

# CITY of CASCADE LOCKS *AGENDA*

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CITY COUNCIL MEETING, Monday, March 12, 2012, 7:00 PM, CITY HALL

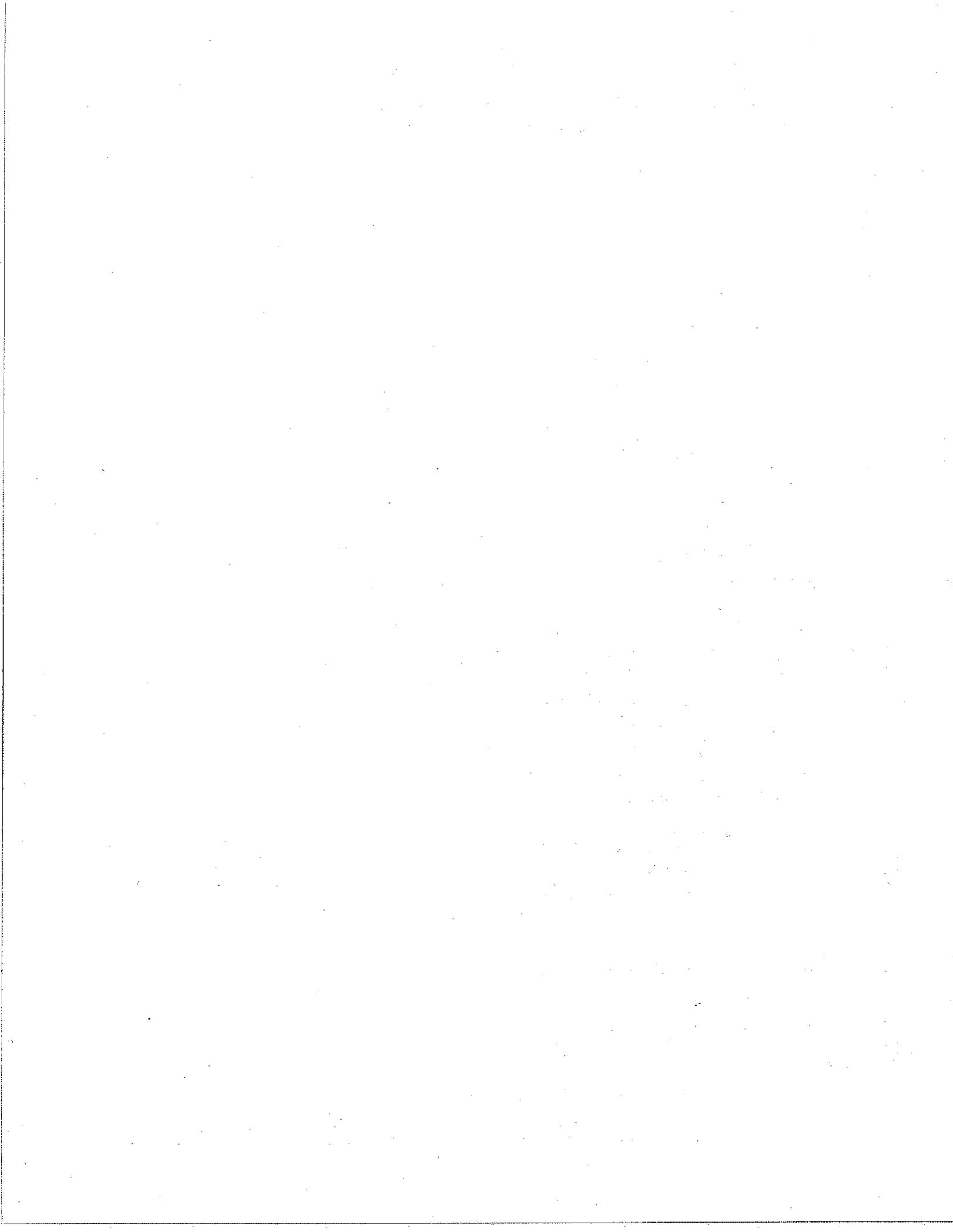
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**Purpose:** The City Council meets twice a month to conduct city business, make decisions and set policy and direction for the city organization and community.

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 February 29, 2012 Council Meeting.**
  - b. **Approval of Minutes of February 27, 2012 Special City Council Meeting.**
  - c. **Approval of Minutes of February 11, 2012 Special City Council Meeting.**
  - d. **Ratification of the Bills in the Amount of \$ 91,084.79.**
4. **Public Hearings. None.**
5. **Action Items:**
  - a. **Oath of Office for Councilor.**
  - b. **Second Reading and Adoption of Ordinance No. 415 Regulating and Controlling Operation of the City's Water Utility System and Provision of Service to its Customers.**
  - c. **Approve Creation of Public Safety Task Force Council Sub-Committee.**
  - d. **Authorize a New Position in the Public Works Department.**
  - e. **Read Apology Letter to Jeff Pricher.**
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. **Cascade Locks School Principal Kim Vogel – Cascade Locks Against Drugs (CLAD).**
  - b. **IFC Devon Wells.**
  - c. **City Attorney Sosnkowski Report on Filling Vacancies.**
  - d. **Discuss Vacation of Hassalo Street.**
  - e. **ICA Koch Report (handout).**
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.**



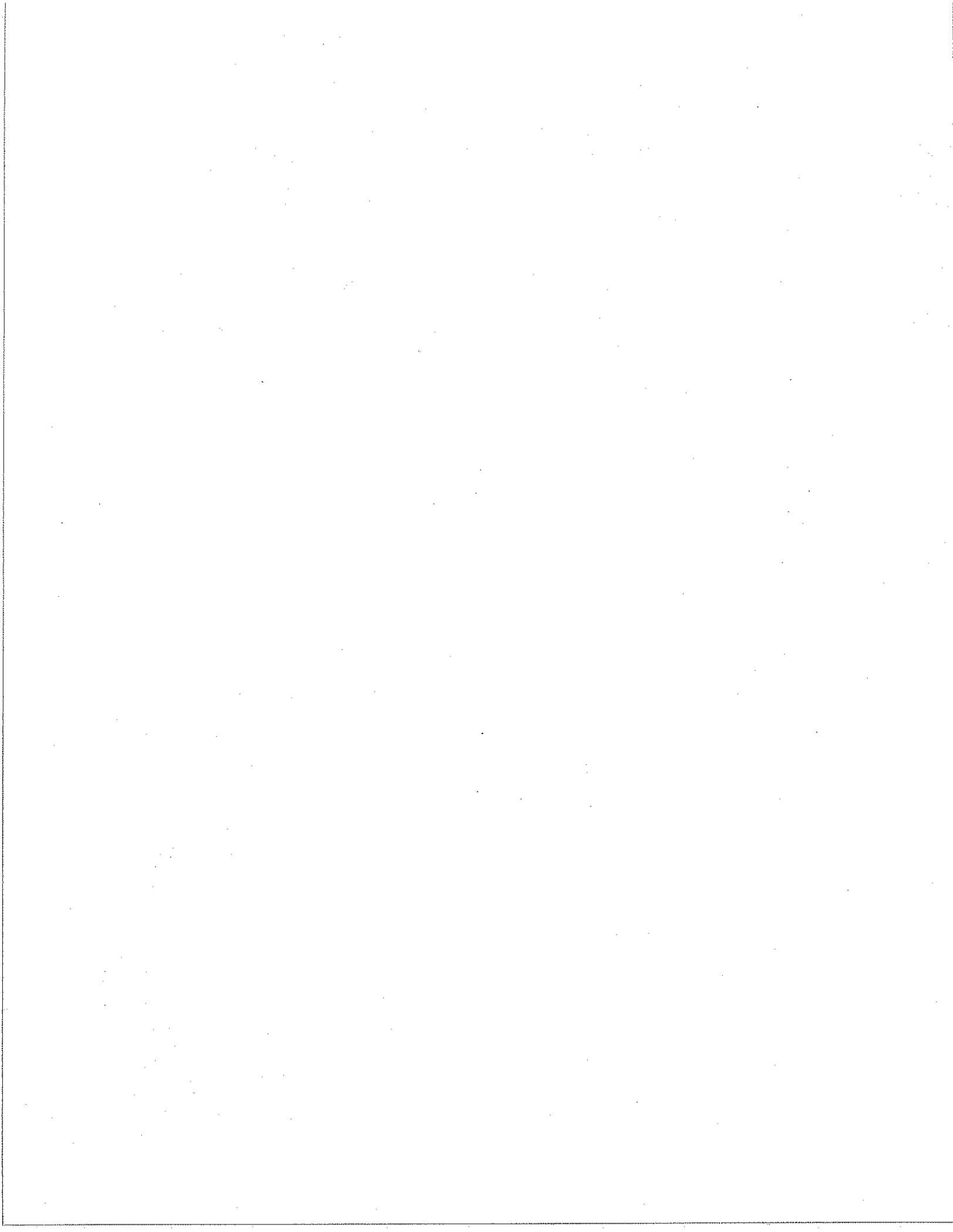
1. **Call to Order/Pledge of Allegiance:** Mayor Masters called the meeting to order at 7:29 PM. CM's Cramblett, Helfrich, Lewis, Storm, and Mayor Masters were present. CM Holmstrom was excused. Also present were ICA Koch, City Recorder Kathy Woosley, Brad Lorang via phone, and Camera Operator Betty Rush.
2. **Interviews of Applicants for Vacant Council Position:** Council interviewed Mr. Lorang via phone.
3. **Appointment of Councilor to Vacant Position: Motion:** CM Lewis moved, seconded by CM Storm, to appoint Brad Lorang to fill the vacant Council position. CM Cramblett said he could not support the motion as financial issues were created when Mr. Lorang was Mayor and he neglected to take care of it. CM Helfrich said that Mr. Lorang admitted to making mistakes in the past and would approach things differently. CM Storm said Mr. Lorang is a business owner with different perspectives than the rest of Council and would be a good addition. CM Lewis said he could support Mr. Lorang as a member of the Council. Mayor Masters said he appreciates Mr. Lorang's views on economic development and fits with what Council is trying to accomplish. The motion passed with CM's Helfrich, Lewis, Storm, and Mayor Masters voting in favor. CM Cramblett opposed.
4. **Adjournment: Motion:** CM Lewis moved, seconded by CM Helfrich, to adjourn. The motion was passed unanimously by CM's Cramblett, Helfrich, Lewis, Storm, and Mayor Masters. The meeting was adjourned at 7:49 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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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 City Attorney Ruben Cleaveland, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Interim Fire Chief Devon Wells, Auditor Ken Onstott, Rob Brostoff, Ed del Val, Chloe Ritter, Sara Morrissey, Larry Cramblett, Cindilee Baseman, Cody Steelman, Hood River County Library District Manager Buzzy Nielson, Myra Walker, Kayla Carron, Donna Mohr, Don Haight, Lorraine Massey, Debbie Fine, Craig Martin, Tina Tarani, and Camera Operator Betty Rush.

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

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.**

Mayor Masters read the list of items on the Consent Agenda. **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 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.** CR Woosley stated if the community of Cascade Locks was to be included in this program it would require the IGA be signed. **Motion:** CM Lewis moved, seconded by CM Helfrich, to approve the IGA. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

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.** CR Woosley reported this MOA is for deferral of the revenue of a sale of tax foreclosed property in Cascade Locks. **Motion:** CM Lewis moved, seconded by CM Holmstrom, to approve the MOA with Hood River County. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

c. **Approve OMI Costs for Repairs July until Present.** ICA Koch stated this is for improvements and repairs above the budgeted amount. **Motion:** CM Helfrich moved, seconded by CM Lewis, to approve OMI costs for repairs July until present. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters.

d. **Approve Ordinance No. 415 Regulating and Controlling Operation of the City's Water Utility System and Provision of Service to its Customers.** ICA Koch reported that this is before Council for a first reading of Ordinance No. 415 that returns the inadvertently rescinded Ordinance No. 255. **Motion:** CM Lewis moved, seconded by CM Holmstrom, to have the first reading of Ordinance No. 415 and read by title only. CM Cramblett asked if everyone had reviewed the ordinance. CR Woosley said that the Public Works Superintendent Griffin and City Attorney Sosnkowski reviewed the ordinance and included fees and fines in their drafts. CR Woosley said staff decided that with the charter amendment in place that the original ordinance should be reinstated and later on when there is time and expertise in place the ordinance should be reviewed. ICA Koch read Ordinance No. 415 by title only.

e. **Proclamation: Proclamation of Support for the 2012 Hood River County Reads Project, The Circuit/Cajas de cartón and La Mariposa by Francisco Jiménez.** Hood River County Library District Director Buzzy Nielson stated this book is about the author's experiences growing up as an undocumented immigrant. He said there is a series of events planned around this book. Mayor Masters read the Proclamation.

**Motion:** CM Holmstrom moved, seconded by CM Cramblett, to adopt the Proclamation. CM's Cramblett, Holmstrom, Helfrich, Storm, and Mayor Masters voted in favor. CM Lewis opposed.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mr. Steelman stated his disappointment in Council for violating the citizens' Fourth Amendment right by appointing Councilors to terms past the general election. He said there is a state law and the Charter speaks to this issue. He read a portion of the Charter pertaining to vacancies of the Council. Mr. Steelman said he has spoken to an attorney about this and the seated Council can only fill those positions to the next general election. He said these positions should be filled by an election of the people. Mr. Steelman spoke to Opinion No. 8286 from an Attorney General dated 10/30/08.

Mr. Steelman said he wants to see the law that states that City can charge franchise fees. He distributed copies of some Oregon State Statutes and stated that franchise fees are not allowed to be charged by municipal governments.

Mr. Steelman said he told Council previously that they were responsible for auditing their funds in accordance to the law.

Mr. Haight said Hood River County has not paid their \$38,000 portion of the FEMA Grant. He said it is long overdue and suggested Council invite someone from Hood River County to explain why they have refused to pay their portion of the Grant. He said he also wants to know why the City of Cascade Locks is going to spend another \$20,000 - \$30,000 to remove and install another tower for this project. He said he wants to know how this mistake was made and who is responsible. Mr. Haight said nothing has been said to address the citizens of Cascade Locks about this.

Mr. Haight said Hood River News Reporter Neumann-Rae stated at the last meeting how pleased he was at how the Council meetings are going. He said he agreed saying it is nice to not hear the hatred that was heard during the recall. He said a citizen at that time called the sitting Council "Hitler" and "Nazi's", which was a very vicious comment to make. Mr. Haight said the Mayor has selected this person to serve on the Budget Committee.

7. **Reports and Presentations:**

a. **Ken Onstott – Auditor.** Mr. Onstott gave an overview of the Audit Report. Mayor Masters said there were citizens who wished to speak and stated the purpose of citizen comment is to ask questions and not enter into dialogue.

Mr. Steelman asked questions and Mr. Onstott answered. Mr. Brostoff thanked Mr. Onstott for his years of service to the City. Council asked Mr. Onstott several questions.

b. **Interim Fire Chief Devon Wells.** IFC Wells gave a report on the Emergency Services Department and said he had four new volunteer applications. He said that would make 21 volunteers for the Department.

Mayor Masters declared a break at 8:59 PM and returned to Regular Session at 9:10 PM.

c. **Celilo Planning – Connect Cascade Locks Project: A Trails Plan for Economic Development.** Sara Morissey and Chloe Ritter informed the Council about their work, "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.** Mayor Masters said this ordinance was created almost 25 years ago and since then laws have changed regarding transient room tax and Council has had several discussions regarding tourism and beautification. He said there has also been the creation of the Downtown Revitalization Committee that is taking on a lot of the same tasks of marketing, promotion, and beautification. He said there has also been discussion regarding lowering the number of people on the Tourism Committee. Mayor Masters said appointments to the Tourism Committee have been held off in order to have the discussion on this ordinance. Mayor Masters spoke to having a merging of the effort of the Downtown Revitalization Committee and the Tourism Committee. He said the Main Street USA Model involves the creation of four separate sub-committees. He said one of the sub-committees is events and promotions, which is what our Tourism Committee does. Mayor Masters said the idea would be to get the same energy of the Tourism Committee merged with the Downtown Revitalization Committee and realign resources.

The Council and Tourism Committee discussed the appointment of committee members, and the work of the Tourism Committee and Downtown Revitalization Committee.

**e. Planning Consultant Services.** ICA Koch said there were three responses to the RFQ for planning services and recommended that he and CR Woosley interview them then bring a recommendation to Council. Council agreed.

**f. ICA Koch Report (handout).** ICA Koch gave his staff report.

**8. Mayor and City Council Comments:** CM Helfrich thanked city staff, volunteers of committees, the volunteers in Fire/EMS and ICA Koch for what they do for the city.

CM Holmstrom said he attended the meeting with Senator Merkley and said it was good to have him here in Cascade Locks.

CM Storm said Cascade Locks is lucky to have the students here working. He said this is a positive for the community and he appreciates them for the work they are doing.

Mayor Masters stated the Council was going to get the answer to Mr. Steelman's question regarding in lieu of franchise fees. CM Lewis asked if the City charged the citizen for the time of the attorney or other professionals when answering their questions. Mayor Masters said the City does not charge the citizen. CM Lewis pointed out that a vote of the Council should be taken as to whether the City pays for the professional to respond. Mayor Masters stated this issue is covered in the Council Rules.

Mayor Masters said he would like a monthly report of the FEMA Grant and that could be included in ICA Koch's staff report.

Mayor Masters said he attended the meeting with Senator Merkley also. He said that Senator Merkley was impressed with the multiple numbers of projects in Cascade Locks.

Mayor Masters suggested it is time to create the sub-committee of the Public Safety Task Force. He said he attended the Downtown Revitalization Committee and they have started the process of what this community is going to look like. He said he stands behind the work they are doing. Mayor Masters said Council hasn't heard back about a joint meeting with the Stevenson City Council. ICA Koch said he would check into that.

Mayor Masters thanked the Tourism Committee for the work being done and taking time to meet with Council. He said he appreciated the dialogue and the goal is to do the best we can for the community. He said the more we can all get behind the work the different groups are doing, the better.

CM Helfrich asked about the old fire hall. ICA Koch reminded Council that he is working with the Port to bring brokers into town to look at the Port properties and the old fire hall. He said that he would include a report in his weekly reports and in the ICA Koch staff report.

9. **Other matters:** None.

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

11. **Adjournment: Motion:** CM Helfrich moved, seconded by CM Lewis, to adjourn. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters. The meeting was adjourned at 11:10 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Lance Masters, Mayor

1. **Call to Order:** Mayor Masters called the meeting to order at 9:05 AM. CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters were present. Also present were ICA Koch, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Electric Superintendent Tracy Hupp, Public Works Superintendent Dave Griffin, Martha LaMont, Cody Steelman, Rob Brostoff, Gary Munkhoff, Karen Peck, Arni Kononen, and Camera Operator Betty Rush.

2. **Public to Present Ideas and Priorities for 2012/2013 Budget:** Mr. Steelman said the City needed to go back to a line item based budget and do the budget by the book. He said according to the law this is considered a budget meeting and does not have a quorum and therefore can not make any decisions. He said a budget message needs to be read first and this was not advertised.

Mr. Munkhoff said he would like to see the top priority to be cost saving and cost cutting. He said he would like to see transparency on budget items relating to employee benefits, overtime being paid for, travel and training, and PERS and insurance costs. He said then a comparison could be run on what other cities are doing. Mr. Munkhoff said the next City Council agenda is consideration of a rate study, which usually means a rate increase. He said the City owes it to the citizens to cut costs and we have a right to know what we're paying for. Mr. Munkhoff said costs should be cut across the board. He said more historical data is needed and two years is not enough. He said it would be revealing to see what the administrative costs have been over the last 10 years and if that increase has been greater than inflation. He said there used to be only four people in the office. Mr. Munkhoff said there should be some analysis of the costs and staffing levels of every operation of the City. He said he would like to see this kind of information presented in the budget. He said he thought the Enterprise Funds were being overcharged. He said the dollars may need to be readjusted in order to pay for emergency services. Mr. Munkhoff said this can't be done unless the facts are in the open.

Mr. Brostoff said the Public Works Department had three full time people and now have two full time people. He said there is a Public Works Superintendent trying to run a department from Goldendale, Washington. He said if the PW Superintendent was working in town it would serve as training for the people underneath him. Mr. Brostoff said right now the two people are running from job to job and nothing is being done well. He said this is the result of not having enough personnel.

Mr. Brostoff said it will be expensive to fund the emergency services at the level of service that citizens want. He said there is an old fire hall degrading month by month. He suggested the City market that building with someone from out of town.

Mr. Brostoff said the City has sponsored sailing events and has seen nothing come from that. He said there are no spectators for the sailing events, just participants. He said this should be revisited and determined if this is doing the City any good.

Mrs. LaMont said the old fire hall should be listed with a commercial realtor from Portland. She said it should be listed the right way in order for it to be sold.

Mayor Masters clarified that this is not a Budget Committee meeting. ICA Koch explained the process as set by Council in preparation for the upcoming budget.

Mr. Kononen said last year was an interesting budget year that has had a lot of negative effects on the City. He said the emergency services should be a priority with money for a Fire Chief or Paramedic or a combination of both. He suggested Council look at the loan and the amount that is required to be paid. He said the old fire hall should be sold and that money used toward the loan. He said that would reduce the loan payment also. Mr. Kononen said there is 10 years to pay off the loan and the payments can be gradual. He said Tourism also shed some of their responsibilities. He asked Council to review that also. He said asked that first priorities be taken care of and decisions made as to what is most important.

**3. Boards and Commissions to Present Ideas and Priorities for 2012/2013 Budget:** Recreation Committee Chair Peck gave a report on recreation activities. She said the Recreation Committee has discussed increasing their program and needing more hours of paid time. She said they would like to have their budget back to what it was three years ago. She said it would be nice to have the downstairs meeting room ceiling and floor redone. Mrs. Peck reminded Council that a water fountain was purchased a few years ago and still hasn't been installed.

Mrs. Peck explained the recreation activities last summer and stated that the numbers have dropped drastically. She said there doesn't seem to be as much need to go out of town for activities. Mayor Masters asked if Mrs. Peck was suggesting that the allocated funds for the summer programs be reallocated for the evening programs. Mrs. Peck said yes, but would like some funds in reserve for a bus and driver if the opportunity arose for an out of town event.

CM Storm asked if Columbia Area Transit (CAT) was available. Mrs. Peck said she would check into that. Mayor Masters said that is a regional service and would be worth checking in to.

CR Woosley stated that Pat Power, Museum Committee Chair, stated that their budget was sufficient and didn't anticipate any additional need.

Mrs. Peck suggested the City and Port work together toward an area at the beach for Cascade Locks citizens. Mr. Brostoff said there is a need for facilities for citizens who use Blackberry Beach. He said there are no garbage cans and no portable toilets. Mayor Masters said the Port of Cascade Locks controls their properties.

**4. Staff to Present Ideas and Priorities for 2012/2013 Budget:** ICA Koch went through the priorities as listed by Staff in October.

PWS Griffin gave a report on water leaks, deteriorating water pipes, and water pipe with asbestos. Council discussed grant funding for projects. PWS Griffin discussed the need for water plan and waste water treatment plant updates. PWS Griffin said there is a state law requiring Enterprise Funds to sustain themselves and suggested the City's rates are low compared to elsewhere.

ES Hupp said there are franchise fees (or in lieu of taxes) and there are administrative costs. He said the question of fair and equitable is a hard one to answer but he didn't have any sense of being overcharged on the power side and felt there to be a fair and equitable assessment. ES Hupp said the administrative costs are a different part of the mathematical problem and could be discussed to no end. He said the 5% is perfectly equitable in his mind. Mayor Masters asked ES Hupp if there was a sense that the Electric Department was being overcharged. ES Hupp said there is no sense of being overcharged in the power side but has not reviewed percentages or comparison with other municipalities our size with our type of system. He said in his mind there is nothing out of the ordinary.

ES Hupp said private entities doing business also pays a franchise fee. He said it wouldn't be fair to not charge that franchise fee to each enterprise fund.

ES Hupp explained the need for the RFQ for an electrical rate study. He said there had been no rate increases since 2006 and the City has incurred a 12% increase from BPA. He said the Department is just starting to head toward the down side of the curve and it is time for Tier 2 rates. He said there is no rate structure for Tier 2 rates. Council discussed a contractor coming before Council to discuss the scope of work for the rate study.

Mayor Masters declared a break at 11:01 AM and returned at 11:23 AM.

CR Woosley said she has heard Council discuss additions to the website and suggested Council consider additional costs for the website to accommodate any additions to the website. Council discussed chamber audio and video improvements.

FO Bump suggested purchasing a generator for City Hall and a plan to budget for maintaining computers and equipment. She said she would like to budget for a firm to audit hotels/motels instead of staff performing that function. She said that ordinance needs to be reviewed as it lacks enforcement.

5. **Develop a List of Proposed Budget Priorities for Adoption:** Council discussed priorities and are listed in Exhibit A.

6. **Adjournment: Motion:** CM Lewis moved, seconded by CM Helfrich, to adjourn. The motion passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Storm, and Mayor Masters. The meeting was adjourned at 12:30 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Lance Masters, Mayor

## **2012-13 BUDGET PRIORITIES**

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The following budget priorities are established by City Council for the development of the 2012-13 budget. It is understood that these priorities merely direct staff in the preparation of the budget and are in addition to ongoing operations and the provision of required and normal City services.

These priorities are to be used a guide by City staff in the preparation of the budget.

**1. Emergency Services**

Ambulance billing electronically

**2. Economic Development**

Actions that create jobs

Rate study for electricity services

Water and Sewer RFQ

Quality infrastructure

Downtown Revitalization

Work with the Port of Cascade Locks

Community revitalization

Marketing the community

Develop a city/community profile

Policies and programs that will increase population

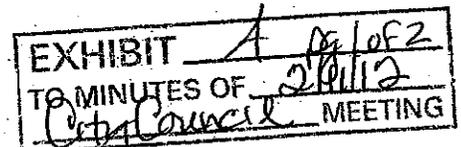
**3. Departmental Services and Organization**

Survey of needs in the community

Proper staffing level for services

Work loads

Services to be provided



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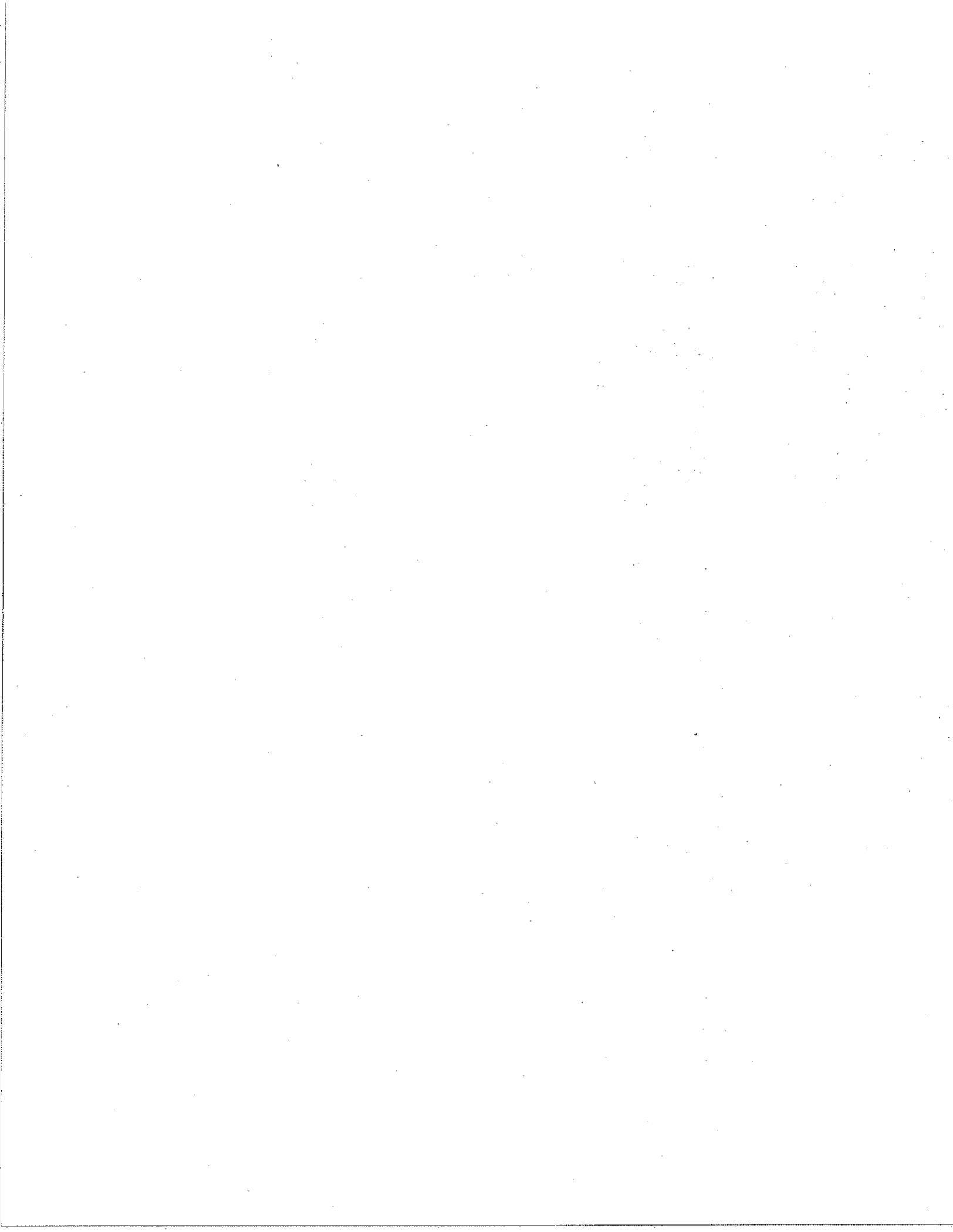
DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
2/24/2012	Gross Payroll	\$ 30,562.95
2/29/2012	End of Month AP	\$ 19,024.05
3/9/2012	Gross Payroll	\$ 41,497.79

GRAND TOTAL \$ 91,084.79

APPROVAL:

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Mayor Masters



Report Criteria:  
Report Type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2103	02/12	02/29/2012	375	101755451	AIRGAS	Cylinder Rental	0540562351	15.75
2103	02/12	02/29/2012	375	101782549	AIRGAS	Oxygen	0540562351	57.56
2103	02/12	02/29/2012	375	101782549	AIRGAS	Oxygen	0540562351	22.50
Total 2103: 95.81								
2104	02/12	02/29/2012	1649	32050	ASSOCIATE PARTNERS	Renew cbb.net	0140162110	14.19
2104	02/12	02/29/2012	1649	32050	ASSOCIATE PARTNERS	Renew cbb.net	0542162110	.83
2104	02/12	02/29/2012	1649	32050	ASSOCIATE PARTNERS	Renew cbb.net	2142162110	3.33
2104	02/12	02/29/2012	1649	32050	ASSOCIATE PARTNERS	Renew cbb.net	3142162110	3.89
2104	02/12	02/29/2012	1649	32050	ASSOCIATE PARTNERS	Renew cbb.net	4142162110	.45
2104	02/12	02/29/2012	1649	32050	ASSOCIATE PARTNERS	Renew cbb.net	5142162110	29.31
Total 2104: 52.00								
2105	02/12	02/29/2012	2800	4268/4335	BROWN & KYRSAR, INC	Pole Change Out	5140562190	2,465.35
Total 2105: 2,465.35								
2106	02/12	02/29/2012	3180	C161228	CARSON OIL COMPANY	fuel	0540562420	101.08
Total 2106: 101.08								
2107	02/12	02/29/2012	21054	10086275	CITY OF PORTLAND, OREGON	Telecomm Service	0540562050	37.51
Total 2107: 37.51								
2108	02/12	02/29/2012	6300	A2464	COLUMBIA HARDWARE, LLC	scraper, broom	5140562770	34.58
2108	02/12	02/29/2012	6300	A2835	COLUMBIA HARDWARE, LLC	knife	5140562770	2.83
2108	02/12	02/29/2012	6300	A3456	COLUMBIA HARDWARE, LLC	Stakes, keys	5140562770	17.48
2108	02/12	02/29/2012	6300	B2589	COLUMBIA HARDWARE, LLC	nuts, bolts, door pull	2140562560	25.06
2108	02/12	02/29/2012	6300	B2999	COLUMBIA HARDWARE, LLC	Coat rack materials	0140462520	38.23
2108	02/12	02/29/2012	6300	B3929	COLUMBIA HARDWARE, LLC	Parts	0540562440	14.13
Total 2108: 132.31								
2109	02/12	02/29/2012	6876	17113	CRUISE MASTER PRISMS, INC	nametags	0540562350	58.05

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2109:								
2110	02/12	02/29/2012	7080	128833	DAVID R. CUNNINGHAM	Upgrades, Maintenance, Repair	0140162082	137.00
2110	02/12	02/29/2012	7080	128833	DAVID R. CUNNINGHAM	Upgrades, Maintenance, Repair	0340562082	34.00
2110	02/12	02/29/2012	7080	128833	DAVID R. CUNNINGHAM	Upgrades, Maintenance, Repair	0540562082	29.00
2110	02/12	02/29/2012	7080	128833	DAVID R. CUNNINGHAM	Upgrades, Maintenance, Repair	2140562082	246.00
2110	02/12	02/29/2012	7080	128833	DAVID R. CUNNINGHAM	Upgrades, Maintenance, Repair	3140562082	218.00
2110	02/12	02/29/2012	7080	128833	DAVID R. CUNNINGHAM	Upgrades, Maintenance, Repair	4140562082	63.00
2110	02/12	02/29/2012	7080	128833	DAVID R. CUNNINGHAM	Upgrades, Maintenance, Repair	4140662082	34.00
2110	02/12	02/29/2012	7080	128833	DAVID R. CUNNINGHAM	Upgrades, Maintenance, Repair	5140662082	430.00
2110	02/12	02/29/2012	7080	128833	DAVID R. CUNNINGHAM	Upgrades, Maintenance, Repair	5140662082	69.00
2110	02/12	02/29/2012	7080	128833-2	DAVID R. CUNNINGHAM	Power Outage Repair	5640563941	360.00
Total 2110: 1,620.00								
2111	02/12	02/29/2012	7450	8255-9217 2/	DISH NETWORK	Programming	4140562740	400.00
Total 2111: 400.00								
2112	02/12	02/29/2012	12700	022912	HUPP JR, TRACY N.	Reimburse Mileage	5140562020	16.65
Total 2112: 16.65								
2113	02/12	02/29/2012	75000	600137904D	Keith & Cayenne Ingram	Refund Deposit	5121130	252.46
Total 2113: 252.46								
2114	02/12	02/29/2012	20585	022912	Koch Consulting, INC.	Interim CA Services	0140162093	404.75
2114	02/12	02/29/2012	20585	022912	Koch Consulting, INC.	Interim CA Services	0140262093	126.00
2114	02/12	02/29/2012	20585	022912	Koch Consulting, INC.	Interim CA Services	0340562093	125.00
2114	02/12	02/29/2012	20585	022912	Koch Consulting, INC.	Interim CA Services	0542162093	117.50
2114	02/12	02/29/2012	20585	022912	Koch Consulting, INC.	Interim CA Services	2142162093	299.00
2114	02/12	02/29/2012	20585	022912	Koch Consulting, INC.	Interim CA Services	3142162093	299.75
2114	02/12	02/29/2012	20585	022912	Koch Consulting, INC.	Interim CA Services	4142162093	207.00
2114	02/12	02/29/2012	20585	022912	Koch Consulting, INC.	Interim CA Services	5142162093	922.00
Total 2114: 2,500.00								
2115	02/12	02/29/2012	900422	022412CR	MARIANNE BUMP	Reimburse Mileage	0140162020	4.65

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2115	02/12	02/29/2012	900422	022412CR	MARIANNE BUMP	Reimburse Mileage	2142162020	1.97
2115	02/12	02/29/2012	900422	022412CR	MARIANNE BUMP	Reimburse Mileage	3142162020	.97
2115	02/12	02/29/2012	900422	022412CR	MARIANNE BUMP	Reimburse Mileage	4142162020	.13
2115	02/12	02/29/2012	900422	022412CR	MARIANNE BUMP	Reimburse Mileage	5142162020	3.98
Total 2115:								
2116	02/12	02/29/2012	14700	022812	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2142162055	14.60
Total 2116:								
2117	02/12	02/29/2012	75000	301877417D	Michelle Laney	Refund Deposit	5121130	41.61
Total 2117:								
2118	02/12	02/29/2012	15781	020112	MR. B'S SMALL ENGINE REPAIR	Chains	5140563770	37.00
Total 2118:								
2119	02/12	02/29/2012	17900	53159	OPERATIONS MANAGEMENT INTERN	Repairs Invoice Nov-2011	3140563040	4,280.62
Total 2119:								
2120	02/12	02/29/2012	20850	8-9-833-4223	PITNEY BOWES INC	Postage	0140162055	59.95
2120	02/12	02/29/2012	20850	8-9-833-4223	PITNEY BOWES INC	Postage	0140262055	19.13
2120	02/12	02/29/2012	20850	8-9-833-4223	PITNEY BOWES INC	Postage	0542162055	6.50
2120	02/12	02/29/2012	20850	8-9-833-4223	PITNEY BOWES INC	Postage	2142162055	38.28
2120	02/12	02/29/2012	20850	8-9-833-4223	PITNEY BOWES INC	Postage	3142162055	32.03
2120	02/12	02/29/2012	20850	8-9-833-4223	PITNEY BOWES INC	Postage	4142162055	4.85
2120	02/12	02/29/2012	20850	8-9-833-4223	PITNEY BOWES INC	Postage	5142162055	89.26
Total 2120:								
2121	02/12	02/29/2012	21000	1074070	PLATT ELECTRIC SUPPLY	Ballast, bulbs	0540562440	250.00
Total 2121:								
2122	02/12	02/29/2012	21097	1941150-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	0140162030	38.42
2122	02/12	02/29/2012	21097	1941150-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	0140262030	23.94
2122	02/12	02/29/2012	21097	1941150-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	2142162030	22.34
Total 2122:								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2122	02/12	02/29/2012	21097	1941150-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	3142162030	5.59
2122	02/12	02/29/2012	21097	1941150-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	4142162030	2.39
2122	02/12	02/29/2012	21097	1941150-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	5142162030	18.36
Total 2122:								79.00
2123	02/12	02/29/2012	21101	1483	PRINT IT	Door Hangers	0140162010	54.33
2123	02/12	02/29/2012	21101	1483	PRINT IT	Door Hangers	0140262010	6.91
2123	02/12	02/29/2012	21101	1483	PRINT IT	Door Hangers	0542162010	.96
2123	02/12	02/29/2012	21101	1483	PRINT IT	Door Hangers	2142162010	19.78
2123	02/12	02/29/2012	21101	1483	PRINT IT	Door Hangers	3142162010	17.86
2123	02/12	02/29/2012	21101	1483	PRINT IT	Door Hangers	4142162010	5.95
2123	02/12	02/29/2012	21101	1483	PRINT IT	Door Hangers	5142162010	86.21
2123	02/12	02/29/2012	21101	1484	PRINT IT	Work Orders	0140162010	99.89
2123	02/12	02/29/2012	21101	1484	PRINT IT	Work Orders	0140262010	12.71
2123	02/12	02/29/2012	21101	1484	PRINT IT	Work Orders	0542162010	1.77
2123	02/12	02/29/2012	21101	1484	PRINT IT	Work Orders	2142162010	36.36
2123	02/12	02/29/2012	21101	1484	PRINT IT	Work Orders	3142162010	32.83
2123	02/12	02/29/2012	21101	1484	PRINT IT	Work Orders	4142162010	10.94
2123	02/12	02/29/2012	21101	1484	PRINT IT	Work Orders	5142162010	158.50
Total 2123:								545.00
2124	02/12	02/29/2012	23750	8021035711	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	63.90
2124	02/12	02/29/2012	23750	8021035711	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	8.07
2124	02/12	02/29/2012	23750	8021035711	STAPLES CONTRACT & COMMERCIA	Flashlights	0140462520	8.80
2124	02/12	02/29/2012	23750	8021035711	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	23.32
2124	02/12	02/29/2012	23750	8021035711	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	20.85
2124	02/12	02/29/2012	23750	8021035711	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	6.85
2124	02/12	02/29/2012	23750	8021035711	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	101.18
Total 2124:								233.02
2125	02/12	02/29/2012	22665	9668	TANNINEN REPAIR SERVICE LLC	Medic 91 Repair	0540862441	1,106.66
2125	02/12	02/29/2012	22665	9669	TANNINEN REPAIR SERVICE LLC	Service to Apparatus #94	0540562441	767.13
2125	02/12	02/29/2012	22665	9672	TANNINEN REPAIR SERVICE LLC	Engine 99 Repair	0540562441	705.66
Total 2125:								2,579.35
2126	02/12	02/29/2012	25100	02/2012 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	2.28

M = Manual Check, V = Void Check

Check Issue Dates: 2/29/2012 - 2/29/2012

Feb 29, 2012 10:21AM

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2126	02/12	02/29/2012	25100	022012 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	22.77
2126	02/12	02/29/2012	25100	022012 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	36.43
2126	02/12	02/29/2012	25100	022012 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	13.66
2126	02/12	02/29/2012	25100	022012 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	152.55
Total 2126:								227.39
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Surge Protector	0140162010	9.06
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Memory Chip	0140162010	10.99
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Surge Protector	0140262010	1.15
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Supplies	0140462520	37.91
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Supplies	0140462520	343.59
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Pump Assembly	0340562560	78.46
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Backgound Checks	0540562110	10.00
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	cable	0540562441	5.97
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Surge Protector	0542162010	.16
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Supplies	2140562560	218.80
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Pump Assembly	2140562560	78.47
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Surge Protector	2142162010	3.29
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Pump Assembly	3140562560	78.46
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Surge Protector	3142162010	2.97
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Surge Protector	4142162010	.99
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Parts	5140562201	65.28
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Vehicle Repairs	5140562201	226.85
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Vehicle Repairs	5140562201	226.85
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Vehicle Repairs	5140562201	189.03
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Vehicle Repairs	5140562201	189.03
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Vehicle Repairs	5140562201	189.02
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Safety Jackets	5140562210	102.48
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Inverter	5140563890	39.94
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Chainsaw	5140563700	211.96
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Parts	5140662201	65.28
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Safety Jackets	5140662210	102.49
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Chainsaw	5140663700	211.98
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Surge Protector	5142162010	14.36
2291201	02/12	02/29/2012	24900	01/2012	U S BANK CC	Temp Server	5640563941	379.80
Total 2291201:								2,905.42
2291202	02/12	02/29/2012	21840	020912	LIBRARY OF CONGRESS	copyright fees	4140562030	52.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2/29/2012:								62.00
Grand Totals:								19,024.05

**STAFF REPORT**

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**Date Prepared:** March 7, 2012

**For City Council Meeting on:** March 12, 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 adopt Ordinance No. 415.

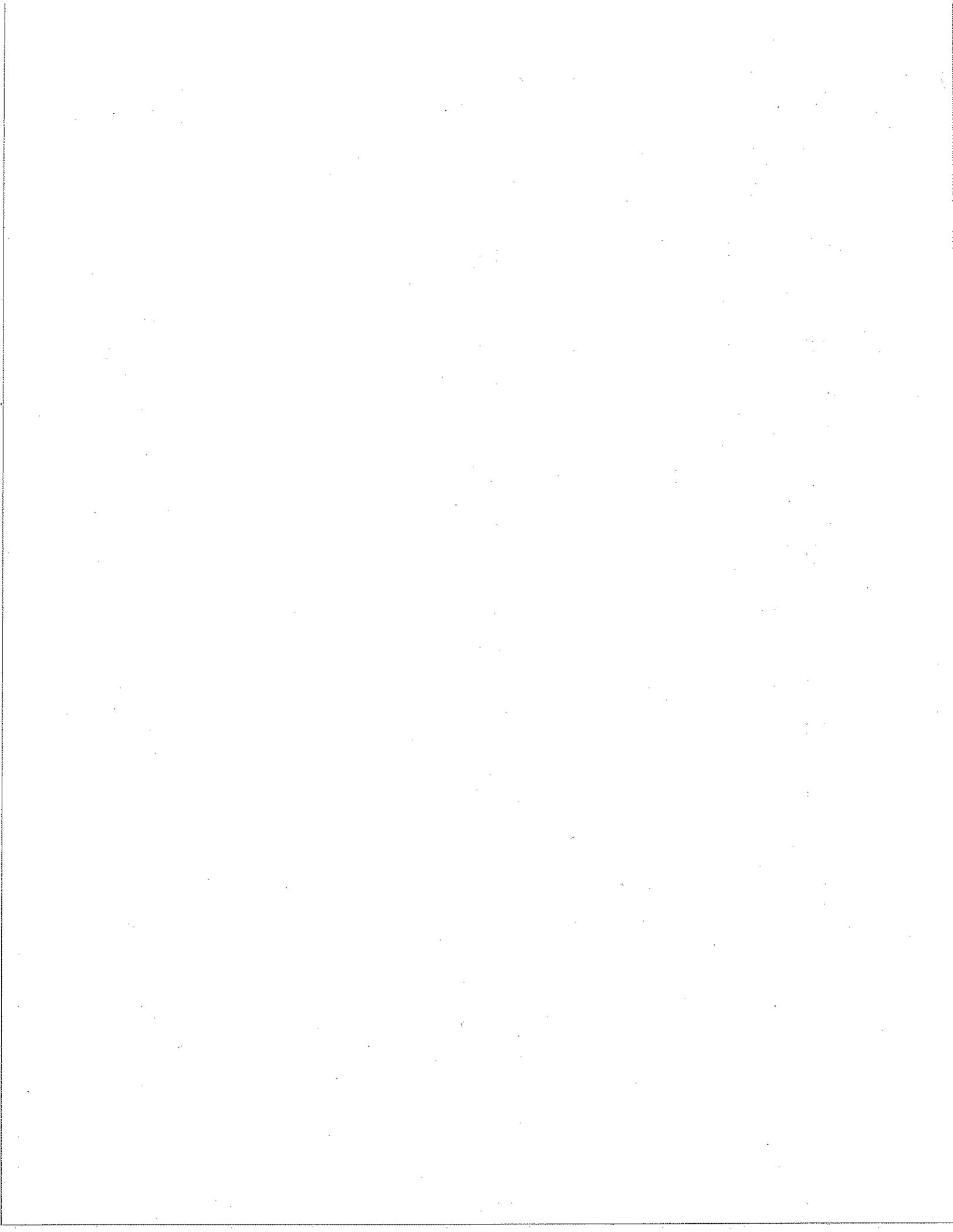
**RECOMMENDATION:** That City Council have the second reading and adopt Ordinance No. 415.

**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. CONSTRUCTION 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.

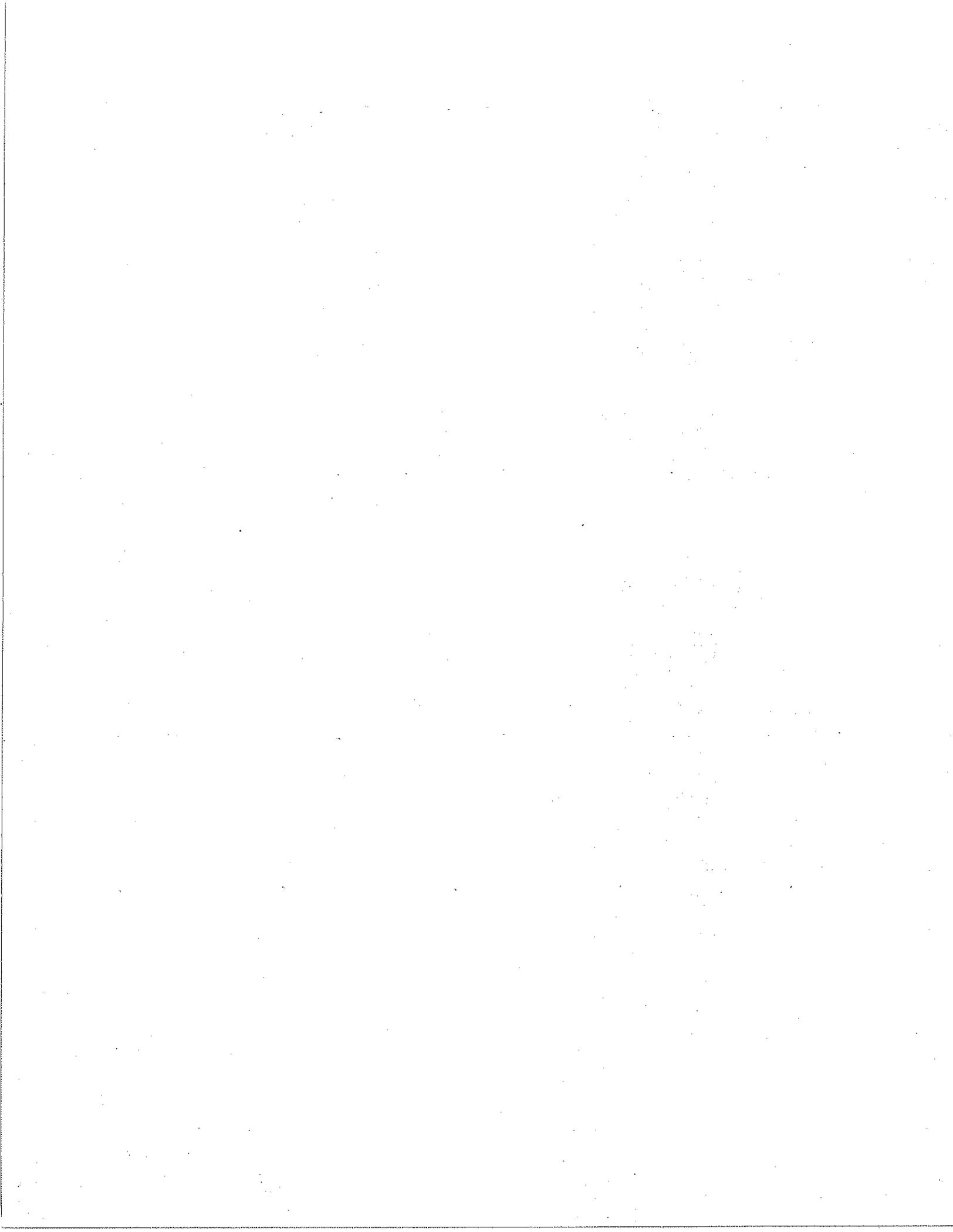
**ADOPTED** by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

ATTEST:

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

\_\_\_\_\_  
Mayor



**STAFF REPORT**

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**Date Prepared:** March 3, 2012

**For City Council Meeting on:** March 12, 2012

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Paul Koch, Interim City Administrator

PK

**APPROVED BY:** N/A

**SUBJECT:** Creation of Public Safety Sub-Committee of City Council

**SYNOPSIS:** In November, the ICA filed a final report dealing with the Emergency Services Department of the City. On November 28, the City Council adopted the final report. One of the elements of that report is the creation of a City Council Sub-Committee on Public Safety. Many of the other recommendations have been already adopted by Council and are in various stages of implementation. The Sub-Committee on Public Safety would serve as a standing committee of Council and would work with staff, consultants and the Department to enhance communication, the working relationship and services to the citizens of the community.

This issue comes to City Council at this time for review and formal action.

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

1. Approve the proposed job description.
2. Do not approve the recommended action.
3. Take other action as desired by the City Council.

**RECOMMENDATION:** That City Council, by motion, approve and authorize the creation of a City Council Sub-Committee on Public Safety, approve the proposed Job Description and make the Council appointments to begin the work of the Sub-Committee.

**[Sample Motion: I move that we adopt the Job Description creating the City Council Sub-Committee on Public Safety and appointing certain members of the City Council to membership]**

**Legal Review and Opinion:** N/A

**Financial review and status:** There is no direct cost to the City for the creation of this City Council Sub-Committee.

**BACKGROUND INFORMATION:**

1. A copy of the proposed Job Description for this City Council Sub-Committee is attached for Council information.

City of Cascade Locks, Oregon  
Job Description  
City Council Sub-Committee  
March 3, 2012

**PROPOSED  
JOB DESCRIPTION**

**CITY COUNCIL SUB-COMMITTEE  
PUBLIC SAFETY**

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**Purpose:** This City Council sub-committee is created to provide City Council with direct and ongoing assistance in enhancing and improving the operation of public safety services in the community. The Sub-Committee will serve to assist administration in the operation of the Department, develop and maintain open and positive lines of communication between the Council and the many volunteers and staff working in the Department as well as staying attuned to changes and improvements that may need to be made over time. To report regularly on Department operations, problems and make recommendations to the City Council for improvements. **The Sub-Committee should work with and through both the City Administrator and the Fire Chief at all times in carrying out its responsibility.**

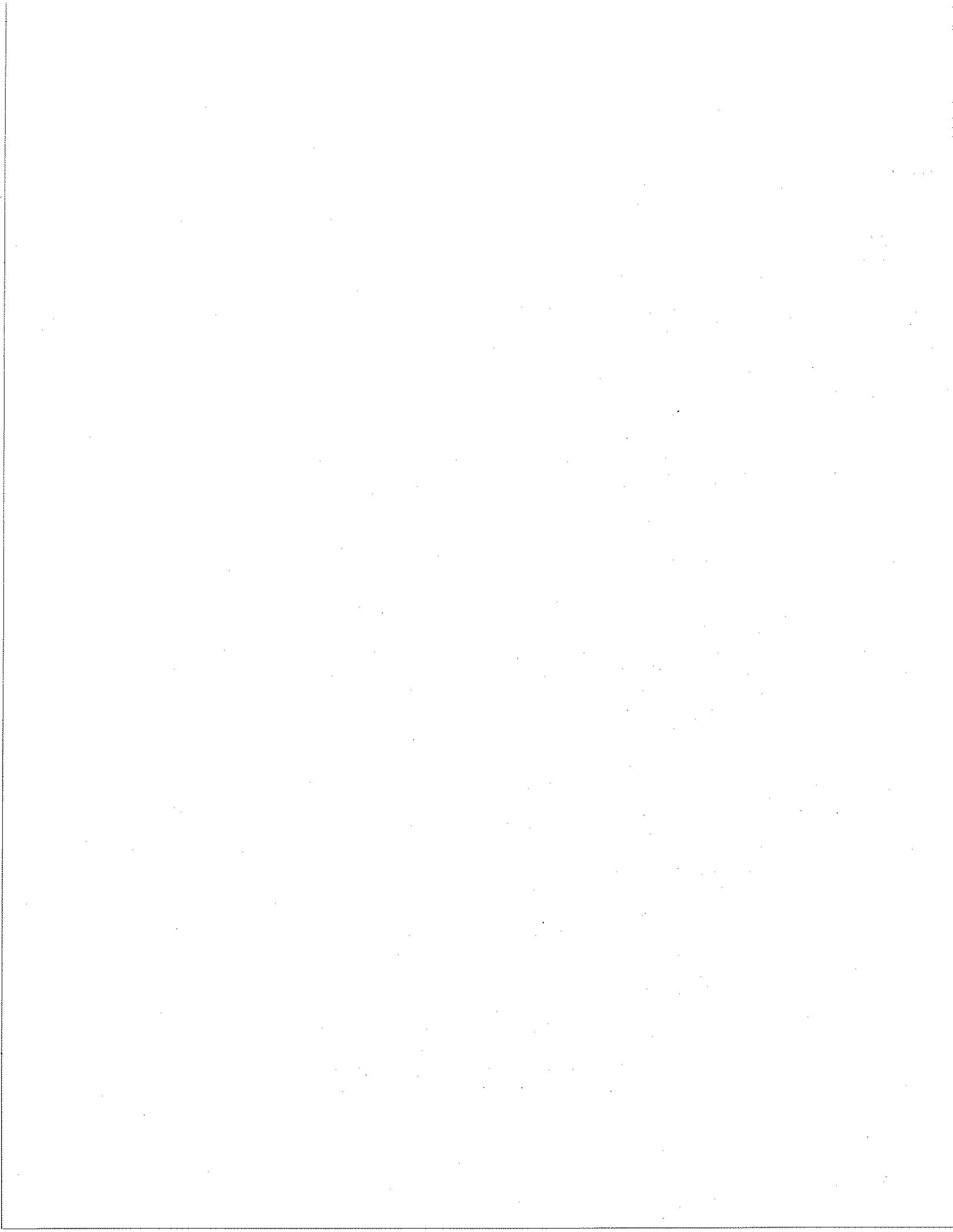
**Membership:** This City Council Sub-Committee shall be made up of three members of the City Council. Appointments will be made by motion by the City Council. Attendance by two members of the Sub-Committee will provide that business and decisions can be made.

**General Description of Duties:** This City Council Sub-Committee shall carry out the following duties.

1. Assist, facilitate and provide leadership for improving the operations of the Department working through and with the City Administrator and Fire Chief.
2. Represent the views of the City Council on any matter dealing with the Department, its operations and services.
3. Work with staff and or consultants to develop proposed policy, programs and procedures that will ensure the most effective operations of the Department.
4. Assist staff in the development of the proposed budget for the Emergency Services Department.
5. Meet regularly with staff (City Administrator and Fire Chief) and volunteers and carry recommendations to the full City Council on matters dealing with public safety in the community.
6. Serve as the City Council liaison with community efforts to enhance emergency services.
7. Communicate issues and concerns from the community and Department to the full City Council in coordination with the Fire Chief.
8. Other matters and assignments as may be requested by the City Council.
9. Keep the full City Council informed of the activities and progress of the Sub-Committee.
10. Work with, assist and aid the proper operations of the Department in serving the needs of the citizens and community.

**How success will be measured:**

1. **The operations of the ESD will be enhanced and communication improved.**
2. **Problems and issues will be solved in a timely manner.**
3. **The City Council and community will feel more closely connected with the ESD.**
4. **The community will know more about and appreciate the ESD.**



**STAFF REPORT**

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Date Prepared: March 5, 2012

For City Council Meeting on: March 12, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator

PK

APPROVED BY: N/A

SUBJECT: Authorizing a new position in Public Works Department.

**SYNOPSIS:** Beginning in December of 2010, the City began discussing the idea of bringing in a temporary part time Water Distribution Manager (Dave Griffin) as a way to save money and to be able to provide the proper certifications for both the water and sewer system to meet state requirements. On December 27, 2010 the City Council approved a contract with Dave Griffin for \$40 per hour to serve as the contract Public Works Director. It was understood at that time that Mr. Griffin would be in town one half day a week for approximately four hours. (On June 23, 2010 the salaries for the then existing Public Works staff were temporarily increased administratively to reflect the added duties each employee would need to carry-out with the part time approach being considered for the department head position or until a new full time Public Works Supt. is hired.)

On April 11, 2011, Council had further discussions in which the idea of contracting with Mr. Griffin as part time contract Public Works Director was mentioned and that the net effect would be sufficient savings so that more workers could be hired to handle the work load in the Department.

On May 23, 2011 the City Council had further discussions regarding this matter and it was mentioned that the certifications Mr. Griffin had were required by the city to meet state requirements and also where the funding for a part time contract Public Works Director would come from. At the time it was reported that funding would come from the budgets for water, sewer, property and planning along with streets. It was reported at the time that sufficient funds existed to cover the cost of these changes. No formal action was taken and the matter was referred to then ICA Carson to rework the figures.

On July 11, 2011 the Contract Public Works Director (Dave Griffin) reported back to City Council along with ICA Carson. There was significant discussion about the impact and timing of such a change within the Department. In the final vote, the City Council did approve the three

proposed new job descriptions ( Field Maintenance Supervisor, Utility Maintenance Worker II and Utility Maintenance Worker I.

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

- a. Take no action at this time.
- b. Review and adjust the recommendation as presented.
- c. Approve the recommendation as presented.

**RECOMMENDATION:** That City Council, by motion, authorize the creation of a third full time position in the Public Works Department, a Utility Maintenance Worker I, at an hourly rate of pay of \$13.54 and directing the ICA and City Human Resources staff to complete all the necessary paperwork and process to complete the changes in job titles and positions and salary as approved. Funding for the position to come from seasonal worker funding as well as savings being realized by not filling the Public Works Superintendent position on a full time basis.

**[Suggested motion: I move to create the position of Utility Maintenance Worker I at \$13.54 per hour plus benefits and directing the ICA to fill the new position in accordance with existing City hiring policies.]**

**Legal Review and Opinion:** None.

**Financial review and status:** The total budget in the Public Works Department (sewer, water, streets, property and planning) contains sufficient funds for the creation of this new position on a full time basis. At \$13.54 per hour the total cost for this new position will be \$ 14,716.05 for the balance of the budget year (until June 30, 2012) . Included in the total cost is the basic wage costs of \$11,734.64, PERS at \$2,021.88, Workwoman's Comp. at \$947.80 and Unemployment Insurance at \$11.73. This position will pay PERS but depending on the employee hired, there will not be any health insurance cost for 90 days or well into next budget year. A copy of an analysis of Public Works personnel costs is attached for your information. The analysis indicates there are sufficient funds to cover the cost for this new full time position. It is anticipated that with the addition of this new position, the City should see some reduction in the amount of Comp Cash-Out costs.

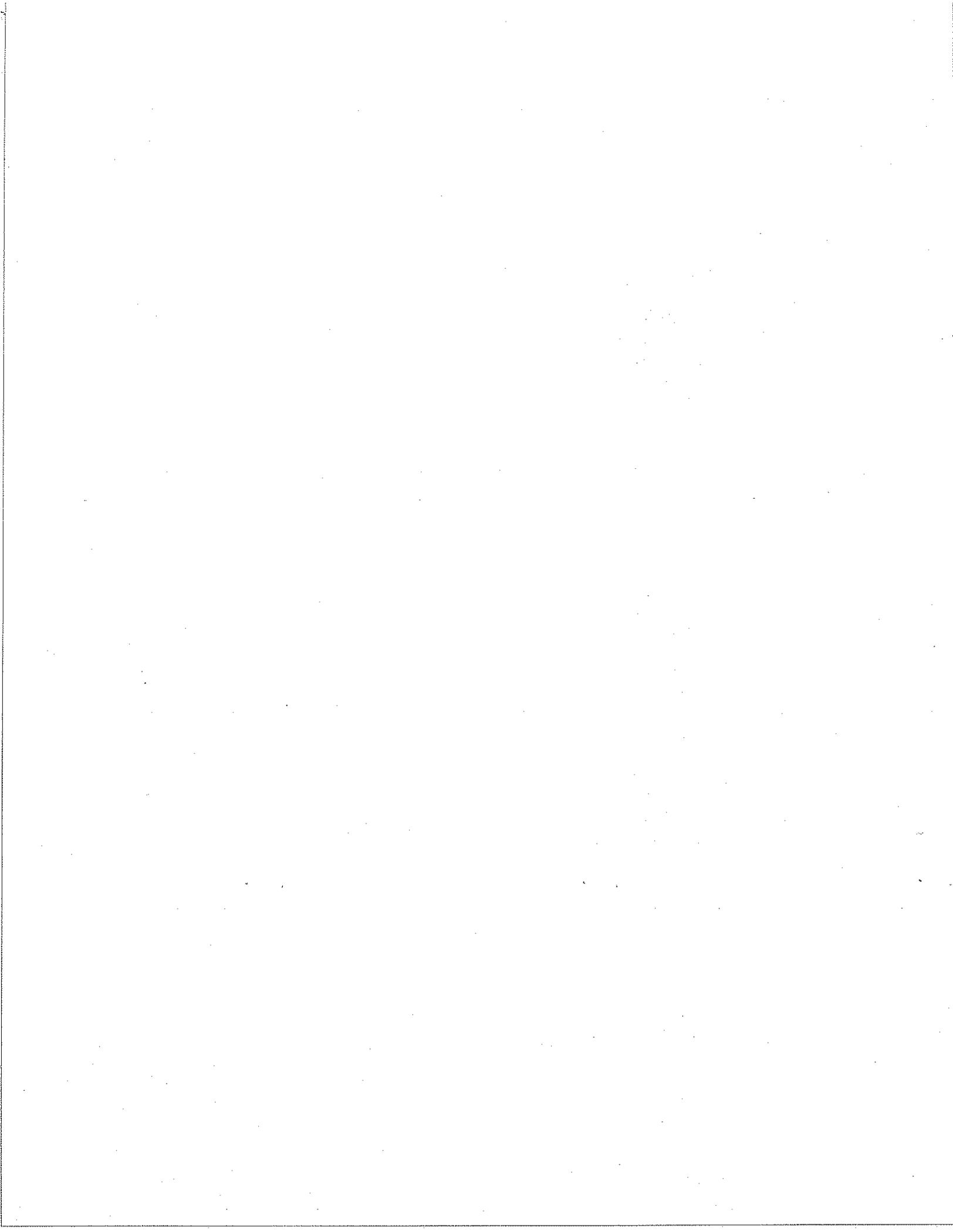
**Any necessary budget adjustments necessary as a result of this action will be made at the end of the year along with all other adjustments.**

**BACKGROUND :**

1. Attached is a copy of the approved job descriptions as of December 2010 creating the new position titles.
2. Once approved by City Council, we will advertise locally for the new position and conduct interviews. A final selection and hiring is anticipated to be made and completed by April 15 of

2012. Under city approved policies the new employee will serve a six month probationary period. The process for recruiting and hiring for this new full time position will strictly adhere to current City policy.

3. Plans are underway now to present to City Council in the next few weeks, dealing with a transition and phasing out of the current contract with Dave Griffin. It is anticipated that by careful scheduling and an emphasis on training City employees, the need for Dave Griffin can be reduced over 18 months as City employees become certified as required by the State. Given current work loads and the time necessary to study for and take certification exams, a full 18 months seems realistic. Without the required certifications, the City would be susceptible to fines and penalties from the State.



Range 12

## Cascade Locks Public Works Department

Title: Utility Maintenance Worker I

### CLASSIFICATION SUMMARY:

Non- technical/General Public Works Labor position which assists in performing regular and reoccurring installation, repair, and maintenance work in the streets, water distribution, sewer collection and parks divisions.

### SUPERVISION RECEIVED AND EXERCISED:

This position reports directly to the Field Maintenance Supervisor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Water: Assists with activities associated with operation and maintenance of water system including but not limited to the installation, repair and maintenance of water mains, valves, services, fire hydrants, reservoirs, leak repair, and meter reading.
2. Sewer: Assists with activities associated with the operation and maintenance of sewer mains including cleaning, construction, sewer taps, manhole maintenance and underground locates.
3. Storm Drain: Assists with activities associated with the operation and maintenance of storm sewer system including but not limited to the installation repair of underground storm collection lines, manholes, catch basins, culverts, ditches, creeks and channels.
4. Streets: Assists with activities associated with the operation and maintenance of street system including but not limited to hot and cold asphalt patching, crack sealing, and construction
5. Traffic: Assists with activities associated with the traffic control system including but not limited to installation, repair, maintenance of traffic signs, cross walks, may perform flagging activities.
6. Parks/Roadside: May perform activities associated with the operation and maintenance of park, cemetery, and roadside systems, including but not limited to mowing, trash collection, irrigation repair and general upkeep..

7. Equipment: Operates and maintains a variety of equipment and tools such as trucks, mowers, weed-eaters, hand and power tools or other similar equipment used in maintenance of public works projects.

8. Safety: Observes all safety rules as set forth by OSHA and City Standards.

9. Performs such other activities as may be required or directed by the Public Works Field Supervisor.

#### SELECTION FACTORS:

##### Knowledge of:

- Public Works related hazards and proper safety procedures to protect both self and others.
- Techniques, methods and practices of water supply and water distribution.
- Techniques, methods and practices of sewer collection systems.
- Techniques, methods and practices of road and traffic control maintenance.
- Proper and safe use of a variety of Public Works equipment.

##### Ability to:

- Use hand and power tools safely and effectively
- Understand and follow written and oral instructions
- Operate and use a variety of motorized equipment and vehicles used in the performance of duties
- Work safely and cooperatively with other employees.
- Establish and maintain effective working relationships with customers, contractors, etc.
- Physically perform the essential functions of the job.

#### WORKING CONDITIONS:

Work is performed primarily outdoors with exposure to a variety of weather conditions. Physical hazards may be present at times from materials, mechanical equipment and traffic. May be required to work in confined or awkward spaces observing all safety regulations in doing so. Physical effort is required to perform heavy manual labor. Ability to lift in excess of 50 lbs. is required. Employee is subject to 24 hour call back for emergency situations.

#### **EDUCATION AND EXPERIENCE:**

Any equivalent combination of education and experience which provides the applicant with knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

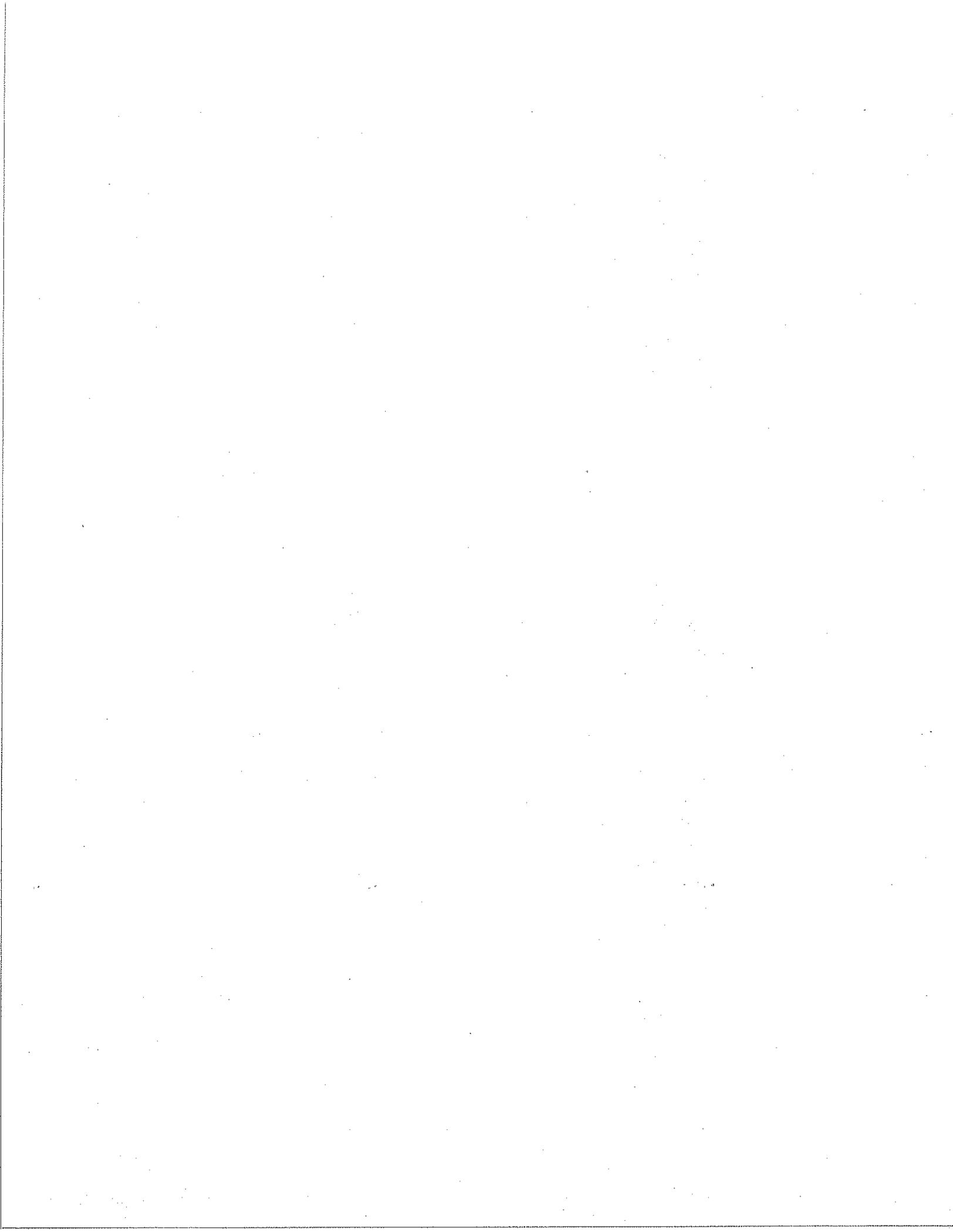
High School diploma or GED and a minimum one year experience in Public Works, or construction.

#### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

A valid Oregon State Driver's license, any documented experience will be taken into consideration. Must reside within 20 minutes response time to City Shop.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**



Range 13

## Cascade Locks Public Works Department

Title: Utility Maintenance Worker II

### CLASSIFICATION SUMMARY:

General position which performs regular and reoccurring installation, repair, and maintenance work in the streets, water supply and distribution, sewer collection and parks divisions. May serve as a working lead man in day to day field operations, when required.

### SUPERVISION RECEIVED AND EXERCISED:

This position reports to the Field Maintenance Supervisor on a daily basis and works under the Direction of the Public Works Director, or Consulting Public Works Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Water: Performs activities associated with operation and maintenance of water system including but not limited to the installation, repair and maintenance of water mains, valves, services, fire hydrants, reservoirs, leak repair, meter reading, service installation, delinquent turn offs and underground locates.
2. Sewer: Performs activities associated with the operation and maintenance of sewer mains including cleaning, construction, sewer taps, manholes and underground locates.
3. Storm Drain: Perform activities associated with the operation and maintenance of storm sewer system including but not limited to the installation repair of underground storm collection lines, manholes, catch basins, culverts, ditches, creeks and channels.
4. Streets: Performs activities associated with the operation and maintenance of street system including but not limited to hot and cold asphalt patching, seal coats, crack sealing, reconstruction, excavation, sanding and snow removal.
5. Traffic: Performs activities associated with the traffic control system including but not limited to installation, repair, and maintenance of traffic signs, cross walks, construction, and signing/flagging activities.
6. Parks: Performs activities associated with the operation and maintenance of park systems, including but not limited to mowing, trash collection, plumbing, irrigation repair, cemetery maintenance and general upkeep of parks.

7. Equipment: Operates a variety of hand tools, power tools, equipment and various vehicles and equipment to accomplish work. Equipment operations will include, but not be limited to, backhoes, air compressor, skid steer, dump trucks, snow plows, compaction equipment, mowers and other similar equipment used in maintenance and construction of public works projects.

8. Safety: Observes all safety rules as set forth by OSHA and City Standards.

9. Public Works Administration: May act as a lead man in day to day field operations when required.

10. Reports to the Field Maintenance Supervisor, performs other activities as may be required or directed by the Public Works Director. Subject to 24 hr callout notice, Must be able to respond to cell phone within 2 hours and reside within 20 minutes response time to City Shop.

#### SELECTION FACTORS

Knowledge of:

- Public Works related hazards and proper safety procedures to protect both self and others.
- Techniques, methods and practices of water supply and water distribution.
- Techniques, methods and practices of sewer collection systems.
- Techniques, methods and practices of all aspects of road and traffic control maintenance.
- Proper and safe use of a variety of Public Works equipment.

Ability to:

- Use hand and power tools safely and effectively
- Understand and follow written and oral instructions
- Operate and use a variety of motorized equipment and vehicles used in the performance of duties
- Work independently safely and cooperatively in work crews with other employees.
- Establish and maintain effective working relationships with customers, contractors, etc.
- Physically perform the essential functions of the job.

#### WORKING CONDITIONS:

Work is performed primarily outdoors with exposure to a variety of weather conditions. Physical hazards may be present at times from materials, mechanical equipment and traffic. May be required to work in confined or awkward spaces observing all safety regulations in doing so. Physical effort is required to perform heavy manual labor. Ability to lift in excess of 50 lbs. is required.

## **EDUCATION AND EXPERIENCE:**

Any equivalent combination of education and experience which provides the applicant with knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

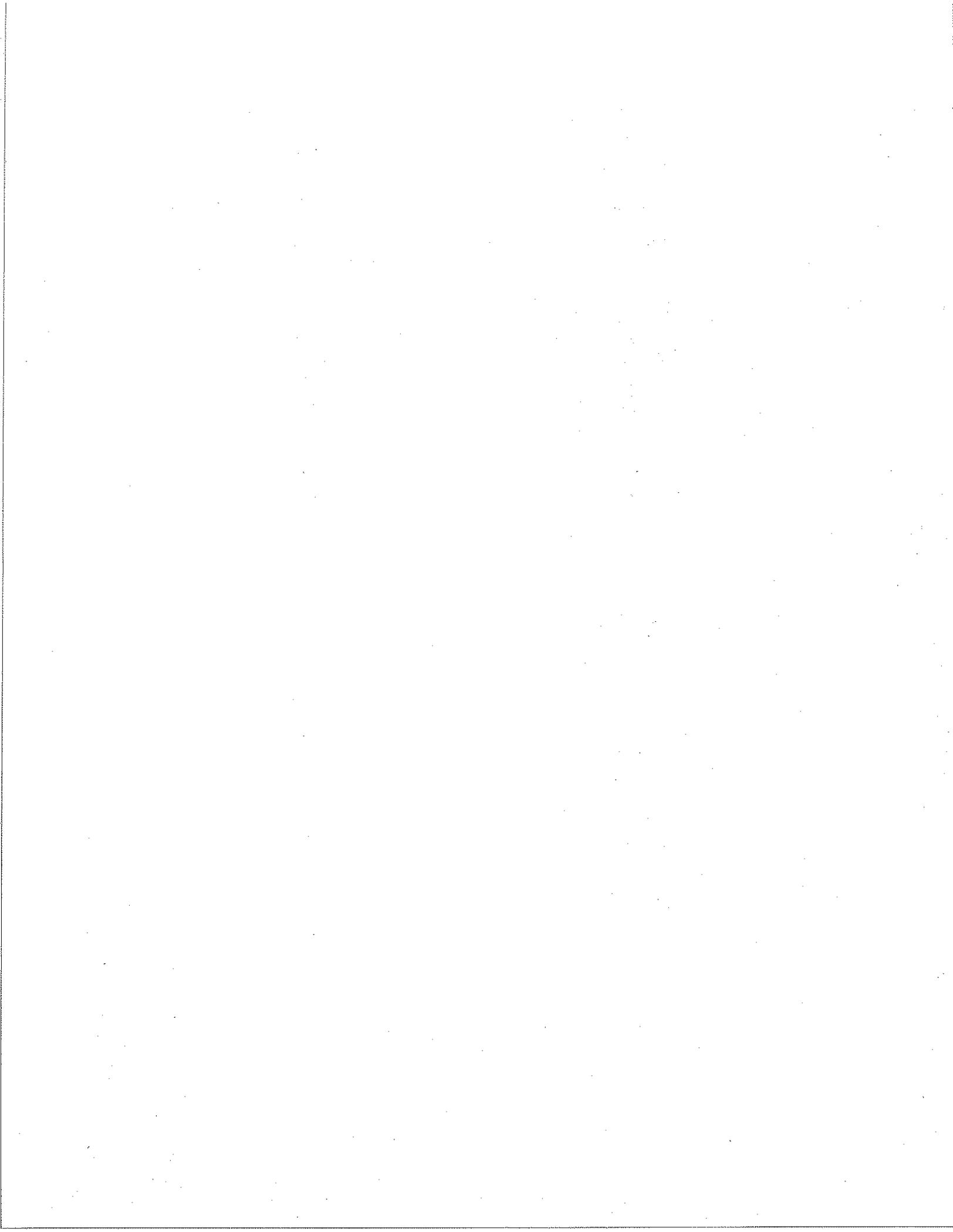
High School diploma or GED and a minimum three years' experience in Public Works, operating motorized Public Works equipment, maintaining water system, maintaining sewer systems and/or maintaining street systems.

## **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

A valid Oregon State Driver's license, ability to obtain a Class B CDL, and any form of certification in water or wastewater to show knowledge and abilities will be taken into consideration in filling this position.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**



Range 14

Cascade Locks Public Works Department

TITLE: Field Maintenance Supervisor

CLASSIFICATION SUMMARY:

Supervises, directs and performs regular and reoccurring installation, repair, and maintenance work in the streets, water supply and distribution, sewer collection and parks divisions. This position operates a variety of hand tools, power tools, technical equipment and various vehicles and equipment to accomplish work. Equipment operations will include, but not be limited to, backhoes, air compressor, jackhammer, street sweepers, dump trucks, snow plows, paving equipment and mowers.

SUPERVISION RECEIVED AND EXERCISED:

This position reports directly to the Public Works Director or Consulting Public Works Director.

This position acts as Public Works Supervisor in day-to-day field operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Public Works Administration: Functions as daily supervisor of the Public Works personnel, excluding personnel assigned to the wastewater treatment facilities under contract.
2. Public Works Inspection: Inspection of consumer services for compliance with code requirements and regulation regarding water, sewer, drainage, cross-connection, and driveway's etc. Investigates and resolves complaints relating the City's Public Works systems. Record and tabulate consumer complaints. May be requested to coordinate public works projects including daily inspection, daily reports, record keeping, contract enforcement, field adjustments and contractor compliance.
3. Water: Performs activities associated with operation and maintenance of water distribution system including but not limited to the installation, repair and maintenance of water mains, valves, services, fire hydrants, reservoirs, spring development, leak detection, meter reading, connects and disconnects, and underground locates.
4. Sewer: Performs activities associated with the operation and maintenance of sewer collection system mains including cleaning, construction to grade, sewer taps, manholes and underground locates.

5. Storm Drain: Perform activities associated with the operation and maintenance of storm sewer system including but not limited to the installation repair of underground storm collection lines, manholes, catch basins, culverts, ditches, creeks and channels.
6. Streets: Performs activities associated with the operation and maintenance of street system including duty not limited to hot and cold asphalt patching, seal coats, crack seals, grading, reconstruction, construction, excavation and snow removal.
7. Traffic: Performs activities associated with traffic control, including but not limited to installation, repair, maintenance of traffic signs, cross walks, centerlines and construction, signing/flagging activities.
8. Parks: Performs activities associated with the operation and maintenance of park systems, including but not limited to mowing, trash collection, plumbing, irrigation repair and general upkeep of parks.
9. Equipment: Operates a variety of equipment and tools such as backhoes, trucks, paving equipment, dump trucks, rollers, snow plows, sewer cleaning, jackhammer, hand and power tools and other similar equipment used in maintenance and construction of public works projects.
10. Safety: Observes all safety rules as set forth by OSHA and City Standards.
11. Performs such other activities as may be required or directed by the Public Works Director.

#### SELECTION FACTORS:

##### Knowledge of:

- Public Works related hazards and proper safety procedures to protect both self and others.
- Techniques, methods and practices of water supply, water distribution and water treatment systems.
- Techniques, methods and practices of sewer and storm sewer collection systems
- Techniques, methods and practices of all aspects of road and traffic control maintenance. Must be familiar with State of Oregon and Cascade Locks Construction Standards.
- Proper and safe use of a variety of Public Works equipment.

- Standard Practice Techniques, codes, policy's regarding Public Works construction for inspection purposes.

**Ability to:**

- Supervise and effectively manage other Public Works personnel
- Maintain accurate construction and daily records.
- Use hand and power tools safely and effectively.
- Understand and follow written and oral instructions.
- Operate and use a variety of motorized equipment and vehicles used in the performance of duties.
- Work independently safely and cooperatively in work crews with other employees.
- Establish and maintain effective working relationships with customers, contractors, etc.
- Physically perform the essential functions of the job.

**TOOLS AND EQUIPMENT USED:**

Operates a variety of equipment and tools such as backhoes, trucks, paving equipment, dump trucks, rollers, snow plows, sewer rodder, skid steer, hand and power tools and other similar equipment used in maintenance and construction of public works projects.

**WORKING CONDITIONS**

Work is performed both indoors and outdoors with exposure to variety of weather conditions. Physical hazards may be present at times from materials, mechanical equipment and traffic. May be required to work in confined or awkward spaces observing all safety regulations in doing so. Physical effort is required to perform heavy manual labor. Ability to lift in excess of 50 lbs is required. Employee is subject to 24-hour call out for emergency situations. Must reside within 20 minutes response time to City Public Works Shop, and have Cell Phone availability within 2 hrs. 24 hrs. per day except during scheduled time off.

## EDUCATION AND EXPERIENCE:

Any equivalent combination of education and experience, which provides the applicant with knowledge, skills and abilities, required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED, and a minimum five years experience in Public Works with one year of that experience working for the City of Cascade Locks operating motorized Public Works equipment, operating and maintaining water systems, operating and maintaining sewer systems or maintaining street systems.

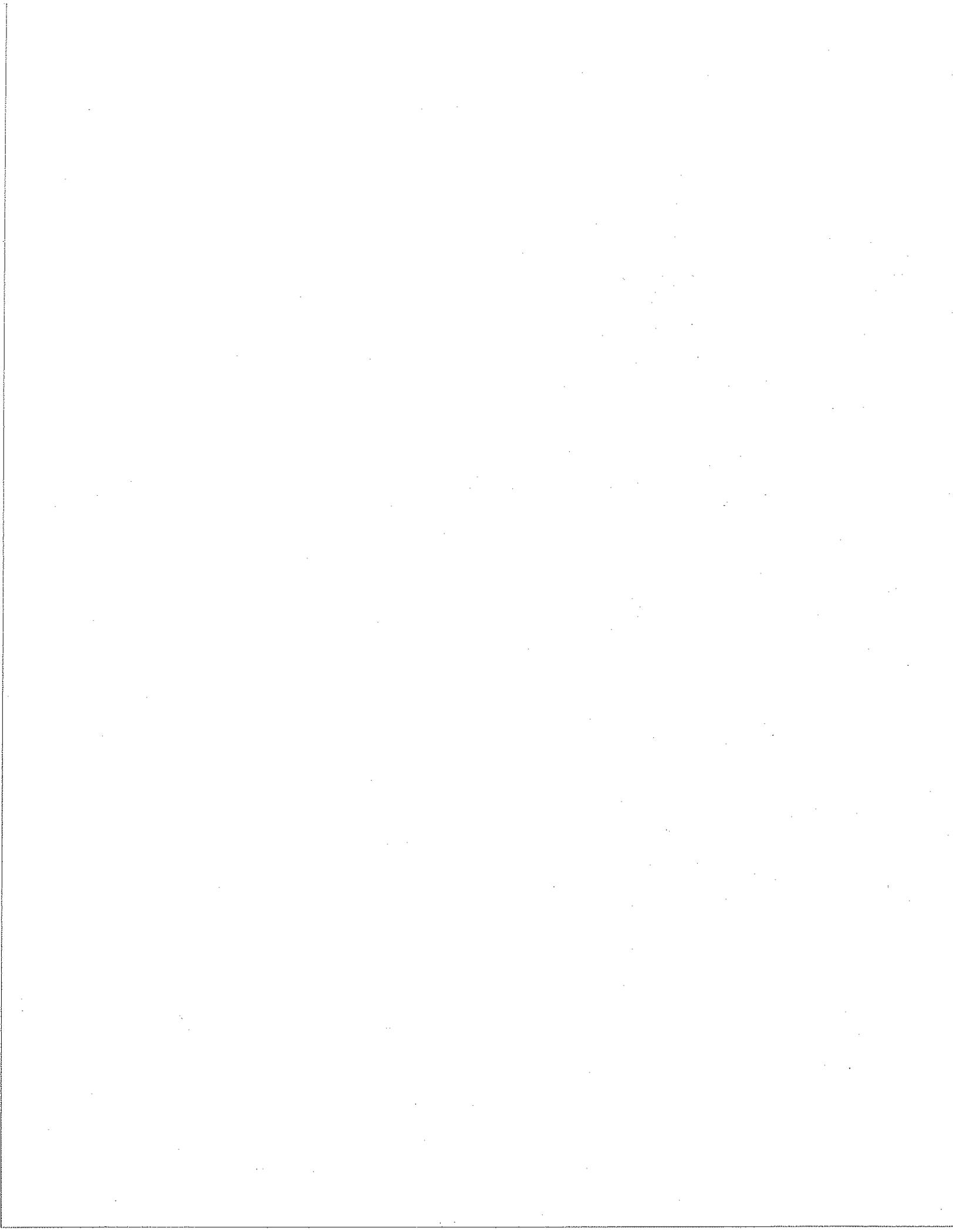
## LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A valid Oregon State Driver's license, ability to obtain a Class B CDL a valid Oregon State approved flagger card, certification in Basic First Aid, certification in either water, wastewater or pavement management would be considered beneficial.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**





**STAFF REPORT**

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**Date Prepared:** March 7, 2012

**For City Council Meeting on:** March 12, 2012

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Paul Koch, Interim City Administrator *PK*

**APPROVED BY:** N/A

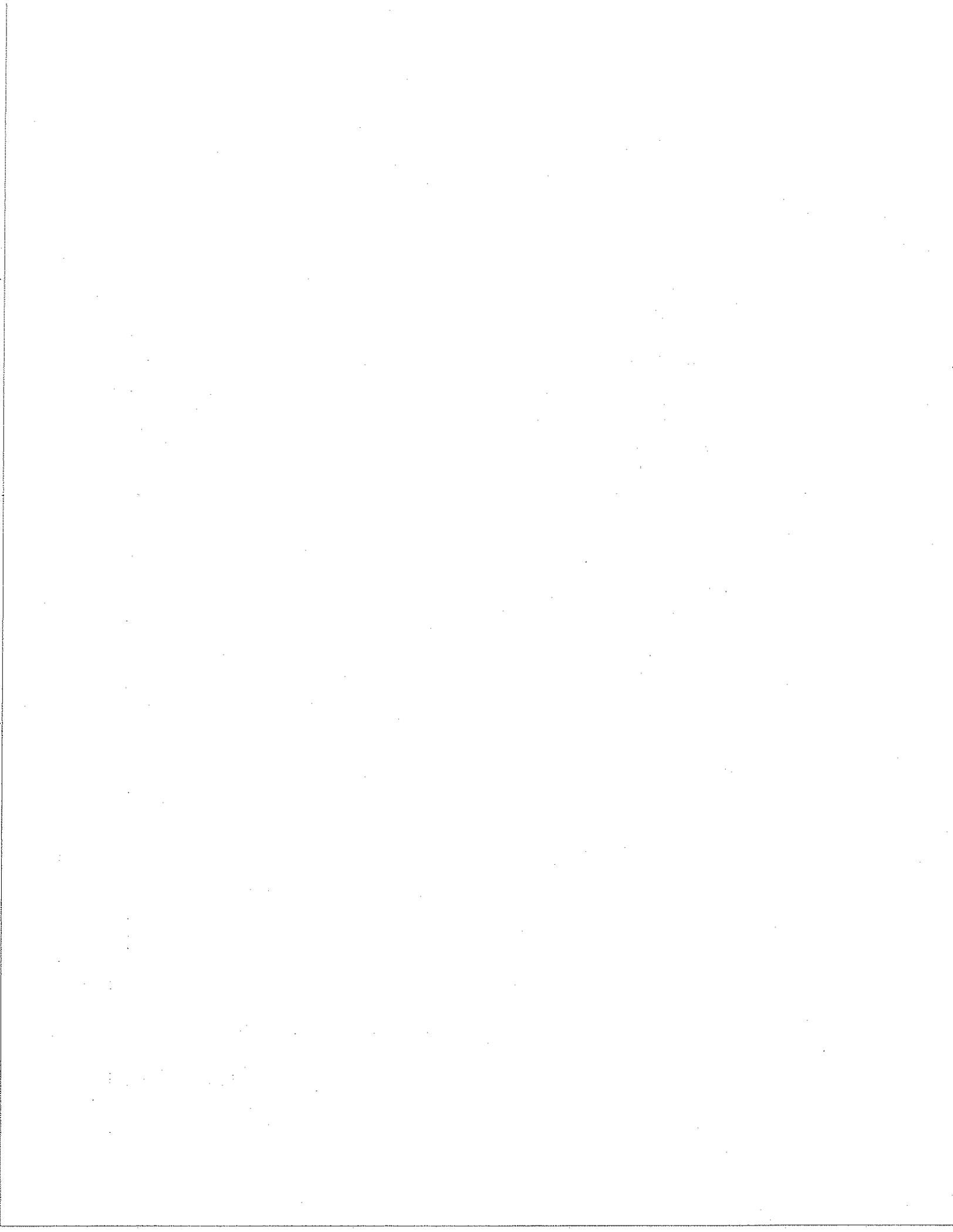
**SUBJECT:** Pricher Tort Claim Settlement

**SYNOPSIS:** Over the past few months the City's insurance carrier (CIS) has been negotiating a settlement with former Fire Chief Jeff Pricher. As a part of that settlement and to reduce the cash payout to settle the case out of court, the City is required to write and have read into the public record, a letter of apology to Mr. Pricher.

That letter and its reading now come to City Council for public reading and entry into the official records of the City.

**CITY COUNCIL OPTIONS:** By the terms of the tort claim settlement, the City Council has no other options.

**RECOMMENDATION:** None.





**City of Cascade Locks**  
PO Box 308 140 SW WaNaPa St.  
Cascade Locks, OR 97014

(541) 374-8484 Fax: (541) 374-8752  
TTY 711

February 24, 2012

Dear Jeff:

It is with deep regret and a grateful spirit that I write this letter. The City shares in this regret and sincerely apologizes for the accusations that you received regarding misappropriation of funds and malfeasance of office. It was an entirely regrettable situation and the city deeply apologizes. We hope that the developments in the past few months have demonstrated our commitment to charting a new trajectory that will replicate the exemplary standards of service you have brought to the city.

From many perspectives, it is clear that during your term of service to the community, you departed yourself in a very professional and exemplarily manner. Your tireless commitment to this community was recognized by many, and is reflected in the excellent training and high degree of certification of our fire volunteers. The many hours you gave to this community were and are today appreciated.

In the nearly seven years you served as our Fire Chief and paramedic, you successfully and professionally managed Emergency Service Department budgets totaling nearly 4 million dollars. You were highly integral to the completion of a new fire hall for the community and the additional of new fire-fighting equipment and apparatus. These very important enhancements to the community could not have been achieved without your vision, leadership and hard work.

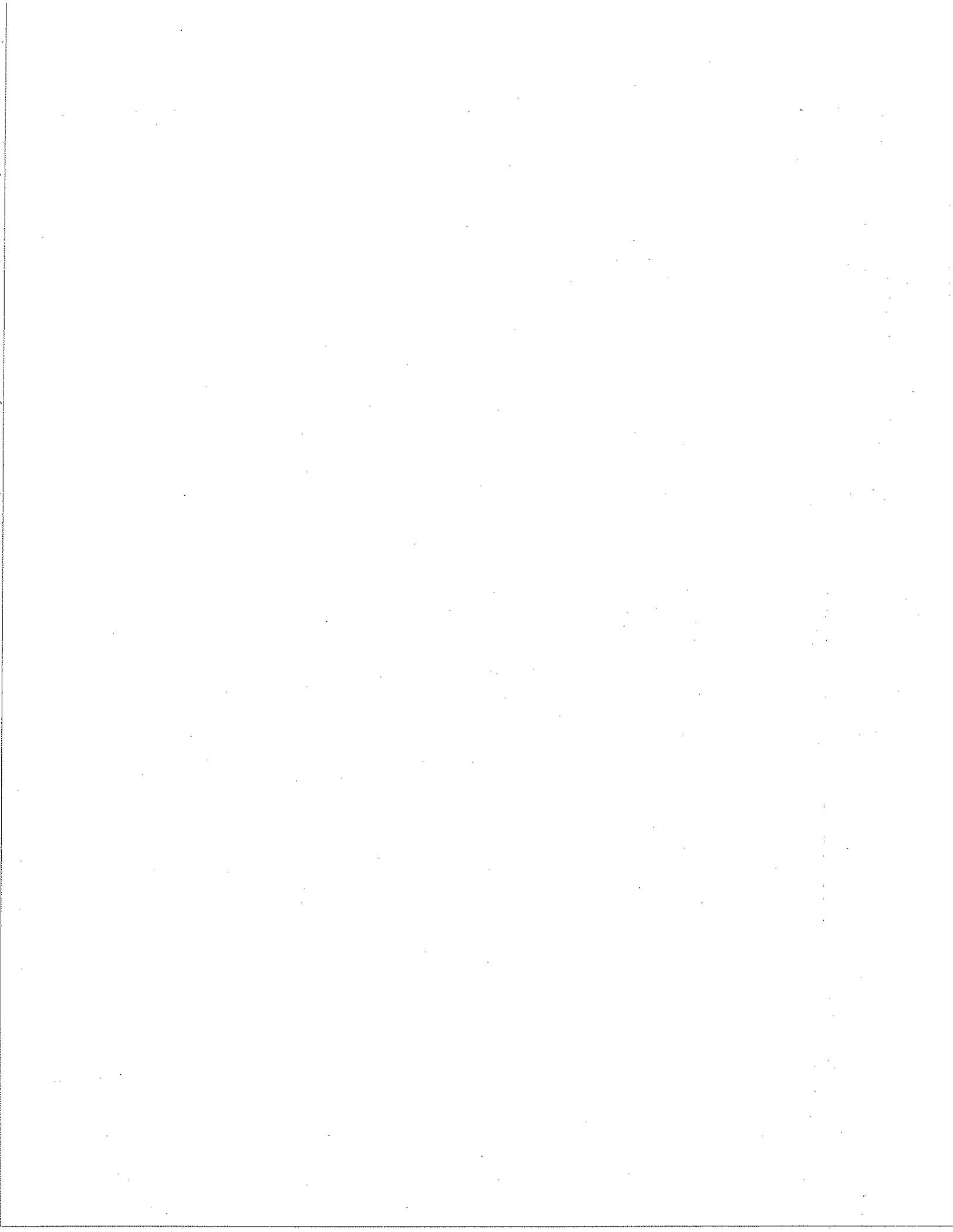
Over the years you established yourself as a hard worker, always putting the community first and exhibited an innovative and resilient professionalism that has set a high standard of service in our community. Your commitment to serving the community will long be remembered and appreciated.

You worked hard and cultivated positive and effective regional relationships that serve this community well to this day. Because of your hard work, our community enjoys the services of our regional partners.

We thank you for your energetic and effective work to benefit this community. We will not soon forget all you helped us achieve.

Sincerely,

Lance Masters  
Mayor



**STAFF REPORT**

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**Date Prepared:** March 5, 2012

**For City Council Meeting on:** March 12, 2012

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Paul Koch, Interim City Administrator *PK*

**APPROVED BY:** N/A

**SUBJECT:** City Attorneys memorandum regarding elections

**SYNOPSIS :** Given that elections will be coming soon for City Council seats, the City Attorney has been asked to provide an opinion of the current situation and provide some clarification for the impending elections. There is no action required on this matter, this is for information purposes only.

**CITY COUNCIL OPTIONS:** None. This is information only.

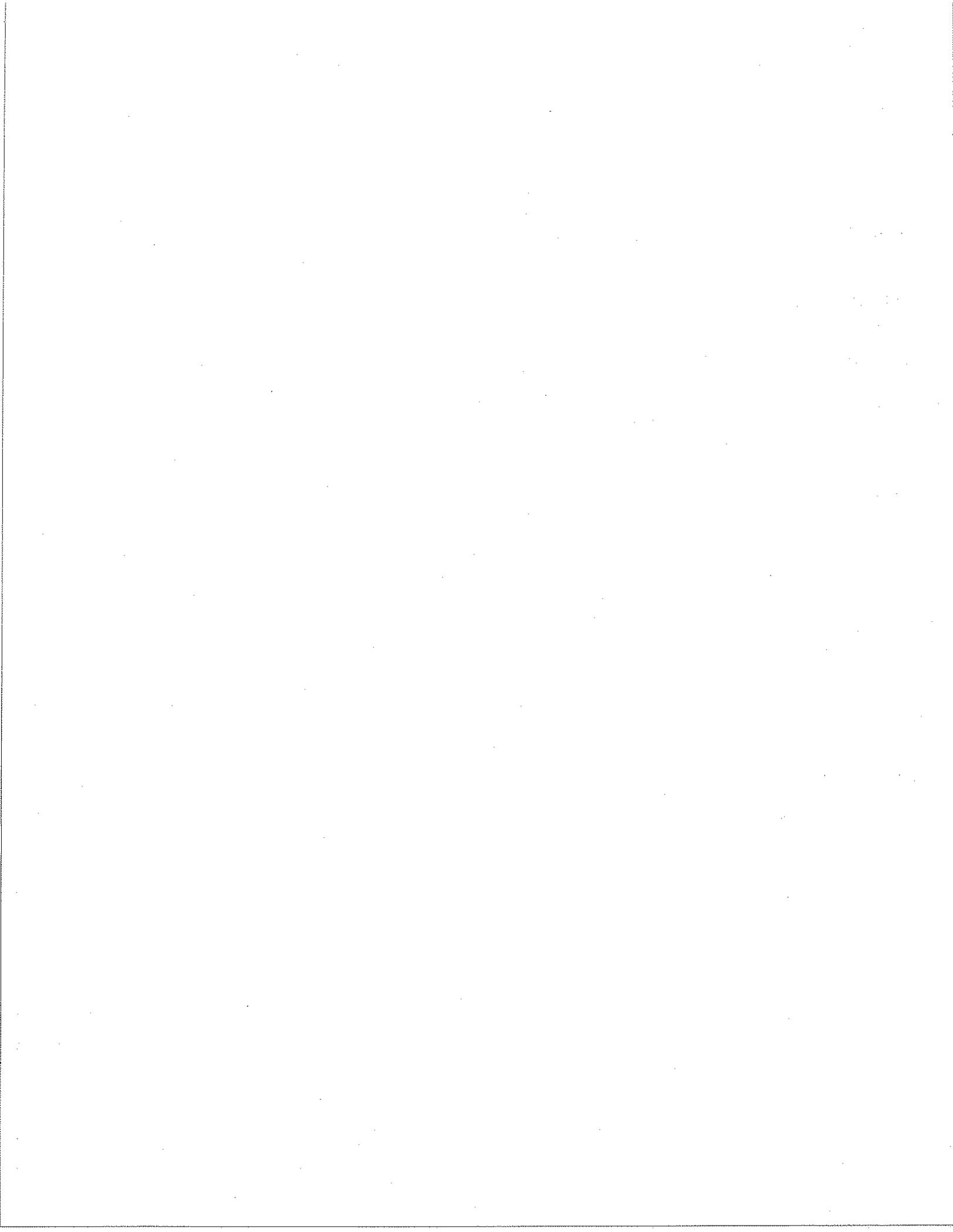
**RECOMMENDATION:** None. Information only.

**Legal Review and Opinion:** N/A

**Financial review and status:** N/A

**BACKGROUND INFORMATION:**

1. A copy of the City Attorneys opinion is attached to this Staff Report for City Council information.



**Memorandum**

**To: City Council**

**From: Alexandra E. Sosnkowski, City Attorney**

**Re: Councilor Appointments Process-Charter Interpretation**

**Date: March 7, 2012**

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**ISSUE:** What is the appointment process for Councilors and what are the terms of appointed Councilors under the City's Charter.

**ANSWER:** Councilors are appointed by a majority vote of remaining Councilors. Councilors are appointed to complete the term of the position they are filling, and are up for reelection during the November election prior to the expiration of the term.

**DISCUSSION:** Cascade Locks Charter (1995) Section 30 provides as follows: **FILLING OF VACANCIES.** Council vacancies shall be filled by a majority vote of the remaining members of the Council. The appointee's term of office shall begin immediately and shall continue until the next general election and the term for that position shall be the unexpired portion of the remaining term.

Cascade Locks is a home rule city, which means that the State legislature has given the City authority to enact its own charter and create its own laws, except to the extent provided in the State Constitution. Vacancies in office for a home rule City are filled in accordance with the city's charter not State law because this is not an area of law reserved to the State to decide by the State Constitution. Therefore, the provisions in ORS Chapter 221 pertaining to the filling of vacancies apply only to non-home rule cities.

In addition, the City Council is vested with the authority to interpret the City's Charter and the courts will defer to that interpretation, subject to the rules of interpretation laid out by the courts.

Legal Standard to Uphold Council's Interpretation. Two important cases set forth the general principles of statutory construction. They are *Portland Gen. Elec. Co. v. Bureau of Labor & Indus.*, 317 Or 606, 859 P2d 1143 (1993) (hereinafter *PGE*), and modified by *State v. Gaines*, 346 Or 160, 206 P3d 1042 (2009). Generally, the same rules apply to construction of the City's Charter. Under these cases, the text of the provision is the most important element to guide interpretation. The text is examined in context. Legislative history may be considered as well (generally only if the text/context analysis reveals an ambiguity). Finally, if the intent remains unclear, general maxims are consulted—in other words, the court might determine what makes the most sense.

Appointment Process: The applicable sentence of Section 30 states that "Council vacancies shall be filled by a majority vote of the remaining members of the Council." This sentence is capable of more than one interpretation. It could mean that the Council can choose, by majority vote, how it will undertake the appointment process, but that each appointment is to fill a specific vacancy. This sentence can also be read to mean that the Council, by majority vote, chooses the entire process for filling any vacancies, including how the vacancy an appointee will fill will be determined. Both interpretations are plausible and supportable interpretations of the Charter as they are consistent with the text and context.

At the conclusion of the recall election in 2011, a majority of the remaining members followed the second interpretation for filling vacancies. They created a public process for choosing candidates and determined that once all candidates were chosen, they would then determine which positions each candidate would fill, with a majority of the new Council determining who would fill the position of Mayor. This was the process used at the Council's October 24, 2011, meeting.

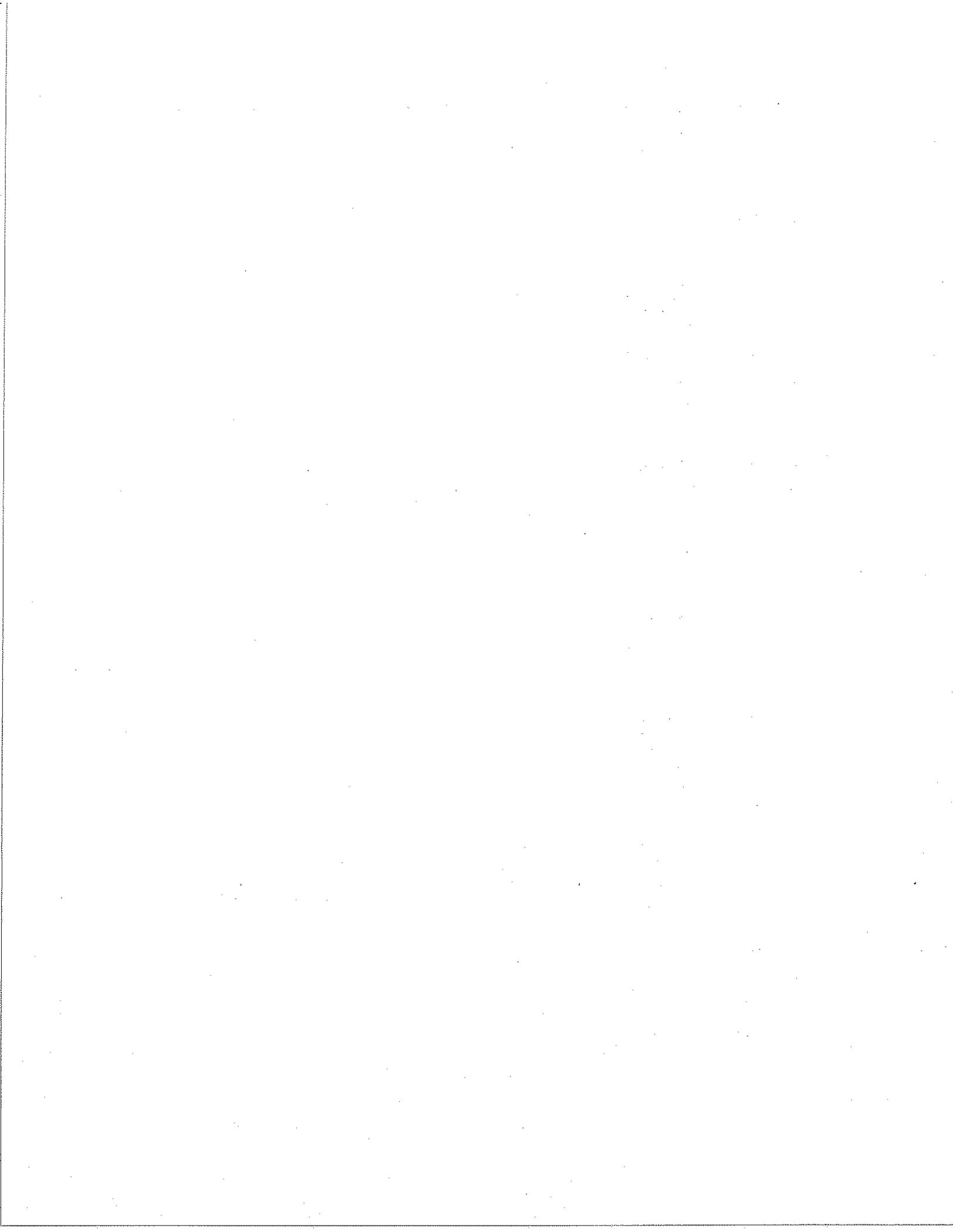
Neither state law nor the Charter required a quorum of four (regular meeting quorum) Councilors to be present to determine the process or to choose appointees. Section 30 clearly states "a majority of the remaining members of the Council." Had the Charter intended a quorum of four to be required, it would have used the term quorum or not have referred to the "remaining" members. To require a quorum would have rendered the remaining Council unable to appoint new members and required the City to wait until the next available election date. This outcome would have prevented the City from conducting business for several months. Had this outcome been intended, the Charter or state law would have created a process for a provisional government or some other mechanism for the City to be able to conduct business, or face potential liabilities for not taking care of City obligations.

Terms of Appointed Councilors: The applicable sentence of Section 30 states that the "appointee's term of office shall begin immediately and shall continue until the next general election and the term for that position shall be the unexpired portion of the remaining term." This sentence also has more than one plausible interpretation. It can be interpreted to mean that the appointee inherits their predecessor's term, but that term could be cut short because the appointee must face a vote of the public at the next general election. Whoever wins the election would then complete any remaining portion of the term of the recalled Councilor.

This sentence can also be interpreted to mean that the appointee inherits their predecessor's full term and is up for reelection at the general election preceding the expiration of the term. This was the interpretation adopted by the Council at its October 24, 2011, meeting. This interpretation is consistent with the work of the most recent Charter Review committee, which had the history of this provision before it and discussed changing the provision to operate in the manner of the first interpretation above. This interpretation also gives full meaning to each of the words and phrases.

In contrast, had the first interpretation been intended, the word "but" might have been used instead of "and" so as to read "the appointee's term of office shall begin immediately but

shall continue until the next general election . . . .” This choice of language would have been more consistent with an intent to cut short an appointee’s term and involve the general electorate in determining who would ultimately serve the entirety of the recalled Councilor’s term.



**STAFF REPORT**

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**Date Prepared: 3/7/12****For City Council Meeting on: 3/12/12****TO: Honorable Mayor and City Council****PREPARED BY: Kathy Woosley** *KW***APPROVED BY: Paul Koch****SUBJECT: Vacation of Dead end portion of Hassalo Street**

**SYNOPSIS:** Michael Coad recently purchased the house at 139 NW Hassalo which is adjacent to an unimproved portion of City right of way of Hassalo Street. He would like to purchase the unused portion of Hassalo Street, which is the unused portion of street between 139 NW and 133 NW Hassalo Street. Mr. Coad submitted his request as a request to purchase the property under ORS 271.300 which would be the appropriate procedure to sell City property. However, the City cannot sell right of way and would have to proceed with a street vacation if it believed the right of way was no longer needed.

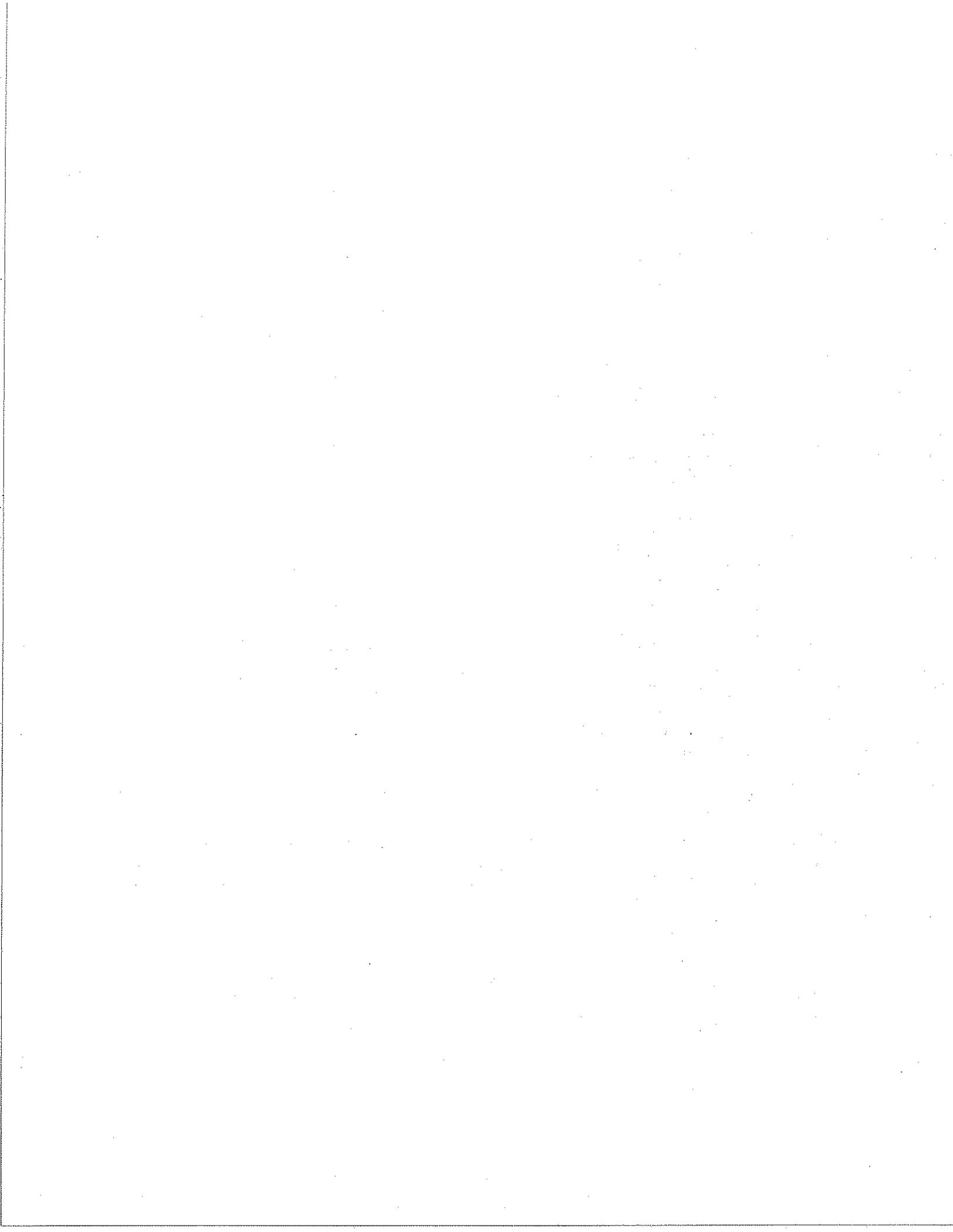
**CITY COUNCIL OPTIONS:**

1. Deny the petition as a request to sell the property.
2. Allow the petition as a request for a street vacation and set a hearing date to consider the vacation.
3. Delay consideration of the petition until the new City Planner is on board to review the petition and provide a recommendation.

**RECOMMENDATION:** Staff recommends the City Council delay consideration of the petition until the new City Planner can review it and provide a recommendation. This will provide the City with an opportunity to determine whether the right of way should be kept for future connectivity purposes.

**Legal Review and Opinion:** As noted above, the City cannot sell public right of way. If the property is no longer needed for right of way, the City can proceed with a street vacation. This process requires a hearing before the City Council. The matter would go the Planning Commission first for a recommendation.

**Financial review and status:** Mr. Coad would be responsible for all costs.



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IN REPLY, REFER TO OUR FILE  
#L0508-10 (A)

February 8, 2012

City of Cascade Locks  
Attn: Ms. Kathy Woosley, MMC  
City Recorder  
P O Box 308  
Cascade Locks, OR 97014

Re: Request to Purchase Unused Portion of NW Hassalo  
Street, Cascade Locks, Oregon 97014.

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Dear Ms. Woosley:

Thank you very much for your time this week. It was a pleasure meeting with you to discuss the land-use issues attending the residence I recently purchased at 139 NW Hassalo Street, Cascade Locks, Oregon 97014. In keeping with your suggestion and pursuant to ORS 271.300 et seq., please let this correspondence serve as my formal registration of intent to purchase the presently unused portion of the public street that runs contiguous with my property's easternmost boundary (i.e., a 30-foot wide strip of land running along the entire easternmost boundary line of Tax Lot 2500 - See attached plat map and graphic depiction of affected public land).

While I recognize that the unused portion of the public street might also be eligible for vacation by the city without cost upon petition of an adjoining landowner, my preference in this instance would be to acquire the entire unused portion of the street outright in exchange for a mutually-agreeable cash payment to the city.

I am aware that this public property is already subject to one or more utilities easement(s) and is therefore not "buildable." Barring any objection from the city to this transaction, however, and subject to my acquisition of an additional land parcel presently owned by Scott Sullenger, it is my intention to prosecute a lot line adjustment amalgamating the presently unused portion of the public street and the Sullenger

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City Recorder  
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parcel into my current tax lot. I further understand that this plan will require additional costs and the prosecution of land-use processes, which will be my sole responsibility.

I look forward to the city's response to this proposal and to any dialogue aimed at realizing this goal. If you have questions or comments regarding any of the foregoing matters in the interim, please do not hesitate to call.

Very truly yours,

OFFICES OF MICHAEL R. COAD,  
ATTORNEY AND COUNSELOR AT LAW, P.C.



Michael R. Coad

Dictated but not read  
MRC/jmc

Encl: --Plat Map

File



