

CITY of CASCADE LOCKS

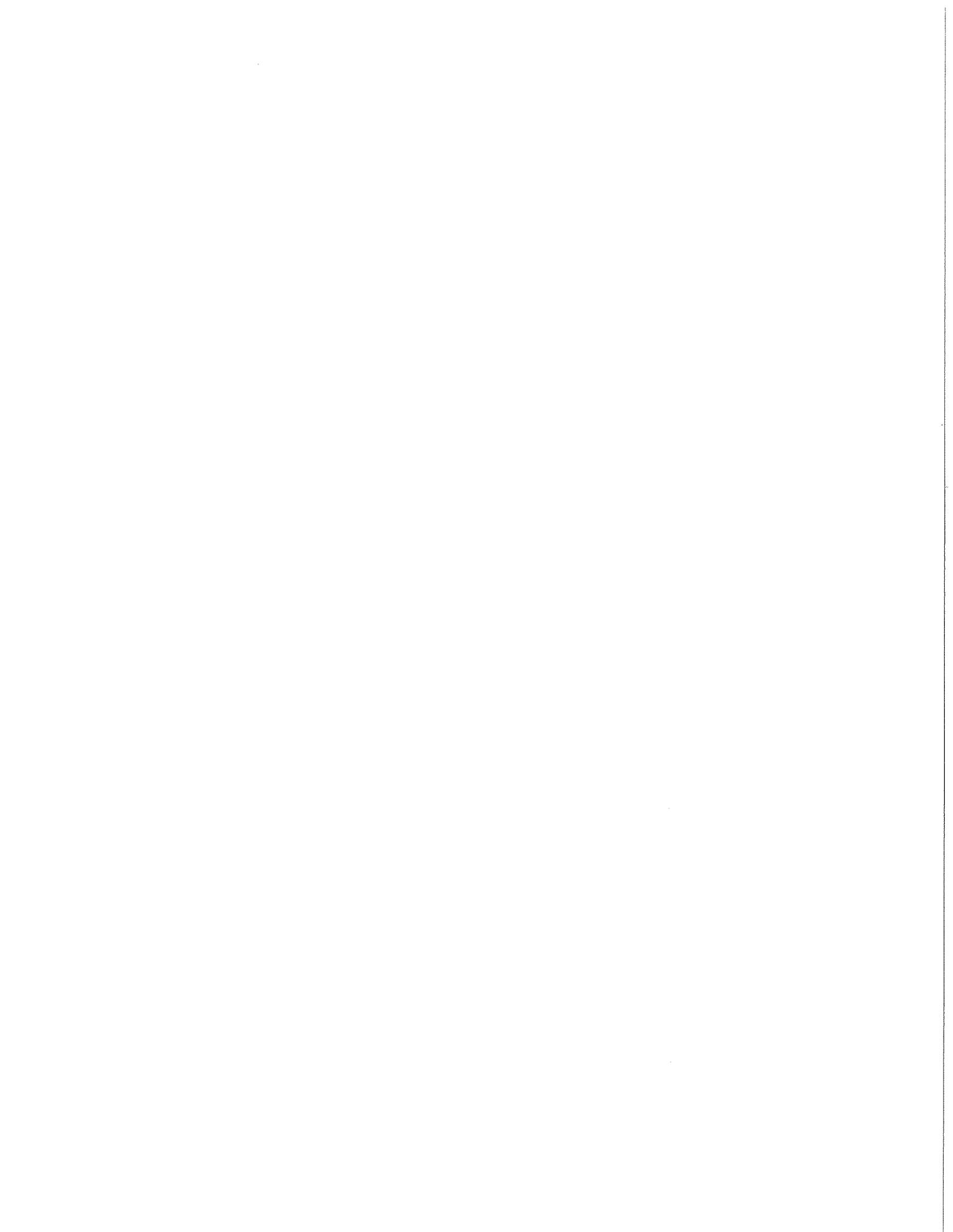
AGENDA

CITY COUNCIL MEETING, Monday, March 9, 2015, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of February 23, 2015 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **Governing Basics Workshop – City County Insurance Services.**
 - b. **Surplus Vehicle Discussion.**
 - c. **EMS Command Vehicle Options.**
 - d. **City Committees.**
 - e. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:01 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Station Captain Jesse Metheny, Auditor Ken Onstott, Hood River County Library District Director Buzzy Nielsen, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** CA Zimmerman suggested visitors be moved ahead in the agenda.
3. **Adoption of Consent Agenda.**

- a. **Approval of February 9, 2015 Minutes.**

- b. **Ratification of the Bills in the Amount of \$ 92,999.47.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

Proclamation Hood River County Reads - Hood River County Library. HRCLD Director Nielsen reported on statistics and financial stability of the Library. He told Council of programs and an effort to bring more programs in for teens and young adults. CM Helfrich said the staff at the Hood River County Library are great with the kids at story time. HRCLD Director Nielsen said the Cascade Locks Branch Story Time is on Saturdays.

HRCLD Director Nielsen gave each Councilor and City Administrator Zimmerman a copy of the book, "Into the Beautiful North" written by Louis Alberto Urrea. He asked Council to support the Proclamation for the 2015 Hood River County Reads project. There was consensus of Council to support the proclamation. CA Zimmerman read the proclamation.

Ken Onstott presented the 2014 Audit Report. He explained that the over budgeted items are not a major issue but are required to be reported. CA Zimmerman explained the \$24.00 in Museum was for the last utility bill. He said the \$999.00 was the donation made by the Lions Club to the Emergency Services Department. He said it wasn't anything that was budgeted for and explained the transferring of funds. CA Zimmerman explained the \$2,147.00 is because the Electric Department had more revenues than was budgeted for. CM Randall said there was an electric heater and a dehumidifier running all winter in the museum. Ken listed comments and recommendations, which included the utility work order system, cash disbursements did not have initial of the authorizing official, process for allocation of administrative costs. He said there was no note of tourism event cash issues this year. Ken also explained the significant deficiencies in his report. He said he appreciated the cooperation of staff during the audit process.

Mayor Cramblett asked about the items not being initialed. Ken explained that part of the approval process should be the check signers verifying that the invoices have been initialed for payment.

4. **Public Hearings.** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None.

b. **Elect Council President.** CM Randall nominated CM Walker for Council President. CM Groves seconded the nomination. There was unanimous vote of the Council to elect CM Walker as Council President.

c. **Approve MOU for Dennis Snyder Construction Transformer.** Mayor Cramblett said that he had reviewed the site and looked at the transformer. He said there is a potential to refurbish the existing transformer. CA Zimmerman said that this has not been to the attorney for Mr. Snyder. He said he would send to their attorney if approved by Council. **Motion:** CM Fitzpatrick moved, seconded by CM Randall, to approve MOU as presented. The motion passed with CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett voting in favor. CM Helfrich opposed.

d. **Approve Purchase of Substation Transformer.** CA Zimmerman said Electric Department Foreman Terry inspected the transformers that Skamania PUD has for sale. He said he also reviewed the inspection reports and estimated the best transformer for a price of \$30,000 plus delivery charges to get it to Cascade Locks. He also explained the estimated cost of refurbishing the Pyramid Substation.

CM Busdieker asked how much life would be left in the 40 year old transformer. CA Zimmerman said hopefully four to eight years. He said that it is currently configured for 20 megawatt and won't be used at full capacity. He said it is like putting in a used battery but hoped that it would last long enough to start recognizing revenues to then purchase a newer transformer. CA Zimmerman said the Port is recruiting business heavily and this way the City will be able to supply the needed power.

Mayor Cramblett explained that deterioration of transformers show a loss of insulation and this particular transformer tested good. CA Zimmerman said the most of the work of upgrading the substation is going to be done in-house. He said we will also be eliminating the low voltage charge from BPA.

CM Helfrich asked what would happen if the transformer goes out. CA Zimmerman said we could switch over to the BPA substation while repairing. He said this is a risk. Mayor Cramblett said what typically takes a transformer down is heat and we are only going to be running at one half or one third the power. He said there is a potential for a lot of growth. He said the City will continually keep an eye out on what we can do. He said he would suggest that the City do the rebuild of Pyramid.

CM Busdieker asked if the rebuild of Pyramid included a second circuit. CA Zimmerman said it does not and that really isn't needed at this point. CM Busdieker said this is not just about the business park, but the whole City. Mayor Cramblett said the City is fed from the lines down Forest Lane. He said if any part of those lines goes down the City is without power. He explained the second circuit is to get flexibility from the substation.

CA Zimmerman explained the \$400,000 price includes the transformer and delivery of it, rebuilding Pyramid, and wire upgrade.

Motion: CM Fitzpatrick moved, seconded by CM Randall, to rebuild Pyramid Substation up to \$300,000 and not to exceed \$100,000 for the wire upgrade. The motion passed with CM's

Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett voting in favor. CM Busdieker opposed.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.

7. **Reports and Presentations.**

a. **City Committees.**

b. **Proclamation Hood River County Reads - Hood River County Library.** This took place earlier in the meeting.

c. **Audit Report.** This took place earlier in the meeting.

d. **EMS Command Vehicle Options.** SC Metheny said the command vehicle is the vehicle that helps them get their job done. He said he has listed several options in the staff report and has searched surplus vehicles extensively and hasn't found anything yet. Mayor Cramblett said there is \$150,000 coming in from the sale of the old fire hall and he would be in favor of using some of that money to purchase a reasonable vehicle. He said Council has done a good job of paying the bills and staying on track. He said he is not looking at a suburban but something that will carry the radio and necessary equipment.

Mayor Cramblett stated that Council was told that the reason for the tower to be included in the new fire station was so that training could happen here in Cascade Locks and not have to travel outside for training. SC Metheny explained that all the training for Firefighter 1 can be done in house at our facility but specialty training for hazardous materials, fire instructor, safety officer, etc., has to be done outside of Cascade Locks. Mayor Cramblett said he didn't want to purchase a large vehicle to use to carry people around to training. He said that vehicle would mainly be used for freeway and not inside the City. He said the freeway is getting busier and the City is required to respond to those freeway accidents within our area of service.

CA Zimmerman said staff will continue to search for a vehicle. He said the closing of the sale of the old fire hall will soon be completed and we will know exact numbers.

CM Helfrich said the City of Portland has a vehicle they use as a first responder and do not send out all vehicles. SC Metheny said this vehicle would be used as a rapid response vehicle and to carry additional man power to the scene. Mayor Cramblett asked how often the command vehicle responds to a scene but leaving other vehicles and equipment at the station. SC Metheny reported on a recent call where two people responded in the ambulance and the other four responded in the first response vehicle. He explained that all six can't be in the ambulance and all leave town with the patient. He said the fire engine wasn't needed for this call and was left at the station. He explained that in the past the fire engine was used to transport people to a scene. He estimated that the engines are left in the bay on 30% of the calls and only use the rapid response vehicle.

SC Metheny said they would like to search for a mid-size sport utility type vehicle. Mayor Cramblett said the command vehicle was at SC Metheny residence most of the time and questioned safety at a residence versus inside the fire station. SC Metheny said the first response vehicle is with whoever is on duty. He said the vehicle is kept within ear shot, in a well-lit area, and alarm set. He said safety measures are mitigated as best they can. Mayor Cramblett asked

about the vehicle being in a warm building versus out in the elements. SC Metheny said the first response vehicle that was being used is a gas engine so doesn't need to be plugged in.

CM Walker said he didn't think Council could look at the \$150,000 for the sale of the old fire hall as a windfall. He said the plan all along has to been to pay back on the loans for the new fire station. He said there was supposed to be a sound wall installed behind the new fire station and that hasn't been done yet so why not use the money for that. He said Council needs to do what we've said we would do. Mayor Cramblett said no one planned on a vehicle breaking down. He said Council has to take care of the situation and this is just one way to consider doing it. SC Metheny said it is appropriate to look at promises that have been made but also to current needs of the community.

Mayor Cramblett explained this was just a funding option. He said he doesn't want anything big to be purchased and wants further research. He said the Emergency Services Department makes their money on the freeway and the City is required to take care of our area if owning an ambulance.

CM Randall said times change and promises or commitments were made. He said Council is still fighting their way out of situations that are anything but desirable. He said when other governmental bodies change they have the power to change what the previous body put in place. He said he is not saying to not honor what was approved in the past but to take a hard look at the future needs of the fire department. He said he would not be against using some of the money from the sale of the old fire hall to get a vehicle that is capable of carrying the radio equipment.

CM Helfrich said the money is supposed to be used to repay the loan for the new fire station. He said the Finance Committee could help to find funding for a vehicle. He said there has to be another way to purchase another vehicle. He said he would not support the proceeds from the sale of the old fire hall to purchase another vehicle. CM Busdieker said she agreed.

Mayor Cramblett said this Council has been operating on a tight budget and paying bills that weren't being paid. He said he doesn't see any money in the budget to purchase a vehicle. He said there isn't any money in Emergency Services to pay for a vehicle. Mayor Cramblett said the Fire Department is already at 76% of their budget. CA Zimmerman suggested tabling this item until exact figures are known and additional research is done. CM Busdieker thanked SC Metheny for his comprehensive report.

e. City Light Dump Truck Options. CA Zimmerman said staff found a couple of 10-yard dump trucks in Pendleton. He suggested an amount of \$45,000. He said the truck could be expensed from Water, Sewer, Streets, and Power funds as they will all be using the vehicle. Mayor Cramblett asked if all departments had a use for this size vehicle and wasn't being purchased just to tow equipment. CA Zimmerman explained the uses for this size vehicle. CM Helfrich asked if the truck would be used for sanding and plowing. CA Zimmerman said the vehicle would be too big for the side streets. **Motion:** CM Helfrich moved, seconded by CM Busdieker, to authorize staff to find the best 10 yard dump truck for City use for less than or equal to \$45,000 and to fund the purchase from the Capital Reserve Funds for Water, Wastewater, Streets, and Electric reserves.

Mayor Cramblett questioned using funds from the Street Fund. CA Zimmerman said he would try to objectively figure out allocations. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

f. **City Administrator Zimmerman Report.** CA Zimmerman reminded Council of the Joint Planning Commission/City Council work session regarding the City's Community Development Code on March 12, 2015 at 7:00 PM. He reported that he would be meeting with the Oregonian Editorial Board on Wednesday and attending the annual CIS Conference on Thursday and Friday. CA Zimmerman said he would be gathering information from similar size cities that operate an electric utility for a wage and salary study. He reminded all that March 8th is Daylight Saving Time and to set clocks ahead an hour. CA Zimmerman said the digger/derrick truck had been ordered and delivery is expected next week. He also reported that Race Fisher had passed his journeyman lineman test.

8. **Mayor and City Council Comments.** CM Helfrich said Council's do change and this Council has been together now for a couple of years and one thing that has been discussed is being held accountable. He said he appreciated the hard work of staff on the issue of the rapid response vehicle.

CM Fitzpatrick said a lot of money has been spent tonight. He said, hopefully, this is the first step in getting businesses into the industrial park. He said the City still needs to upgrade the substation and get the water project going. CA Zimmerman updated Council on the status of the water project. He also reported that the sewer treatment plant telemetry issues should be completed by the end of the week.

CM Busdieker reported that the Port of Cascade Locks is sponsoring an all-day hiking clinic this weekend. She said that close to 100 people have signed up for this clinic.

CM Walker said things are moving forward with getting ready for business in the industrial park. He said he thought things were looking good.

CM Randall asked SC Metheny if he was excited about finishing up his training. SC Metheny said there has been a low call volume and he has to complete 130 calls but hope to have that completed by the end of March. CM Randall commended SC Metheny for sticking with it. CM Busdieker said she appreciated all his hard work.

CM Groves thanked staff for continuing to make things happen.

Mayor Cramblett asked about the progression with CATV. CA Zimmerman said he was meeting with Gorge.net tomorrow to discuss the transition of equipment. He reported on some channel issues and trying to work through that with suppliers.

Mayor Cramblett said he would be going to Washington, D.C. along with the Port of Cascade Locks to do some lobbying for the City. He said he went last year and paid for the trip himself. He said he has asked the City to pay \$1,000 toward this trip. He said \$1,000 will not cover all expenses but he will pay for the remainder. Mayor Cramblett asked if Council approved of that expenditure. There was consensus of Council.

Mayor Cramblett thanked CA Zimmerman for his work on taking care of the issue of the dead tree on Port property near the UPRR and East Wind Drive In.

9. **Other matters.** Mayor Cramblett asked about receiving the City Administrator's report the night of the Council meeting. He said Council is taking action on items listed in the CA Report. CA Zimmerman explained that the issues in the CA Report are issues that have come up since the packet was distributed. He said he normally doesn't put it together until Monday afternoon of the meeting. Mayor Cramblett said Council is acting on items that they haven't had time to even read about.
10. **Executive Session as may be required.** None.
11. **Adjournment. Motion:** CM Busdieker moved, seconded by CM Helfrich, to adjourn. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. The meeting was adjourned at 9:05 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

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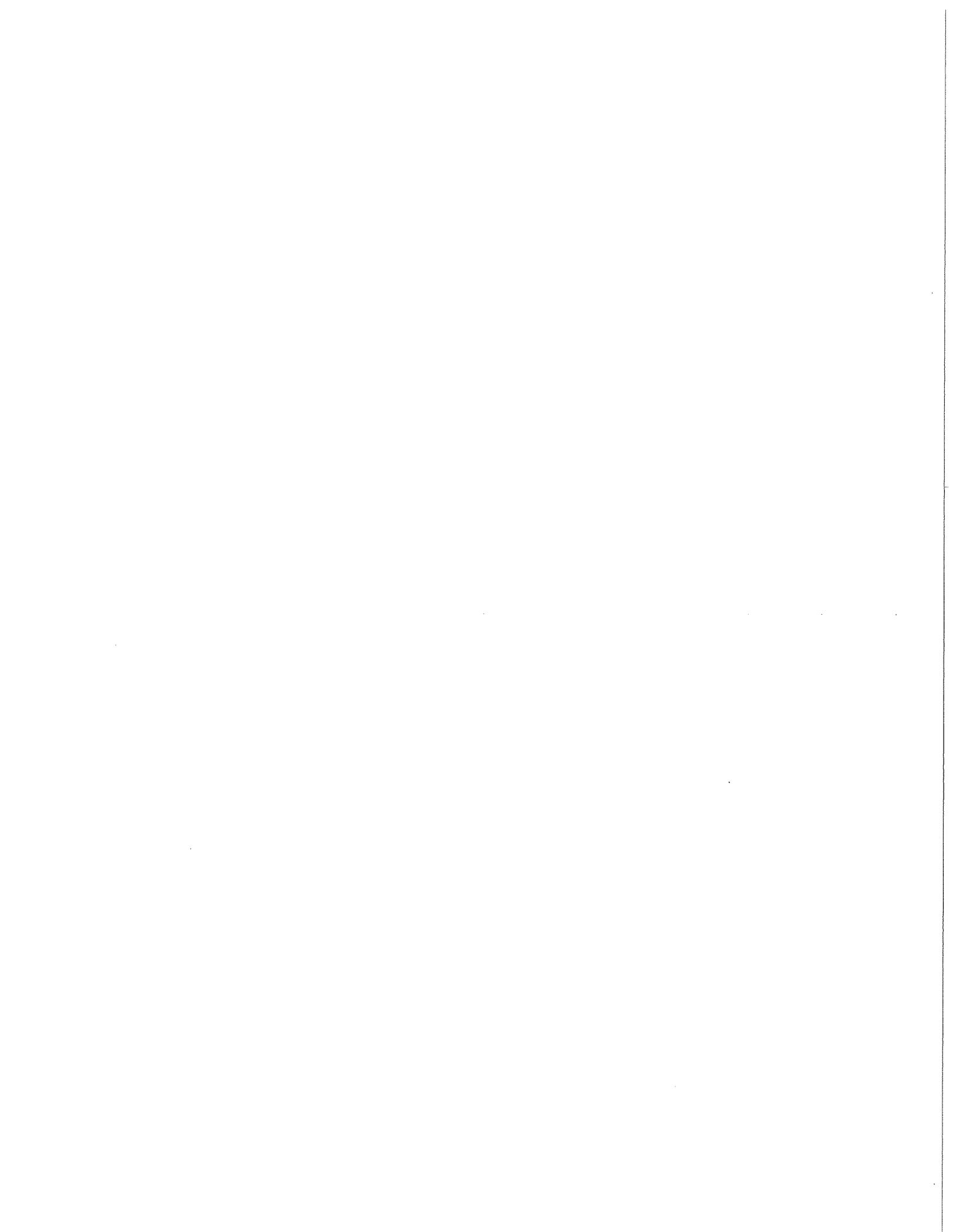
DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
2/20/2015	PR	\$ 53,959.76
2/20/2015	A/P	\$ 19,500.00
2/25/2015	A/P	\$ 41,000.00
2/27/2015	A/P	\$ 105,503.18

GRAND TOTAL \$ 219,962.94

APPROVAL:

Mayor



Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5584	02/15	02/19/2015	6933	14185	Utility Fleet Sales, Ltd.	down payment for digger derrick truck	5645163941	19,500.00
Total 5584:								19,500.00
Grand Totals:								19,500.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
56-21010	.00	19,500.00-	19,500.00-
56-451-63941	19,500.00	.00	19,500.00
Grand Totals:	19,500.00	19,500.00-	.00

Report Criteria:
Report type: GL detail

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5617	02/15	02/25/2015	6936	022515	Woodpecker Truck & Equipment	1997 10 Yard Dumptruck	5640363941	2,000.00
5617	02/15	02/25/2015	6936	022515	Woodpecker Truck & Equipment	1997 10 Yard Dumptruck	5642163941	4,000.00
5617	02/15	02/25/2015	6936	022515	Woodpecker Truck & Equipment	1997 10 Yard Dumptruck	5643163941	4,000.00
5617	02/15	02/25/2015	6936	022515	Woodpecker Truck & Equipment	1997 10 Yard Dumptruck	5645163941	31,000.00
Total 5617:								41,000.00
Grand Totals:								41,000.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
56-21010	.00	41,000.00-	41,000.00-
56-403-63941	2,000.00	.00	2,000.00
56-421-63941	4,000.00	.00	4,000.00
56-431-63941	4,000.00	.00	4,000.00
56-451-63941	31,000.00	.00	31,000.00
Grand Totals:	41,000.00	41,000.00-	.00

Report Criteria:
Report type: GL detail

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5585	02/15	02/27/2015	4910	20098106 2/	Andrea Meyer	Refund Deposit	5121130	13.09
Total 5585:								13.09
5586	02/15	02/27/2015	6839	81699247	Bound Tree Medical, LLC	Meds/supplies	0540562351	183.38
5586	02/15	02/27/2015	6839	81699248	Bound Tree Medical, LLC	disinfectant spray	0540562351	10.69
Total 5586:								194.07
5587	02/15	02/27/2015	6900	V500321	BSK Associates	water testing	2140562150	90.00
Total 5587:								90.00
5588	02/15	02/27/2015	820	60789	CH2M HILL ENGINEERS INC.	Monthly Payment	3140562700	7,358.33
Total 5588:								7,358.33
5589	02/15	02/27/2015	6934	021515	Columbia Gorge Inn	refund overpayment 2nd quarter kiosk	0821115	45.00
Total 5589:								45.00
5590	02/15	02/27/2015	1120	B94042	COLUMBIA HARDWARE, LLC	grass seed	0140462520	59.75
5590	02/15	02/27/2015	1120	B94042	COLUMBIA HARDWARE, LLC	keys	2140562560	7.96
Total 5590:								67.71
5591	02/15	02/27/2015	1290	19813	CRUISE MASTER PRISMS, INC	glaes plaque	0540562028	244.25
Total 5591:								244.25
5592	02/15	02/27/2015	6912	57	db design	contract support	0840562110	1,249.25
Total 5592:								1,249.25
5593	02/15	02/27/2015	6779	022015	Dennis Mulienburg	Reimburse for parts for air system on E9	0540562441	52.92

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5593:								
5594	02/15	02/27/2015	1450	ARK41193	DEPT OF ADMINISTRATIVE SERVICE	misc state surplus items for PW	2140562660	38.25
5594	02/15	02/27/2015	1450	ARK41193	DEPT OF ADMINISTRATIVE SERVICE	misc state surplus items for PW	3140562660	38.25
Total 5594:								
5595	02/15	02/27/2015	1530	FEB 2015	DISH NETWORK	Programming	4140562740	400.00
Total 5595:								
5596	02/15	02/27/2015	1640	6268	ELMER'S FLAG AND BANNER	eagle for council flag pole	0140462620	27.00
Total 5596:								
5597	02/15	02/27/2015	6878	450-1269	Gannett Co., Inc	programming	4140562740	320.05
Total 5597:								
5598	02/15	02/27/2015	2420	ELSHOP-201	HOOD RIVER CO. - FINANCE	Building Permit for New EL Shop	5645163941	1,734.16
Total 5598:								
5599	02/15	02/27/2015	2840	022315	JESSE METHENY	station supplies	0540562351	114.77
Total 5599:								
5600	02/15	02/27/2015	6930	3151965	Jones & Bartlett Learning, LLC	Firefighter Skills Book	0540562020	293.21
Total 5600:								
5601	02/15	02/27/2015	6874	JAN 2015	LIN Television Corporation	programming	4140562740	250.85
Total 5601:								
5602	02/15	02/27/2015	3160	021215	MARIANNE BUMP/PETTY CASH	overnight check for diggerderrick	0140162055	19.99
5602	02/15	02/27/2015	3160	021215	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5140562780	5.75

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5602:								
5603	02/15	02/27/2015	3380	KPDX JAN 2	Meredith Corporation	Retransmission	4140562740	51.90
5603	02/15	02/27/2015	3380	KPTV JAN 2	Meredith Corporation	Retransmission	4140562740	147.05
Total 5603:								
5604	02/15	02/27/2015	3970	APRIL TRAI	OAWU	Water Cert Review Class	2140562020	275.00
Total 5604:								
5605	02/15	02/27/2015	4910	100004300 2	ODFW	Refund Credit Balance on Account	5130543850	196.14
Total 5605:								
5606	02/15	02/27/2015	4020	ME115908	ODOT-FUEL SALES	Fuel	0140162020	8.82
5606	02/15	02/27/2015	4020	ME115908	ODOT-FUEL SALES	Fuel	0140462530	287.31
5606	02/15	02/27/2015	4020	ME115908	ODOT-FUEL SALES	Fuel	0540562420	676.61
5606	02/15	02/27/2015	4020	ME115908	ODOT-FUEL SALES	Fuel	2140562530	189.98
5606	02/15	02/27/2015	4020	ME115908	ODOT-FUEL SALES	Fuel	3140562530	19.60
5606	02/15	02/27/2015	4020	ME115908	ODOT-FUEL SALES	Fuel	5140562200	697.95
5606	02/15	02/27/2015	4020	ME116025	ODOT-FUEL SALES	Fuel	0140462530	77.14
5606	02/15	02/27/2015	4020	ME116025	ODOT-FUEL SALES	Fuel	0340562530	124.62
5606	02/15	02/27/2015	4020	ME116025	ODOT-FUEL SALES	Fuel	0540562420	267.06
5606	02/15	02/27/2015	4020	ME116025	ODOT-FUEL SALES	Fuel	2140562530	255.66
5606	02/15	02/27/2015	4020	ME116025	ODOT-FUEL SALES	Fuel	3140562530	131.04
5606	02/15	02/27/2015	4020	ME116025	ODOT-FUEL SALES	Fuel	5140562200	725.94
Total 5606:								
5607	02/15	02/27/2015	6935	C18149-1	Oregon Travel Experience	multifalls kiosk 1 year payment	0840562160	900.00
Total 5607:								
5608	02/15	02/27/2015	4640	FEB 2015	PITNEY BOWES INC	Postage	0140162055	251.00
Total 5608:								
5609	02/15	02/27/2015	4810	15684	PRINT IT	UB stock	0140162010	613.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5609	02/15	02/27/2015	4810	15971	PRINT IT	award posters	0540562028	86.00
5609	02/15	02/27/2015	4810	16142	PRINT IT	white cortex	0140162010	15.00
Total 5609: 714.00								
5610	02/15	02/27/2015	6824	975149 215	Providence Health & Services	medical eval	0540562017	74.00
Total 5610: 74.00								
5611	02/15	02/27/2015	6780	19407463	Ricoh Americas Corporation	Lease	0140162120	236.80
Total 5611: 236.80								
5612	02/15	02/27/2015	6886	JAN 2015	Sinclair Television Group, Inc.	retransmission	4140562740	380.60
Total 5612: 380.60								
5613	02/15	02/27/2015	5510	8033203424	STAPLES CONTRACT & COMMERCIA	battery	0540562010	9.15
Total 5613: 9.15								
5614	02/15	02/27/2015	6070	911552	TWGW, INC NAPA AUTO PARTS	pick stick	2140562560	19.03
5614	02/15	02/27/2015	6070	912702	TWGW, INC NAPA AUTO PARTS	air hose replacement parts	0540562440	42.82
5614	02/15	02/27/2015	6070	913488	TWGW, INC NAPA AUTO PARTS	spill diapers	5140562780	49.46
Total 5614: 111.31								
5615	02/15	02/27/2015	6110	FEB 2015	U.S. POSTAL SERVICE	UB Postage	0140162055	273.70
Total 5615: 273.70								
5616	02/15	02/27/2015	6370	12151	WAPITI AERIAL SERVICES	Inspections/Tests	5140562201	556.28
5616	02/15	02/27/2015	6370	12151	WAPITI AERIAL SERVICES	Inspections/Tests	5140562201	139.07
Total 5616: 695.35								
2271501	02/15	02/27/2015	440	JAN15-PWR	BPA	Power Bill	5140562820	56,980.00 M
2271501	02/15	02/27/2015	440	JAN15-PWR	BPA	Power Bill	5140562820	8,885.00 M

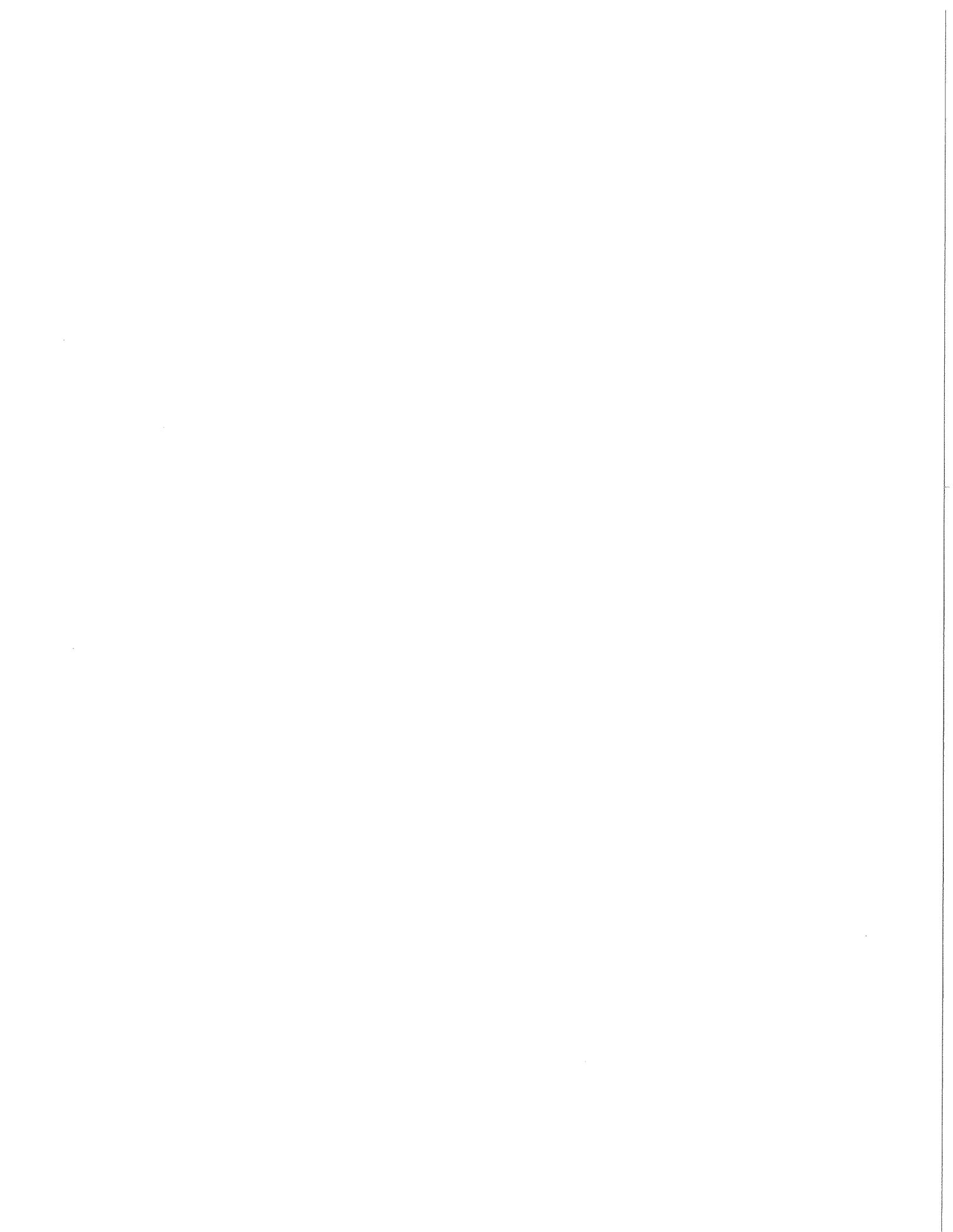
Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2271501:								
2271502	02/15	02/27/2015	440	JAN15-TRNO	BPA	Transmission Bill	5140562821	14,622.00 M
2271502	02/15	02/27/2015	440	JAN15-TRNO	BPA	Transmission Bill	5140662821	2,280.00 M
Total 2271502:								
2271503	02/15	02/27/2015	6080	JAN 2015	U S BANK	Bank Fees	0140162110	310.50 M
Total 2271503:								
2271504	02/15	02/27/2015	6090	4393 2/15	U S BANK CC	office supplies	0140162010	29.00 M
2271504	02/15	02/27/2015	6090	4393 2/15	U S BANK CC	radios	5140562870	86.50 M
2271504	02/15	02/27/2015	6090	4393 2/15	U S BANK CC	radios	5642163941	1,460.17 M
Total 2271504:								
2271505	02/15	02/27/2015	6090	2974 2/15	U S BANK CC	ipad data plan	0540562050	14.99 M
2271505	02/15	02/27/2015	6090	2974 2/15	U S BANK CC	background check	0540562110	10.00 M
Total 2271505:								
2271506	02/15	02/27/2015	6090	2305 2/15	U S BANK CC	protective clothing	5140562210	181.89 M
2271506	02/15	02/27/2015	6090	2305 2/15	U S BANK CC	credit	5140562210	61.50- M
Total 2271506:								
2271507	02/15	02/27/2015	6090	8773 2/15	U S BANK CC	advertise at the airport	0840562115	350.00 M
Total 2271507:								
								350.00
Grand Totals:								106,503.18

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	2,209.01-	2,209.01-
01-401-62010	657.00	.00	657.00
01-401-62020	8.82	.00	8.82
01-401-62055	544.69	.00	544.69
01-401-62110	310.50	.00	310.50
01-401-62120	236.80	.00	236.80
01-404-62520	86.75	.00	86.75
01-404-62530	364.45	.00	364.45
03-21010	.00	124.62-	124.62-
03-405-62530	124.62	.00	124.62
05-21010	.00	2,079.85-	2,079.85-
05-405-62010	9.15	.00	9.15
05-405-62017	74.00	.00	74.00
05-405-62020	293.21	.00	293.21
05-405-62028	330.25	.00	330.25
05-405-62050	14.99	.00	14.99
05-405-62110	10.00	.00	10.00
05-405-62351	308.84	.00	308.84
05-405-62420	943.67	.00	943.67
05-405-62440	42.82	.00	42.82
05-405-62441	52.92	.00	52.92
08-21010	.00	2,544.25-	2,544.25-
08-21115	45.00	.00	45.00
08-405-62110	1,249.25	.00	1,249.25
08-405-62115	350.00	.00	350.00
08-405-62160	900.00	.00	900.00
21-21010	.00	875.88-	875.88-
21-405-62020	275.00	.00	275.00
21-405-62150	90.00	.00	90.00
21-405-62530	445.64	.00	445.64
21-405-62560	65.24	.00	65.24
31-21010	.00	7,547.22-	7,547.22-
31-405-62530	150.64	.00	150.64
31-405-62560	38.25	.00	38.25
31-405-62700	7,358.33	.00	7,358.33
41-21010	.00	1,550.45-	1,550.45-
41-405-62740	1,550.45	.00	1,550.45
51-21010	61.50	85,419.07-	85,357.57-

GL Account	Debit	Credit	Proof
51-21130	13.09	.00	13.09
51-305-43850	196.14	.00	196.14
51-405-62200	1,423.89	.00	1,423.89
51-405-62201	556.28	.00	556.28
51-405-62210	181.89	61.50-	120.39
51-405-62780	55.21	.00	55.21
51-405-62820	56,980.00	.00	56,980.00
51-405-62821	14,622.00	.00	14,622.00
51-405-62870	86.50	.00	86.50
51-406-62201	139.07	.00	139.07
51-406-62820	8,885.00	.00	8,885.00
51-406-62821	2,280.00	.00	2,280.00
56-21010	.00	3,214.33-	3,214.33-
56-421-63941	1,480.17	.00	1,480.17
56-451-63941	1,734.16	.00	1,734.16
Grand Totals:	105,626.18	105,626.18-	.00

Report Criteria:
Report type: GL detail



CASCADE LOCKS STAFF REPORT

Date Prepared: March 3, 2015

For City Council Meeting on: March 9, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Surplus Vehicle Discussion

SYNOPSIS: The City has several vehicles that are no longer needed or wanted that could be declared surplus which would free up some revenue to help in critical areas. Some of these vehicles have been replaced by newer acquisitions. Some are no worth the expense to bring them up to usable condition.

Emergency Services Department

1. 2001 Dodge Durango 4x4 SLT 4.7 Liter V8 with 115,000 miles, blown head gasket, automatic transmission, Estimated value is \$2,000. This is the current inoperable Fire Department command vehicle that has had the engine replaced several times.
2. 1984 Chevy Custom Deluxe brush rig 4x4 350 V8 with Pierce apparatus body. The engine doesn't work (unknown problem) and the vehicle is missing the radiator. Automatic Transmission, dual rear wheels, 300 gallon poly tank. Estimated value is \$2,000.

Administration Department

3. 2001 Honda Civic, estimated value is \$1,000 (cars.com estimate). Former OEO car. The value of this car could go to the Emergency Services Department to help replace the command vehicle.

Public Works Department

4. 1995 Dodge 1 yard Dump Truck, estimated value is \$5,000. Any revenue from the sale of this truck would be placed back into the repair of the 5 yard dump truck. After surplus, the City would have a 1 yard dump truck, a 5 yard dump truck, and a 10 yard dump truck which provides a variety of tools for our departments. The cost to repair the 5 yard dump truck is being determined. Any excess funds would be returned to the Capital Reserve fund.

If the Council agrees with to surplus these vehicles, we will begin immediately to find the best avenue to dispose of them. We will need to create a resolution to formally designate these vehicles as surplus which can be done for the next Council meeting.

AGENDA ITEM NO: 7.C

CASCADE LOCKS STAFF REPORT

Date Prepared: March 3, 2015

For City Council Meeting on: March 9, 2015

TO: Honorable Mayor and City Council

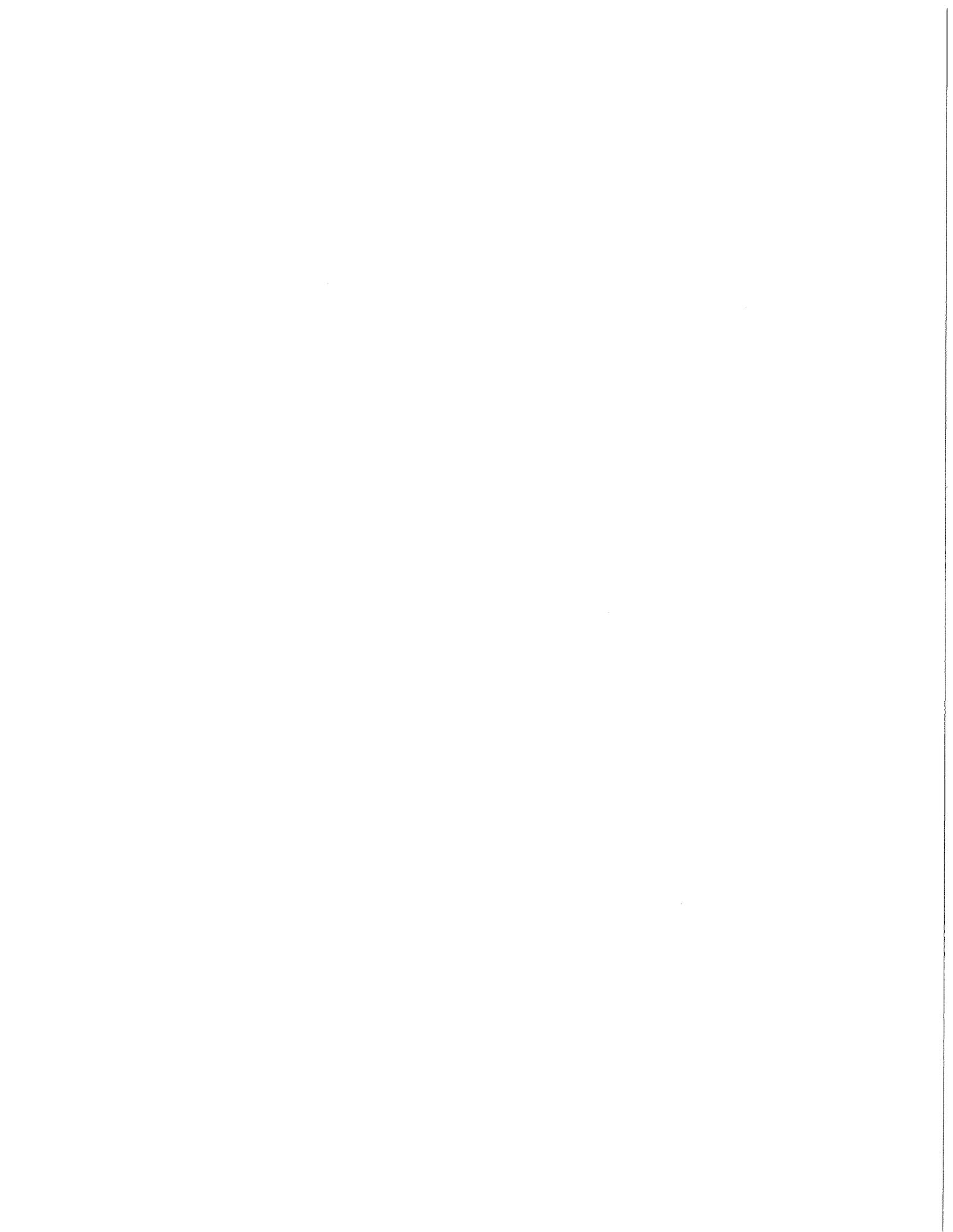
PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: EMS Command Vehicle Options.

SYNOPSIS: The purpose of this report is to let the Council know what we are finding concerning the replacement of the command vehicle. We haven't found the right vehicle yet, nor do we know the exact nature of the funding available. If the surplus vehicles bring as much resource as we anticipate, we may be able to purchase a vehicle from State surplus. It could also be used as a down payment on a vehicle (new or used) which we would then finance over 60 months. We are still putting together the budget for the next fiscal year to see what room might be available. Again, this is just to inform the Council of the steps taken to replace the command vehicle.

Your comments are welcome.

If you haven't filled out your survey from the last meeting notes, please do so at your convenience and return them to Captain Metheny.



Gordon Zimmerman

From: Jesse Metheny <jmetheny@cascadelocksfire.com>
Sent: Monday, March 02, 2015 2:55 PM
To: Gordon Zimmerman
Subject: Fwd: Re: Command vehicle
Attachments: 2006 Chevy Tahoe \$14,800.pdf; 2008 Ford Exp \$16,000.pdf; 2009 Ford Exp \$15,900.pdf; 2014 Ford Interceptor.docx

Gordon,
Been talking with the state and looking at surplus used vehicles and packages available from around the country. Here's the basics.

STATE SURPLUS: The vehicle inventory is very low right now but they are expecting to start receiving more inventory within the next couple months from last years surplus. An example of vehicles is one MCFR picked up 2 years ago. It was a 2003 Tahoe with over 100,000 miles (unknown exact) and it was \$5575.00. Not a lot of great options here.

USED: We can get into a used SUV type command vehicle for around \$15,000 with less then 100,000 miles on it. I've attached some examples of whats currently for sale. Again it's used and unknown but there are some options.

NEW: We can purchase a package deal for around \$40,000-50,000 for a new command vehicle. These vehicles are made for the purpose and well suited to do the job. This is a new vehicle so maintenance costs will be minimal for some time. I have attached one such example.

Hood River Fire is purchasing a new Tahoe right now for \$37,000. We could move a lot of the existing equipment over from our command vehicle and only have to purchase a few lights and graphics, probably costing an additional \$3,000-5,000 putting us right at \$40,000 for a new Chevy Tahoe. I can get you specs and Manufacturer info on this vehicle if you would like.

I feel that the last option is probably our best. Purchase a Chevy Tahoe at State contract price and move the radios and equipment over from our existing vehicle to save some costs.

We will have some funds from vehicle surplus as we have discussed. My thoughts are that the funds from surplussing these other vehicles should cover our costs for graphics, emergency lights, and radio installation. The vehicle will have to be financed or get approval to use the sale of the old fire hall funds. I believe the beginning fund balance is sufficient to purchase the vehicle but I'm not sure how the budget laws pertain to projects like this and what we are allowed to do. Your input would be much appreciated.

Thanks

STATION CAPTAIN JESSE METHENY
CASCADE LOCKS FIRE & EMS
Office (541) 374-8510
Fax (541) 374-8152
Cell (541) 515-1914

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PUBLIC RECORDS DISCLOSURE: This is a public document.

This email is subject to the State Retention Schedule and may be made available to the public.

----- Original Message -----

Subject:Re: Command vehicle

Date:Mon, 2 Mar 2015 13:23:24 -0800

From:Devon Wells <Devon@hoodriverfire.com>

To:Jesse Metheny <jmetheny@cascadelocksfire.com>

Hubbard Chevrolet has the state so they are less expensive and you don't have to get bids. I am looking into a Tahoe that's about \$37000, plus graphics, radios, lights, and siren.

Gresham Ford is the state contractor for Fords.

Devon Wells
Fire Chief
Hood River Fire & EMS

> On Mar 2, 2015, at 13:07, Jesse Metheny <jmetheny@cascadelocksfire.com> wrote:

>

> Chief,

> I have permission from council to research some options for replacing our command vehicle. I was wondering who you have purchased yours through, and if you have any ideas or recommendations on where to look for some good options? We are looking into new and used options. Any help would be much appreciated.

>

> -----

>

> STATION CAPTAIN JESSE METHENY

> CASCADE LOCKS FIRE & EMS

> Office (541) 374-8510

> Fax (541) 374-8152

> Cell (541) 515-1914

>

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>

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> and may be made available to the public.

>



2006 Chevy Tahoe 4x4 Command Unit

- 2006 Chevy Tahoe 4x4 Command Unit
- Chevrolet Chassis
- Heavy Duty Service Package
- Mileage: 61,000
- Dual Batteries
- High Output Alternator
- Skid Plates
- Power Driver Seat
- Power Windows & Locks
- Remote Entry
- Full Whelen + D&R Emergency Equipment
- Side Window Lights
- Rear Traffic Advisor
- Headlight & Tail Light Wig Wags
- Rear Command Centers (2 Styles To Choose From)
- Bumper Mounted Siren Speaker & Lighting (Forward & Side Intersection)
- Complete PM & DOT certification

Special Offer - We will include rear NFPA Chevrons & Side Body Graphics. Purchaser To Supply Digital File Of Their Logo/Crest.
Contact for info.

Contact Us

Office: 866-285-9305

Email: sales@firetruckmall.com

Website: www.firetruckmall.com

15410 US HIGHWAY 231

UNION GROVE, AL 866-285-9305

STK# 05861



ABOUT BRINDLEE MOUNTAIN FIRE APPARATUS Brindlee Mountain Fire Apparatus is one of the world's largest used fire truck sales and service companies. Based just outside Huntsville, Alabama, the company has forty-five full-time personnel occupying over 12,000 square feet which includes office space and fourteen apparatus service bays. Our campus also includes two on-site pump testing facilities. BMFA's mechanics, all of whom are EVT certified, perform pump tests, general repairs, preventative maintenance, and body, collision, and paint work on over 500 fire trucks each year. Visit us online at www.FireTruckMall.com.



2008 Ford 4x4 Expedition XLT Command Vehicle

- 2008 Ford 4x4 Expedition XLT Command Vehicle
- Code 3 Electronic Siren/Light Control
- Window Vent Shades
- Factory Running Boards
- Splash Guards
- Safety Screen Behind Back Seat
- Wood Storage Module in Rear
- Front Center Console
- 3 Roof Antenna Mounts
- White/Red Reflective Striping
- Ford Chassis
- Flashing Headlights
- Code 3 Grille LED's
- Code 3 LED Light Bar
- Light Bars Include Alley and Take Downs
- Mileage: 52,000

Contact Us

Office: 866-285-9305

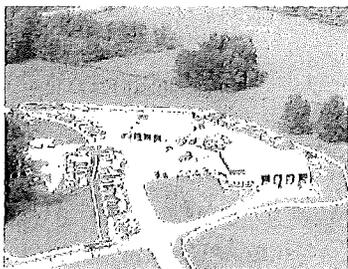
Email: sales@firetruckmall.com

Website: www.firetruckmall.com

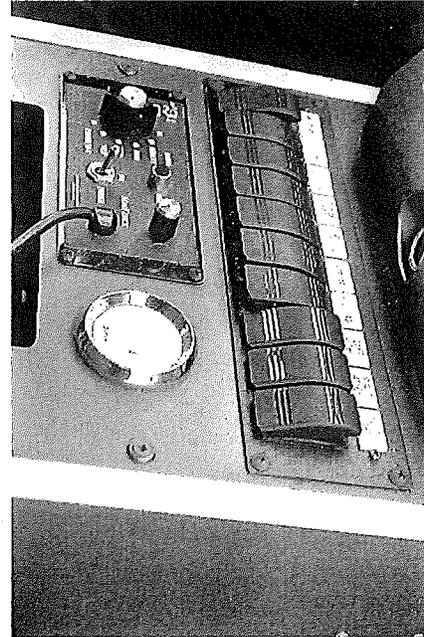
15410 US HIGHWAY 231

UNION GROVE, AL 866-285-9305

STK# 06101



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2009 Ford Expedition Command Unit

- 2009 Ford Expedition Command Unit
- Seating for 4
- Ford Engine
- Mileage: 105,020
- Ford Chassis
- Expedition XLT Chassis
- Ford Automatic Transmission
- Additional Equipment not included with purchase.

Contact Us

Office: 866-285-9305

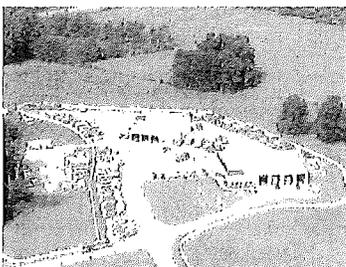
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15410 US HIGHWAY 231

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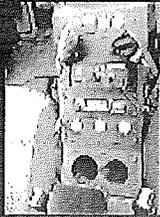
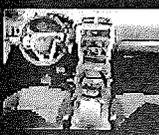
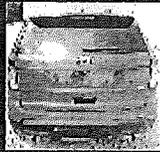
2014 Ford Utility Interceptor AWD Command Vehicle for Fire, Police, EMS (00741)



< Previous

1 of 14

Next >



General Specs

- 5 Year 100,000 Mile Power Train Warranty
- 3 Year 36,000 Mile Bumper to Bumper Warranty
- 3.7 Liter V6 300 HP
- All Wheel Drive
- Ford Factory Receiver Hitch (Added By OEM)
- Backup Camera
- Rear Bumper Sensors
- Keyless Entry
- Ford Microsoft Sync with Blue Tooth Hands free
- AM/FM/CD/MP3
- Jotto Center Console with Armrest, Cup Holders and Locking Safe Storage
- Kenwood Analog Radios Mounted In Front Console
- 3 Extra Power Points on center console
- Master Battery Disconnect Switch
- Federal Signal PA640 Slide Switch Siren Controller
- Brookings ILS Super LED Window Mounted Light Bar with LED Take Downs
- Hide away LED (2 In each Taillight, 1 each Headlight)
- LED Fog Light Housing
- Brookings Industries Headlight Flasher
- LED Cargo lights mounted on rear hatch to shine on command cabinet
- Fenlex 6 head super LED traffic advisor In rear window with cut off switch
- Fenlex 200 Dual Head lights mounted in each rear side window
- HG2 LED 72" Running Board Lights under vehicle on each side between the wheels
- All Lights on this unit are Red and White in color
- Many Other Options, Colors and Configurations available on any of our stock units

Asking \$41,500

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CITY of CASCADE LOCKS – Tourism Committee *Minutes*

TOURISM COMMITTEE MEETING, Monday, February 2, 2015, 7:00 PM, City Council Chambers

1. **Call Meeting to Order & Roll Call** – Meeting was called to order at 7:10pm. Present: Debbie Fine, Caroline Park, Aurora DeVal, Marie Miller, Cindilee Baseman. Others attending: Gordon Zimmerman, City Administrator, Deanna Busdieker, Tourism Staff, Holly Howell, Port of CL.
2. **Amendments to the Agenda** - None
3. **Comments by the General Public** – Holly Howell with the Port of Cascade Locks reported that the 2015 Calendar Updates are coming soon. She attended the US Sailing Symposium in New Orleans. New rental fees for Port properties have been approved. Howell suggested a photo with everyone around one of the bike signs, sent to Rebecca Sergeant, which was agreed upon. Howell asked what, if any, plans were for the Bridge of the Gods mural repaint. Discussion on this will be included on the March 2 agenda.
4. **Discussion/Declaration of Potential Conflicts of Interest** - None
5. **Approval of Minutes Presented: January 5, 2015.** Motion was made by DeVal, seconded by Park, to approve minutes of January 5, 2015 as presented. Motion carried unanimously.
6. **Approval of Financials: Statements Ending December 31, 2014.** Motion was made by Baseman, seconded by DeVal, to approve Financial Statements ending Dec. 31, 2014. Motion carried unanimously.
7. **Approval of Bills** - None
8. **Budget Review as of December 31, 2014** – Miller presented an update of the FY 2014-15 Budget. The committee will be planning a new budget for FY 2015-16 soon.
Note: TM Fine left the meeting from the conference call at 7:35pm.
9. **Staff Support Report** – Deanna Busdieker. The Mult. Falls kiosk panel is at the printer after proof approved. This will be sent to OTE (Salem) once ready for installation. All the bike signs are installed with almost all the bike racks now in place. Our Welcome Center additional coverage for online brochure had a glitch when the version was too large to scan. We will look into adding the brochure online once we have created a new one. Meantime, the Portland Airport Welcome Center will have our brochures. Busdieker is asking for more photos from the community, and working on the Flash Report.
10. **Old Business**
 - A. **Tourism Matching Grant, Final Review** – The committee reviewed the matching grant guidelines and application. Two changes were made: Highlight the statement “Applicants should be able to demonstrate the ability to execute its project without depending on the continued financial assistance from these funds. It should be the intent of the organization to be self-sustaining.” And add a check box on the first page of the application for Organization.

Motion made by Miller, seconded by DeVal, to approve the Tourism Matching Grant Application with these changes included. Motion carried unanimously. The form will be placed online in pdf format, with possible FAQ developed from submissions.
 - B. **Oregon Governor’s Conference on Tourism** – The committee discussed the conference schedule and decided to complete registration and lodging arrangements ASAP. Motion by DeVal, seconded by Baseman, to register two people from tourism to attend the conference. Motion carried unanimously.
 - C. **Brochure Meeting Results and Discussion** – Busdieker and Miller met with Shirley Carr to discuss our brochure distribution. It was agreed that our current brochure is quickly becoming outdated and not sending the messages we want to provide to visitors. Additions were made to the list for brochure distributions (both personally delivered and mailed). Busdieker will begin designing a new brochure with estimates for a 3-panel format, for 10,000 first run.

- D. **Transportation Updates** – Busdieker reported on the meeting with Greyhound Bus Company. They will look into the possibility of making Cascade Locks a regular stop, east and west bound, checking with locations on where this might be best optimized. Miller reported on input given to ODOT with transportation needs in the region for non-motorized vehicle visitors.
- E. **PCT News & Updates** – Park reported on meetings with map designs for trail towns and photo cut-out opportunities located in the community. The photo cut-outs are being sponsored by Danner Footwear Company.

11. New Business

- A. **Election of Committee Chair** – Motion made by DeVal, seconded by Park, to elect Miller as Committee Chairman for 2015. Motion carried unanimously.
- B. **City Wide Garage Sale Award** – The committee received interest from two individuals to take over the City Wide Garage Sale Days event. Information was shared on the two bidders: Brenda Wood and Samantha Verschuren. It was motioned by DeVal, seconded by Park, to have Busdieker contact the two with a list of clarifications, to be returned by Feb. 9. Motion carried unanimously.
- C. **Hosted Chamber/Business After Hours** – There will be a planning meeting with representatives of the chambers, CLBA, Port and Tourism on Feb. 12 to discuss the event.
- D. **American Long Distance Hiking Assn. Event, Feb. 28, Tourism Table Opportunity** – It was asked of the committee who would be available to staff the booth at this event. Busdieker reported she might make a lunchtime session. Howell reported that hiking stickers would be available along with other marketing materials.
- E. **Photo Stock Bids** – Proposals were given out for review. They ranged in price and qualifications. The committee agreed a wider reach was needed before deciding. Motion made by Park, seconded by Baseman, to reject all submitted bids and ask for new proposals to be submitted. Motion carried unanimously. Busdieker will send the RFP out to a wider range in the media for response, with a Feb. 25 deadline. Proposals will be reviewed at the March 2 meeting.
- F. **Upcoming Events** – The committee was reminded of the following events
 - i. PCT Check-In Meeting, Feb. 3, 1:00 p.m., CL Community Center
 - ii. Action Team Meeting, Feb. 19, 12:00 Noon, CL Ale House
 - iii. CL Business Assn. Meeting, Feb. 24, 7:00 p.m., Best Western Inn

12. Tourism Committee Member Reports & Events

- A. Debbie Fine - None
- B. Cindilee Baseman - None
- C. Caroline Park – 11 new breweries in the Gorge are joining force with an alliance. They are looking into funding from Travel Oregon and initiating a passport program to increase visitors. Park has met with Busdieker to help with tourism's social media, including Twitter and Instagram accounts for Cascade Locks.
- D. Aurora deVal – DeVal reported on increased Dry Creek Trail hikers early for spring.
- E. Marie Miller – Miller thanked the committee for its endurance this meeting!

13. Next Meeting Date & Time: March 2, 2015, 7:00pm

- 14. **Adjournment** – Motion by Park, seconded by DeVal, to adjourn the meeting. Motion carried unanimously. With no further business, meeting was adjourned at 10:18 pm.