuance, Powers and Duties, Thereof.**
 - e. **Planning Consultant Services.**
 - f. **ICA Koch Report (handout).**

(continued)

8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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

1. **Call to Order/Pledge of Allegiance/Roll Call:** Mayor Masters called the meeting to order at 7:04 PM. CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters were present. CM Zerfing was excused. Also present were ICA Koch, City Recorder Kathy Woosley, Finance Officer Marianne Bump, George Fischer, Don Haight, Dave Palais, Lori Madrigal, Cody Steelman, Kayla Carron, Craig Martin, Kirby Neumann-Rea, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda:** CM Helfrich said he would like to amend the agenda with an addition of a report on the power outage over the weekend.

Mayor Masters reported on the power outage stating it was due to damage of the BPA power lines. Mr. Steelman asked if the City had suffered any damage. Mayor Masters said he would check with ES Hupp but didn't think the City had any damage due to the outage. Ms. Madrigal thanked the Mayor for his participation in getting the information out to the public. Mayor Masters stated CM's Helfrich, Storm, the volunteers and partners in Hood River were all a part of the effort.

CM Helfrich explained the National Incident Management program and that all Councilors are supposed to have this training. He reported on the suggestions of 72 hours kits, a generator for City Hall, and open phone lines as part of the debriefing after the power outage. He said there is a need to update the Emergency Management Plan. CM Helfrich thanked the City Staff and Volunteers for their help in this situation. CM Storm also thanked the City Staff, Hood River County, and all the Volunteers that helped out with this power outage.

ICA Koch said Hood River County has arranged for the State to pay for a consultant to help the City of Cascade Locks update their plan for emergency management.

Mayor Masters said there is another ice storm predicted so the point of contact for information in an emergency situation will be the Fire Hall until the emergency preparedness plan is updated. Mayor Masters said he was very pleased with the way City Staff and Volunteers responded to help in this situation. He said the City is fortunate to have Volunteers and a great facility.

3. **Adoption of Consent Agenda:**

a. **Approval of Minutes of January 9, 2012 City Council Meeting.**

b. **Ratification of the Bills in the Amount of \$ 82,771.57.**

Mayor Masters read the list of items on the Consent Agenda. Mr. Steelman said there are requirements for financial statements. He said there are five new components specifically required to be shown as of June 15, 2011. He said there are no internal controls and the City is out of compliance. Mr. Steelman talked about cable television and labor being charged out of the electric light department. He asked who was enforcing the laws.

Mr. Steelman referenced Ordinance No. 123 and asked if the City had a Finance Officer or a City Treasurer. He said he asked questions about the duties listed in this ordinance for a long time. He said he is trying to get the City into compliance with GASB 34. He said a full audit is needed on the legality of how the City is doing business. He said there are financial liabilities and the City has to comply. He said there are violations of the law with the Electric Department.

ICA Koch said the auditor will be at the February 27, 2011 Council meeting and that would be the time to have that discussion. He said the auditor should be able to tell the Council if they are in compliance and if not what would need to be done.

Motion: CM Holmstrom moved, seconded by CM Lewis, to approve the Consent Agenda. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

4. **Public Hearings:** None.

5. **Action Items:**

a. Approve Resolution No. 1230 Establishing Mayor's Committees with Responsibilities and Structure to Advise and Recommend to the City Council on Issues of Community-Wide Concern; and Repealing Resolution No. 1222. CR Woosley reported that this resolution reflects Council discussion and recommendations at their 12/19/11 meeting regarding committees.

Mr. Steelman said he was curious as to why this was on the agenda. He asked why the City Services Committee was on hold when they could be dealing with this. He said the City is unlawfully spending funds and recited laws the City is breaking. He said the City Services Committee could be addressing what was established by an elective government long before this appointed government. Mr. Steelman said he was questioning the whole process as there are a lot of other things to do than to mess with committees.

Motion: CM Helfrich moved, seconded by CM Storm, to approve Resolution No. 1230 establishing Mayor's Committees with responsibilities and structure to advise and recommend to the City Council on issues of community-wide concern and repealing Resolution No. 1222. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

b. Approve Contract for Interim Fire Chief Services from the City of Hood River. ICA Koch reported that the Hood River City Council was discussing this issue at their meeting tonight also.

Mr. Steelman said Ordinance No. 361 is still on the record, which gives authority to Hood River. He said this ordinance should be repealed before Council takes any other action. ICA Koch stated that the City is still providing fire and ambulance services and this is contract reflects how it is being done on an interim basis.

Motion: CM Storm moved, seconded by CM Holmstrom, to approve the contract for Interim Fire Chief services from the City of Hood River. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

c. Approve Resolution No. 1231 Creating an Intergovernmental Agreement for the Oregon Municipal Utilities Association and Authorize the Mayor to Sign. ICA Koch gave a brief report stating that OMEU would be a new organization with a singular focus and moving out from under the League of Oregon Cities.

Motion: CM Storm moved, seconded by CM Helfrich, to approve Resolution No. 1231 creating an IGA for the OMEU Association and authorized the Mayor to sign.

CM Lewis asked if any of the other cities had joined and if there were going to be any fees. ICA Koch said all the cities are discussing this at the same time. FO Bump said membership dues go to the ES Superintendent and she wasn't sure if any dues are currently being paid.

The motion passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

d. Approval of Web Hosting Contract for Tourism Web Site. ICA Koch stated that the Tourism website is ready to go. He explained that Blue Sky originally held the contract for the website who was bought out by Kinetic Media. He explained the \$20 per month fee is for managing the website. Ms. Carron stated that the website isn't complete but would be soon.

Motion: CM Holmstrom moved, seconded by CM Lewis, to approve the web hosting contract for the Tourism website. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

CM Lewis said there is a lot in the contract as to what the customer is responsible for but not what the company is responsible for. Ms. Carron explained that information was included in the main contract for building the website and she could supply Council with a copy.

Mayor Masters said Council is trying to align resources around specific priorities. He said if the City is paying for a website that should be used instead of paying for a linking to another website. Ms. Carron said usually the municipality's website is a very generic website where the tourism websites are flashy with a lot of photos.

Mayor Masters said he thought the City's website was capable of adding photographs. CR Woosley said the City has a limited package right now but could be upgraded. Mayor Masters said he would like the Tourism Committee and Council to discuss the possibility of upgrading the City's website to host more and be more of a one stop site for citizens. He said this would be a long term goal with the idea of aligning resources into one direction. CM Lewis said he agreed with looking at the issue long term but the bigger debate should have happened at the time of the contract and not now. He mentioned key word searches being an important tool for the website.

ICA Koch agreed that the big money has already been spent and the Tourism Committee could meet jointly with Council in the future to discuss a more aggressive program.

The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

e. Adopt the Process for Recruitment, Selection, and Hiring of a Permanent City Administrator. ICA Koch said he added a timeline to the report per Council's request. **Motion:** CM Storm moved, seconded by CM Holmstrom, to adopt the process for recruitment, selection, and hiring of a permanent City Administrator. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

f. Approve Creation of a City Council Sub-Committee on Economic Development. ICA Koch said Council has discussed creating sub-committees of Council on specific priority topics. He said creating a sub-committee of Council will make a more aggressive statement about economic development.

Mr. Palais informed the Council of Nestlé status. He said Nestlé would like to meet with the Port and City of Cascade Locks to discuss property options and utility rates. CM Helfrich stated he had heard there is a lot of outside influence against the project. Mr. Palais said he had heard the same information and stated that the citizens of Cascade Locks should stand up and make their voices heard.

Motion: CM Cramblett moved, seconded by CM Helfrich, to create a Council Sub-Committee on Economic Development. There was discussion concerning the water rights issue, the amount of water available to Nestlé, and issues regarding wells in other communities. CM Helfrich said he would hate to see this project derailed. He said the Sub-Committee could have a strong voice. Mayor Masters said there has been a lot of discussion about Nestlé but cautioned against "all eggs being put into the Nestlé basket". He said there are a lot of other economic opportunities. He said there are education opportunities and tourism opportunities that also have to be considered and need to look at this as a multifaceted approach. He said Nestlé is one of the opportunities. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. Mr. Haight said he hoped the rest of the Council didn't follow the Mayor's lead as it sounds like he is trying to kill the project before it starts. He said he has attended every meeting Nestlé has had and out of 50-60 people there may be 5 or 6 that are from Cascade Locks. Mr. Haight said we need to get behind this.

Mr. Haight said during the recall process there was a program put on titled the truth about finances of the City of Cascade Locks. He would suggest this group present this program to the Council and said that some of that group is a part of Council. He said supposedly the whole process was solved and taken care of. He said this is what the recall was based on.

Mr. Haight said he isn't seeing anything happening regarding the FEMA Grant. He said the citizens of Cascade Locks are going to be stuck with \$70,000-\$90,000 because a city employee was allowed to sign a contract without telling Hood River County, 911, the Sheriff's Department, or the City Council. He said the City of Cascade Locks is still paying legal fees fighting this. He said he was supposed to get a report on this project and has never received one. He said there isn't one single report on an almost half a million dollar project. He said it's being ignored and the City is in a mess.

Mr. Steelman said Mr. Haight is right. He said Council has it all figured out and the first act was to take from the General Fund to pay for Devon Wells. He said no one is talking about the theft of a tower by a City employee. He said this is going to cost another \$25,000 - \$30,000 to fix. Mr. Steelman said he has brought up issues that have legal standing and our City has to be in compliance.

Mr. Fischer said he is passionate about Cascade Locks and if the school is lost, Cascade Locks will become a ghost town. He said people need to get fired up. He said it is important to maintain a school in Cascade Locks. He said there is a meeting at the Hood River County School District building on Wednesday at 6:30 PM with an agenda item to discuss a boundary change to allow the Cascade Locks School to become a part of the Corbett School District.

Mayor Masters declared a break at 9:04 PM and returned to Regular Session at 9:15 PM.

Mr. Fischer asked Council to consider writing a letter supporting the boundary change and merge with Corbett School District.

Mayor Masters stated he wanted to clear up any misinformation and asked ICA Koch to report on the FEMA Grant. ICA Koch stated that he was in contact with FEMA and reported that the tower on the site has no value and can not be used. He said that all partners are working together toward a certifiable tower. FO Bump reported that Hood River County is still withholding their \$38,000 portion until the tower is certified. She said all other partners have paid their portion.

CM Cramblett asked if the tower was within the City's easement and if it was in the lease to in fact be used for something other than telecommunications. He said the City is responsible for the grant. Mayor Masters said there is an IGA with several other partners. He reported that the infrastructure is in place and interoperability is functioning. He said the City is working toward finishing the project.

Mayor Masters said a comment was made stating that he was attempting to kill a project. He said hopefully anyone listening to his comments would know that that could not be further from the truth. He said he is in favor of any project that has potential to benefit the community. He said Nestlé is one, tourism economy, and school opportunities.

7. Reports and Presentations:

Ms. Carron stated that the Tourism Committee wants to meet with City Council to report on the 2011 year. She said there have been questions as to what the Tourism Committee does so they would like to report to Council. She said the next regular Tourism Committee meeting is February 6th and would like to meet with Council sometime after that.

a. ICA Koch report (handout).

1. Brainstorm Critical Factors for Permanent City Administrator. The Council listed their opinions on skills, experience, and personal attributes for a permanent City Administrator.

Consensus of Council was to continue past 10:00 PM.

b. Discuss Draft Water Ordinance No. 414 Regulating the Extension of the City's Water Utility System an Provision of Service to its Customers. CR Woosley said this Ordinance No. 255 was repealed accidentally and this is an attempt to update the original ordinance. CM Lewis asked what significant changes had been made to the ordinance. CR Woosley said she would list the changes made so it would be clearer for Council.

c. Quarterly Forecast Report (handout). FO Bump explained the report and asked Council if they wanted any changes made to the report. Council was in agreement of information provided by the report.

d. Council Orientation. ICA Koch directed Council to read the handouts given to them.

8. Mayor and City Council Comments: CM Helfrich thanked everyone that helped during the power outage and thanked ES Hupp for working with the BPA crews and getting power restored. He reminded everyone the importance of a 72 hour kit. He said Council would welcome any comments as to how to get information to the public during an emergency situation. CM Helfrich said he was in favor of strong economic development and urged citizens to get involved.

CM Holmstrom thanked BPA and staff for their help during the power outage. He said he supports a best practices review and that the updated plan should include a process for no communication devices. He said there may be a time cell phone service wouldn't be accessible.

CM Lewis asked if Council was still going to meet with Hood River County School District Superintendent. Mayor Masters said he would continue to try to set that up. CM Lewis suggested the Public Safety Task Force work on a program such as signing up for a paging service to be contacted during an emergency. He suggested part of the emergency management plan could include problems as well as solutions. He suggested the people with resources could be listed and gave an example of those having access to wood for heat.

CM Storm thanked staff, volunteers, and Hood River for their help in the power outage. He said he would welcome community feedback also.

CM Cramblett thanked the staff and volunteers and stated it didn't surprise him that the community stepped up to handle the situation. He said it would be a good idea to figure out what and where the resources are.

CM Cramblett said the Council has went through a process very similar to the one presented. He said it just didn't work then. He said there isn't any guarantee that this process will work and no guarantee as to what the City will get for applicants. He pointed out that previous Mayor Fischer was able through a tough time to work with others and brought Paul Koch to the City. He said this Council is effective due to the City Administrator that a past official was able to get for the City. He said it wasn't through a process such as being presented.

Mayor Masters said there are vacancies on the Budget Committee and the Planning Commission. He said notices have been posted and citizens could pick up applications at City Hall or on the website. He said there are citizens interested in the budget. He urged them to pick up applications and be a part of the process. He reminded everyone of the meeting tomorrow night in the pavilion regarding the City's budget. He reminded all of the joint meeting with the Port of Cascade Locks on February 2nd.

Mayor Masters said Cascade Locks has the most reliable electricity in the Gorge. He said this is due to the work being done year round by our crew who works tirelessly. He said our lines were ready and wanted to recognize staff for the hard work they do to make sure the City's lines are clear. He urged citizens to send in suggestions as to what can be done better next time.

Mayor Masters reported that our Fire Department Volunteers also staffed our Fire Department and also sent a crew to Hood River to help them put out a house fire. He thanked the Fire Department Volunteers and Staff.

Mayor Masters reminded all of the meeting at the HRCSD building at 6:30 PM. He asked if there was consensus of Council to write a letter supporting a merger with Corbett School District. Consensus of Council was to hear from HRCSD Superintendent Beck and the Corbett School District Superintendent. Council discussed holding meetings in the school building also. Council suggested having school superintendents at the February 13th meeting and an action item for approval of a letter of support for a merger on the February 27th meeting.

9. **Other matters:** None.

10. **Executive Session as may be required:** None.

11. **Adjournment: Motion:** CM Helfrich moved, seconded by CM Storm, to adjourn. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

Prepared by
Kathy Woosley, City Recorder

APROVED:

Lance Masters, Mayor

1. **Call to Order/Pledge of Allegiance/Roll Call:** Mayor Masters called the meeting to order at 7:03 PM. CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters were present. Also present were ICA Koch, City Recorder Kathy Woosley, Electric Superintendent Tracy Hupp, David Skakel, Heather Alexander, Dave Peters, George Fischer, Chuck Daughtry, Jess Groves, Kayla Carron, Tina Tarani, Rob Brostoff, Ralph Hesgard, Bob and Myra Walker, Martha LaMont, Debbie Gunter, Shawna Hasel, Charlie Beck, Karen Sype, Andrea and Scot Roberts, Kirby Neumann-Rea, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda:** ICA Koch suggested agenda items 7. a., b., and c. be put before the consent agenda and 5.e. should be restated to Authorize Action on the Old Fire Station. Mayor Masters said he would be deleting 3.b. from the Consent Agenda and brought back to the next meeting. He said Adopt a Multi-faceted Approach to Economic Develop and Adopt Changes to the Job Description would be added to 3.f. in the Consent Agenda. Mayor Masters said 5.f. would be to Accept the Resignation of CM Zerfing and Discussion of Process to Fill the Vacancy.

Tri-County Hazardous Waste: Heather Alexander and David Skakel gave a report on the programs offered by Tri-County Hazardous Waste. Mr. Skakel said there is a Steering Committee and the City of Cascade Locks can have representation on that Committee. He said they have quarterly meetings with the next meeting on March 21, 2012 at the Fire Station in The Dalles.

Hood River County School District Superintendent: Mayor Masters said Council has had a lot of discussion regarding opportunities to keep our school in Cascade Locks. Charlie Beck stated he was here to answer any questions the Council may have and wanted to reiterate the commitment to have a K-5 school in Cascade Locks.

CM Helfrich asked how the community could trust that the school would not be closed when first the high school students were taken away from this school and bussed to Hood River, the next year the seventh and eighth grade students were taken, and next year the sixth grade students will be taken from this school. Mr. Beck said there is no way except for the expressed commitment. He said it is included in the budget for K-5 to remain in Cascade Locks. Mr. Beck said he believed there to be a difference in elementary aged children and their parents being asked to travel a few blocks versus several miles to school and the parents seem to be more involved in their education. Mr. Beck said he thought at this time that the Hood River County School District is committed to keeping the K-5 school in Cascade Locks.

CM Storm asked if there was a lot of parent involvement from Cascade Locks in the school district. Mr. Beck said there is parent involvement here and also at Hood River Middle School (HRMS). He said there is a drop off in parent involvement in the junior high and high school levels.

Mayor Masters said students find things they want to be involved in during junior high and high school. He said that might be Drama Club or after school events and wondered what the experience is for Cascade Locks students and at what rate Cascade Locks students are able to participate in after school programs. Mr. Beck said he asked the Hood River Valley High School (HRVHS) principal about the Cascade Locks students. He said he was told that Cascade Locks students are included in some of the best students academically and athletically. He said he didn't know specific numbers in attendance of after school programs.

CM Helfrich asked at what point in the budget would it be a fiscal impact and have to close the school. Mr. Beck said he didn't think at this point that it is a hard number. He said many things change over the course of a budget cycle and could not give a hard number.

CM Cramblett asked about the trailers that were taken away from Westside School and then returned to find space for students. He asked why programs and students could not be brought to Cascade Locks. Mr. Beck stated CM Cramblett's statement was inaccurate and that the trailers at Westside were for a Charter School and the schools are not over filled. He said there is continuous growth but are not at capacity.

Mayor Masters said there is a philosophical reason and fiscal reasons for keeping or closing the school. He explained that in recent years there were promises that the middle school would not be closed and then a promise of sixth grade not being taken and now it is. He said he hoped Mr. Beck understood the reluctance to accept the commitment. He said he wondered if the HRCSD Board would consider putting their commitment in writing and if he would carry that request to the board. Mr. Beck said there was a one year transition period for sixth grade to be taken after taking the junior high. He said the intention was always for Cascade Locks to be a K-5 school. He said he couldn't speak to the high school situation as he wasn't here. Mr. Beck explained the differences in teaching elementary and junior high students. He said right now there is revenue to keep the K-5 school open. He said it is a great K-5 school. Mr. Beck said he would take the request for a written commitment to the HRCSD Board.

CM Cramblett asked about the Pine Grove School building. Mr. Beck said the building has been repurposed. He said after reviewing footprints of all the schools it was found there was more space than children. He said the Frankton School building is a much more viable asset to the HRCSD than the Pine Grove School building. He said the Early Childhood Programs were moved to the Pine Grove School building. He said the Board is deciding on how to use the Frankton School building.

CM Holmstrom asked what would need to happen to get a K-12 school back in Cascade Locks. Mr. Beck said he wouldn't give a number. He said when there are students in Cascade Locks then the HRCSD Board will review that. Mr. Beck said he would love to see a vibrant K-12 school here. CM Holmstrom asked for the number of students in the area. Ms. Roberts stated that the number is around 130 and the current number of students in K-5 is 69.

Mayor Masters stated that there is an 87% graduation rate and mentioned other statewide tests. He asked Mr. Beck how Hood River County School District ranked nationally. Mr. Beck said the students are attending some of the best colleges. He said the SAT scores struggle due to the subgroups. He said the general student population exceed at or above the state level across the board. Mr. Beck said if comparing apples to apples that each student in each subgroup achieve the same or better when matching to the same subgroups in other districts. Mr. Beck said Lake Oswego has a 12% free and reduced population and Hood River County has over 50% free and reduced. He said for like districts HRCSD achieves at or better. Mayor Masters asked how Cascade Locks might reflect in those same subgroups since they have been put on busses.

Mayor Masters asked what comprehensive education is specifically. Mr. Beck said it is the opportunity to engage in classes such as fine arts, career, technical, and foreign languages. He said there has to be a large critical mass of students in order to hire a teacher. He said there are advance placement and college prep classes available if you have the critical mass of students. He said there are athletics and clubs available after school. Mayor Masters asked for Mr. Beck to report back to Council as to the level of participation of the Cascade Locks students.

CM Lewis asked how many students from Cascade Locks are attending Hood River Schools. Mr. Beck said there are 60 or 70. CM Lewis asked Mr. Beck for pros or cons regarding a merger with Corbett School District (CSD). Mr. Beck said he thought the current situation is appropriate but would honor whatever process happens. He said if it is determined through the process that Cascade Locks, along with all the other things, lead to a change of boundaries then HRCSD will make sure that an orderly change of those boundaries

takes place. He said there is no interest on behalf of the HRCSD to initiate the change in boundary. CM Lewis said as he understood the process there could be a petition to start but that HRCSD could counter that petition. Mr. Beck said he would rather the people involved in that process talk to that. He said HRCSD is certainly aware of the process but not in the position to initiate the process. CM Lewis asked if the HRCSD could kill the process by objecting. Mr. Beck said, "I don't believe anywhere that I see in the process the boards of the school districts can kill it by objecting." He said he chose those words carefully and asked they be quoted carefully.

CM Helfrich asked about involvement and parent feedback regarding how their students are interacting away from Cascade Locks. Mr. Beck said he has had 100% positive feedback from any Cascade Locks parents that have chosen to contact him regarding their children's experience in HRMS and HRVHS.

Mayor Masters asked what the status was for families that live in the district that may want to choose to go to a different school district or that live in another district and choose to go to schools in Hood River County based on the new state law. He said in recent years he thought there were students from The Dalles that have gone to school in Hood River and students in Hood River that have gone to The Dalles. Mr. Beck said if the students in the attendance areas of Cascade Locks were to change boundaries to Corbett School District (CSD) there would be no mechanism for them to continue at HRCSD. He said there is no reciprocal arrangement with Corbett School District. He said HRCSD does not allow students from any other district to attend the HRCSD other than the reciprocal arrangement for 10 students from The Dalles, which will be grandfathered. Mr. Beck said that State of Oregon has said that the school districts can close their borders, open to anyone, or maintain existing agreements. He said HRCSD has chosen to close its borders while maintaining the existing agreements. Mayor Masters said he thought that was an important piece of information for families of students that are going to HRCSD that would wish to remain there.

CM Cramblett questioned the Cascade Locks building being underused and asked what could be done to utilize the building more. Mr. Beck said there have been initial conversations with HRC Library systems and conversations regarding partnering with the City to use the facility for adult education and meeting places. CM Cramblett said he would like to get children in the building. Mr. Beck said he has questioned the staff about what they could do to attract students. He said he has challenged staff to create a program for a magnet school with opportunities such as an offering a technology base or a natural resource focus. He said the staff at Cascade Locks is continually thinking about what they do that is special to promote district wide where parents may decide to send their children to Cascade Locks. CM Cramblett said those conversations should be with other people also. He said there are a lot of creative people in the other schools and county-wide. Mr. Beck agreed saying this does need to continue to be pursued and a second reason for that is because there are elementary students from Cascade Locks attending schools in Hood River. He said Cascade Locks children need to be in the Cascade Locks School.

Mayor Masters asked how the special needs students are served in this district. Mr. Beck said the Federal Government dictates what the individual education plan is for the students.

Mayor Masters said Cascade Locks used to have a position on the HRCSD Board. He said a couple of years after the position changed is when the closures started happening. He said there has been the perception that taxes are being paid with no representation from Cascade Locks. Mayor Masters said the person that is supposed to represent this community did not vote to keep our school open. He asked what kind of commitment the HRCSD Board is going to make to allow Cascade Locks the right to self determination. He asked if it is going to be our community that decides or the broader community of the whole district. Mr. Beck said carefully, "There is no place in the boundary process that folks in Cascade Locks specifically weigh in on that decision. As I read the statute, interpreted by our legal counsel who has spent a lot of time on this, that the

decision on the vote is going to be all of the residents of Hood River County. Not specifically the residents of Cascade Locks.” Mayor Masters asked if there was going to be an effort made by the HRCSD Board to find out what the community of Cascade Locks actually wants. He asked if there is a role that the City Council could play to determine that. Mr. Beck said he thinks there is always interest in the feedback of all groups. He said he couldn’t say that there would be a referendum or a ballot to query the Cascade Locks citizens. He said that would be a big undertaking. Mr. Beck said part of this decision could ultimately fall on the hands of the Hood River County Commissioners and the Multnomah County Commissioners. He said at that point of the decision making a query of Cascade Locks could be asked for. Mr. Beck said HRCSD will honor the process as it is laid out and will follow the statute. He said that statute does not provide for the individual polling of the Cascade Locks residents. Mayor Masters asked if Mr. Beck would pose that question to the HRCSD Board. Mayor Masters said the more this can be a Cascade Locks decision the better where Cascade Locks does have the right of determination. He said that is democracy.

Mayor Masters thanked Mr. Beck and said he thought this discussion brought new information and would be helpful to the Council and the community. Mr. Beck said he would take the comments back to the HRCSD Board and said he would come to a meeting any time Council wanted him to attend.

Hood River County Home Repair Program: Mr. Peters explained the Home Repair Program and reported that there is no waiting list with the current funding in place. He explained that this funding ends December 2012 and would like to see citizens in Cascade Locks take advantage of the opportunity. Mr. Peters said if Cascade Locks wanted to be included in the regional funding, which would be the next round of funding, they would have to sign an Intergovernmental Agreement.

CM Storm asked if local contractors are used. Mr. Peters said the homeowner chooses the contractor but local contractors’ names are provided. He said any contractor can give him their information and he would add them to the list.

CM Lewis asked about painting a house or if it had to be a direct livability issue. Mr. Peters said the funding is based on health and safety. He said if paint was failing completely it might be possible. CM Lewis asked if there could be suggested homeowners names turned in. Mr. Peters said they have asked contractors to submit possible candidates for this program. He said home equity and other factors determine qualification. Mr. Peters urged citizens to apply even if they think they don’t qualify. He left applications for citizens to be able to pick up at City Hall.

CM Holmstrom asked about income qualifications. Mr. Peters said it is based on the chart that HUD uses.

CR Woosley said the IGA is in the packet for Council to review and is planned to be on the next agenda for Council action.

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 Minutes of January 4, 2012 Special Council Meeting.**

b. **Approval of Minutes of January 23, 2012 Council Meeting. (deleted)**

c. **Approval of Minutes of February 2, 2012 Joint City/Port Meeting.**

d. **Ratification of the Bills in the Amount of \$ 140,495.80.**

e. **Appoint Budget Committee Members.**

f. **Appoint Council Sub-Committee on Economic Development and Adopt Multi-faceted**

Approach to Economic Development and Adopt Changes to the Job Description.

Mayor Masters read the Consent Agenda deleting approval of January 23, 2012 Council Meeting Minutes, adding names Karen Sype, Shawna Hasel, Rob Brostoff, and Tina Tarani as recommendation of appointments to the Budget Committee and recommended appointments of Mark Storm, Randy Holmstrom, and Mayor Masters for the Council Sub-Committee on Economic Development.

CM Cramblett asked to have 3.e. pulled from the Consent Agenda. Mayor Masters said 3.e. would be pulled for further discussion after approval of the remaining Consent Agenda.

Motion: CM Lewis moved, seconded by CM Storm, to approve the Consent Agenda. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

Mayor Masters asked if there was a motion for 3.e. **Motion:** CM Holmstrom moved, seconded by CM Lewis, to approve the recommendations of Karen Sype, Shawna Hasel, Tina Tarani, and Rob Brostoff to the Budget Committee. There was no further discussion. The motion passed with CM's Holmstrom, Lewis, Storm, and Mayor Masters voting in favor. CM Cramblett opposed and CM Helfrich abstained.

4. **Public Hearings:** None.

5. **Action Items:**

a. **Approve 2012 Budget Priorities.** ICA Koch gave his report. **Motion:** CM Helfrich moved, seconded by CM Lewis, to approve the 2012 budget priorities. CM Lewis said two issues developed as part of budget planning with the need for WiFi broadband improvements and deterioration of water pipes. He said he would like an impact statement prepared with a timeline of steps and costs for those. CM Lewis said he wanted to make sure these things are included in the budget process. CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters voted unanimously.

b. **Approve Request for Proposals for Electric Rate Study.** ICA Koch gave his report and said that the Port of Cascade Locks are willing to partner with the City on this. He said he estimated the cost to be \$40,000-\$50,000. **Motion:** CM Lewis moved, seconded by CM Holmstrom, to approve the request for proposals for an electric rate study.

CM Holmstrom asked about the legality of increasing rates without a vote of the people. ICA Koch said the City is seeking another legal opinion with the current attorney and doing some state research. He said he wanted consultants to be aware of the issue.

CM Cramblett said that is a lot of money to spend on a study and would rather see it spent toward solar energy. He said the thought the RFP was put together well and posed good questions so it should be a good study. ICA Koch said the reality is that it costs money to be up to date and if the community is going to compete then we have to know where we're going and how we're going to get there. CM Lewis said the scope of service will be nailed down and that will determine the cost of the study.

The motion passed with CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters voting unanimously.

c. **Authorize Purchase of a New Bucket Truck in an Amount not to Exceed \$225,000.** ES Hupp said his report was in the packet and asked Council if they had any questions. **Motion:** CM Storm moved, seconded by CM Lewis, to approve the purchase of a new bucket truck in an amount not to exceed \$225,000 and authorize the purchase through the National Joint Powers Alliance (NJPA).

CM Cramblett questioned the purchase of the bucket truck before the auger truck. ES Hupp explained that the auger truck is used but the bucket truck is used everyday. He said the auger truck will last a little longer. He said there are too many little things going wrong with the bucket truck and it is at the end of its life cycle.

CM Helfrich asked what would be done with the old truck. ES Hupp said it will be sold or traded in. CM Helfrich asked if the chassis could be retrofit to use in the Public Works Department. ES Hupp said the boom could be removed but the chassis is 14 years old and the PWD would have to pay him what it would be worth.

The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

Mayor Masters declared a break at 8:45 PM and returned to Regular Session at 8:57 PM.

d. Approve Recommendation from Tourism Committee for Grant Support of \$8,000 to CGRA for Continued Support of Sailing Program in Cascade Locks. Kayla Carron, Tourism Committee Chair, showed a short clip from ESPN University on sailing in the Gorge. She said there was a unanimous vote of the Tourism Committee for the \$8,000 grant to CGRA for advertising. She said there will be 48 days of sailing with 5 national sailing events this year in Cascade Locks.

Motion: CM Lewis moved, seconded by CM Cramblett, to approve the recommendation from the Tourism Committee for grant support of \$8,000 to CGRA for the continued support of the sailing program in Cascade Locks. CM Lewis said it was important for him to see the endorsements from the local businesses. CM Cramblett said sailing brings dollars into town and a lot of the transient room tax revenue will be brought in from the 48 days of sailing in Cascade Locks. He said it is important to come to Council with the facts and important for the community to know that a big chunk of the general fund dollars comes from the sailing program. CM Cramblett said the Sail Gorge Magazine is all about Cascade Locks. Ms. Carron said students in Rhode Island were interviewed and it was discovered that special teachers are hired to train them to sail in the Gorge.

CM Holmstrom said in the past the money was used to purchase boats and did things that are not considered marketing by some and conflict exists because of that. He said he understands this money is to be used for marketing for the promotion of the sailing program. CM Cramblett said the City did invest in boats and the boats are there and they are used by the local kids for classes. He said there is a free day for citizens to participate in the program.

CM Storm said he appreciated Ms. Carron's work and the local advertising. CM Helfrich asked if the Tourism Committee had considered Tom McCall's approach to promoting, which is come visit, but don't stay.

Mayor Masters asked if the Port of Cascade Locks was contributing funds toward CGRA. Ms. Carron said not financially as the City does.

The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

e. Approve Appraisal Report on Old Fire Station. (Changed to Authorize Action on the Old Fire Station). ICA Koch gave his report and directed Council to the handout given to them (Exhibit A). Mayor Masters stated since this is new information for Council we will proceed differently than requiring a motion first before discussion. Ms. LaMont said she holds an active real estate license in California although not commercial. She said it has been a long time since her husband has appraised property but never seen it cost more than \$500-\$800. She said she would like to see Council consider option #2. She said she would like to see Council to work with brokers out of the Portland area.

Council gave their opinions on the different options and questioned being able to sell the property. CM Holmstrom suggested joining forces with the Port of Cascade Locks when they list their property. Port President Jess Groves said the Port has a lot of property and there are seven people interested in the Port's Herman Creek Building. Port General Manager Daughtry said there is an option on a portion of the old Tveidt

property. He said there hasn't been a lot of activity and the Port will be on their third agency for listing property.

Port General Manager Daughtry pointed out that the purchase price on the old fire station property has been predicated on the need for funds and the price was set for the need. He said Council needs to decide what the goal is when selling the property. He suggested consideration of other arrangements for economic value instead of a cash value. PGM Daughtry said Council could test the market but doubted if there is an active market for that building. He said all of the choices are hard for Council to make.

CM Cramblett said the general fund can handle the payments for the loan and believed there was time to sell the old fire station. He said he was in favor of paying the loan off. He said property is not moving in these hard economic times. He said he didn't want to back off paying off that loan. CM Lewis said he has trouble accepting the fact that the budget is in the position to continue to make those payments for 10 years. He said you have to remember the prices that were paid to provide that money to make it available in order to make those payments. He said funds directly impacted are fire and ambulance. He said those impacts are being studied now. CM Lewis said just because there is money today doesn't mean it is solved. He said he would be in favor of selling the old fire station in a short amount of time to reduce the magnitude of the problem and the penalties that have to be sacrificed in the budget to maintain payments on the balance of the loan.

ICA Koch said this is a difficult risky decision for the Council to make. He explained the options again. He said to not authorize any money but allow the big firms to sit with the City and the Port to market the property. He said this would be a mix of options 2 and 4.

CM Lewis said he didn't care what process was used as long as it was timely and efficient. He said authorization could be given to ICA Koch to proceed with or without an appraisal not to exceed \$3,400 and to come back with a recommendation on the value of the property.

He said if there are three people interested in purchasing the old fire station then why not just ask them to make an offer.

Motion: CM Helfrich moved, seconded by CM Cramblett, to use the **The Development Approach** but not authorize any expenditure. The motion passed with CM's Cramblett, Holmstrom, Helfrich, Storm, and Mayor Masters voting in favor. CM Lewis opposed.

f. Accept Resignation of CM Zerfing and Discuss Process to Fill the Vacancy. (added) ICA Koch recommended an application process to fill the vacancy, with interviews, then appointment. **Motion:** CM Cramblett moved, seconded by CM Helfrich, to receive applications for two weeks, interview, and appoint and accept the resignation of CM Zerfing. CM Storm asked if another Councilor could take that position as it is a longer term. ICA Koch explained that the vacant position would need to be filled with its specific term. Mayor Masters said applications would be accepted for two weeks with the deadline of February 28, 2012 with interviews and appointment at a special meeting on February 29, 2012. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community: Ms. LaMont and Ms. Gunter reported on generous food bank donations. She said they have also received a brand new refrigerator and have donated the other refrigerator to the City. Ms. Gunter said she volunteers at the Food Bank and more volunteers are needed. She said 7 months ago the Food Bank served 18 families and now there are 40 families being served. She said they do need volunteers to help pick up the food in Hood River and to help carry boxes of food out for the families receiving food. Ms. Gunter said they are also in need of plastic bags. Ms. LaMont said they need volunteers to pick up produce in The Dalles. Mayor Masters and CM Storm said they are in The Dalles everyday and could help with that.

7. **Reports and Presentations:**

- a. **Tri-County Hazardous Waste.** This took place earlier in the meeting.
- b. **Hood River County Home Repair Program.** This took place earlier in the meeting.
- c. **Hood River County School District Superintendent.** This took place earlier in the meeting.
- d. **Report on Port Industrial Park Property.** PGM Daughtry thanked the Council for inviting

the Port to their meeting. He said the joint Port/City/Economic Development was a good meeting. He said the Port and Confederated Tribes of the Warm Springs are continuing discussion on economic development opportunities. PGM Daughtry said we need to create jobs now. He reminded all of the meeting with Senator Merkley on the 19th.

PGM Daughtry reported on the status of expansion of the beach area. He said they have tried to restrict parking at the beach area so that there is available parking for others. CM Holmstrom said they had citizen comments regarding the smell at Blackberry Beach and asked about the possibility of putting a port a potty at that location. PGM Daughtry said that area is pretty isolated and expressed concerns with that.

CM Holmstrom asked if the Port would support a casino in the future. PGM Daughtry said it seems the likelihood for a casino is remote. Port President Groves said the Port Commission has not said no to a casino. He said that he has not heard that from the Commission. CM Helfrich said not taking action was a no vote. PP Groves said there was no action taken on the agreement. CM Helfrich asked about Nestlé. PP Groves said that the Port has taken the leading role with this project and has put out money toward this project and are happy to do that but the City will have to step up and do their part. PGM Daughtry said we need to make it as easy as possible for Nestlé to locate here. Mayor Masters said the City is grateful to the Port for taking that leadership role. He said he is grateful for the opportunity to work with the Port on this and hope this opportunity turns into a project. He said the main goal is the need for jobs.

PP Groves said the Port will be going on their Mission to Washington and offered to take any City issues with them. Mayor Masters said alternative energy is a Council Goal but the consistent message for jobs is important.

e. Council Orientation (HRN Kirby Neumann-Rea). Mr. Neumann-Rea said he would be interested in Council's thoughts or questions from Council regarding the media. He said his comments for this group are a lot shorter as this group is a very different than the group seven months ago. Mr. Neumann-Rea commended the Council for their palatable change of tone and behavior. He said he has a lot less to say to this group as he senses openness from this group. Mr. Neumann-Rea referred to the open meetings law and the different perspectives people may have.

CM Lewis asked how he determined which Council meetings to come to. Mr. Neumann-Rea said he has made a real effort to be at all the meetings but has missed a few. He said CR Woosley keeps him informed as to when the agendas are posted to the website. He said this has been an interesting place to cover.

Mr. Neumann-Rea said it seems that the City is making an effort in working with other entities and the result of that is the people that were in this room tonight that stayed for a good portion of the meeting and have an interest in Cascade Locks.

CM Holmstrom said he appreciates a journalistic approach when covering the meetings. He said in the past there was one sided coverage and enraged the town. CM Cramblett said he thought that the journalism with the previous Council was one sided. He said this group is working well partly because of Paul Koch's leadership. He said the prior Councilors were good citizens and would have worked well with the leadership that Paul Koch provides. CM Cramblett said the prior Mayor, without going through all the paperwork, found Paul Koch. He said this Council functions well because of Paul. He said the press didn't help with the position the past Council was in.

Mayor Masters asked what advice Mr. Neumann-Rea has for Councilors to relate to media. Mr. Neumann-Rea suggested being understanding and getting to know the person. He explained that media people, not unlike Councilors, have a balancing act. He said they have a role as being a citizen in the community but also the role of being the watch dog.

Ms. Tarani, from the audience, said she has seen both sides of the issue told in the newspaper and said Mr. Neumann-Rea has done a good job telling both sides. Mayor Masters thanked Mr. Neumann-Rea for meeting with the Council.

f. Meeting with Tourism Committee. Ms. Carron reported on what the Tourism Committee has been working on. She showed Council the Gorge Guide, maps and brochures on Cascade Locks.

CM Lewis said the Council is looking at outsourcing the auditing of the transient room tax. He said the thought is that the expense of the audit would be taken off the top of the 70/30 split. He said this may create a difference in the amount of money into the general fund.

Mayor Masters asked if the Tourism Committee has discussed setting aside some of the reserves or spending some of the reserves for a facility. Ms. Carron said she would love for Council to attend a Tourism Committee meeting to discuss these types of things. She said the Tourism Committee is brainstorming and goal setting and there has been discussion regarding having a visitor center open for 24 hours.

CM Lewis asked if the Tourism Committee was part of the Downtown Revitalization. Ms. Carron said she sits on that board also. Mayor Masters said the energy going into marketing and promotions should be aligned with the Downtown Revitalization Committee. He said maybe there could be a subcommittee for promotions and events.

Ms. Carron said she would like to get the Council and the community excited about what the Tourism Committee does. She said it is important to know that the Council supports the Tourism Committee. Ms. Carron said the first thing for the downtown is to paint the old fire hall and clean up. She reiterated that it is important for the Council to support the Tourism Committee.

Mayor Masters asked if there could be a way to start marketing, promotion, and event planning through the auspices of the Downtown Steering Committee as was proposed by Mike Ragsdale at a previous meeting. He said instead of having two different entities it would be better to align the resources to work in the same direction. He asked Ms. Carron if she saw this as a direction for the Downtown Steering Committee. Ms. Carron said she did. She said we need better events and have a committee that works with the Tourism Committee to make this happen. She said people in our community need to attend the events.

CM Lewis suggested an event for bass tournaments and a fishing event for kids. He said Oregon has a free fishing day where licenses are not required.

Mayor Masters said the Council discussed committees at a December meeting and suggesting reviewing the Tourism Committee ordinance. He said that ordinance is outdated and suggested the Council think about what changes might need to be made. He asked them to think about using the partnership with the Port and the energy that is already behind downtown revitalization.

CM Lewis suggested instead of partnering why not integrate. He said there should be stronger committees not more committees.

g. ICA Koch Report (handout).

h. Hood River County Memorandum of Agreement. CR Woosley reported on the Hood River County's proposal of selling a piece of land in Cascade Locks. She said the Memorandum of Agreement

would be at the next meeting as an action item. CM Holmstrom questioned the amount. CR Woosley said she would email the Councilors a copy of the letter from Hood River County and if there were any questions they could get back to her or contact Dave Meriwether at the County.

8. Mayor and City Council Comments: CM Helfrich said this Council does work well together as a team and are fortunate to have Paul Koch's leadership. CM Holmstrom agreed stating it would be nice to keep Paul Koch longer than the term of his contract.

CM Cramblett said he attended the grand opening of the casino in Warm Springs. He said it is not very big and it took one year to construct it and get it open to the public.

Mayor Masters said working with the Fire Department is at the top of the list of Council priorities. He said it is time to review the benchmark for success. He said that needs to happen so we can move forward with a Council Sub-Committee for Public Safety. ICA Koch said Fire Chief Wells will report to Council on the 27th.

Mayor Masters said another priority established was budget and finance. He said there was a meeting held on Saturday and because concerns and issues have been raised regarding GASB rules the auditor has been specifically researching the City's compliance with the GASB reporting requirements and will be reporting on that at the next meeting.

Mayor Masters said a citizen had the impression that he was killing the Nestlé project. He said he had a meeting with a representative from the Governor's office regarding the multi-faceted approach to economic development in Cascade Locks. He said it was hoped to be able to meet again toward the end of February and find out ways the state can help the City. Mayor Masters said another representative from the Governor's office met with Dave Palais regarding environmental impacts that might be associated with that project. He said he felt there was a coordinated effort with the City's concerns on this project. He said there has also been a coordinated effort by the Sierra Club and Food and Water Watch to perhaps work against the City's goals on this project. Mayor Masters said PGM Daughtry, PP Groves, and others went to Salem to give comment to the Oregon Water Resources Board about the water rights adjustment that needs to be made for this project. He said we have been told that the Governor's office is supportive of the Oregon Fish and Wildlife Department going forward with the water rights adjustment.

Mayor Masters reported on the joint meeting with the Port of Cascade Locks and said it was great to have regional and community resource people there to help and support Cascade Locks. He said the sub-committee needs to meet with the Port, decide the goal for economic development strategy, and develop those strategies and tactics for accomplishing that goal. He said the main goal is to get jobs in Cascade Locks.

Mayor Masters said he too attended the grand opening of the casino and met with Tribal Council before that. He said he shared the commitment to continue the relationship with them and offered a couple of economic development ideas that the City could partner with the Tribe on.

Mayor Masters said Portland Magazine listed the easy climb mountain biking trail as the Trail of the Month and gave nods to the Pacific Crest Pub and the Eastwind Drive In. He said the Best of the Gorge Awards voted the Port's Marine Park as the best park in the Gorge and Thunder Island was voted as the Best Wedding Venue. He said Cascade Locks is being recognized as a great place to visit.

Mayor Masters reminded all the Senator Merkley will be at the Port pavilion on Sunday at 1:30 PM.

9. Other matters:

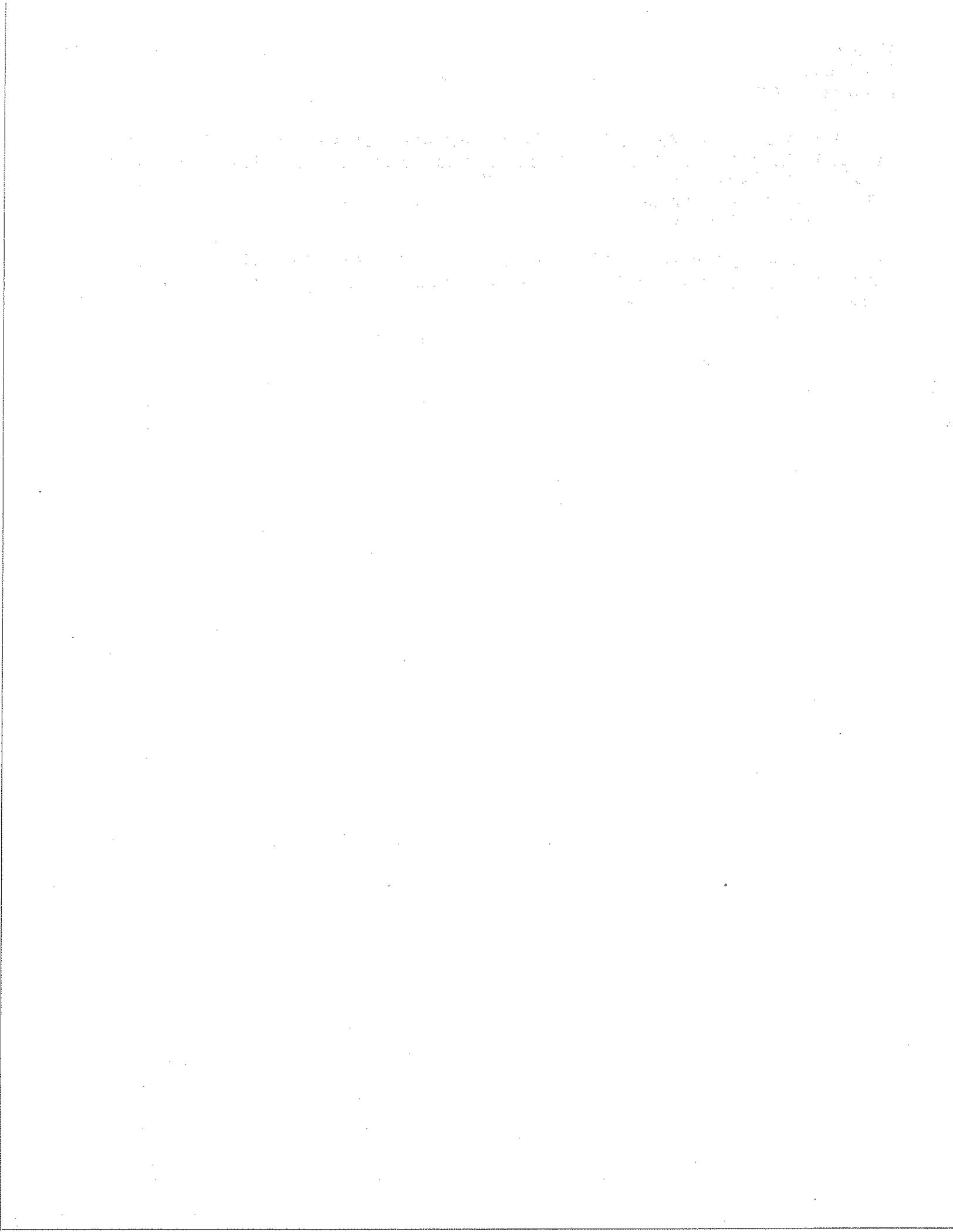
10. **Executive Session per ORS 192.660 2 (a) re: Employment of public officers, employees, (i) re: Performance evaluations of public officers, employees and (h) re: Legal Counsel:** Mayor Masters entered into Executive Session at 11:56 PM under the ORS 192.660 (a), (i),(h), and added (f) Exempt Documents. CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters were present. Also present were ICA Koch, and CR Woosley.

11. **Adjournment: Motion:** CM Helfrich moved, seconded by CM Cramblett to adjourn. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters. The meeting was adjourned at 12:29 AM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Lance Masters, Mayor



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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:

DESCRIPTION:

AMOUNT:

2/10/2012	Gross Payroll	\$ 42,939.29
2/15/2012	Mid Month AP Run	\$ 82,591.63

GRAND TOTAL	\$ 125,530.92
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APPROVAL:

Mayor Masters

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2034	02/12	02/02/2012	20585	013112	Koch Consulting, INC.	Interim CA Services	0140162093	404.75
2034	02/12	02/02/2012	20585	013112	Koch Consulting, INC.	Interim CA Services	0140262093	125.00
2034	02/12	02/02/2012	20585	013112	Koch Consulting, INC.	Interim CA Services	0340562093	125.00
2034	02/12	02/02/2012	20585	013112	Koch Consulting, INC.	Interim CA Services	0542162093	117.50
2034	02/12	02/02/2012	20585	013112	Koch Consulting, INC.	Interim CA Services	2142162093	299.00
2034	02/12	02/02/2012	20585	013112	Koch Consulting, INC.	Interim CA Services	3142162093	299.75
2034	02/12	02/02/2012	20585	013112	Koch Consulting, INC.	Interim CA Services	4142162093	207.00
2034	02/12	02/02/2012	20585	013112	Koch Consulting, INC.	Interim CA Services	5142162093	922.00
Total 2034:								2,500.00
Grand Totals:								2,500.00

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2044	02/12	02/15/2012	190	14533	ADDYLAB	Water Sample Testing	2140562150	1,745.00
Total 2044:								1,745.00
2045	02/12	02/15/2012	75000	211944206D	Amanda Mendez	Refund Deposit	5121130	61.89
Total 2045:								61.89
2046	02/12	02/15/2012	75000	300185706D	Andrea Myhill	Refund Deposit	5121130	20.76
Total 2046:								20.76
2047	02/12	02/15/2012	1100	020112	Apple City Auto Body	Durango Repair	0540562060	500.00
2047	02/12	02/15/2012	1100	020112	Apple City Auto Body	Durango Repair	0540562441	2,549.45
Total 2047:								3,049.45
2048	02/12	02/15/2012	1650	013112	ASIFLEX	Admin Fees	5140562110	3.75
Total 2048:								3.75
2049	02/12	02/15/2012	1702	872423337 2	AT&T MOBILITY	Fire Cell	0540562050	50.58
Total 2049:								50.58
2050	02/12	02/15/2012	2350	24195	BIO-MED TESTING SERVICE	Drug Testing	0540562063	240.00
Total 2050:								240.00
2051	02/12	02/15/2012	3182	123111	CARR, SHIRLEY	Lighting Contest - 2nd Place	0840562115	125.00
Total 2051:								125.00
2052	02/12	02/15/2012	3180	0023173	CARSON OIL COMPANY	fuel	0540562420	28.14
Total 2052:								28.14

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2053	02/12	02/15/2012	3200	562624	CASCADE COLUMBIA DISTRIBUTION	Chlorine	2140562650	505.00
Total 2053:								505.00
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140462551	1,160.94
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140562071	28.80
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140782630	198.62
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	74.42
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	43.89
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	885.87
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	1740562551	21.30
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	21.30
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	72.11
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	1,382.13
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	21.51
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	289.65
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	51.69
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	473.18
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	21.30
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	1,830.22
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	21.30
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	4142162071	450.83
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5140562800	21.30
2054	02/12	02/15/2012	4000	2/2012 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5142162071	434.48
2054	02/12	02/15/2012	4000	CL-299	CASCADE LOCKS LIGHT CO.	600139212MAD	5140562138	150.00
2054	02/12	02/15/2012	4000	CL-300	CASCADE LOCKS LIGHT CO.	100724806LAT	5140562138	150.00
2054	02/12	02/15/2012	4000	CL-301	CASCADE LOCKS LIGHT CO.	211944112STE	5140562138	150.00
2054	02/12	02/15/2012	4000	CL-302	CASCADE LOCKS LIGHT CO.	600135602COR	5140562138	150.00
2054	02/12	02/15/2012	4000	SSS 2/2012	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	227.00
Total 2054:								8,331.84
2055	02/12	02/15/2012	4700	S37813	CASE POWER AND EQUIPMENT, LLC	Mower Head	5640563941	10,710.00
Total 2055:								10,710.00
2056	02/12	02/15/2012	21054	10084565	CITY OF PORTLAND, OREGON	Telecomm Service	0540562050	37.51
Total 2056:								37.51

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2057	02/12	02/15/2012	23763	020312	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	228.00
Total 2057: 228.00								
2058	02/12	02/15/2012	5895	021312	Columbia Gorge Community	CPR Cards	0540562020	35.00
2058	02/12	02/15/2012	5895	7231	Columbia Gorge Community	EMT Training	0540562020	1,598.00
2058	02/12	02/15/2012	5895	7699	Columbia Gorge Community	EMT Training	0540562020	940.00
Total 2058: 2,573.00								
2059	02/12	02/15/2012	6505	010512	COLUMBIA RIVER VOLKSPORT CLU	Reimburse for Volkswalk Ads	0840562160	600.00
Total 2059: 600.00								
2060	02/12	02/15/2012	900507	121611	COMMUNITY NEWSPAPERS, INC	Ads	0840562160	1,695.05
Total 2060: 1,695.05								
2061	02/12	02/15/2012	7151	1669	DENNIS V. SNYDER JR. CONTRACTO	Rock	2140562560	1,200.00
2061	02/12	02/15/2012	7151	1671	DENNIS V. SNYDER JR. CONTRACTO	Equipment Rental	2140562560	275.00
Total 2061: 1,475.00								
2062	02/12	02/15/2012	18601	61158-01311	DMV SERVICES STATE OF OREGON	Driving Records	0540562110	1.50
Total 2062: 1.50								
2063	02/12	02/15/2012	8250	1727	EFFICIENCY SERVICES GROUP, LLC	Admin Fees	5140562139	750.00
Total 2063: 750.00								
2064	02/12	02/15/2012	8301	1432415	EMERGENCY MEDICAL PRODUCTS, I	Meds	0540562361	1,745.71
2064	02/12	02/15/2012	8301	1432417	EMERGENCY MEDICAL PRODUCTS, I	Meds	0540562361	1,046.81
Total 2064: 2,792.52								
2065	02/12	02/15/2012	9105	ORHOD2829	FASTENAL	Nylon Connectors	5140662770	41.76
Total 2065: 41.76								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2066	02/12	02/15/2012	9475	SR-0112-032	FLUID MARKET STRATEGIES	Promotional Product Sales	5140562139	609.50
Total 2066:								
2067	02/12	02/15/2012	9700	1139021	GENERAL PACIFIC INC.	Bulbs	5140562800	312.00
2067	02/12	02/15/2012	9700	1139089	GENERAL PACIFIC INC.	Clamps	5140562770	72.00
2067	02/12	02/15/2012	9700	1139358	GENERAL PACIFIC INC.	Connectors	5140562770	113.75
2067	02/12	02/15/2012	9700	1139358	GENERAL PACIFIC INC.	Connectors	5140562770	113.75
Total 2067:								
2068	02/12	02/15/2012	9810	013700	GLADE COMMUNICATION	Attenuators	4140562560	24.15
Total 2068:								
2069	02/12	02/15/2012	11400	5981	HOOD RIVER CO. - FINANCE	January Deputy Service	0141962250	7,021.50
2069	02/12	02/15/2012	11400	6021	HOOD RIVER CO. - FINANCE	911 Tax	0640562140	1,363.43
Total 2069:								
2070	02/12	02/15/2012	11750	010412	HOOD RIVER COUNTY FIRE CHIEFS A	Dr. Virk's Assessment	0540562311	639.65
2070	02/12	02/15/2012	11750	010412	HOOD RIVER COUNTY FIRE CHIEFS A	Dr. Virk's Assessment	0540562312	428.24
Total 2070:								
2071	02/12	02/15/2012	11800	1/10/2012	HOOD RIVER FIRE DEPT.	December 2011 Admin Services	0540562114	2,500.00
Total 2071:								
2072	02/12	02/15/2012	11900	010312	HOOD RIVER HEALTH DEPT.	Immunizations for EMS Volunteers	0540562017	1,106.60
Total 2072:								
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	0140162110	16.35
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	0140162120	37.56
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	0540562120	22.35
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	0542162110	.96
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	2142162110	3.84
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	2142162120	22.35
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	3142162110	4.49

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	3142162120	17.88
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	4142162110	.52
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	4142162121	19.67
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	5142162110	33.76
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	5142162110	.01
2073	02/12	02/15/2012	12875	86390905	IKON OFFICE SOLUTIONS	Rental/Copies	5142162121	49.17
Total 2073:								228.89
2074	02/12	02/15/2012	903275	020612	James Revet	Reimburse Bank Charge on NSF	0140162870	35.00
Total 2074:								35.00
2075	02/12	02/15/2012	20585	021012	Koch Consulting, INC.	Interim CA Services	0140162093	155.81
2075	02/12	02/15/2012	20585	021012	Koch Consulting, INC.	Interim CA Services	0140262093	48.12
2075	02/12	02/15/2012	20585	021012	Koch Consulting, INC.	Interim CA Services	0340562093	48.12
2075	02/12	02/15/2012	20585	021012	Koch Consulting, INC.	Interim CA Services	0542162093	45.23
2075	02/12	02/15/2012	20585	021012	Koch Consulting, INC.	Interim CA Services	2142162093	115.10
2075	02/12	02/15/2012	20585	021012	Koch Consulting, INC.	Interim CA Services	3142162093	115.39
2075	02/12	02/15/2012	20585	021012	Koch Consulting, INC.	Interim CA Services	4142162093	79.69
2075	02/12	02/15/2012	20585	021012	Koch Consulting, INC.	Interim CA Services	5142162093	354.93
2075	02/12	02/15/2012	20585	021012	Koch Consulting, INC.	Interim CA Services	0140162093	404.75
2075	02/12	02/15/2012	20585	021512	Koch Consulting, INC.	Interim CA Services	0140262093	125.00
2075	02/12	02/15/2012	20585	021512	Koch Consulting, INC.	Interim CA Services	0840562093	125.00
2075	02/12	02/15/2012	20585	021512	Koch Consulting, INC.	Interim CA Services	0542162093	117.50
2075	02/12	02/15/2012	20585	021512	Koch Consulting, INC.	Interim CA Services	2142162093	299.00
2075	02/12	02/15/2012	20585	021512	Koch Consulting, INC.	Interim CA Services	3142162093	299.75
2075	02/12	02/15/2012	20585	021512	Koch Consulting, INC.	Interim CA Services	4142162093	207.00
2075	02/12	02/15/2012	20585	021512	Koch Consulting, INC.	Interim CA Services	5142162093	922.00
Total 2075:								3,462.39
2076	02/12	02/15/2012	903274	123111	Larry Cramblett	Lighting Contest 1st Place	0840562115	200.00
Total 2076:								200.00
2077	02/12	02/15/2012	23100	875345	LES SCHWAB TIRE CENTER	Flat Repair	0340562560	90.16
2077	02/12	02/15/2012	23100	875345	LES SCHWAB TIRE CENTER	Flat Repair	2140562560	90.16

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2077:								
2078	02/12	02/15/2012	14112	8370557	LIFETIME	Programming	4140562740	139.20
Total 2078:								139.20
2079	02/12	02/15/2012	14700	021312	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	4142162055	18.95
Total 2079:								18.95
2080	02/12	02/15/2012	900455	123111	MARTENA PENNINGTON	Lighting Contest 3rd Place	0840562715	75.00
Total 2080:								75.00
2081	02/12	02/15/2012	15289	96-01-01 2/2	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,156.00
2081	02/12	02/15/2012	15289	96-01-01 2/2	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	362.68
2081	02/12	02/15/2012	15289	96-01-02 2/2	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	934.90
2081	02/12	02/15/2012	15289	96-01-02 2/2	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	330.66
Total 2081:								2,784.24
2082	02/12	02/15/2012	14380	1932	Mt Adams Chamber of Commerce	Membership Dues	0840562113	125.00
Total 2082:								125.00
2083	02/12	02/15/2012	17300	53519	OPERATIONS MANAGEMENT INTERN	March 2012 Services	3140562700	6,955.91
Total 2083:								6,955.91
2084	02/12	02/15/2012	350	MB107525	OREGON DEPARTMENT OF AVIATION	Annual Lease Payment	0140962110	100.00
Total 2084:								100.00
2085	02/12	02/15/2012	17100	291	OREGON MUNICIPAL ELECTRIC UTILI	2012 Assessment	5140562030	5,708.14
2085	02/12	02/15/2012	17100	291	OREGON MUNICIPAL ELECTRIC UTILI	2012 Assessment	5140662030	3,805.43
Total 2085:								9,513.57
2086	02/12	02/15/2012	22290	136	ROCKRANCH ENTERPRISES	Contract PW Super	0140262080	11.11

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2086	02/12	02/15/2012	22290	136	ROCKRANCH ENTERPRISES	Contract PW Super	0140462080	144.48
2086	02/12	02/15/2012	22290	136	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	256.61
2086	02/12	02/15/2012	22290	136	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	411.20
2086	02/12	02/15/2012	22290	136	ROCKRANCH ENTERPRISES	Contract PW Super	3140562080	288.95
Total 2086:								1,111.35
2087	02/12	02/15/2012	22915	68610	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	802.00
Total 2087:								802.00
2088	02/12	02/15/2012	23673	013112	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	308.00
2088	02/12	02/15/2012	23673	013112	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140262100	76.00
2088	02/12	02/15/2012	23673	013112	Sosnkowski & Cleaveland P.C.	Attorney Fees	0542162100	10.00
2088	02/12	02/15/2012	23673	013112	Sosnkowski & Cleaveland P.C.	Attorney Fees	2142162100	103.00
2088	02/12	02/15/2012	23673	013112	Sosnkowski & Cleaveland P.C.	Attorney Fees	3142162100	173.00
2088	02/12	02/15/2012	23673	013112	Sosnkowski & Cleaveland P.C.	Attorney Fees	4142162100	25.00
2088	02/12	02/15/2012	23673	013112	Sosnkowski & Cleaveland P.C.	Attorney Fees	5142162100	505.00
Total 2088:								1,200.00
2089	02/12	02/15/2012	25403	854798819 2	SPRINT	Fire Cell	0540562050	89.36
Total 2089:								89.36
2090	02/12	02/15/2012	23750	8020973512	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	30.89
2090	02/12	02/15/2012	23750	8020973512	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	3.90
2090	02/12	02/15/2012	23750	8020973512	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	11.27
2090	02/12	02/15/2012	23750	8020973512	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	10.08
2090	02/12	02/15/2012	23750	8020973512	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	3.36
2090	02/12	02/15/2012	23750	8020973512	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	48.89
Total 2090:								108.39
2091	02/12	02/15/2012	24150	SI-123540	Swissphone, LLC	FF Response System Annual Service	0540562350	842.40
Total 2091:								842.40
2092	02/12	02/15/2012	16715	801526	TWGW, INC NAPA AUTO PARTS	Bulbs	0540562441	22.88

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2092:								
2093	02/12	02/15/2012	28950	120121980	ZCORUM INC.	Internet	4140662730	943.50
Total 2093:								
2151201	02/12	02/15/2012	16190	12010575	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,284.96 M
Total 2151201:								
Grand Totals:								82,591.63

STAFF REPORT

Date Prepared: February 16, 2012

For City Council Meeting on: February 27, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator 

APPROVED BY: N/A

SUBJECT: Approval of the job specification for the recruitment of a new City Administrator

SYNOPSIS: At the January 9, 2012 City Council meeting, City Council reviewed the proposed process and steps to be implemented to recruit, select and hire a permanent City Administrator. City Council agreed with the approach and the concept of developing the position outline and requirements. At the January 23, 2012 City Council meeting, City Council approved the steps and timelines for the recruitment and spent time developing the Job Specification.

This issue comes to City Council at this time for formal adoption of the Job Specification for the new City Administrator.

CITY COUNCIL OPTIONS: The City Council has the following options at this time.

- a. Take no action.
- b. Review, discuss and provide additional direction for this effort.
- c. Establish other direction that may be desired by City Council.
- d. Adopt the recommendation as proposed.

RECOMMENDATION: That City Council, by motion, adopt the Job Specifications for the recruitment of the new City Administrator as a part of the Consent Agenda.

Legal Review and Opinion: None.

Financial review and status: None at this time. Ultimately the City may face the costs for bringing candidates to Cascade Locks, may want to send a delegation to other communities to check out possible candidates. Other additional costs might also come up. These costs can be estimated to be approximately \$7,150.

BACKGROUND INFORMATION:

1. A copy of the approved process as adopted by the City Council on January 9 is attached for City Council information.
2. Some communities create citizen committees to help in the process or add citizens to the process as it is managed by City Council. The City Council approved process includes some of these features.
3. The estimated costs for this process are as follows:

Advertising, mailings and promotion (LOC ad placement, Oregonian and LOC web page)	\$1,000.
Telephone calls and other background checks	350.
Expense to bring four finalists to Cascade Locks (air fare, motel rooms, meals)	3,000.
Expense to send two people to the home community of four finalists to do background and reference checks.	2,800.

Estimated cost for recruitment \$7,150.

4. There are no guarantees you will get viable candidates. There have been communities who have expended much time and money to find a viable candidate impossible. Recruiting and selecting just the right administrator is becoming more difficult all the time.
5. A copy of the proposed Job Specification is attached for City Council information.
6. A copy of the previous advertisement in the ICMA magazine is attached for City Council information.

City of Cascade Locks, Oregon

JOB SPECIFICATION City Administrator Cascade Locks, Oregon

The City of Cascade Locks, Oregon is seeking a highly motivated and qualified professional to serve the City in the position of City Administrator.

Desired Skills: The successful candidate will have the following skills.

1. Ability to get people to get diverse interests and opinions to work together.
2. Extensive experience in economic development.
3. Experience with small community financial matters.
4. The skill to build relationships with others.
5. Have strong problem solving skills.
6. Have strong oral and written communication skills.
7. Be a skillful networker with new businesses.
8. Be skilled in conflict resolution.
9. Be a skilled team builder and player.
10. Have strong skills in grant writing.

Personal Attributes: The successful candidate will possess the following personal attributes.

1. Be an open, approachable person.
2. Be outgoing and a good listener.
3. Be friendly and confident.
4. Have a thick skin
5. Be inclusive and willing to share ideas.
6. Be transparent
7. Be friendly and treat all citizens with professional courtesy.

Experience: The successful candidate will have had the following experiences.

1. Managed or been an administrator in a community that operated the electric utility.
2. Served as either a city manager, administrator, or a key position in local government.
3. Experience as a manager.
4. Have a BA in Public Administration.
5. Have years of experience. including public budgeting.
6. Have experience trouble shooting, facilitation and providing common sense
7. Experience with economic development
8. Understand Oregon land use planning laws.
9. Experience with fire and emergency services.

Career Opportunities

CAO POSITIONS

recognized local governments

Alice, TX (20,000)

City Manager. Salary: DOE. ICMA (CM) recognized in 1949; 5 managers since 1990. Require graduate of accredited college/university with bachelor's degree in public administration/government/business administration/related field; 3 years supervisory capacity in general administration, including budget preparation & compliance, finance, human resources, public works, grant administration, & other municipal government functions & state laws governing them; demonstrated track record of progressively more responsible positions; specific reference to your background in promoting stable economic development & in coordinating community development. Prefer master's degree in public administration/related field & 5 years municipal government experience at responsible level. Application at www.ci.alice.tx.us. Chosen by council solely on basis of executive/administrative qualifications. First review of applications by council on 2/23/07.

Bay Harbor Islands, FL (5,300)

Town Manager. Salary: \$100-\$140K. ICMA (CM) recognized in 1949; 2 managers since 1990. Governed by 7 elected officials. \$21M budget; 100 employees. Full-service. Pleasant, upscale community at Biscayne Bay near Miami. Efforts to upgrade town's infrastructure will dominate in near term. Require strong, experienced professional, customer service orientation, excellent communications skills, & demonstrated record of accomplishment. Details at "Active Recruitments" at www.cb-asso.com. Apply to Recruit22@cb-asso.com, by 1/19/07.

Belleville, MI (3,997)

City Manager. Salary: \$65K. 2 managers since ICMA (CM) recognized in 1998. Current manager retiring.

Require bachelor's degree in public administration/business/related field. Strongly prefer knowledge of all phases of municipal governance. Prefer strong leadership, communications (written & oral), grant writing, project management, human resources, public relations, financial management, & budget preparation skills. Economic development & business development experience a plus. Responsible for administering general affairs of city, including finance, personnel, public works, & activities. Residency required by charter after appointment. Resume to Steven Walters, 6 Main St., 48111; 734/697-9323; fax, 734/697-6837; e-mail, stevenbev@ameritech.net.

Cascade Locks, OR (1,155)

City Administrator. Salary: \$60-\$70K DOQ + benefits. ICMA (GM) recognized in 1970; 3 administrators since 1990. Mayor & 6-member council. \$10M budget (\$5M operating budget); 13.5 FTE. Full-service, including fire & ambulance services. Operates water, sewer, & electric utilities, & provides cable TV & cable modem broadband Internet services to residents. Located in scenic Columbia River Gorge, vibrant community with world-class sailing, skiing, hiking, & fishing at its doorstep, www.cascade-locks.or.us. One hour from Portland & surrounded by National Scenic Area. Council looks forward to collaboratively moving forward on projects & opportunities for city. Require bachelor's degree in public administration/business/related field, desire master's, however substantial responsible municipal experience may be substituted for educational requirements; visible & active participant in community & excellent communication skills; demonstrated ability to interact & negotiate with multiple governmental entities & stakeholders; experience in labor negotiations, budgeting, finance, & inter-governmental relations; understanding of/ability to manage grants & utility rates, including electrical, cable TV,

& Internet service rates; experience in supervision, local government, & dealing with elected officials & boards. Among issues facing city are proposed casino & planning for & actualizing growth & development. Residency required within 6 months of hiring. Cover letter, resume, & references to Cascade Locks City Administrator Recruitment, PO Box 928, Salem, OR 97308, by 2/2/07.

Deerfield, IL (18,420)

Village Manager. Salary: \$135-\$160K DOQ. ICMA (CM) recognized in 1952; 1 manager since 1990. Current manager retiring after 28 years as manager; 2 managers in 48 years. \$18M operating budget; 107 full-time employees. Progressive, mature, full-service suburban community 27 miles from downtown Chicago. Home-rule community with AAA bond rating. Affluent community known for beautiful neighborhoods, excellent schools, thriving downtown. Require bachelor's degree in public administration/urban management/public policy/business administration/related field & 5-7 years increasingly responsible public management experience as CAO in similar community/assistant CAO/department head in larger community; record of significant accomplishment in full-service, quality-oriented, suburban

Information about the number of managers holding a position since recognition was derived from data obtained from the advertising local government or individual manager in the ad.

Governments are recognized by ICMA through those who hold recognition for 5 years or more. ICMA participates in the ICMA Retiree Health Operation. For more information on this benefit, contact ICMA at 800/638-7400.

City of Cascade Locks
Permanent CA
Dec. 2011
Approved by City Council on January 23, 2012.

ADOPTED STEPS AND TIME LINE FOR RECRUITMENT AND SELECTION OF PERMANENT CA

- Step One: January 2012** City Council develops position description, skills wanted, experiences, requirements and other important factors for new CA.
The "what kind of person do we want".
- Step Two: February 2012** Begin recruitment, advertising and getting the word out.
- Step Three: March 2012** Organize the technical panel citizen panel and processes for broad involvement in the selection process.
- (Technical panel made up of
Other city managers who agree
To help. Citizen panel is 20 local
Citizens who design community
events to get the broadest
possible comments. Coffees,
pot lucks etc)
- Create a role and function for
City Staff, Boards and Comm.
- Step Four: May 2012** Deadline for applications.

Step Five:	May 2012	Screen applicants to 5-7 Do background checks
Step Six:	June 2012	Hold interviews in town Community events and meetings with others. (Groups organized in Step Three above.
Step Seven:	June 2012	Send delegation to finalists Communities.
Step Eight:	June 2012	Make offer and hire
Step Nine:	August 1, 2012	New CA begins. Transition period until August 30.

NOTE: This process is subject to great flexibility and may be changed based on other factors and schedules.

STAFF REPORT

Date Prepared: 2/20/12

For City Council Meeting on: 02/27/12

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: ICA Koch

SUBJECT: In order for Cascade Locks to participate in the funding opportunity the City has to approve and sign the Intergovernmental Agreement.

SYNOPSIS: Mr. Peters discussed the Home Repair Program at the last Council meeting. He explained that the next funding cycle would require an IGA from the participating entities.

CITY COUNCIL OPTIONS:

1. Do nothing and the citizens of Cascade Locks won't be included in the program.
2. Approve the IGA.

RECOMMENDATION: Approve the IGA in Support of a Community Development Block Grant.

Sample working of motion: APPROVE THE IGA IN SUPPORT OF A COMMUNITY DEVELOPMENT BLOCK GRANT FROM THE 2012 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ADMINISTERED BY THE OREGON BUSINESS DEVELOPMENT DEPARTMENT, INFRASTRUCTURE FINANCE AUTHORITY.

Legal Review and Opinion:

Financial review and status: N/A

**Intergovernmental Agreement In Support Of a Community Development Block Grant
From The 2012 Community Development Block Grant Program
Administered By the Oregon Business Development Department,
Infrastructure Finance Authority**

Agreement Title: Sponsorship of Mid Columbia Home Repair Program

Agreement Date: _____

Signatory parties: Wasco County, Hood River County, City of The Dalles, City of Cascade Locks, City of Dufur, City of Maupin and the City of Mosier

Agreement: The above signatory parties agree to jointly sponsor a housing rehabilitation program provided through a Community Development Block Grant (CDBG), administered by the Oregon Business Development Department, Infrastructure Finance Authority and recognize Wasco County as the lead agency that will be responsible for applying, receiving and administering the CDBG award.

Grant Activity: The purpose of the proposed CDBG is to manage a housing rehabilitation revolving loan fund to provide assistance to low income homeowners to repair their homes.

Constraints: One-hundred percent (100%) of the benefitted owner occupied household occupants must have incomes below the federal low- and moderate-income limit (80% of the median family income as adjusted by family size).

Only persons who reside within the boundaries of the cities and unincorporated/nonentitlement county areas of the signatory parties are to receive the housing rehabilitation funding.

Columbia Cascade Housing Corporation will enter into a sub-recipient agreement with the lead agency, Wasco County, to manage the housing rehabilitation program.

Counterparts: This agreement may be signed in counterparts and each counterpart will be deemed an original. Copies of all signatures will be provided as part of the grant application and to each signator.

Multiple Parties: In the event that one or more of the signatories identified above decline to sign this agreement, it remains sufficient for all other signatories to receive the benefits of the agreement.

So Agreed:

(municipal jurisdiction)	Date
(municipal jurisdiction)	Date
(municipal jurisdiction)	Date
(municipal jurisdiction)	Date

Does your home need repairs?



Hood River County
and the
Mid Columbia Housing Resource Center
are accepting new applications for the

Hood River Home Repair Program.

This program will provide *no interest, deferred payment loans* up to \$30,000 for low to moderate income homeowners to make needed health and safety repairs to their homes using local contractors.

The home repaired must be your primary residence.

Sign up now!
Call David Peters 541-296-3397 x18

For more info or other programs go online:

midcolumbiahousingcenter.org



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LIBRARY

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STAFF REPORT

Date Prepared: February 7, 2012

For City Council Meeting on: February 27, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: Paul Koch, Interim City Administrator

SUBJECT: Memorandum of Agreement with Hood River County.

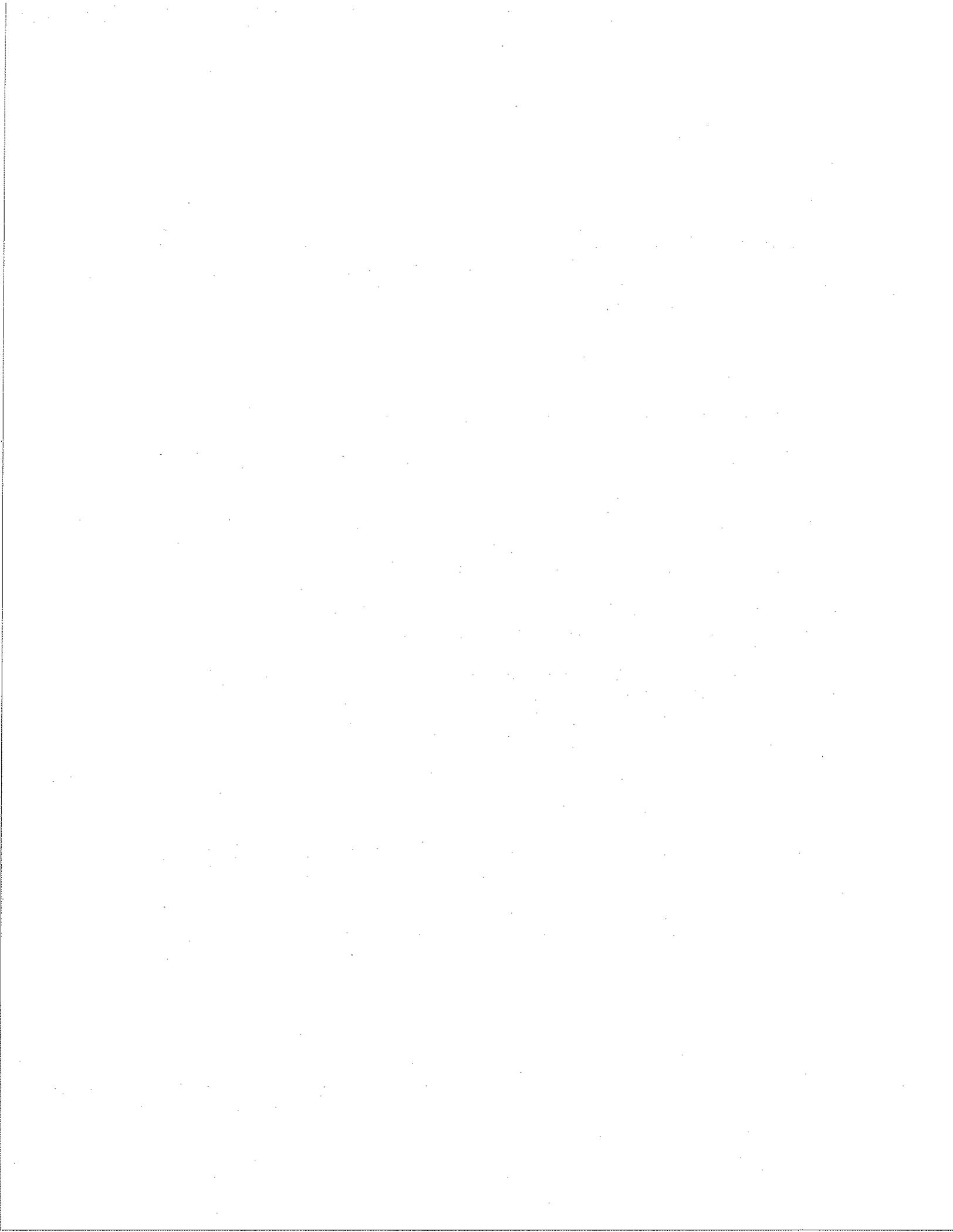
SYNOPSIS: Several local government entities have been engaged in an effort to work collaboratively toward Columbia Gorge Community College to be able to expand its Indian Creek campus and the programs they offer. In order to provide seed funds to acquire the necessary properties, the City and County of Hood River have designated several pieces of property they own as surplus. These properties will be sold, with the proceeds utilized to purchase property that will accommodate the expansion of the Indian Creek Campus.

One of those properties is located in the taxing area of the City of Cascade Locks with an estimated value of \$25,000. The City's share of receipts for the sale of this property with the estimated value would be \$676.25. Hood River County is asking the City of Cascade Locks to defer their share of sale proceeds for a five year period.

CITY COUNCIL OPTIONS:

1. Take no action.
2. Forward MOA to next February 27, 2012 Council meeting for action.

RECOMMENDATION: Approve MOA with Hood River County to defer receipt of its tax and interest distribution payable from the sale of the property located on Sadie B Street, map and tax lot number 2N 07E 12CD 5400.



MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT is by and between the _____, a political subdivision of the State of Oregon, hereinafter referred to as "_____" and HOOD RIVER COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as "COUNTY."

WHEREAS, the County periodically sells real estate property where the owners have failed to remit the required real property taxes and the County has foreclosed a corresponding tax lien on the property; and

WHEREAS, upon the sale of the aforementioned foreclosed properties the _____ is entitled to receive tax proceeds from this sale and, at the request of the County, it is willing to delay the receipt of those proceeds pursuant to the terms of this agreement; and

WHEREAS, such tax proceeds are otherwise payable on or before June 30 each year pursuant to the tax distribution procedure set forth in ORS 275.275 and ORS 311.390 et. seq; and

WHEREAS, the tax foreclosed properties identified for sale are described on the attached Exhibit "A"; and

WHEREAS, said properties have been identified for sale by COUNTY to generate revenue for expansion of the Columbia Gorge Community College campus in Hood River; and

WHEREAS, the parties wish to memorialize their agreement to defer distribution of tax collections payable to _____ from the sale of certain tax foreclosed properties obtained by COUNTY.

NOW, THEREFORE, in consideration of the recitals stated above and the mutual covenants and conditions contained herein, the parties agree as follows:

1. _____ agrees to defer receipt of its tax and interest distribution payable from the sale of the tax foreclosed properties identified on the attached EXHIBIT "A" until June 30, 2016.
2. COUNTY agrees to pay compounded interest on the DISTRICT'S deferred tax distribution at the Local Government Investment Pool (LGIP) rate from the dates of sale of each individual tax foreclosed property identified on the attached EXHIBIT "A".
3. COUNTY shall account for and provide _____ periodic statements of taxes collected, distributions payable and interest accrued pursuant to the tax distribution procedure and schedule set forth in ORS 311.390 to ORS 311.395.

4. All notices, correspondence, reports or requests shall either be personally delivered or sent via first class mail to the following addresses:

Sandra Borowy
Budget and Finance Director
Hood River County
601 State Street
Hood River, OR 97031

5. This agreement shall be effective upon its full execution and shall expire on June 30, 2016.
6. Any amendment to this agreement shall only be made by written addendum of the parties.

Dated _____

DATED _____

HOOD RIVER COUNTY

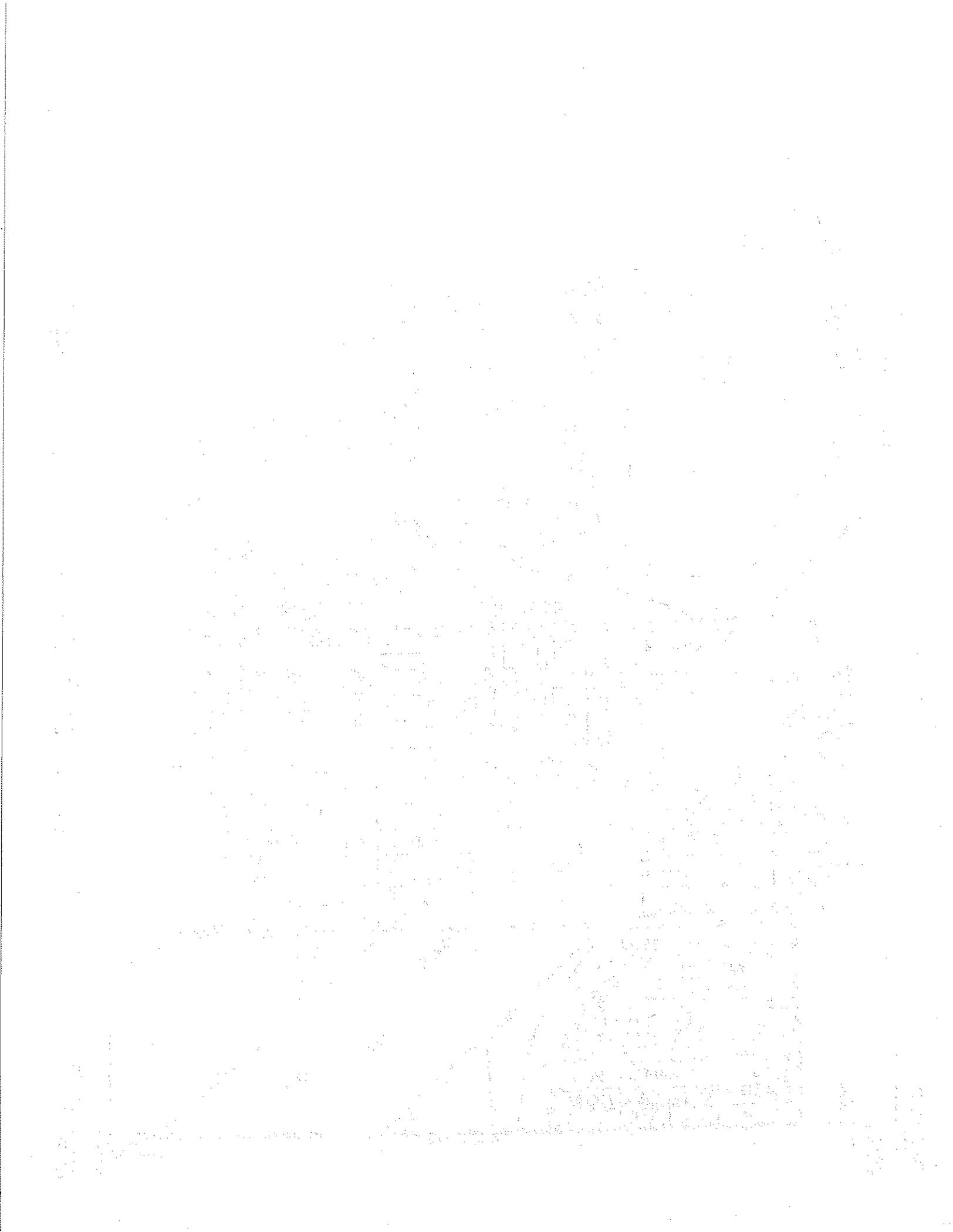
BY: _____

By: _____

David Meriwether

TITLE: _____

TITLE: Administrator



HOOD RIVER COUNTY ADMINISTRATION



DAVID MERIWETHER, COUNTY ADMINISTRATOR

601 State Street • Hood River, OR 97031 • (541) 386-3970 • FAX (541) 386-9392

BOARD OF COMMISSIONERS

RON RIVERS - CHAIR
KAREN JOPLIN - DISTRICT NO. 1
MAUI MEYER - DISTRICT NO. 2
BOB BENTON - DISTRICT NO. 3
LES PERKINS - DISTRICT NO. 4

January 23, 2012

City of Cascade Locks
Attn: Paul Koch
PO Box 308
Cascade Locks OR 97014

Dear Paul:

You may be aware that several local government entities have been engaged in an effort to work collaboratively to accomplish a purpose of great community value – the ability of the Columbia Gorge Community College to expand its Indian Creek campus and program offerings in the future. Combined with that effort are additional goals that affect community livability and viability; including the provision of workforce housing, completion of the Indian Creek Trail and establishing a green space along the Indian Creek corridor (the project).

The Columbia Gorge Community College, the City of Hood River, Hood River County and the Hood River Valley Parks and Recreation District have executed an Intergovernmental Agreement to work in collaboration to accomplish the above goals. In order to provide seed funds to acquire the necessary properties, the City and County of Hood River have designated several pieces of property owned by those entities as surplus. They will be sold, with the proceeds utilized to purchase properties that will accommodate the project.

With respect to Hood River County properties dedicated to this purpose, several were acquired over the years via property tax foreclosure. According to state statute, any proceeds from the sale of those properties are divided among the applicable tax districts in the proportion of the tax burden for which that property became delinquent.

In recognition of the value of the project to the overall viability and livability of the community, Hood River County is requesting that all eligible taxing districts agree to defer their share of sale proceeds for a five (5) year period. This deferral will enable the project to proceed until the Columbia Gorge Community College is able to secure funds to purchase the project property from the County and City of Hood River. At that time, the proceeds will be distributed among the taxing entities as prescribed by statute.

Of the six properties identified for inclusion in this effort, one (1) is located in the taxing area of the City of Cascade Locks, with an estimated value of \$25,000. The City's share of receipts from the sale of this property – assuming the estimated values are obtained – would be \$676.25.

I have attached a description of the affected property as well as a blank agreement form. Please let me know if you are willing to enter into this or a similar agreement. I am also happy to meet with you or your governing body to discuss this further if you'd like.

Thanks very much for your consideration, and for your participation in this worthwhile effort.

Sincerely,



David Meriwether, County Administrator
Hood River County

Exhibit A

Tax Parcel:

3N 10E 34A 1902

The West half of the South half of the North half of the Southwest quarter of the Southwest quarter of the Northeast quarter of Section 34, Township 3 North, Range 10 East of the Willamette Meridian, in the County of Hood River and State of Oregon. RESERVING HOWEVER, an easement 20 in width for roadway purposes along the existing roadway within the South 50 feet of the above described tract of land AND ALSO RESERVING an Easement for water line and utilities along the North line of the existing roadway. Said Easements are for the benefit of the East half of the South half of the North half of the Southwest quarter of the Southwest quarter of the Northeast quarter of Section 34, Township 3 North, Range 10 East of the Willamette Meridian, and shall run with the land.

~~2N 07E 12CD 5400~~

The North one-half of Lots Nine (9) and Ten (10) of Block Ten, EXCEPT the East 10 feet of Lot 9, located in CASCADE LOCKS ADDITION to the City of Cascade Locks

1N 10E 19 0800

All that portion of the following described tract lying in the Northwest quarter of the Northeast quarter of Section 19, Township 1 North, Range 10 East of the Willamette Meridian, in the County of Hood River and State of Oregon. Commencing at a point 666.7 feet South of the Northeast corner of the Northwest quarter of the Northeast quarter of Section 19, Township 1 North, Range 10 East of the Willamette Meridian; thence West 326 feet to the center of the State Secondary Highway NO. 281; thence South 7 degrees 03' East 678 feet along said center line to a point; thence East 214 feet to the East line of said quarter quart; thence North 666.7 feet to the point of beginning; EXCEPTING THEREFROM that portion conveyed to the State of Oregon, by and through its State Highway Commission by deed recorded in Deed Book 29, page 33; ALSO EXCEPTING that portion conveyed to Loren D. Miller et ux, by Deed recorded May 14, 1968, Film No. 680640; AND ALSO EXCEPTING that portion conveyed to C.B. Young et ux., by Deed recorded March 10, 1971, Film No. 710412, Deed Records Hood River County, Oregon; TOGETHER WITH an easement to run a pipe line across a portion of the property adjoining on the South, as set forth in pipeline easement recorded February 28, 1975, as Recorder's Fee No. 750365.

1N 10E 21 1800

Beginning at a point on the North line of the Southeast quarter of the Southeast quarter of the Northeast quarter of Section 21, Township 1 North, Range 10 East of the Willamette Meridian, in the County of Hood River and State of Oregon, which is 330 feet West of

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and up-to-date.

6. The sixth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

7. The seventh part of the document discusses the various methods used for data analysis, such as descriptive statistics, inferential statistics, and qualitative analysis. It explains how these methods are used to interpret the data and draw meaningful conclusions.

8. The eighth part of the document focuses on the importance of data visualization in presenting the results of data analysis. It discusses various visualization techniques, such as bar charts, line graphs, and pie charts, and their effectiveness in communicating complex information.

9. The ninth part of the document addresses the ethical considerations surrounding data management and analysis. It discusses the need to protect individual privacy, ensure data security, and use data responsibly to avoid any potential harm or bias.

10. The tenth part of the document provides a comprehensive summary of the entire document, highlighting the key points and the overall objectives of the data management and analysis process.

11. The eleventh part of the document discusses the future of data management and analysis, including the impact of emerging technologies like artificial intelligence and big data. It explores how these technologies will shape the way data is collected, analyzed, and used in the future.

12. The twelfth part of the document provides a final conclusion and a call to action, encouraging organizations to adopt best practices in data management and analysis to maximize their operational efficiency and decision-making capabilities.

13. The thirteenth part of the document includes a list of references and a bibliography, providing sources for further reading and research on the topics discussed in the document.

14. The fourteenth part of the document provides a detailed appendix, including additional data, charts, and tables that support the main text of the document.

15. The fifteenth part of the document includes a glossary of key terms and definitions, ensuring that all readers have a clear understanding of the terminology used throughout the document.

STAFF REPORT

Date Prepared: February 17, 2012

For City Council Meeting on: February 27, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Dave Griffin, Consulting Public Works Supt.

APPROVED BY: Paul Koch, ICA. PK

SUBJECT: Approving OMI Costs for Repairs July until Present

SYNOPSIS: During the period of July 1, 2011 until December 1, 2011, OMI completed necessary repairs on the Waste Water Treatment Plant (WWTP) and Ruckel Street Pump Station totaling \$6,530.62. These charges were made against the annual repair budget per contract of \$2,250.00. Therefore the total overages for repairs within the last 6 months are \$4,280.62. More repair expense than anticipated in the approved budget. Approval of this payment is requested from the Council according to the contract operating agreement with OMI.

This issue comes to City Council at this time for authorization to pay OMI for these provided services

CITY COUNCIL OPTIONS:

1. Authorize payment as recommended.
2. Take no action.
3. Deny payment for these expenses.

RECOMMENDATION: That City Council, by motion, approve payment of the OMI invoice for repairs to the City waste water system in the amount of \$4,280.62, above the approved and budgeted contract amount of \$2,250.00.

[Suggested Motion: I move that City Council approve the payment of \$4,280.62 to OMI for necessary and required repairs to the sewer system which is in addition to the budgeted amount of \$2,250.]

Legal Review and Opinion: N/A. This action is required under the City's agreement with OMI for operation of the Waste Water Treatment Plant.

Financial review and status: This represents an expenditure of \$6,530.62 from the approved budget. The amount is \$4,280.62 over the anticipated budget. The cost for the Ruckel Street Pump Station will come from the Lift Station Pump line item in the Sewer Capital Outlay budget which contains \$5,500. There may be additional costs to the WWTP or the pump station in the future.

BACKGROUND INFORMATION:

1. The invoiced repairs have all been completed. The existing OMI contract includes an annual budget of \$2,250. for repairs of the City WWTP and Lift Stations by OMI. This budgeted amount has generally been drawn on by OMI on an as needed basis. In addition to some minor repairs at the WWTP, during July and August 2011, OMI spent the annual budget in having the SCADA division of CH2MHill work on repairing a alarm that was continually calling out our Field Supervisor and their operator indicating a pump failure The alarm indicated a condition that would have put the entire operation of the WWTP in jeopardy. OMI was given the OK to proceed with having the Controls division of CH2Mhill proceed with repairs due to the fact that that division had previously worked on the WWTP SCADA system and had all the necessary programming. While OMI.CH2MHill did perform work in trying to correct the problem and the hours logged and billed are legitimate, the problem was eventually repaired by Coburn Automation, which was hired directly by the City when it seemed that we were continuing to accrue hours with CH2MHill and not find the solution.
2. After these incidents, the Ruckel Street Lift Station pump failed, (this was during the time of Council transition) and due to the age of the pump station, and the upgrade that would be required to retrofit new pumps,(\$9000-12,000 estimate) it was far more economical to rebuild the existing pump rather than upgrade the entire facility.
3. PWS discussed the situation with interim CA, and obtained approval to proceed ,as we had to achieve repairs in a timely manner due to the DEQ requirement of having 2 working pumps in Ruckel Street at all times to avoid a back-up that would not only effect home owners but create a serious health issue with raw sewage spilling onto the ground. The second pump at Ruckel is not in good condition either and only increased the urgent need for repair. This 2nd should also be rebuilt in the future. The expenditures incurred by OMI are legitimate and proper notification was sought prior to proceeding on the Ruckel Street Repairs.



9193 South Jamaica Street, Suite 400
 Englewood, CO 80112
 1.888.242.6445

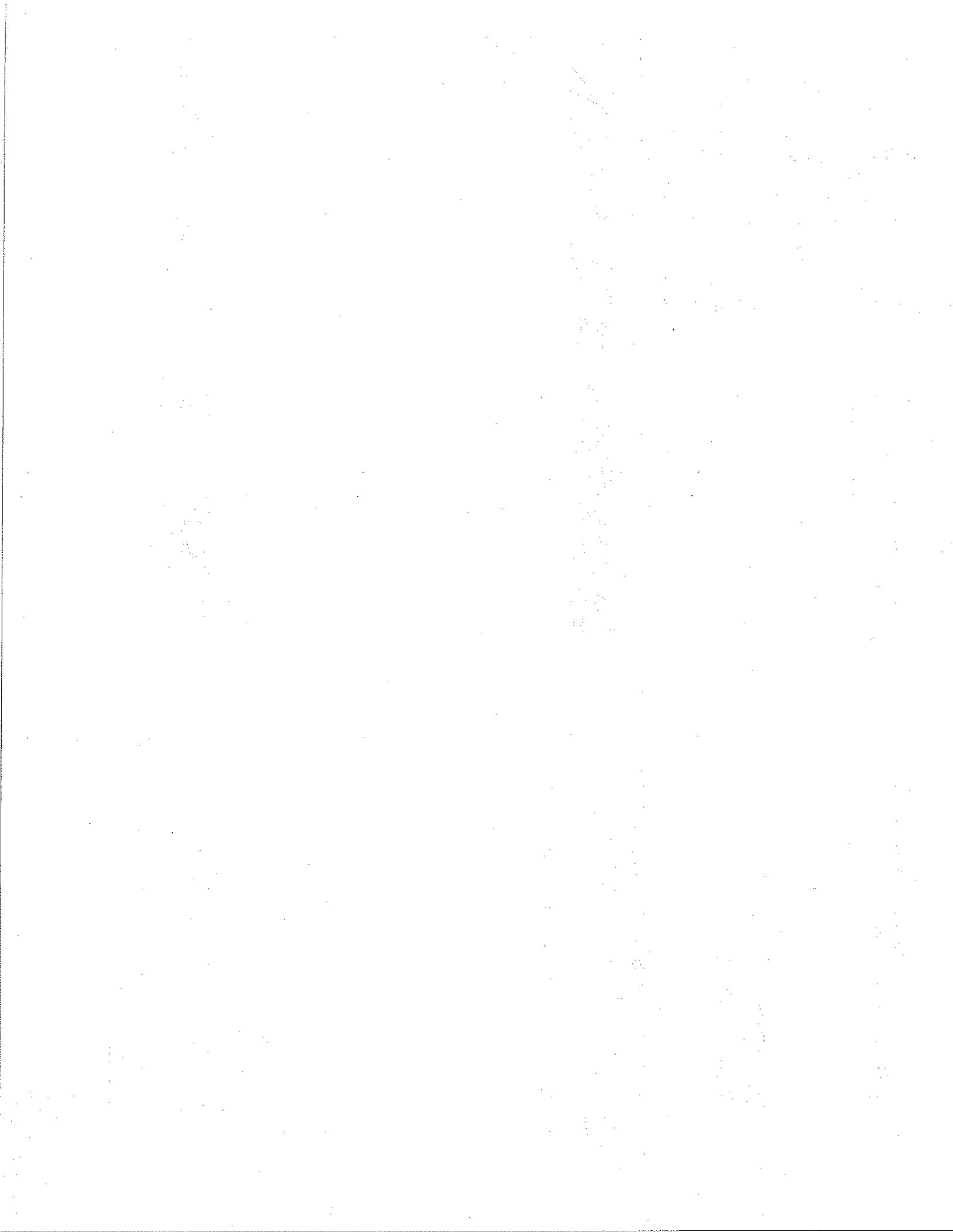
Bill To: ACCOUNTS PAYABLE
 CITY OF CASCADE LOCKS
 P O BOX 308, CITY HALL
 CASCADE LOCKS, OR 97014

REMIT TO: Operations Management International
 Department 1267
 Denver, CO 80291-1267

Invoice	
NUMBER	53158
DATE	14-Dec-11
PURCHASE ORDER NUMBER	16011
OUR REFERENCE	CASCA
OUR PROJECT #	35120024
CUSTOMER NUMBER	4940

ITEM NO.	INVOICE DESCRIPTION	LIMITS	EXPENSES	REBATE %	ALREADY BILLED	COST/REBATE
1	CASCADE LOCKS CY24 REPAIRS INVOICE NOV-2011	\$2,250.00	6,530.62	100%	-	\$4,280.62
SPECIAL INSTRUCTIONS		SUBTOTAL	TAX	SHIPPING HANDLING	TOTAL DUE	CURRENCY - USD
		\$4,280.62	\$0.00	\$0.00	\$4,280.62	

TERMS NET 30 DUE DATE 13-Jan-12



STAFF REPORT

Date Prepared: February 21, 2012

For City Council Meeting on: February 27, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator

APPROVED BY: N/A

SUBJECT: Review of proposed ordinance dealing with the water system

SYNOPSIS: In April of 2008 the city water ordinance (Ordinance No. 255) was inadvertently rescinded by City Council action. During the process of setting priorities, beginning in September of 2011, it was identified that the water ordinance needed to be reinstated. Staff has taken the original ordinance, the one that was eliminated, and reviewed it. It was decided to copy the original ordinance until an in-depth review can take place.

CITY COUNCIL OPTIONS: Council is asked to have the first reading at this time.

RECOMMENDATION: That City Council have the first reading of Ordinance No. 415.

Legal Review and Opinion: None at this time.

Financial review and status: There are no financial implications of this proposed action.

BACKGROUND INFORMATION:

1. A copy of the proposed ordinance is attached for City Council information.

ORDINANCE NO. 415

AN ORDINANCE REGULATION AND CONTROLLING OPERATION OF THE CITY'S WATER UTILITY SYSTEM AND PROVISION OF SERVICE TO ITS CUSTOMERS.

The city of Cascade Locks, Hood River County, Oregon, ordains as follows:

ARTICLE 1. DEFINITIONS

- 1) Applicant or Person. Any natural person, firm, partnership, association, social or fraternal organization, corporation, trust, estate, receiver, syndicate, brand of government or any group acting as a unit either by themselves, jointly, or through a servant, agent or employee.
- 2) City Administrator. The city administrator of the city of Cascade Locks or his designee.
- 3) Premises. A building or group of buildings occupied by a family unit, or business entity and used by residential business or commercial purposes and/or any parcel of land.

ARTICLE 2. SERVICE AND OPERATION.

Section 2.010. Rates

- 1) Rates for the use or consumption of water or the provision of any service related thereto shall be set from time to time by resolution for the council.
- 2) Fire Protection Service Lines.
 - a) Services for fire protection must be fitted with such fixtures only as are needed for fire protection and entirely disconnected from those used for other purposes.
 - b) It shall be unlawful to use any fire line for any other purpose than fire protection. Any unlawful use of a fire line shall subject the violator to the penalties prescribed in the Article 5 of this ordinance.
- 3) Special Construction. Whenever water is requested by an applicant for construction purposes the city may supply said water through the most convenient hydrant, measuring the amount used by the installation of a temporary hydrant meter. There shall be a refundable deposit in the amount of \$700.00 to insure the value of said meter and an installation charge of \$30.00 which is nonrefundable.
- 4) Inspection of Premises. The city administrator shall have free access at all reasonable times to all parts of building or premises supplied by water from the city's mains, for the purpose of ascertaining the quantity of water used, shutting off or turning on the water through the service connection, checking for cross connections, checking compliance with codes and for any other reasonable cause and it shall be unlawful for any person to hinder, obstruct, or unnecessarily delay such actions.
- 5) Emergency Powers. Upon the declaration by the city council that a water emergency situation exists, the city administrator shall have the authority to take such steps as he shall deem necessary to preserve and protect the city water supply and system

facilities. Any action taken by the city administrator pursuant to powers granted him in this section shall be subject to the approval of the city council.

ARTICLE 3. NEW CUSTOMER SERVICE.

The procedures and policies of this article shall be adhered to in all cases except when application of the rule would work a severe and unfair burden on a particular applicant that can be clearly demonstrated is peculiar to his particular situation. Such cases may be granted modification or waiver of a particular policy upon specific written approval of the city administrator. The city is not obligated herein to undertake any project, or meet any time deadline or in any way obligate itself to providing service for any reason.

Section 3.010. Installation Location and Timing.

- 1) Location and Premises.
 - a) All extension shall be within the Urban Growth Boundary as designated in the city's comprehensive plan.
 - b) An Applicant for new service shall own or control the land at the terminus of the main extension.
- 2) Main Installation and Location.
 - a) City at its own discretion shall determine what party shall be responsible for installation of all mains and appurtenances. Generally, the city shall be the installer except in those instances where all land being served is under the ownership and/or control of the applicant. (i.e., new subdivision).
 - b) Physical location of mains and all other appurtenances shall be the decision of the city administrator.
- 3) Service Lines Installation. Generally service lines will be installed at the same time as the main only when a new connection or paving is imminent or if specifically requested by an applicant. In these cases, the regular connection fee may be appropriately charged a developer at the same time as the main charge.

Section 3.020. General Policies for Charges and Fees.

- 1) Main Charge and Connection Fee.
 - a) Both these cost items are generally applicable to obtaining water service, but are determined separately and independent of one another. The main charge is based on the city's average construction cost of a 6" main including intersections, fire hydrants, engineering, inspection and other related expense.

The connection fee is based on the city's cost of installing a service line and meter from the main to the curb line.
 - b) When a main suitable for serving the applicant's premises is in place at the time of request for service, then the main charge shall be computed by multiplying the footage of the parcel to be served where bypassed by the main by a factor of 50% the current average per foot construction cost of a 6" main. Tax lot divisions will be determinate as to the footage involved in computing main charges. Both the main charge and the connection fees shall be payable at the time application for service is made.

When a main must be extended to serve the applicant's premises, the main charge shall be computed by multiplying the "front" footage of all parcels of land bypassed by the main (not only the land served) by a factor of 50% the current averaged per foot construction cost of a 6" main (e.g., an extension from the intersection serving a house on lot "A" with 50' of frontage and a vacant lot "B" across the street would be assessed on 100 feet or 100% of the averaged cost for said extension.) Tax lot division will be determinate as to the footage involved in computing main charges. Both the main charge and connection fee shall be payable at the time application for service is made.

- i) When such footage amounts to less than 50 feet, the main charge for that service will be computed as if there were 50 feet of frontage.
 - ii) When property has mains bypassing two or more sides the main charge shall be based on an average of the lot frontage so served.
 - iii) When a main serves property, but does not completely bypass the parcel, if in the city's judgment it is a reasonable expectation that the city will at some time be required to extend the main further, then the main charges for service to that property shall be assessable on the total linear footage, as if the main bypassed the entire parcel.
 - iv) When a main serves property, but does not completely bypass the parcel's frontage and it is the city's determination there is no reasonable expectation that the city will be required to extend the main further, then the main charge shall be based on the actual frontal footage of main installed (regardless of size) but in no case shall be less than a 50 foot assessment.
 - v) When a main crosses property other than through public right-of-way, main charges shall be computed the same as a typical in-street extension, i.e., the owner or applicant would pay main charges on 200' of frontage for a 100' line extension.
- 2) Conversion from Private Line to Standard Main. Customers converting over from a private line to a standard main shall pay regular main charges and connection fees when the main has been extending at their request; in other instances no charges or fees will be assessed. This privilege for changing over to a standard service at no cost applies only to the connections which exist at the time the main is extended. Any new connection or service, even if to the same parcel of land, will be assessed regular charges and fees.
 - 3) Reimbursement Contract. A person having paid a main charge on property other than his own, may enter into a contract with the city to have main charges as collected by the city returned to him on a proportional basis when new services connect to the extension; collection and reimbursement is to be made at the rate current at the time of connection. The term of this contract shall be limited to 10 years when the amount of the contract is less than \$45,000 and may when the contract is excess of that amount be extended, at the discretion of the council, for a period up to 20 years. The person entering into such an agreement with the city shall be responsible for any escrow or related fees incurred during the term of the contract
 - 4) City Contract Option. Though the city budget be sufficient, if the city is unable to undertake the project at a given point in time due to lack of cash on hand, manpower, equipment, commitment to other projects or for any other cause the city deems

reasonable, then the city may at its discretion contract for the work to be done. In this instance the normal charges and fees would apply plus an additional fee may be imposed to cover any cost overage between the regular charges and fees and the actual cost of construction (inclusive of all related costs) of that specific job.

- 5) Main Charge Assessed Once. Any property having paid a main charge after the date of this ordinance shall not be so assessed again at a later date. In instances such as a new subdivision where the city would generally have had no financial involvement in serving the premises therein; the city would make no charge, but rather the cost of the water facilities installed would be reflected in the purchase price of a lot.
- 6) Dollar Assessment by Resolution. Actual dollar amounts for main charges and connection fees shall be set from time to time by resolution. A yearly review is required each January.
- 7) Other Financing Allowed. There is no intent by these regulations to preclude the L.I.D. (Local Improvement District) option or any private arrangement made between individuals.

Section 3.030. Other Charge Considerations

- 1) Systems Development Charge. A systems development charge may be imposed whenever requirements for water are evidenced by request of a metered service 2 inches in size or over. The city administrator in consultation with the superintendent of public works and the developer shall make a determination on a case-by-case basis as to a reasonable amount to be approved by the council.
- 2) Over Size Mains. When the need for an over-size main is principally attributable to a specific development, then the developer shall pay the actual cost of the difference between standard 6" and the main installed.
- 3) Excavating Existing Paved Surface. An applicant requesting any main or service line extension or installation which involves cutting, excavating and/or replacement of any paved surface shall be charged the actual cost of such cutting and repair in addition to other applicable charges and fees.
- 4) Special Situations. Financing extensions of mains which cross through or by land which has no reasonable expectation of being served by the extension or which is already served off another main or private lines, and installation of any additional facilities needed to develop particular areas of land are the responsibility of the developer. The developer may request in writing that the city participate in the financing of those portions of such projects through waiver of certain main charges or other appropriate methods. The city council shall review any such requests in light of the availability of funds, the size of the project, overall system needs, and the extent of benefit to surrounding property policies as set forth in this ordinance and other pertinent factors. The council may grant the request as presented or for any lesser amount of assistance, but in no way shall be obligated to honor any such request.

Whether or not city funds are involved in the initial financing of any project, the city council may, where appropriate, establish geographic areas of benefit and impose a utility service charge to be collected at the time of connection to the water system which would be over and above the normal main charge a connection fee as set herein. Such charges would serve to offset the initial cost making water

available to certain areas of the city, and would be used under a reimbursement contract to repay proportionally the developer and/or city.

Section 3.040 Application for Service

1) Required Information and Format.

- a) Each applicant for water service shall sign an application form provided by the water department giving them the following information.
 - i) Date of application
 - ii) Location of premises to be served
 - iii) Date service is to begin
 - iv) Purpose for which services is to be used
 - v) Address to which billing are to be mailed
 - vi) Class and size of the meter service, where applicable
 - vii) Such other information at the water department may reasonable require.
- b) The application shall contain a statement that all charges are assessable as liens against the premises for which said service is installed, and all accounts for such service and use of water shall be kept only in the name of the owner of the premises for which such service is installed. Upon such charges become delinquent and unpaid for a period of 30 days, the city may, at its discretion, cause the water to be shut off from such premises until such charges are paid. Statements of such charges may be mailed to any agent of the owner, including the occupant of the premises upon the written request of the owner, but any such mailing of the statement of the charges of the service and use of water to anyone other than the owner shall not release the property or premises for which such service is installed from any liability of such charges.
- c) The application shall also contain a signature line for the owner of the property if different from the applicant.

- 2) **Contractual Obligations.** The application provided for in item (1) above shall contain a contract on the part of the person making the application, to pay for the water applied for at the rate and in the manner specified in such contract. It shall reserve to the city the right to charge and collect the rates and enforce the penalties provided for in this ordinance, in the manner herein provided. The application shall also reserve to the city the right to change the rates at any time by resolution, to temporarily discontinue the serve with notice to the customer, and shall specify that said contract is subject to all the provisions of any ordinance or resolution of the city relation to this subject, and shall further provide that the city shall not be held responsible for any damage for water or other cause resulting form defective plumbing or appliance on the premises supplied with water, by the owner or occupant of said premises, and that the fact that the agents of the city have inspected the plumbing and appliances hall not be pleaded as a basis of recovery in case of damage to the premises, and shall provide that in case the supply of water shall be interrupted or fail for reason of accident or any other cause whatsoever, the city shall not be liable for damages for such interruption or failure, nor shall failures for interruption f for any reasonable period of time be held or constitute a breach of contract on the part of the city or in any way relieve the customer from performing the obligations of this contract. All contracts shall take effect from the day they are signed and rates shall be charged

from the day premises are connected with the city's water supply and turned on to such time as the city is notified that service is no longer desired and the water turned off.

ARTICLE 4. CONTRUCTION AND CONTROL STANDARDS

Section 4.010 General Liability.

The city shall be responsible for the repair and maintenance of the water distribution system. Property owners shall be responsible for all installation, maintenance and repair of any system facilities between the meter or turn off valve and points of delivery.

Section 4.020 Service Line Regulations.

1) Technical Conformity.

- a) Water will not be furnished where there are defective or leaking faucets, closets, or other fixtures, or where there are water closets or urinals without self-closing valves, or tanks without self-acting float valves, and when such are discovered the supply may be withdrawn.
- b) The tap and ferrule and stopcock, at the curb, will be furnished by the city and remain the property of the city, and it shall be unlawful for any person to interfere therewith.
- c) Within the basement wall a stop and waste cock, protected from frost, must in all cases be placed, by means of which the service pipes in the building may be drained at night during the freezing weather. A tap and ferrule shall be provided on the customer's line to allow the customer on/off control of water to the premises.
- d) The service pipes from the mains to the walls of the building must be not less than two feet below the grade.
- e) All persons connecting to the city services shall be required to use only pipe which meets all applicable standards of the Oregon Plumbing Code.

2) Service Line Location.

- a) Service lines shall generally extend at right angles from the main to a point immediately inside the curb line, or where no curb exists to a point designated by the city administrator in accordance with accepted standards on street width.
- b) A service line crossing private property other than that being served shall not be allowed unless special circumstances warrant and approval of the city administrator is obtained.
- c) A valve or meter shall not be installed in a driveway area, nor shall a driveway be constructed over an existing valve or meter.

3) Storage adjacent to Valve or Meter. It shall be unlawful for any person to store, maintain, or keep any goods, merchandise, material, or refuse within a distance of six feet from any water valve or other appliance in use of any water connection of the city.

- 4) The service pipes shall be so arranged that the supply to each separate house or premises may be controlled by a separate stopcock, placed within and near the line of the street curb, and one person must pay for all the water used through said service, for his own use or for the use of others to whom it may be accessible.

ARTICLE 5. ENFORCEMENT AND ADOPTION.

Penalties. Any person who shall be found guilty of a violation of any of the provisions of this ordinance, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not exceeding one thousand dollars (\$1,000.00), or by imprisonment in the county jail for a term not exceeding thirty (30) days, or by both such fine and imprisonment.

Repeal of Prior Ordinances. City of Cascade Locks, Ordinance No. 13 and 118, dated January 20, 1936, and October 18, 1961, are hereby repealed.

Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

Emergency Clause. Inasmuch as it is necessary for the peace, health, safety, and welfare of the citizens of the city of Cascade Locks that this ordinance become effective with its adoption, the council, by its vote, declares an emergency to exist, and this ordinance to be in full force and effect upon and after its passage by the council and approval by the mayor.

ADOPTED by the City Council this _____ day of _____, 2012.

APPROVED by the Mayor this _____ day of _____, 2012.

ORDINANCE NO. 255

AN ORDINANCE REGULATION AND CONTROLLING OPERATION OF THE CITY'S WATER UTILITY SYSTEM AND PROVISION OF SERVICE TO ITS CUSTOMERS, AND REPEALING ORDINANCES 13, 94, AND 118.

The city of Cascade Locks, Hood River County, Oregon, ordains as follows:

ARTICLE 1. DEFINITIONS

- 1) Applicant or Person. Any natural person, firm, partnership, association, social or fraternal organization, corporation, trust, estate, receiver, syndicate, brand of government or any group acting as a unit either by themselves, jointly, or through a servant, agent or employee.
- 2) City Administrator. The city administrator of the city of Cascade Locks or his designee.
- 3) Premises. A building or group of buildings occupied by a family unit, or business entity and used by residential business or commercial purposes and/or any parcel of land.

ARTICLE 2. SERVICE AND OPERATION.

Section 2.010. Rates

- 1) Rates for the use or consumption of water or the provision of any service related thereto shall be set from time to time by resolution for the council.
- 2) Fire Protection Service Lines.
 - a) Services for fire protection must be fitted with such fixtures only as are needed for fire protection and entirely disconnected from those used for other purposes.
 - b) It shall be unlawful to use any fire line for any other purpose than fire protection. Any unlawful use of a fire line shall subject the violator to the penalties prescribed in the Article 5 of this ordinance.
- 3) Special Construction. Whenever water is requested by an applicant for construction purposes the city may supply said water through the most convenient hydrant, measuring the amount used by the installation of a temporary hydrant meter. There shall be a refundable deposit in the amount of \$700.00 to insure the value of said meter and an installation charge of \$30.00 which is nonrefundable.
- 4) Inspection of Premises. The city administrator shall have free access at all reasonable times to all parts of building or premises supplied by water from the city's mains, for the purpose of ascertaining the quantity of water used, shutting off or turning on the water through the service connection, checking for cross connections, checking compliance with codes and for any other reasonable cause and it shall be unlawful for any person to hinder, obstruct, or unnecessarily delay such actions.
- 5) Emergency Powers. Upon the declaration by the city council that a water emergency situation exists, the city administrator shall have the authority to take such steps as he shall deem necessary to preserve and protect the city water supply and system

facilities. Any action taken by the city administrator pursuant to powers granted him in this section shall be subject to the approval of the city council.

ARTICLE 3. NEW CUSTOMER SERVICE.

The procedures and policies of this article shall be adhered to in all cases except when application of the rule would work a severe and unfair burden on a particular applicant that can be clearly demonstrated is peculiar to his particular situation. Such cases may be granted modification or waiver of a particular policy upon specific written approval of the city administrator. The city is not obligated herein to undertake any project, or meet any time deadline or in any way obligate itself to providing service for any reason.

Section 3.010. Installation Location and Timing.

- 1) Location and Premises.
 - a) All extension shall be within the Urban Growth Boundary as designated in the city's comprehensive plan.
 - b) An Applicant for new service shall own or control the land at the terminus of the main extension.
- 2) Main Installation and Location.
 - a) City at its own discretion shall determine what party shall be responsible for installation of all mains and appurtenances. Generally, the city shall be the installer except in those instances where all land being served is under the ownership and/or control of the applicant. (i.e., new subdivision).
 - b) Physical location of mains and all other appurtenances shall be the decision of the city administrator.
- 3) Service Lines Installation. Generally service lines will be installed at the same time as the main only when a new connection or paving is imminent or if specifically requested by an applicant. In these cases, the regular connection fee may be appropriately charged a developer at the same time as the main charge.

Section 3.020. General Policies for Charges and Fees.

- 1) Main Charge and Connection Fee.
 - a) Both these cost items are generally applicable to obtaining water service, but are determined separately and independent of one another. The main charge is based on the city's average construction cost of a 6" main including intersections, fire hydrants, engineering, inspection and other related expense.

The connection fee is based on the city's cost of installing a service line and meter from the main to the curb line.
 - b) When a main suitable for serving the applicant's premises is in place at the time of request for service, then the main charge shall be computed by multiplying the footage of the parcel to be served where bypassed by the main by a factor of 50% the current average per foot construction cost of a 6" main. Tax lot divisions will be determinate as to the footage involved in computing main charges. Both the main charge and the connection fees shall be payable at the time application for service is made.

When a main must be extended to serve the applicant's premises, the main charge shall be computed by multiplying the "front" footage of all parcels of land bypassed by the main (not only the land served) by a factor of 50% the current averaged per foot construction cost of a 6" main (e.g., an extension from the intersection serving a house on lot "A" with 50' of frontage and a vacant lot "B" across the street would be assessed on 100 feet or 100% of the averaged cost for said extension.) Tax lot division will be determinate as to the footage involved in computing main charges. Both the main charge and connection fee shall be payable at the time application for service is made.

- i) When such footage amounts to less than 50 feet, the main charge for that service will be computed as if there were 50 feet of frontage.
 - ii) When property has mains bypassing two or more sides the main charge shall be based on an average of the lot frontage so served.
 - iii) When a main serves property, but does not completely bypass the parcel, if in the city's judgment it is a reasonable expectation that the city will at some time be required to extend the main further, then the main charges for service to that property shall be assessable on the total linear footage, as if the main bypassed the entire parcel.
 - iv) When a main serves property, but does not completely bypass the parcel's frontage and it is the city's determination there is no reasonable expectation that the city will be required to extend the main further, then the main charge shall be based on the actual frontal footage of main installed (regardless of size) but in no case shall be less than a 50 foot assessment.
 - v) When a main crosses property other than through public right-of-way, main charges shall be computed the same as a typical in-street extension, i.e., the owner or applicant would pay main charges on 200' of frontage for a 100' line extension.
- 2) Conversion from Private Line to Standard Main. Customers converting over from a private line to a standard main shall pay regular main charges and connection fees when the main has been extending at their request; in other instances no charges or fees will be assessed. This privilege for changing over to a standard service at no cost applies only to the connections which exist at the time the main is extended. Any new connection or service, even if to the same parcel of land, will be assessed regular charges and fees.
- 3) Reimbursement Contract. A person having paid a main charge on property other than his own, may enter into a contract with the city to have main charges as collected by the city returned to him on a proportional basis when new services connect to the extension; collection and reimbursement is to be made at the rate current at the time of connection. The term of this contract shall be limited to 10 years when the amount of the contract is less than \$45,000 and may when the contract is excess of that amount be extended, at the discretion of the council, for a period up to 20 years. The person entering into such an agreement with the city shall be responsible for any escrow or related fees incurred during the term of the contract
- 4) City Contract Option. Though the city budget be sufficient, if the city is unable to undertake the project at a given point in time due to lack of cash on hand, manpower, equipment, commitment to other projects or for any other cause the city deems

reasonable, then the city may at its discretion contract for the work to be done. In this instance the normal charges and fees would apply plus an additional fee may be imposed to cover any cost overage between the regular charges and fees and the actual cost of construction (inclusive of all related costs) of that specific job.

- 5) Main Charge Assessed Once. Any property having paid a main charge after the date of this ordinance shall not be so assessed again at a later date. In instances such as a new subdivision where the city would generally have had no financial involvement in serving the premises therein; the city would make no charge, but rather the cost of the water facilities installed would be reflected in the purchase price of a lot.
- 6) Dollar Assessment by Resolution. Actual dollar amounts for main charges and connection fees shall be set from time to time by resolution. A yearly review is required each January.
- 7) Other Financing Allowed. There is no intent by these regulations to preclude the L.I.D. (Local Improvement District) option or any private arrangement made between individuals.

Section 3.030. Other Charge Considerations

- 1) Systems Development Charge. A systems development charge may be imposed whenever requirements for water are evidenced by request of a metered service 2 inches in size or over. The city administrator in consultation with the superintendent of public works and the developer shall make a determination on a case-by-case basis as to a reasonable amount to be approved by the council.
- 2) Over Size Mains. When the need for an over-size main is principally attributable to a specific development, then the developer shall pay the actual cost of the difference between standard 6" and the main installed.
- 3) Excavating Existing Paved Surface. An applicant requesting any main or service line extension or installation which involves cutting, excavating and/or replacement of any paved surface shall be charged the actual cost of such cutting and repair in addition to other applicable charges and fees.
- 4) Special Situations. Financing extensions of mains which cross through or by land which has no reasonable expectation of being served by the extension or which is already served off another main or private lines, and installation of any additional facilities needed to develop particular areas of land are the responsibility of the developer. The developer may request in writing that the city participate in the financing of those portions of such projects through waiver of certain main charges or other appropriate methods. The city council shall review any such requests in light of the availability of funds, the size of the project, overall system needs, and the extent of benefit to surrounding property policies as set forth in this ordinance and other pertinent factors. The council may grant the request as presented or for any lesser amount of assistance, but in no way shall be obligated to honor any such request.

Whether or not city funds are involved in the initial financing of any project, the city council may, where appropriate, establish geographic areas of benefit and impose a utility service charge to be collected at the time of connection to the water system which would be over and above the normal main charge a connection fee as set herein. Such charges would serve to offset the initial cost making water

available to certain areas of the city, and would be used under a reimbursement contract to repay proportionally the developer and/or city.

Section 3.040 Application for Service

1) Required Information and Format.

- a) Each applicant for water service shall sign an application form provided by the water department giving them the following information.
 - i) Date of application
 - ii) Location of premises to be served
 - iii) Date service is to begin
 - iv) Purpose for which services is to be used
 - v) Address to which billing are to be mailed
 - vi) Class and size of the meter service, where applicable
 - vii) Such other information at the water department may reasonable require.
- b) The application shall contain a statement that all charges are assessable as liens against the premises for which said service is installed, and all accounts for such service and use of water shall be kept only in the name of the owner of the premises for which such service is installed. Upon such charges become delinquent and unpaid for a period of 30 days, the city may, at its discretion, cause the water to be shut off from such premises until such charges are paid. Statements of such charges may be mailed to any agent of the owner, including the occupant of the premises upon the written request of the owner, but any such mailing of the statement of the charges of the service and use of water to anyone other than the owner shall not release the property or premises for which such service is installed from any liability of such charges.
- c) The application shall also contain a signature line for the owner of the property if different from the applicant.

- 2) **Contractual Obligations.** The application provided for in item (1) above shall contain a contract on the part of the person making the application, to pay for the water applied for at the rate and in the manner specified in such contract. It shall reserve to the city the right to charge and collect the rates and enforce the penalties provided for in this ordinance, in the manner herein provided. The application shall also reserve to the city the right to change the rates at any time by resolution, to temporarily discontinue the serve with notice to the customer, and shall specify that said contract is subject to all the provisions of any ordinance or resolution of the city relation to this subject, and shall further provide that the city shall not be held responsible for any damage for water or other cause resulting form defective plumbing or appliance on the premises supplied with water, by the owner or occupant of said premises, and that the fact that the agents of the city have inspected the plumbing and appliances hall not be pleaded as a basis of recovery in case of damage to the premises, and shall provide that in case the supply of water shall be interrupted or fail for reason of accident or any other cause whatsoever, the city shall not be liable for damages for such interruption or failure, nor shall failures for interruption f for any reasonable period of time be held or constitute a breach of contract on the part of the city or in any way relieve the customer from performing the obligations of this contract. All contracts shall take effect from the day they are signed and rates shall be charged

from the day premises are connected with the city's water supply and turned on to such time as the city is notified that service is no longer desired and the water turned off.

ARTICLE 4. CONTRUCTION AND CONTROL STANDARDS

Section 4.010 General Liability.

The city shall be responsible for the repair and maintenance of the water distribution system. Property owners shall be responsible for all installation, maintenance and repair of any system facilities between the meter or turn off valve and points of delivery.

Section 4.020 Service Line Regulations.

1) Technical Conformity.

- a) Water will not be furnished where there are defective or leaking faucets, closets, or other fixtures, or where there are water closets or urinals without self-closing valves, or tanks without self-acting float valves, and when such are discovered the supply may be withdrawn.
- b) The tap and ferrule and stopcock, at the curb, will be furnished by the city and remain the property of the city, and it shall be unlawful for any person to interfere therewith.
- c) Within the basement wall a stop and waste cock, protected from frost, must in all cases be placed, by means of which the service pipes in the building may be drained at night during the freezing weather. A tap and ferrule shall be provided on the customer's line to allow the customer on/off control of water to the premises.
- d) The service pipes from the mains to the walls of the building must be not less than two feet below the grade.
- e) All persons connecting to the city services shall be required to use only pipe which meets all applicable standards of the Oregon Plumbing Code.

2) Service Line Location.

- a) Service lines shall generally extend at right angles from the main to a point immediately inside the curb line, or where no curb exists to a point designated by the city administrator in accordance with accepted standards on street width.
- b) A service line crossing private property other than that being served shall not be allowed unless special circumstances warrant and approval of the city administrator is obtained.
- c) A valve or meter shall not be installed in a driveway area, nor shall a driveway be constructed over an existing valve or meter.

3) Storage adjacent to Valve or Meter. It shall be unlawful for any person to store, maintain, or keep any goods, merchandise, material, or refuse within a distance of six feet from any water valve or other appliance in use of any water connection of the city.

- 4) The service pipes shall be so arranged that the supply to each separate house or premises may be controlled by a separate stopcock, placed within and near the line of the street curb, and one person must pay for all the water used through said service, for his own use or for the use of others to whom it may be accessible.

ARTICLE 5. ENFORCEMENT AND ADOPTION.

Penalties. Any person who shall be found guilty of a violation of any of the provisions of this ordinance, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not exceeding one thousand dollars (\$1,000.00), or by imprisonment in the county jail for a term not exceeding thirty (30) days, or by both such fine and imprisonment.

Repeal of Prior Ordinances. City of Cascade Locks, Ordinance No. 13 and 118, dated January 20, 1936, and October 18, 1961, are hereby repealed.

Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

Emergency Clause. Inasmuch as it is necessary for the peace, health, safety, and welfare of the citizens of the city of Cascade Locks that this ordinance become effective with its adoption, the council, by its vote, declares an emergency to exist, and this ordinance to be in full force and effect upon and after its passage by the council and approval by the mayor.

Passed by the council and approved by the mayor September 14, 1987.

ORDINANCE NO. 394

Repealed
in error

AN ORDINANCE RELATING TO THE MUNICIPAL LIGHT AND POWER SYSTEM; REGULATING THE USE, SALE AND PRICES OF ELECTRIC CURRENT; DEFINING SECURITY DEPOSITS AND OFFENSES; REPEALING ORDINANCE NO. 255, 268, 358, 369, and 379.

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Purpose.

- a) Electrical energy is furnished within the City limits of Cascade Locks and to certain areas outside the City limits.
- b) The policies set out in this ordinance apply to any account holder whether that is a person, firm, and corporation or legal entity supplied with electrical service by the City electrical utility.
- c) It is the intent of the City to provide through ordinance and resolutions, a helpful guide to the customer, the many segments of the electrical and building industries, and the utility, and to achieve efficient, effective, uniform, equitable treatment, and safe electrical service for all. The City respectfully requests cooperation from everyone concerned in attaining a high quality of electrical service, while ensuring the solvency of this vital public utility.
- d) Policies, maintenance, repair and installation procedures contained in the City ordinances are founded on standards for safety, economy and efficiency, in the distribution of electrical energy. Some are a requirement of service, others are optional and others are recommended. The use of such words as "shall," "may," "required," etc., indicates the status of the rule. "Shall," for instance, is a requirement. "Should" is a recommendation. "May" is at the discretion of the City or Customer.
- e) Staff personnel of the City are available for advice and consultation relative to utilization of electrical energy, service requirements and related situations in new, existing or reconstructed installations.
- f) In case of any conflict between any provisions of any rate schedule and the service policies set out in this ordinance, the provision of the rate schedule shall apply.

SECTION 2. Definitions.

- a) Accessibility. The definition of accessibility shall mean free of obstruction, natural or manmade. There shall be no instance where a temporary obstruction can become a permanent obstruction.
- b) Account. A formal record of the debits and credits relating to the customer who is receiving City related services.
- c) Account Set-Up Fee. A nonrefundable charge to cover the costs of establishing a customer account, activating the service, and the reading of the meter (read-in).
- d) Administrator. When used in this ordinance shall be held and construed to mean the City Administrator of the City of Cascade Locks.

Proclamation

Proclamation of support for the 2012 Hood River County Reads project, *The Circuit/Cajas de cartón* and *La Mariposa* by Francisco Jiménez

WHEREAS, the Friends of the Hood River County Library have organized the Hood River County Reads project 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, Hood River County Education Foundation, Friends of the Hood River County Library, Starseed Foundation, and individuals, and;

WHEREAS, the City of Cascade Locks acknowledges the history and rich cultural diversity of our community, and;

WHEREAS, the selection of *The Circuit/Cajas de cartón* and *La Mariposa* by Professor of Modern Languages and Literatures Francisco Jiménez gives Cascade Locks the opportunity to see and understand the immigrant experience no matter one's background, and;

WHEREAS, *The Circuit/Cajas de cartón* and *La Mariposa* demonstrate how memoirs communicate the strength and ability to overcome adversity in all of us, and

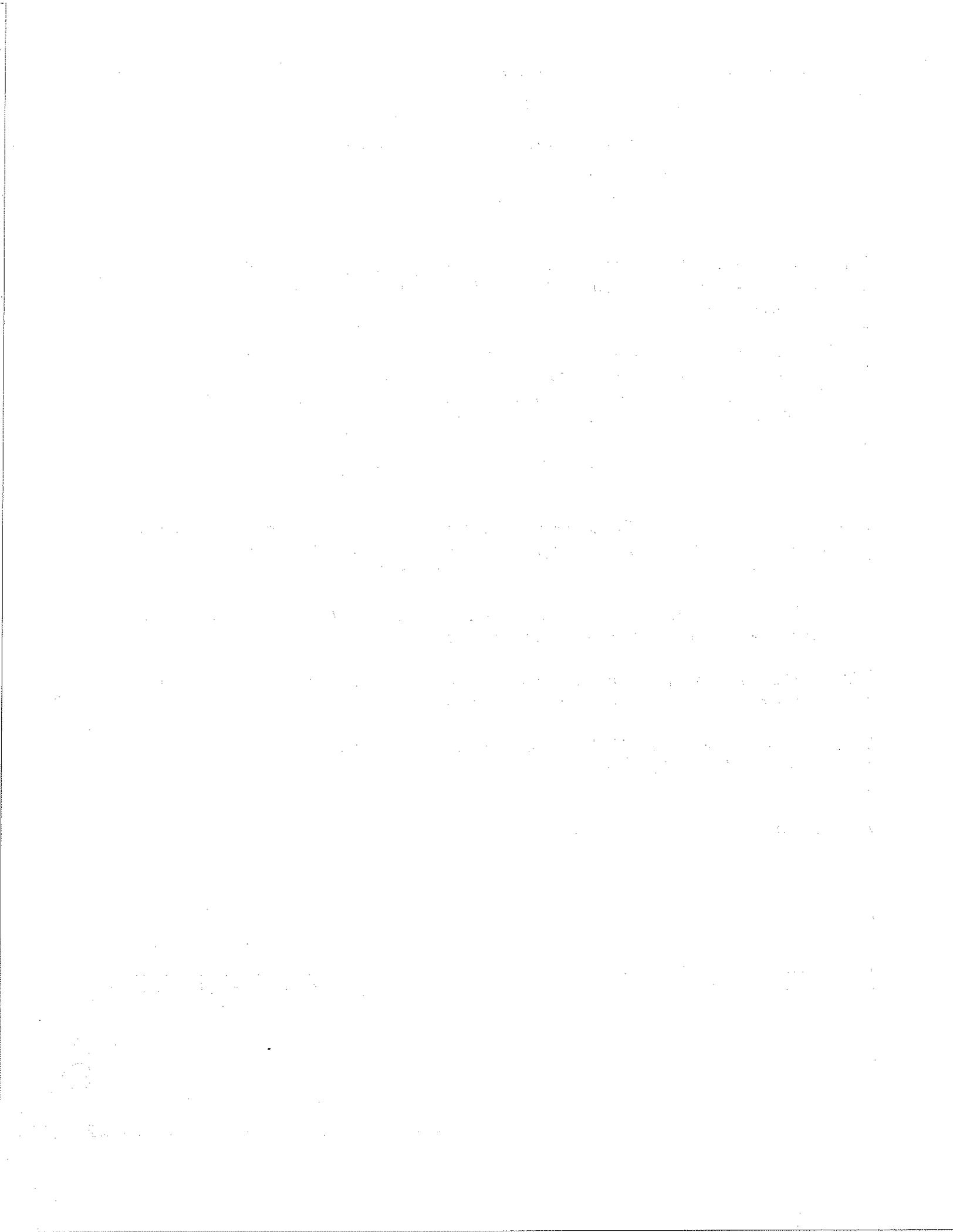
WHEREAS, over a thousand copies of the book will be distributed so that it can be read and discussed at multiple venues throughout the county;

Now, therefore be it RESOLVED, that the City of Cascade Locks establishes March 11th to April 24th as "Hood River County Reads".

Adopted this 27th day of February, 2012.

Lance Masters, Mayor

Kathy Woosley, City Recorder





87th ANNUAL CONFERENCE

SEPTEMBER 27 – 29, 2012

SALEM CONFERENCE CENTER

Help us make it the best yet!

The LOC Conference Planning Committee would like your comments and suggestions on conference tracks and session topics that would be most helpful to your city. Please complete and fax this form to JoAnn at LOC: (503) 399-4863.

Workshop Topics: Please choose the *five* topics of most interest to you

- | | | |
|---|---|--|
| <input type="checkbox"/> Affordable housing | <input type="checkbox"/> Economic development | <input type="checkbox"/> Land use/growth management |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Emergency management | <input type="checkbox"/> Public contracting/prevaling wage |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Energy conservation, efficiency & renewables | <input type="checkbox"/> Storm water management/funding |
| <input type="checkbox"/> Capital facilities planning & finance | <input type="checkbox"/> Enterprise zones | <input type="checkbox"/> Systems development charges |
| <input type="checkbox"/> Citizen participation | <input type="checkbox"/> Ethics issues | <input type="checkbox"/> Technology/wireless networks |
| <input type="checkbox"/> City council goal setting/strategic planning | <input type="checkbox"/> Finance & taxation/alternative revenue sources | <input type="checkbox"/> Urban renewal |
| <input type="checkbox"/> City manager evaluation/recruitment | <input type="checkbox"/> Franchise & privilege tax issues | <input type="checkbox"/> Water/wastewater funding |
| <input type="checkbox"/> Collective bargaining | <input type="checkbox"/> Health care costs | <input type="checkbox"/> Youth & at-risk youth programs |
| <input type="checkbox"/> Council/manager relations | <input type="checkbox"/> Infrastructure needs/finance | Others: _____ |
| <input type="checkbox"/> Downtown development | | _____ |

What conference tracks would make the 87th LOC Conference especially useful to city officials (please be specific – e.g., small cities, etc.)?

Do you have suggestions for speakers?

Additional suggestions or comments:

Name _____

(optional)

Title _____

City _____

Population _____

2012 Conference Planning Committee Conference Call Schedule

February 17

May 18

March 23

June 22

April 27

All calls are on Fridays from 11:00 am - 11:59 am. The planning committee will develop conference tracks, schedule sessions that focus on particular needs such as small cities track, time from councilors, etc.

If you would like to join the volunteer conference planning committee, please email: Ann.Greif@loc.org or call your name, address, and phone number.

