

# CITY of CASCADE LOCKS

## AGENDA

---

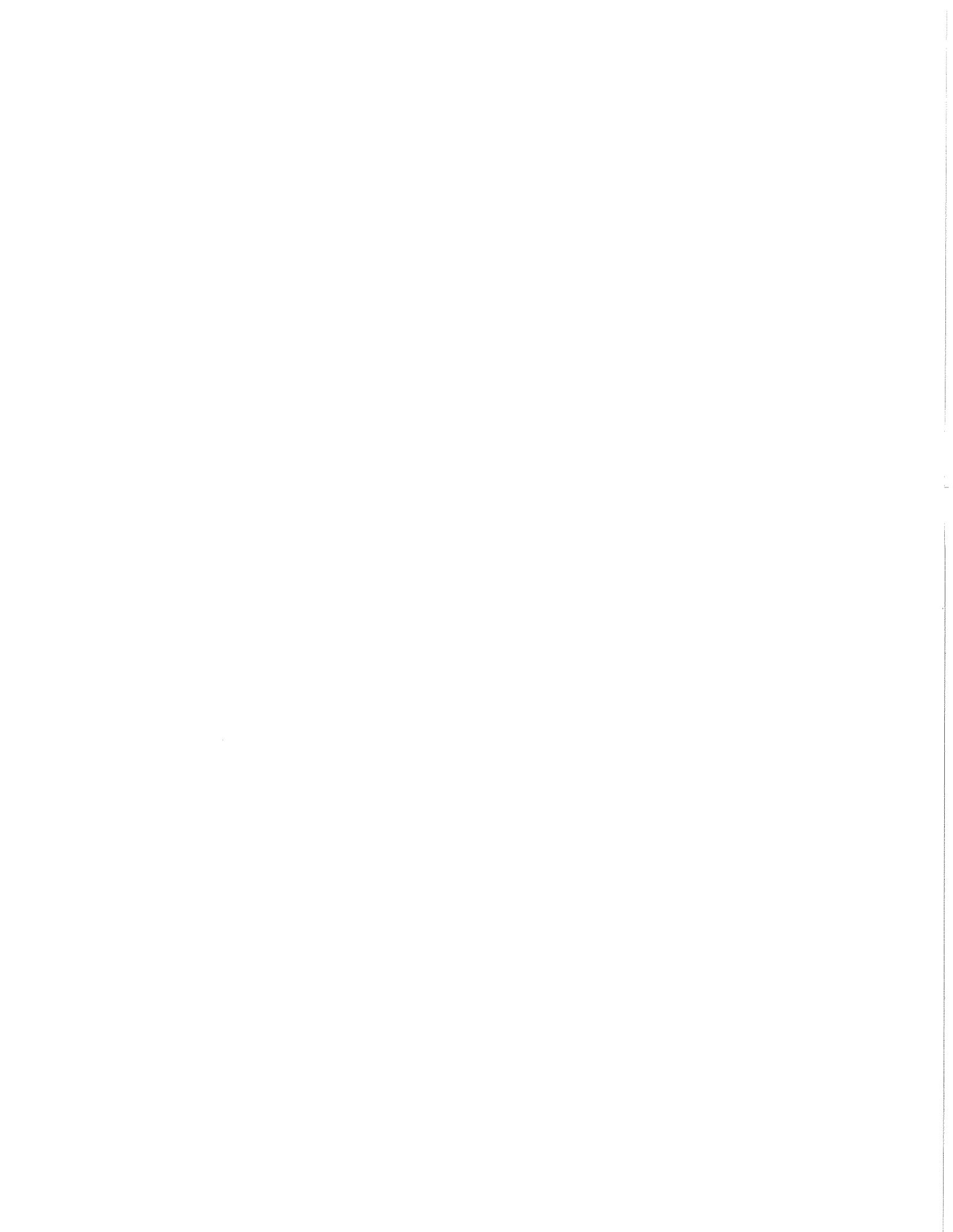
**CITY COUNCIL MEETING, Monday, March 28, 2016, 7:00 PM, CITY HALL**

---

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of February 22, 2016 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 330,315.41**
  - c. **Approve Resolution No. 1350 Authorizing a Budget Amendment for Unanticipated Revenue from Oregon Community Foundation (Cycle Oregon Grant).**
  - d. **Approve Resolution No. 1351 Authorizing Transfer of Funds for Purpose of Covering Deficit Balance in the CATV Fund.**
  - e. **Approve Resolution No. 1352 Authorizing a Transfer from Cemetery Trust to Cemetery Fund for Purpose of General Maintenance.**
4. **Public Hearings.** None.
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Approve New Electric Department Service Truck.**
  - c. **Approve Hood River County Law Enforcement Contract.**
  - d. **Approve PCB Investigation.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
  - a. **City Committees.**
  - b. **Dr. Derr – Mt. Hood Community College.**
  - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session per ORS 192.660 (2)(e) Real Property Transactions**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, City Attorney Ruben Cleveland, Cody Steelman, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** CA Zimmerman said action on agenda item 5.b. should take place after executive session.
3. **Adoption of Consent Agenda.**
  - a. **Approval of February 8, 2016 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 93,107.97.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Walker, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.
4. **Public Hearings.** None.
5. **Action Items:**
  - a. **Appointment to Committees.** None.
  - b. **Approve Revision of Financial Management Policies (moved to later in the meeting).**
  - c. **Approve Cancellation or Reschedule March 14, 2016 Council Meeting.** CA Zimmerman said that he and the Mayor would be in Washington D.C. CM Walker said he would not be able to attend that night either. **Motion:** CM Groves moved, seconded by CM Busdieker, to cancel the March 14, 2016 meeting. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Cody said he would wait until the Financial Management Policies are discussed.
7. **Reports and Presentations.**
  - a. **City Committees.** None.
  - b. **City Administrator Zimmerman Report.** CA Zimmerman reported that the Statement of Economic Interest has to be filed online this year and CR Woosley would be registering the Council this week. He said Council will be receiving an email from Oregon Government Ethics Commission with the necessary links to file online by April 15<sup>th</sup>.

CA Zimmerman said that the City is eligible for a grant from CIS to redo the front counter area to be ADA accessible and ergonomically correct for staff. He said the grant is already included in the budget and the work must be completed by June 30. He said the old paneling in the front office would be removed at the same time the front desk work is being done.

CA Zimmerman said he and FO Bump would be attending the CIS Conference this Thursday and Friday.

CA Zimmerman reported that there are currently 10 houses permitted or under construction in Cascade Locks and the probability of at least three more.
8. **Mayor and City Council Comments.** CM Busdieker said she reviewed the water protection ballot measure again. Her statement is submitted as Exhibit A.

CM Randall said this ballot measure will mean more regulation more oversight. He said he believes in free enterprise and is a capitalist and believes in capitalism. He said this works fine

## City Council

February 22, 2016

when unhindered and will lift everyone out of poverty. CM Randall said he is for Nestlé and doesn't care what one of the Councilors says about it. He said he believes that this would be good for the City. He said not everything is perfect and mistakes are made by everyone.

CM Randall said if people vote for that initiative it will be a slap in the face to people that live in this community.

Mayor Cramblett said his focus is on the fiscal responsibility of our community. He said this will be an opportunity for jobs, to improve our tax base, opportunity to help our emergency services department, and our utility departments. He said we need business in our community.

Mayor Cramblett said an emergency was created in Flint, Michigan. He said this was created by a downturn in their economy. He said they had no money coming in and had to change the way they did business. He said in doing so they ended up with lead in their system.

Mayor Cramblett said it is up to Cascade Locks and this City Council to look at every opportunity to operate its departments and to look for business advancement. He said he would be fighting to create jobs. He said jobs will help to keep our city from being in a situation like Flint, Michigan. He said he appreciates the majority of Council holding the line in trying to get new jobs so that the departments can be financially stable. He said it is up to Council to help our citizens. He said Cascade Locks has the opportunity for a game changer and he would not back off on trying to create jobs and opportunities for our citizens and taking care of the City's departments.

Mayor Cramblett said the Council has been told they listen to citizens. He said elections were held with the knowledge that this Council was in support of a job creation opportunity.

9. **Other matters.** None.

10. **Executive Session per ORS 192.660 (2)(h) Legal Counsel; ORS 192.660 (2)(d) Labor Negotiator Consultations and ORS 192.660 (2)(a) Employment of Public Officers, Employees and Agents.**

Mayor Cramblett recessed regular session to enter into executive session to discuss ORS 192.660 (2)(h) Legal Counsel, stating Council would return to regular session to discuss agenda item 5.b.

Mayor Cramblett returned to regular session at 8:00 PM to agenda item 5.b. Cody Steelman said this is one of the best pieces of legislation in this town and it all came out of his books. He said to start, rates have to be set and reviewed every year. He said this is a process that is laid out in the law. Cody explained surplus earnings. Cody asked Council if they had set the rates. City Attorney Cleaveland said that Cody had threatened litigation so Council could not comment.

Cody said Council knows that they have not followed the law. He said Cascade Locks is not a public utility, not an investor owned utility, or private utility. He said Cascade Locks is a municipal utility. He said using the City's right of way is a privilege tax. He said he pays property tax so he has the right to that use. He said a municipal utility cannot be charged that tax. He said a franchise fee is a business tax.

Cody said there has been a violation every year and this is what has brought him to this point. He said this electric department has been financing everything.

**Motion:** CM Groves moved, seconded by CM Fitzpatrick, to approve the Financial Management Policies as contained in the attached policy document. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

CM Busdieker said it seems that the Council hasn't discussed surplus earnings or declaring that and asked what would be done to address it. CA Zimmerman said surplus earnings are put into reserves and is done in the budget process. Mayor Cramblett said policy states that reserves should be at one million dollars. CM Busdieker asked if there is a line in the budget that shows the surplus for the electric utility. CA Zimmerman said there is.

The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

Mayor Cramblett recessed regular session again and returned to executive session at 8:14 to discuss ORS 192.660 (2)(d) and ORS 192.660 (2)(a). He said Council would be returning to regular session.

Mayor Cramblett returned to regular session at 8:44 PM.

**Motion:** CM Fitzpatrick moved, seconded by CM Randall, to approved the MOU's and contract extension with IBEW. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

**Motion:** CM Randall moved, seconded by CM Busdieker, to appoint Jessica Bennett as Station Captain. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

11. **Adjournment. Motion:** CM Busdieker moved, seconded by CM Randall, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett. The meeting was adjourned at 8:46 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

---

Tom Cramblett, Mayor

## Kathy Woosley

---

**From:** deanna busdieker <[dbusdieker@cascade-locks.or.us](mailto:dbusdieker@cascade-locks.or.us)>  
**Sent:** Monday, February 22, 2016 9:50 PM  
**To:** Woosley, Kathy  
**Subject:** council statement

hi kathy!

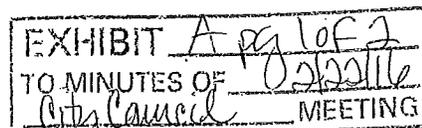
here is the text of my statement from tonight.

--  
deanna busdieker  
cascade locks city council  
cascade locks, or  
[dbusdieker@cascade-locks.or.us](mailto:dbusdieker@cascade-locks.or.us)

Went back to read the water protection ballot measure again this month because sometimes I'm not sure the mayor and I are talking about the same document. He sounded really concerned recently that it was going to make us unable to help people in a water emergency. That sounds more to me like the latest talking point fed to the city by Nestlé's marketing department, but as a responsible official it's my duty to make sure I hadn't missed something important.

The measure very clearly defines commercial water bottling, and there is nothing that would prohibit the city from bringing in tankers to deliver municipal water in bulk to a community in crisis. That would not be considered a commercial enterprise. Additionally, the measure also very clearly states in section 4 that emergencies are exempt from these prohibitions. It's not the TPP, only two pages. Please go read it yourself and see. Hood River County Ballot Measure 14-55

As we are learning from the crisis in Flint, Michigan, mountains of plastic bottles and the related waste are not the answer to water shortages. They now have an additional crisis trying to keep all that plastic out of the waste stream and find places to get it recycled. We need better methods to transport and distribute water in bulk for drought stricken communities. Just because an industry is growing through manufactured demand doesn't make it appropriate. As for the tribal casinos, I don't think their bottled water is produced in the quantities that Nestlé intends, or exported outside of the area, so it's not an accurate comparison.



BLANKET VOUCHER APPROVAL

PAGE NO. 1

=====

DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

-----

=====

DATE:	DESCRIPTION:	AMOUNT:
2/19/2016	PR	\$ 51,608.70
3/4/2016	PR	\$ 38,818.70
3/18/2016	PR	\$ 55,437.88
2/26/2016	A/P	\$ 126,622.23
3/11/2016	A/P	\$ 57,827.90

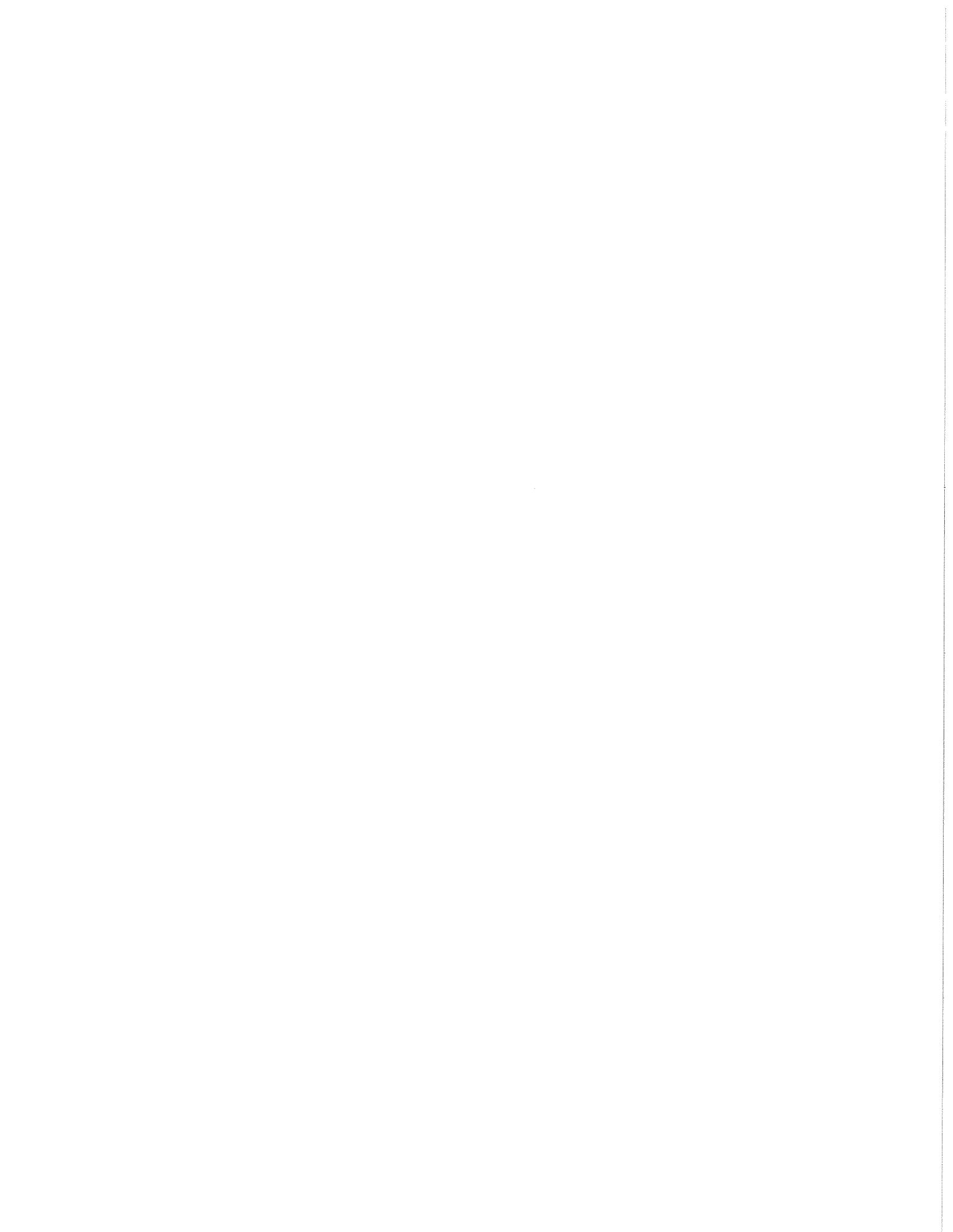
-----

GRAND TOTAL \$ 330,315.41

=====

APPROVAL:

\_\_\_\_\_  
Mayor



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6803	02/16	02/26/2016	6945	108094	4COM, Inc.	programming	4140562740	159.72
Total 6803:								
6804	02/16	02/26/2016	100	273472	American Public Power Association	2016 Dues	5140562030	733.76
6804	02/16	02/26/2016	100	273472	American Public Power Association	2016 Dues	5140662030	183.43
Total 6804:								
6805	02/16	02/26/2016	6839	82056911	Bound Tree Medical, LLC	supplies	0540562351	285.27
6805	02/16	02/26/2016	6839	82058442	Bound Tree Medical, LLC	syringe	0540562351	33.56
Total 6805:								
6806	02/16	02/26/2016	6900	V600447	BSK Associates	water testing	2140562150	45.00
Total 6806:								
6807	02/16	02/26/2016	580	MARCH 201	CARR, SHIRLEY	Brochure Delivery	0840562101	500.00
Total 6807:								
6808	02/16	02/26/2016	670	CLEP 2/16/	CASCADE LOCKS LIGHT CO.	Carey, Renee	5140562138	150.00
6808	02/16	02/26/2016	670	CLEP 2/16/	CASCADE LOCKS LIGHT CO.	Jines, Leslie	5140562138	150.00
6808	02/16	02/26/2016	670	CLEP 2/16/	CASCADE LOCKS LIGHT CO.	Phillips, Ron	5140562138	150.00
6808	02/16	02/26/2016	670	CLEP 2/16/	CASCADE LOCKS LIGHT CO.	Bidwell, Jamie	5140562138	150.00
6808	02/16	02/26/2016	670	CLEP 2/17/	CASCADE LOCKS LIGHT CO.	steelman, michael	5140562138	150.00
6808	02/16	02/26/2016	670	CLEP 2/17/	CASCADE LOCKS LIGHT CO.	Cox, Chelsea	5140562138	150.00
6808	02/16	02/26/2016	670	CLEP 2/17/	CASCADE LOCKS LIGHT CO.	Dick, Nathan	5140562138	150.00
6808	02/16	02/26/2016	670	CLEP 2/23/	CASCADE LOCKS LIGHT CO.	Hegewald, Kelsey	5140562138	150.00
6808	02/16	02/26/2016	670	CLEP 2/24/	CASCADE LOCKS LIGHT CO.	Boguess, Patricia	5140562138	150.00
Total 6808:								
6809	02/16	02/26/2016	790	313230273 2	CENTURYLINK	Fire Department Phones	0540562050	145.64
6809	02/16	02/26/2016	790	313401451 2	CENTURYLINK	Sewer	3140562050	116.33
6809	02/16	02/26/2016	790	313470082 2	CENTURYLINK	City Hall Phones	0140162050	382.09

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6809	02/16	02/26/2016	790	313785538 2	CENTURYLINK	telemetry	2140562050	125.75
6809	02/16	02/26/2016	790	313785538 2	CENTURYLINK	telemetry	3140562050	125.75
6809	02/16	02/26/2016	790	313891134 2	CENTURYLINK	Emergency After Hours	5140562050	55.64
6809	02/16	02/26/2016	790	313891134 2	CENTURYLINK	Emergency After Hours	5140662050	13.91
6809	02/16	02/26/2016	790	314228414 2	CENTURYLINK	Lift Station	3140562050	38.58
6809	02/16	02/26/2016	790	320153997 2	CENTURYLINK	well house dialer	2140562050	9.33
Total 6809: 1,013.02								
6810	02/16	02/26/2016	1120	A103155	COLUMBIA HARDWARE, LLC	concrete	1740562519	39.90
6810	02/16	02/26/2016	1120	A103155	COLUMBIA HARDWARE, LLC	pex pipe	2140562560	48.99
Total 6810: 88.89								
6811	02/16	02/26/2016	1530	FEBRUARY	DISH NETWORK	Programming	4140562740	400.00
Total 6811: 400.00								
6812	02/16	02/26/2016	1880	7372	FIREDOG, INC	hydratesting SCBA bottles	0540562449	300.00
6812	02/16	02/26/2016	1880	7391	FIREDOG, INC	hydratesting SCBA bottles	0540562449	300.00
6812	02/16	02/26/2016	1880	7392	FIREDOG, INC	hydratesting SCBA bottles	0540562449	270.00
6812	02/16	02/26/2016	1880	7393	FIREDOG, INC	hydratesting SCBA bottles	0540562449	270.00
Total 6812: 1,140.00								
6813	02/16	02/26/2016	6854	FEBRUARY	Gordon Zimmerman	Gorgeous Night Out, Salem	0140162094	101.52
6813	02/16	02/26/2016	6854	FEBRUARY	Gordon Zimmerman	Gorgeous Night Out, Olympia	0140162094	162.00
6813	02/16	02/26/2016	6854	FEBRUARY	Gordon Zimmerman	HR Economic Devp. Comm.	0140162094	21.60
6813	02/16	02/26/2016	6854	FEBRUARY	Gordon Zimmerman	CIS Conference, Salem	0140162094	102.60
Total 6813: 387.72								
6814	02/16	02/26/2016	6890	10000776	Hi-Line Utility Co., LLC	Compression Tool	5645163941	4,686.50
6814	02/16	02/26/2016	6890	10000776	Hi-Line Utility Co., LLC	Compression Die	5645163941	176.63
6814	02/16	02/26/2016	6890	10000776	Hi-Line Utility Co., LLC	Die Adapter	5645163941	417.93
6814	02/16	02/26/2016	6890	10000776	Hi-Line Utility Co., LLC	freight	5645163941	62.33
Total 6814: 5,343.39								
6815	02/16	02/26/2016	2420	8.89	HOOD RIVER CO. - FINANCE	February 2016 Deputy Service	0141962250	8,284.08

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6815:								
6816	02/16	02/26/2016	3110	12234	LOCAL GOVERNMENT	labor relations	5140562110	40.80
6816	02/16	02/26/2016	3110	12234	LOCAL GOVERNMENT	labor relations	5140662110	10.20
Total 6816:								
6817	02/16	02/26/2016	3160	022416	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162055	1.12
6817	02/16	02/26/2016	3160	022416	MARIANNE BUMP/PETTY CASH	carpet cleaner	0140462540	6.15
Total 6817:								
6818	02/16	02/26/2016	6844	10101	Merina & Company, LLP	Final Billing for 2014-15 Audit	0140162080	3,700.00
6818	02/16	02/26/2016	6844	10101	Merina & Company, LLP	Final Billing for 2014-15 Audit	0840562080	800.00
Total 6818:								
6819	02/16	02/26/2016	4910	601304604 2	Nettie Farmer	Refund Deposit	5121130	114.35
Total 6819:								
6820	02/16	02/26/2016	4020	ME118135	ODOT-FUEL SALES	Fuel	0340562530	107.28
6820	02/16	02/26/2016	4020	ME118135	ODOT-FUEL SALES	Fuel	0640562420	375.74
6820	02/16	02/26/2016	4020	ME118135	ODOT-FUEL SALES	Fuel	2140562530	164.40
6820	02/16	02/26/2016	4020	ME118135	ODOT-FUEL SALES	Fuel	5140562200	419.35
Total 6820:								
6821	02/16	02/26/2016	6834	REGISTRATI	Oregon ARMA	GNV ARMA Conference Registration	0140162020	345.00
Total 6821:								
6822	02/16	02/26/2016	4640	FEBRUARY	PITNEY BOWES INC	Postage	0140162055	150.00
Total 6822:								
6823	02/16	02/26/2016	6780	20956204	Ricoh Americas Corporation	Lease	0140162120	236.80

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6823:								236.80
6824	02/16	02/26/2016	5380	2016	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	0140162030	28.00
Total 6824:								28.00
6825	02/16	02/26/2016	6965	17	Sofia Urrutia-Lopez	Contract Support	0840562110	741.00
Total 6825:								741.00
6826	02/16	02/26/2016	5510	8037960810	STAPLES CONTRACT & COMMERCIA	duster, headphones, binders	0140162010	86.80
6826	02/16	02/26/2016	5510	8038052731	STAPLES CONTRACT & COMMERCIA	toner car and paid stamp	0140162010	222.62
Total 6826:								309.42
6827	02/16	02/26/2016	6990	151521	Talbot, Korvola & Warwick, LLP	TRT Audit	0140362081	1,050.00
6827	02/16	02/26/2016	6990	151521	Talbot, Korvola & Warwick, LLP	TRT Audit	0840562081	450.00
Total 6827:								1,500.00
6828	02/16	02/26/2016	6989	1045-1069	TEGNA	Programming	4140562740	306.60
Total 6828:								306.60
6829	02/16	02/26/2016	6070	952787	TWGW, INC NAPA AUTO PARTS	impact socket set	5140562900	51.99
Total 6829:								51.99
6830	02/16	02/26/2016	6110	FEBRUARY	U.S. POSTAL SERVICE	UB Postage	0140162055	293.43
Total 6830:								293.43
6831	02/16	02/26/2016	6937	298240375	US Bank Equipment Finance	contract payment	5645163941	1,293.61
Total 6831:								1,293.61
6832	02/16	02/26/2016	6370	12303	WAPITI AERIAL SERVICES	Inspections/Tesis	5140562201	820.68
6832	02/16	02/26/2016	6370	12303	WAPITI AERIAL SERVICES	Inspections/Tesis	5140662201	205.17

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6832:								1,025.85
6833	02/16	02/26/2016	4910	100034002 2	Western States Soil Conservation	Refund Water Deposit	2121130	619.46
Total 6833:								619.46
6834	02/16	02/26/2016	6690	021216	WOOSLEY, KATHY	Reimburse Mileage	0140162020	69.12
Total 6834:								69.12
6835	02/16	02/26/2016	6696	022616	Joe Abbott	reimburse for propane	0340562630	22.43
Total 6835:								22.43
6843	03/16	03/11/2016	6983	NF-1061	All American First Aid & Safety	First Aid Supplies	0140162010	38.33
6843	03/16	03/11/2016	6983	NF-1062	All American First Aid & Safety	First Aid Supplies	5140562110	82.89
Total 6843:								121.22
6844	03/16	03/11/2016	6966	014100180C	American Messaging	Paging Service	5140562110	5.00
Total 6844:								5.00
6845	03/16	03/11/2016	6620	57183	Anderson Perry & Associates Inc.	021 Collection System Evaluation Assist	0740562131	8,807.04
Total 6845:								8,807.04
6846	03/16	03/11/2016	460	6082	BROWN & KYSTAR, INC	Substation Investigation & recloser settin	5645163941	2,678.46
Total 6846:								2,678.46
6847	03/16	03/11/2016	6989	236238	C.H. Urness Motor Co.	Inspection & estimate on EL Dodge	5140562201	220.00
Total 6847:								220.00
6848	03/16	03/11/2016	6979	FEBRUARY	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 6848:								1,000.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6849	03/16	03/11/2016	670	100001500 3	CASCADE LOCKS LIGHT CO.	Fire Station	0540562439	582.03
6849	03/16	03/11/2016	670	100003500 3	CASCADE LOCKS LIGHT CO.	Res. No. 2	2140562070	31.02
6849	03/16	03/11/2016	670	100030200 3	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
6849	03/16	03/11/2016	670	100038200 3	CASCADE LOCKS LIGHT CO.	Well House	2140562070	1,728.02
6849	03/16	03/11/2016	670	100379100 3	CASCADE LOCKS LIGHT CO.	Treatment Plant	3140562070	1,985.54
6849	03/16	03/11/2016	670	100381300 3	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	43.36
6849	03/16	03/11/2016	670	100381300 3	CASCADE LOCKS LIGHT CO.	Warehouse	3140562070	43.36
6849	03/16	03/11/2016	670	200120000 3	CASCADE LOCKS LIGHT CO.	Cemetery	1740562551	28.30
6849	03/16	03/11/2016	670	300155100 3	CASCADE LOCKS LIGHT CO.	Main Lift Station	3140562070	1,383.88
6849	03/16	03/11/2016	670	300155900 3	CASCADE LOCKS LIGHT CO.	Museum	0140762630	179.09
6849	03/16	03/11/2016	670	300171800 3	CASCADE LOCKS LIGHT CO.	Mall Lighting	5140562800	40.25
6849	03/16	03/11/2016	670	300183900 3	CASCADE LOCKS LIGHT CO.	Moody Lift Station	2140562070	75.96
6849	03/16	03/11/2016	670	301981200 3	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	11.38
6849	03/16	03/11/2016	670	600135000 3	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	1,884.13
6849	03/16	03/11/2016	670	600136900 3	CASCADE LOCKS LIGHT CO.	87 Ruckle	3140562070	53.40
6849	03/16	03/11/2016	670	600149800 3	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	86.03
6849	03/16	03/11/2016	670	601369800 3	CASCADE LOCKS LIGHT CO.	Radio Tower	0540562439	57.20
6849	03/16	03/11/2016	670	COLEP 3/16	CASCADE LOCKS LIGHT CO.	Goyme, Mary	5140562138	150.00
6849	03/16	03/11/2016	670	COLEP 3/7/1	CASCADE LOCKS LIGHT CO.	Sandstrand & Anderson	5140562138	300.00
6849	03/16	03/11/2016	670	SSS FEBRU	CASCADE LOCKS LIGHT CO.	SSS	0140862025	227.00
Total 6849:								8,918.25
6850	03/16	03/11/2016	6961	1609.01	Cascadia Graphics & Publishing, LLC	website updates	0840562160	37.50
6850	03/16	03/11/2016	6961	1609.02	Cascadia Graphics & Publishing, LLC	website updates	0840562160	25.00
Total 6850:								62.50
6851	03/16	03/11/2016	740	71615	CASELLE, INC.	Contract Support	0140162082	1,220.00
Total 6851:								1,220.00
6852	03/16	03/11/2016	820	62962	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,458.33
Total 6852:								7,458.33
6853	03/16	03/11/2016	6852	MARCH 201	College of Emergency Services	Installment Paymen for J. Bennett	0540562024	790.00
Total 6853:								790.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6854	03/16	03/11/2016	1120	A103955	COLUMBIA HARDWARE, LLC	wheelbarrow	0140462520	95.85
6854	03/16	03/11/2016	1120	A104031	COLUMBIA HARDWARE, LLC	sealant for sewer manholes	3140562560	24.33
6854	03/16	03/11/2016	1120	B126814	COLUMBIA HARDWARE, LLC	concrete bonding agent	3140562560	20.58
6854	03/16	03/11/2016	1120	B126881	COLUMBIA HARDWARE, LLC	grout	3140562560	26.99
6854	03/16	03/11/2016	1120	B127310	COLUMBIA HARDWARE, LLC	bolts	0340562560	5.40
Total 6854: 173.15								
6855	03/16	03/11/2016	6797	2016	CRGVA Foundation	Membership Dues 2016/17	0840562113	350.00
Total 6855: 350.00								
6856	03/16	03/11/2016	1290	20770	CRUISE MASTER PRISMS, INC	8x10 glass plaque	0540562028	244.60
Total 6856: 244.60								
6857	03/16	03/11/2016	1360	130966	DAVID R. CUNNINGHAM	City Network	0140162082	1,530.00
Total 6857: 1,530.00								
6858	03/16	03/11/2016	1540	61158-02291	DMV SERVICES STATE OF OREGON	Driving Records	0140462110	3.00
6858	03/16	03/11/2016	1540	61158-02291	DMV SERVICES STATE OF OREGON	Driving Records	5140562110	3.00
Total 6858: 6.00								
6859	03/16	03/11/2016	4910	211944806 3	Dorothy Paysero	Refund Deposit	5121130	143.02
Total 6859: 143.02								
6860	03/16	03/11/2016	1620	1018	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services February 2016	5140562139	750.00
Total 6860: 750.00								
6861	03/16	03/11/2016	1760	ORHOD4491	FASTENAL	10oz Acrylic A7 Cart	5140562770	42.80
Total 6861: 42.80								
6862	03/16	03/11/2016	6795	0503966	Ferguson	manhole rings, risers and plugs	3140562560	452.65

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6862:								452.65
6863	03/16	03/11/2016	2020	1130675	GENERAL PACIFIC INC.	Probe, Optical Port	5140562750	750.00
6863	03/16	03/11/2016	2020	1131346	GENERAL PACIFIC INC.	Connector Ground Bronze	5140562780	227.50
6863	03/16	03/11/2016	2020	1131346	GENERAL PACIFIC INC.	150W/HPS Lamp, MOG Base	5140562800	312.00
6863	03/16	03/11/2016	2020	1253062	GENERAL PACIFIC INC.	Z-Bar 6 Position 1" Stud	5140562790	73.50
Total 6863:								1,363.00
6864	03/16	03/11/2016	2420	030716-DL	HOOD RIVER CO. - FINANCE	Dog License	0130143280	12.00
6864	03/16	03/11/2016	2420	030716-DL	HOOD RIVER CO. - FINANCE	Dog License	0130143280	.50-
Total 6864:								11.50
6865	03/16	03/11/2016	6931	160517	International Graphics	image for kiosk at mult falls	0840562160	167.17
Total 6865:								167.17
6866	03/16	03/11/2016	4910	211901209 3	Kelsey Hegewald	Refund Deposit	5121130	294.62
6866	03/16	03/11/2016	4910	211901209 3	Kelsey Hegewald	Refund Remaining CAP Balance	5130543810	66.95
Total 6866:								361.57
6867	03/16	03/11/2016	2980	709293000	L.N. CURTIS & SONS	ambiant aircheck air analysis	0540562440	110.00
Total 6867:								110.00
6868	03/16	03/11/2016	6874	FEBRUARY	LIN Television Corporation	programming	4140562740	240.90
Total 6868:								240.90
6869	03/16	03/11/2016	3150	022916	MARIANNNE BUMP	Reimburse Mileage	0140162020	110.07
Total 6869:								110.07
6870	03/16	03/11/2016	3380	KPDX FEBR	Meredith Corporation	Retransmission	4140562740	175.20
6870	03/16	03/11/2016	3380	KPTV FEBR	Meredith Corporation	Retransmission	4140562740	365.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6870:								540.20
6871	03/16	03/11/2016	3770	22-201602	NET ASSETS	Title Search	0140162110	21.00
Total 6871:								21.00
6872	03/16	03/11/2016	6787	22237 2/25	NorthShore Medical Group	CDL Exam	5140562110	134.00
Total 6872:								134.00
6873	03/16	03/11/2016	4020	ME118279	ODOT-FUEL SALES	Fuel	0340562530	11.09
6873	03/16	03/11/2016	4020	ME118279	ODOT-FUEL SALES	Fuel	0540562420	286.27
6873	03/16	03/11/2016	4020	ME118279	ODOT-FUEL SALES	Fuel	2140562530	196.97
6873	03/16	03/11/2016	4020	ME118279	ODOT-FUEL SALES	Fuel	3140562530	91.06
6873	03/16	03/11/2016	4020	ME118279	ODOT-FUEL SALES	Fuel	5140562200	552.98
Total 6873:								1,138.37
6874	03/16	03/11/2016	4070	6020332	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	75.60
Total 6874:								75.60
6875	03/16	03/11/2016	4290	62	OREGON MUNICIPAL ELECTRIC UTILI	2016 Assessment	5140562030	6,714.65
6875	03/16	03/11/2016	4290	62	OREGON MUNICIPAL ELECTRIC UTILI	2016 Assessment	5140662030	1,678.66
Total 6875:								8,393.31
6876	03/16	03/11/2016	6769	02-16-306	PARC Resources, LLC	City Planning	0140262075	594.00
6876	03/16	03/11/2016	6769	02-16-306	PARC Resources, LLC	Planning Services	0140262090	99.00
Total 6876:								693.00
6877	03/16	03/11/2016	6903	0035014	Pollardwater.com	wastewater sampler refrigerator unit	3140562560	1,733.00
Total 6877:								1,733.00
6878	03/16	03/11/2016	4670	10744723	PORT OF CASCADE LOCKS	Bridge Tickets - PW	0340562020	30.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6878:								
6879	03/16	03/11/2016	6780	5040525260	Ricoh Americas Corporation	Copies	0140162110	88.82
Total 6879:								
6880	03/16	03/11/2016	6886	FEBRUARY	Sinclair Television Group, Inc.	Programming	4140562740	321.20
Total 6880:								
6881	03/16	03/11/2016	6965	18	Sofia Urrutia-Lopez	Contract Support	0840562110	773.97
Total 6881:								
6882	03/16	03/11/2016	5460	FEBRUARY	Sosnkowski & Cleaveland P. C.	Attorney Fees	0140162100	1,378.50
Total 6882:								
6883	03/16	03/11/2016	6070	951032	TWGW, INC NAPA AUTO PARTS	hose and swivel	0340562441	34.64
6883	03/16	03/11/2016	6070	951092	TWGW, INC NAPA AUTO PARTS	swivel and hose	2140562441	34.64
6883	03/16	03/11/2016	6070	952597	TWGW, INC NAPA AUTO PARTS	lamp	2140562441	3.93
6883	03/16	03/11/2016	6070	954238	TWGW, INC NAPA AUTO PARTS	Lever Load Binder	5140562201	34.69
6883	03/16	03/11/2016	6070	954917	TWGW, INC NAPA AUTO PARTS	mirror mount, Cobra CB, Brass shallow fr	5140562201	138.82
6883	03/16	03/11/2016	6070	955527	TWGW, INC NAPA AUTO PARTS	halogen bulbs	5140562201	20.98
6883	03/16	03/11/2016	6070	955527	TWGW, INC NAPA AUTO PARTS	halogen bulbs	5140562201	20.98
6883	03/16	03/11/2016	6070	955527	TWGW, INC NAPA AUTO PARTS	halogen bulbs refund	5140562201	14.22
6883	03/16	03/11/2016	6070	955527	TWGW, INC NAPA AUTO PARTS	halogen bulbs refund	5140562201	42.66
6883	03/16	03/11/2016	6070	955527	TWGW, INC NAPA AUTO PARTS	Weatherstripping	5140562201	10.88
Total 6883:								
6884	03/16	03/11/2016	6210	877212	USA BLUEBOOK	measuring wheel, water test supplies	2140562560	72.10
6884	03/16	03/11/2016	6210	877212	USA BLUEBOOK	measuring wheel, water test supplies	3140562560	72.09
Total 6884:								
6885	03/16	03/11/2016	4910	300179506 3	William Franklin	Refund Deposit	5121130	6.46

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6885:								
6886	03/16	03/11/2016	4910	301877618 3	William Kulp	Refund Deposit	5121130	201.93
Total 6886:								
6887	03/16	03/11/2016	6640	FEBRUARY	WIND RIVER PUBLISHING	1/12th page co-op ad	0840562113	238.00
6887	03/16	03/11/2016	6640	FEBRUARY	WIND RIVER PUBLISHING	Co-Op page CRG Magazine	0840562113	675.00
Total 6887:								
2261601	02/16	02/26/2016	440	JAN2016-PW	BPA	January Power Bill	5140562820	65,762.00 M
2261601	02/16	02/26/2016	440	JAN2016-PW	BPA	January Power Bill	5140662820	10,427.00 M
Total 2261601:								
2261602	02/16	02/26/2016	440	JAN2016-TR	BPA	Jan transmission bill	5140562821	14,308.00 M
2261602	02/16	02/26/2016	440	JAN2016-TR	BPA	Jan transmission bill	5140662821	2,289.00 M
Total 2261602:								
2261603	02/16	02/26/2016	6080	JANUARY 20	U S BANK	Bank Fees	0140162110	338.83 M
Total 2261603:								
2261604	02/16	02/26/2016	6090	2974 2/16	U S BANK CC	CIS Conference	0140162020	175.00 M
2261604	02/16	02/26/2016	6090	2974 2/16	U S BANK CC	Poster Compliance	0140162030	79.00 M
2261604	02/16	02/26/2016	6090	2974 2/16	U S BANK CC	ipad data plan	0540562050	14.99 M
Total 2261604:								
2261605	02/16	02/26/2016	6090	5243 2/16	U S BANK CC	manager conference registration	0140162020	325.00 M
2261605	02/16	02/26/2016	6090	5243 2/16	U S BANK CC	Parking	0140162020	1.50 M
2261605	02/16	02/26/2016	6090	5243 2/16	U S BANK CC	Parking	0140162020	3.00 M
2261605	02/16	02/26/2016	6090	5243 2/16	U S BANK CC	city administrator expense account-meal	0140162094	7.00 M
2261605	02/16	02/26/2016	6090	5243 2/16	U S BANK CC	city administrator expense account-meal	0140162094	11.00 M
Total 2261605:								
								347.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2261606	02/16	02/26/2016	6090	2305 2/16	U S BANK CC	battery charger for handheld	2140562560	44.99 M
2261606	02/16	02/26/2016	6090	2305 2/16	U S BANK CC	headlamps	3140562560	41.98 M
Total 2261606:								86.97
2261607	02/16	02/26/2016	6090	4393 2/16	U S BANK CC	vacuum cleaner	0140462520	134.00 M
Total 2261607:								134.00
3111601	03/16	03/11/2016	3650	16021080	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	3,661.44 M
Total 3111601:								3,661.44
Grand Totals:								184,450.13

Summary by General Ledger Account Number

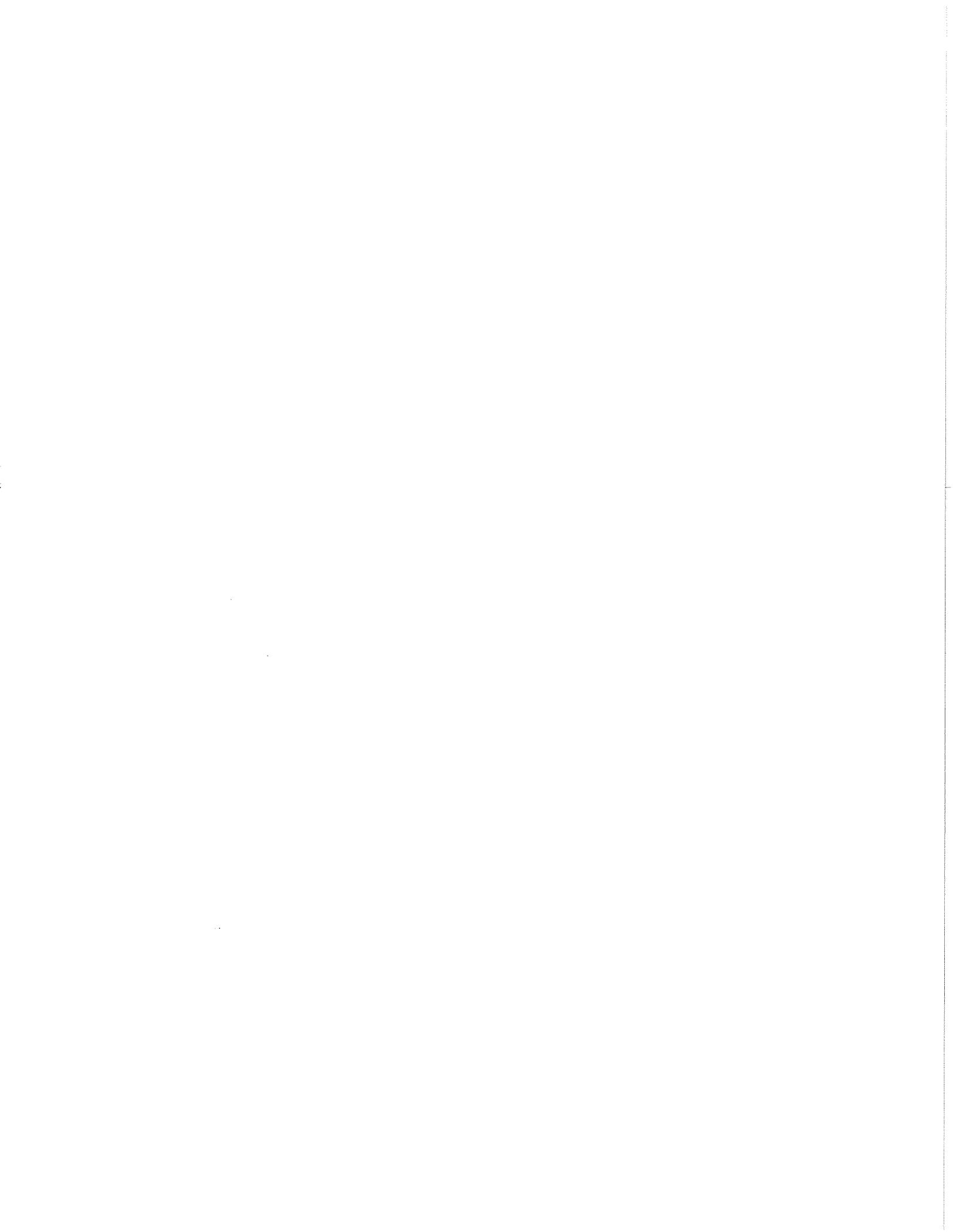
GL Account	Debit	Credit	Proof
01-21010	.50	23,895.46-	23,894.96-
01-301-43280	12.00	.50-	11.50
01-401-62010	347.75	.00	347.75
01-401-62020	1,028.69	.00	1,028.69
01-401-62030	107.00	.00	107.00
01-401-62050	382.09	.00	382.09
01-401-62055	444.55	.00	444.55
01-401-62080	3,700.00	.00	3,700.00
01-401-62082	2,750.00	.00	2,750.00
01-401-62094	405.72	.00	405.72
01-401-62100	1,378.50	.00	1,378.50
01-401-62110	448.65	.00	448.65
01-401-62120	236.80	.00	236.80
01-401-62552	1,981.54	.00	1,981.54
01-402-62075	594.00	.00	594.00
01-402-62090	99.00	.00	99.00
01-403-62081	1,050.00	.00	1,050.00
01-404-62110	3.00	.00	3.00
01-404-62520	229.85	.00	229.85
01-404-62540	6.15	.00	6.15
01-407-62630	179.09	.00	179.09
01-408-62025	227.00	.00	227.00
01-419-62250	8,284.08	.00	8,284.08
03-21010	.00	210.84-	210.84-
03-405-62020	30.00	.00	30.00
03-405-62441	34.64	.00	34.64
03-405-62530	140.80	.00	140.80
03-405-62560	5.40	.00	5.40
05-21010	.00	4,065.30-	4,065.30-
05-405-62024	790.00	.00	790.00
05-405-62028	244.60	.00	244.60
05-405-62050	160.63	.00	160.63
05-405-62351	318.83	.00	318.83
05-405-62420	662.01	.00	662.01
05-405-62439	639.23	.00	639.23
05-405-62440	110.00	.00	110.00
05-405-62449	1,140.00	.00	1,140.00
07-21010	.00	8,807.04-	8,807.04-

GL Account	Debit	Credit	Proof
07-405-62131	8,807.04	.00	8,807.04
08-21010	.00	4,757.64-	4,757.64-
08-405-62080	800.00	.00	800.00
08-405-62081	450.00	.00	450.00
08-405-62101	500.00	.00	500.00
08-405-62110	1,514.97	.00	1,514.97
08-405-62113	1,263.00	.00	1,263.00
08-405-62160	229.67	.00	229.67
17-21010	.00	68.20-	68.20-
17-405-62519	39.90	.00	39.90
17-405-62551	28.30	.00	28.30
21-21010	.00	3,243.92-	3,243.92-
21-21130	619.46	.00	619.46
21-405-62050	135.08	.00	135.08
21-405-62070	1,878.36	.00	1,878.36
21-405-62150	45.00	.00	45.00
21-405-62441	38.57	.00	38.57
21-405-62530	361.37	.00	361.37
21-405-62560	166.08	.00	166.08
31-21010	.00	13,696.15-	13,696.15-
31-405-62050	280.66	.00	280.66
31-405-62070	3,494.48	.00	3,494.48
31-405-62530	91.06	.00	91.06
31-405-62560	2,371.62	.00	2,371.62
31-405-62700	7,458.33	.00	7,458.33
41-21010	.00	5,630.06-	5,630.06-
41-405-62740	5,630.06	.00	5,630.06
51-21010	56.38	110,817.44-	110,760.56-
51-21130	760.38	.00	760.38
51-305-43810	66.95	.00	66.95
51-405-62030	7,448.41	.00	7,448.41
51-405-62050	55.64	.00	55.64
51-405-62110	341.29	.00	341.29
51-405-62138	1,800.00	.00	1,800.00
51-405-62139	750.00	.00	750.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62200	972.33	.00	972.33
51-405-62201	1,267.03	56.88-	1,210.15
51-405-62750	750.00	.00	750.00
51-405-62770	42.80	.00	42.80

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-405-62780	301.00	.00	301.00
51-405-62800	352.25	.00	352.25
51-405-62820	65,762.00	.00	65,762.00
51-405-62821	14,308.00	.00	14,308.00
51-405-62900	51.99	.00	51.99
51-406-62030	1,862.09	.00	1,862.09
51-406-62050	13.91	.00	13.91
51-406-62110	10.20	.00	10.20
51-406-62201	205.17	.00	205.17
51-406-62820	10,427.00	.00	10,427.00
51-406-62821	2,269.00	.00	2,269.00
56-21010	.00	9,315.46-	9,315.46-
56-451-63941	9,315.46	.00	9,315.46
<b>Grand Totals:</b>	<b>184,564.89</b>	<b>184,564.89-</b>	<b>.00</b>

Report Criteria:  
 Report type: GL detail



**STAFF REPORT**

---

**Date Prepared: 2/9/16**

**For City Council Meeting on: 3/28/2016**

**TO: Honorable Mayor and City Council**

**PREPARED BY:** Marianne Bump, Finance Officer

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

**SUBJECT:** Approve Resolution No. 1350 authorizing receipt of unanticipated revenue in the amount of \$4,000, making appropriations, and authorizing expenditures.

**SYNOPSIS:** The City received a grant from Oregon Community Foundation (Cycle Oregon) for the purpose of Wayfinding sign along the Columbia River Highway. The grant requires a \$2,000 soft match, meaning that we would provide labor to install the sign. The grant must be completed within one year from the award date of January 28, 2016. These funds are for a specific purpose and under ORS 294.338(2) a resolution is required to receive and expend the funds.

**CITY COUNCIL OPTIONS:**

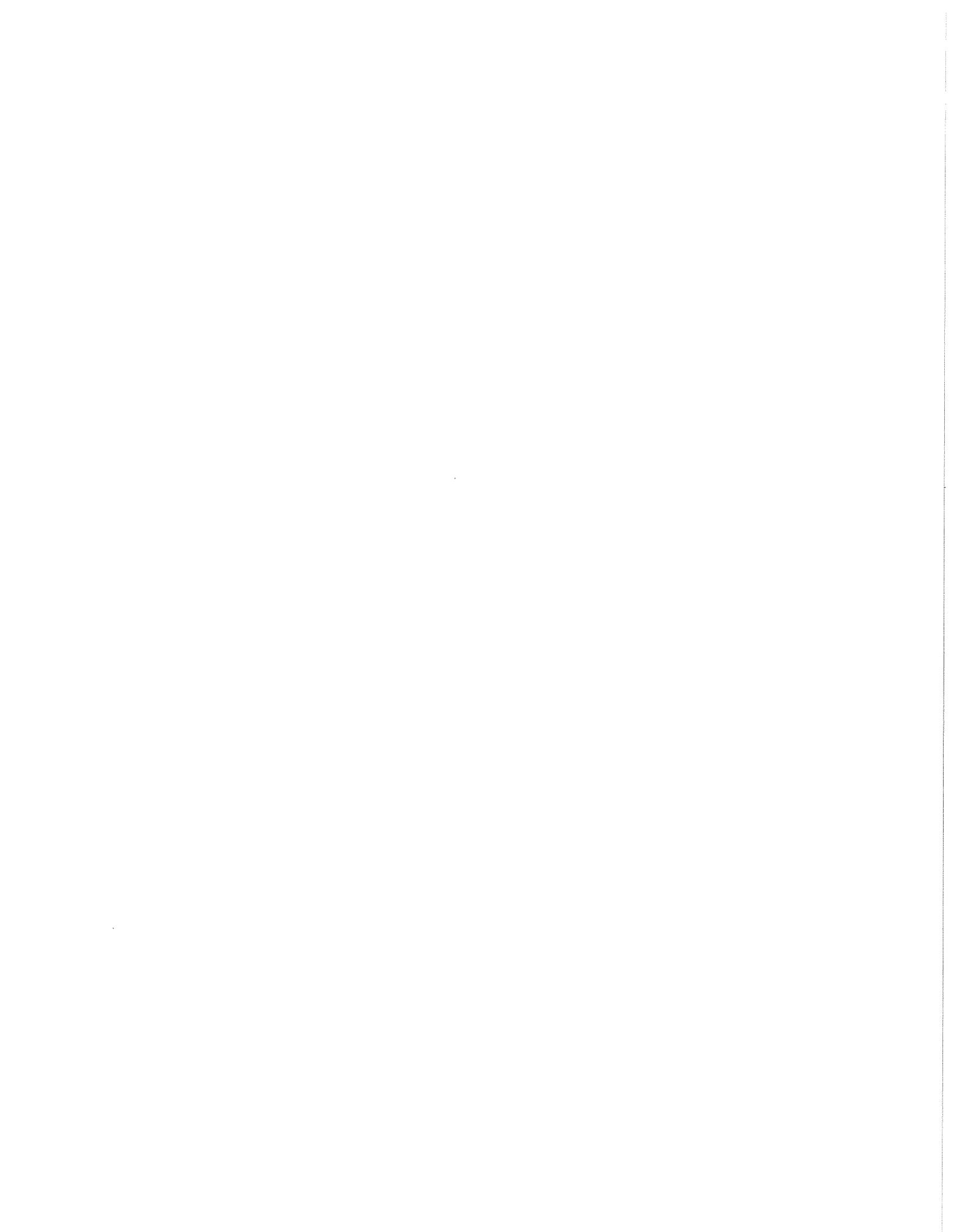
1. Approve Resolution No. 1350.
2. Establish other direction for staff to proceed
3. Take no action

**RECOMMENDATION:** The City Council, by motion, approves Resolution No. 1350 approving receipt of unanticipated revenue, making appropriations and authorizing expenditures.

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

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

**BACKGROUND INFORMATION:** N/A



**RESOLUTION NO. 1350**

**A RESOLUTION AUTHORIZING A BUDGET AMENDMENT FOR THE RECEIPT OF UNANTICIPATED REVENUE FROM OREGON COMMUNITY FOUNDATION (CYCLE OREGON GRANT), MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

**WHEREAS**, the City applied for a grant in November 2015 and has received a \$4,000 check from Oregon Community Foundation (Cycle Oregon) for the purpose of Wayfinding sign along the Historic Columbia River Highway; and

**WHEREAS**, the Grant requires a \$2,000 soft match, meaning that we would provide labor to install the sign; and

**WHEREAS**, the grant funds are to be used within one year from the award date of January 28, 2016;

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

**SECTION 1. Authorizing Budget Amendment:**

<b><u>FUND OR DEPT.</u></b>	<b><u>BUDGETED</u></b>	<b><u>ADJUSTMENTS</u></b>	<b><u>FINAL</u></b>
<b><u>Grant Fund</u></b>			
Revenue – Grant	\$155,800	+\$4,000	\$159,800
Materials & Services	\$155,800	+\$4,000	\$159,800

**SECTION 2. Effective Date.** This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**SECTION 3. Expiration.** This resolution shall remain in effect until completion and acceptance of the FY 15/16 audit.

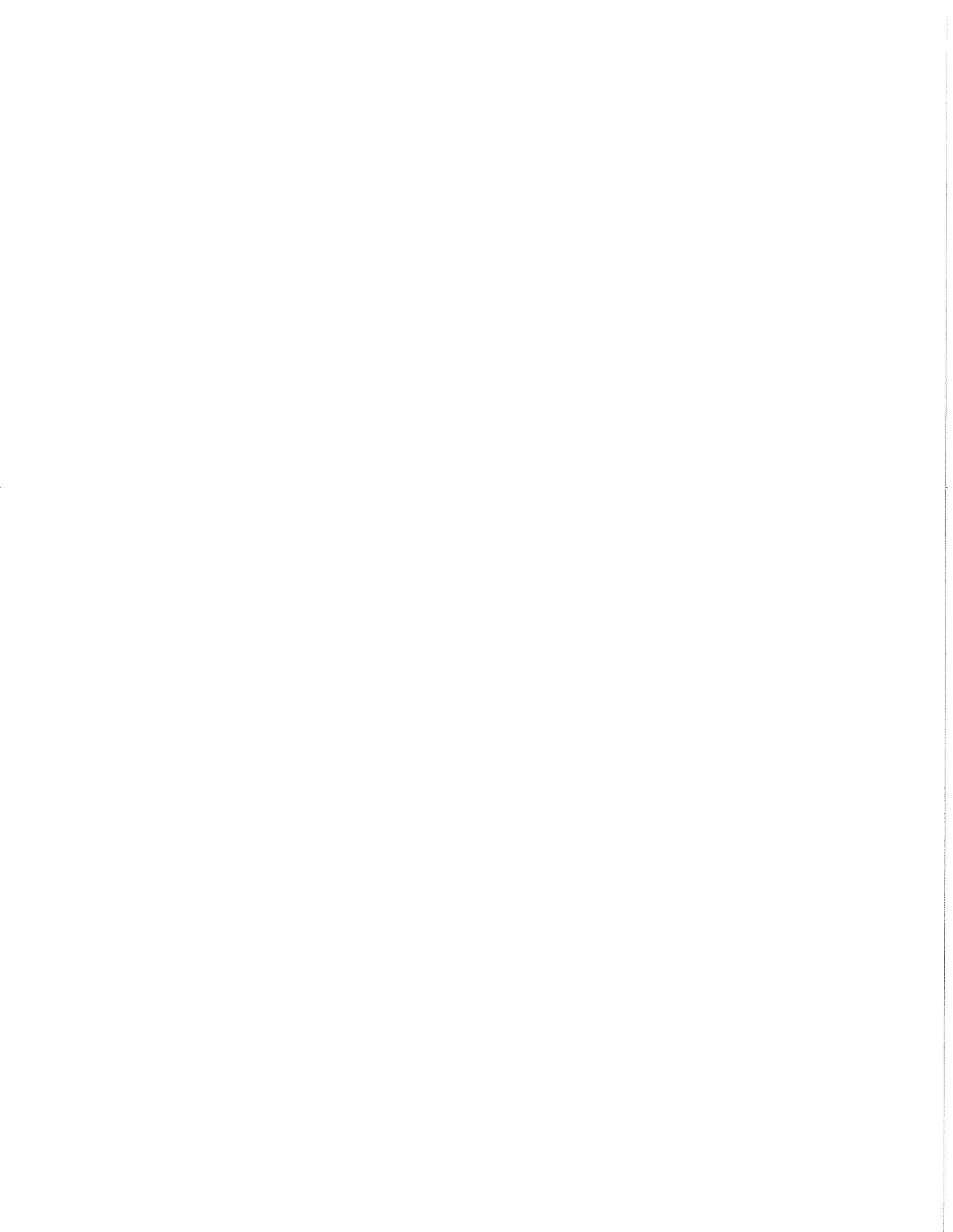
**ADOPTED** by the City Council this 28<sup>th</sup> day of March 2016.

**APPROVED** by the Council President this 28<sup>th</sup> day of March, 2016.

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

ATTEST:

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



## STAFF REPORT

---

**Date Prepared:** 2/19/16

**For City Council Meeting on: 3/28/2016**

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Marianne Bump, Finance Officer

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

**SUBJECT:** Approve Resolution No. 1351 authorizing transfer of funds to cover beginning fund deficit in the CATV Fund, making appropriations, and authorizing expenditures.

**SYNOPSIS:** The City sold the CATV asset in FY 2014-2015 and during the time of closing the fund what revenue came in was not adequate for the expenses incurred causing a deficit beginning balance.

**CITY COUNCIL OPTIONS:**

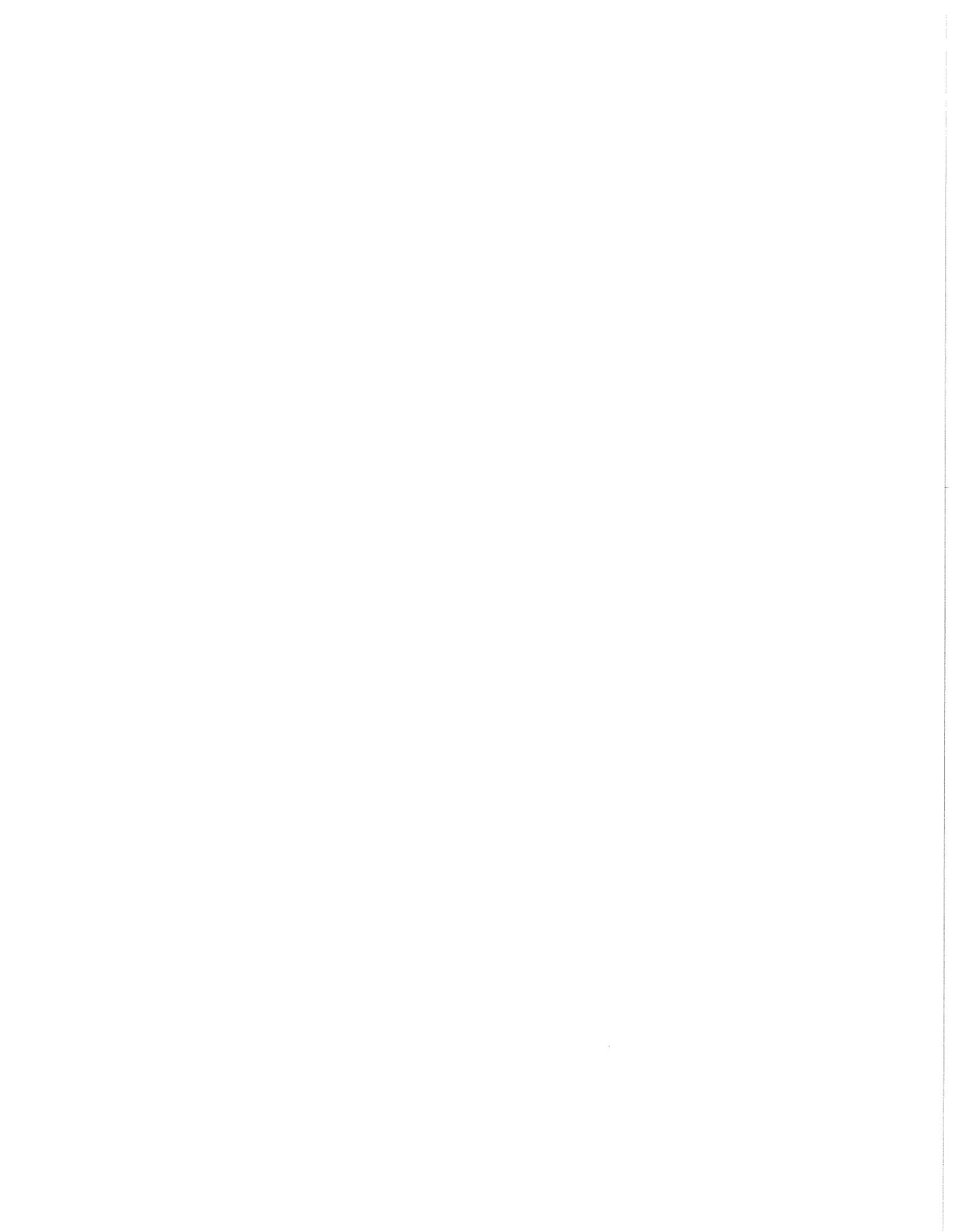
1. Approve Resolution No. 1351.
2. Establish other direction for staff to proceed
3. Take no action

**RECOMMENDATION:** The City Council, by motion, approves Resolution No. 1351 approving Transfer of funds to cover CATV beginning fund deficit, making appropriations and authorizing expenditures.

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

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

**BACKGROUND INFORMATION:** N/A



**RESOLUTION NO. 1351**

**A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FOR THE PURPOSE OF COVERING THE DEFICIT BALANCE IN THE CATV FUND FROM FYE 2014-2015, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

**WHEREAS**, the CATV Fund is at a deficit balance at the end of Fiscal Year End 2014-2015 which carries over into the current year; and

**WHEREAS**, the city is required to bring the deficit to a zero balance; and

**WHEREAS**, the amount of \$5,000 will be transferred from Contracted Service-Engineering in the Planning Department of the General Fund and \$208 from Contracted Service- Miscellaneous in the General Fund; and

**WHEREAS**, transferring the amount of \$5,208 will clear the deficit;

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

**SECTION 1. Authorizing Budget Amendment**

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>ADJUSTMENTS</u>	<u>FINAL</u>
<b><u>Planning Dept.</u></b>			
Contract Svc-Engineering	\$10,000	\$-5,000	\$ 5,000
<b><u>General Fund</u></b>			
Contract Svc-Misc.	\$13,617	\$- 208	\$13,409
Interfund Transfer	\$160,950	\$+5,208	\$ 166,158
<b><u>CATV Fund</u></b>			
Transfer To	0	\$+ 5,208	\$ 5,208

**SECTION 2. Effective Date.** This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**SECTION 4. Expiration.** This resolution shall remain in effect until completion and acceptance of the FY 15/16 audit.

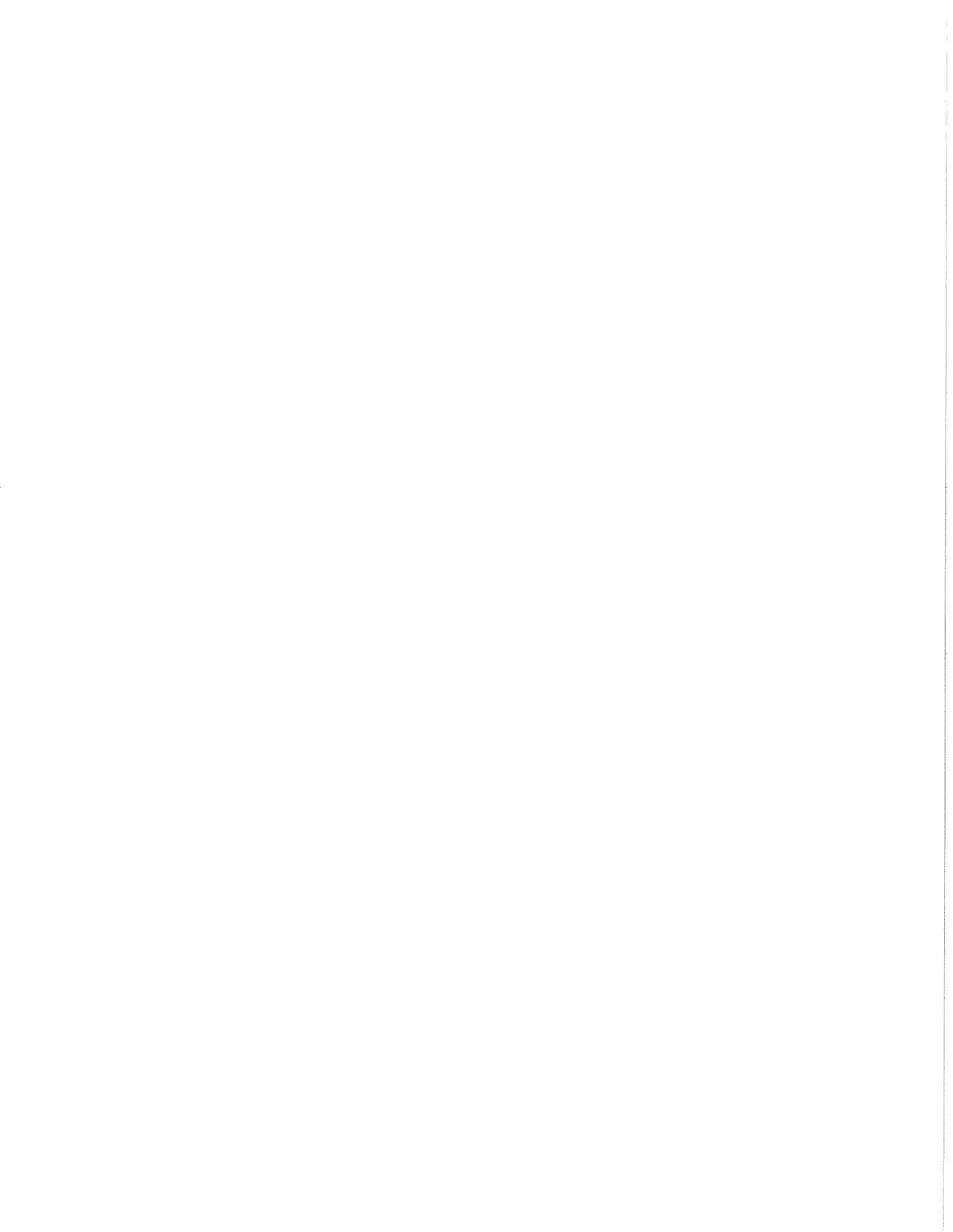
**ADOPTED** by the City Council this **28<sup>th</sup>** day of **March**, 2016.

**APPROVED** by the Mayor this **28<sup>th</sup>** day of **March**, 2016.

ATTEST:

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

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



**STAFF REPORT**

---

**Date Prepared: 2/19/16**

**For City Council Meeting on: 3/28/2016**

**TO: Honorable Mayor and City Council**

**PREPARED BY:** Marianne Bump, Finance Officer

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

**SUBJECT:** Approve Resolution No. 1352 authorizing transfer of funds from the Cemetery Trust Fund to Cemetery Fund for general maintenance.

**SYNOPSIS:** The City owns and maintains the Cemetery and with the weather so mild we have had more maintenance and have set more headstones. The Personnel Services category does not have enough funds remaining to complete the fiscal year.

**CITY COUNCIL OPTIONS:**

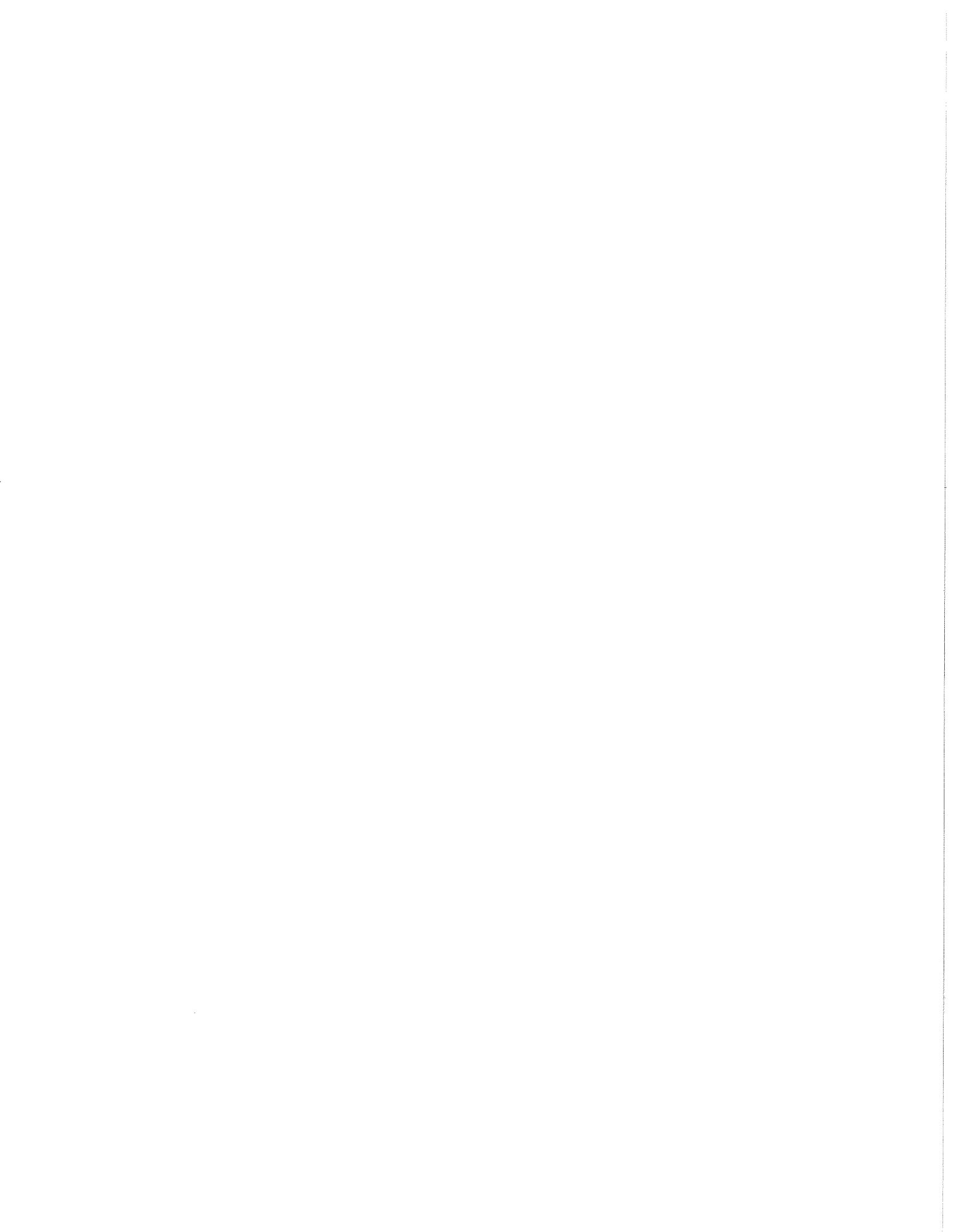
1. Approve Resolution No. 1352.
2. Establish other direction for staff to proceed
3. Take no action

**RECOMMENDATION:** The City Council, by motion, approves Resolution No. 1352 approving Transfer of funds for the general maintenance of the Cemetery.

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

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

**BACKGROUND INFORMATION:** N/A



**RESOLUTION NO. 1352**

**A RESOLUTION AUTHORIZING A TRANSFER FROM THE CEMETERY TRUST FUND TO THE CEMETERY FUND FOR THE PURPOSE OF GENERAL MAINTENANCE , MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

**WHEREAS**, the city owns and maintains the Cemetery; and

**WHEREAS**, with the increase in headstone placement and maintenance the Personnel Services category does not have enough funds remaining to complete the fiscal year; and

**WHEREAS**, the estimated cost for the balance of 2015-2016 fiscal year is \$2,000; and

**WHEREAS**, the Cemetery Trust Funds helps with the funding to maintain the cemetery;

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

**SECTION 1. Authorizing Budget Amendment:**

<u>FUND OR DEPT</u>	<u>BUDGETED</u>	<u>ADJUSTMENTS</u>	<u>FINAL</u>
<b><u>Cemetery Fund</u></b>			
Personnel Services	\$3,564	+\$2,000	\$5,564
Transfer From	0	+\$2,000	\$2,000
<b><u>Cemetery Trust Fund</u></b>			
From Contingency	\$15,496	-\$2,000	\$13,496
Inter-fund Transfer	0	+\$2,000	\$2,000

**SECTION 2. Effective Date.** This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**SECTION 3. Expiration.** This resolution shall remain in effect until completion and acceptance of the FY 15/16 audit.

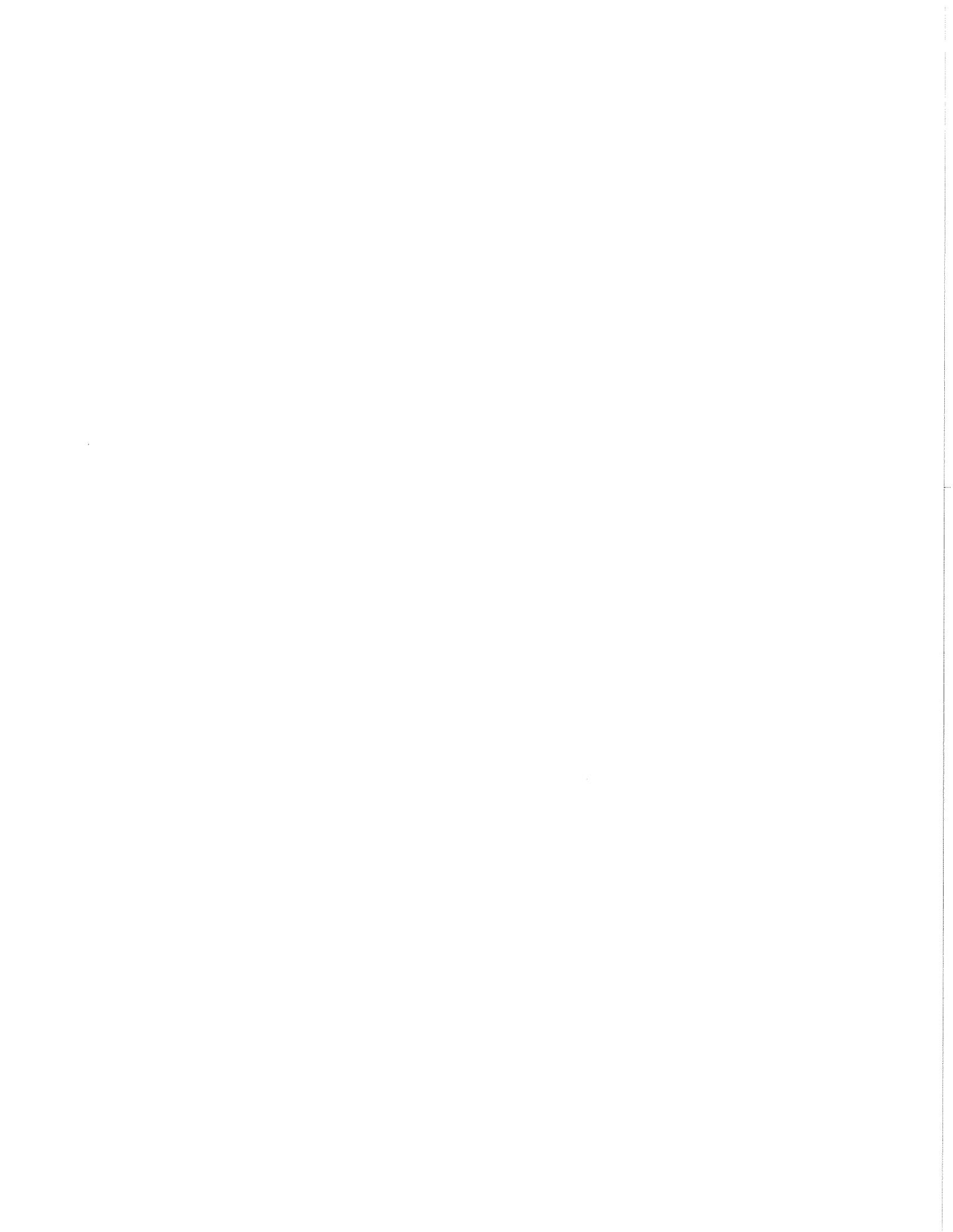
**ADOPTED** by the City Council this 28<sup>th</sup> day of March 2016.

**APPROVED** by the Council President this 28<sup>th</sup> day of March, 2016.

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

ATTEST:

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



## CASCADE LOCKS STAFF REPORT

---

**Date Prepared:** March 22, 2016

**For City Council Meeting on:** March 28, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Approve New Electric Department Service Truck

**SYNOPSIS:** The Electric Department took the 2001 Dodge Ram Pickup 2500 Quad Cab into the shop for repairs. The repair estimate totaled \$14,094.81. After the truck is repaired, it would be valued at \$5,469 according to the Kelley Blue Book value estimates based on the condition of the truck. A copy of the inspection report is included with the material attached.

Keith Terry has done some research and found a new 2016 Dodge Ram 3500 4 wheel drive Crew Cab to be delivered to our shop for \$50,230. We would still need to add the tool box designed for our needs to the truck bed. Keith is asking for \$60,000 to complete the truck purchase. He has \$40,000 for a truck and \$10,000 for a trailer in the current Fiscal Year Budget in the Capital Reserve account.

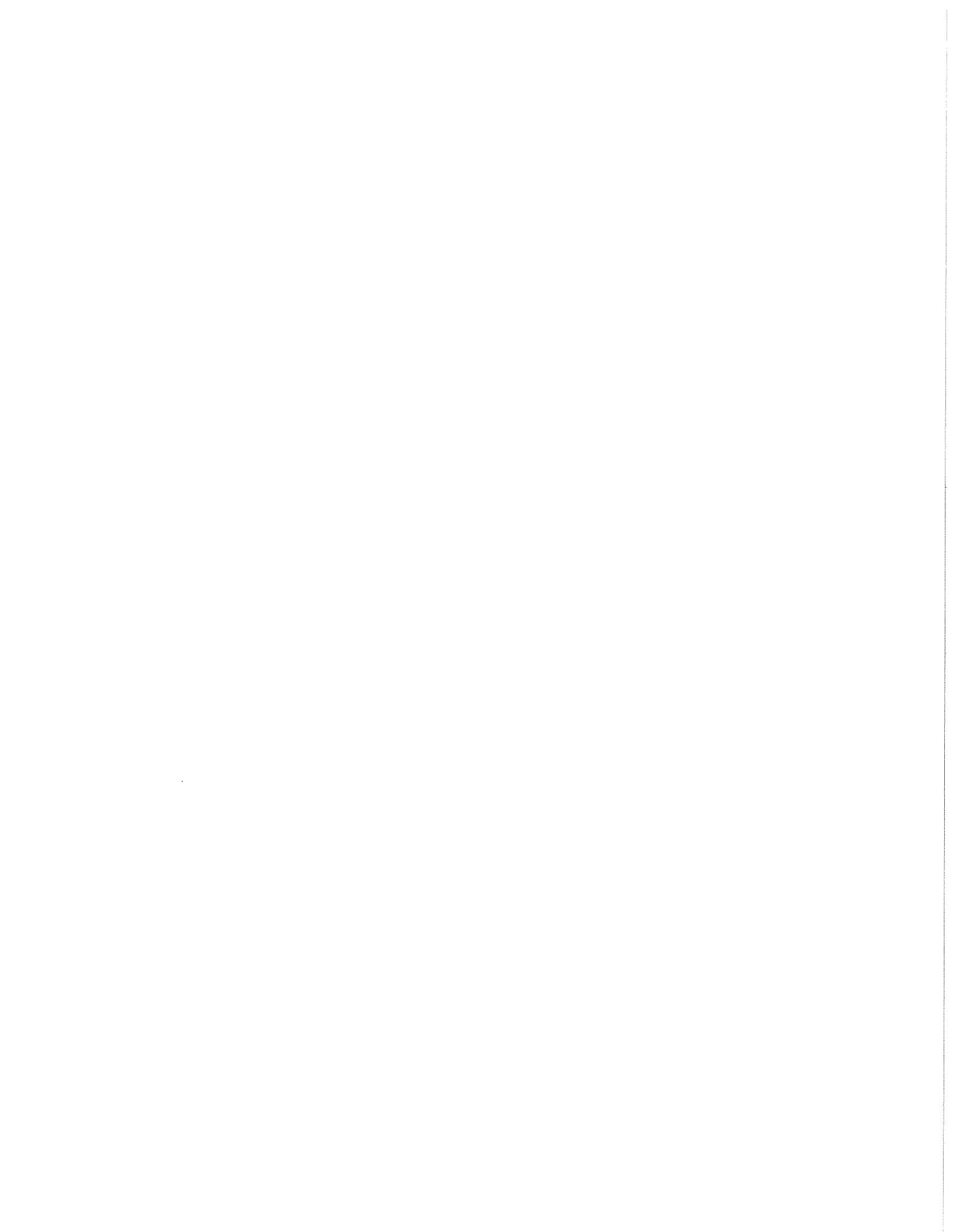
We had also budgeted \$400,000 for the Pyramid Substation upgrade. That upgrade is substantially completed for \$290,000.

### **CITY COUNCIL OPTIONS:**

1. Repair the current truck for \$14,094.81.
2. Purchase new truck for \$50,230 plus additional moneys to outfit the truck for our specific use.
3. Search for a cheaper or used truck to replace the current service truck for a specified dollar amount.

**RECOMMENDED MOTION:** "I move to authorize the Electric Department to purchase the 2016 Dodge Ram 35000 and outfit the truck with the total expenditures not to exceed \$60,000."

**FINANCIAL REVIEW:** The current budget has \$50,000 allocated for a truck and trailer purchase.



**Quote**

**C H URNESS MOTOR CO**  
**505 cherry heights road**  
**The Dalles , OR 97058**  
**5412962284**

**2001 Dodge Pickup R2500**

city of cascade lock

**Mileage: 148,517**

Home: 5414905610

Email:

Type	Description	Qty/Hrs	Part No	Unit Price	Extended Price
Part	heater core	1.00		156.00	156.00
Part	temperature door	1.00		94.99	94.99
Part	mode door	1.00		35.99	35.99
Part	defrost door	1.00		28.99	28.99
Part	vent door	1.00		49.00	49.00
Part	heater hose	3.00		2.50	7.50
Part	coolant	2.00		23.99	47.98
Labor		9.00		110.00	990.00
Part	dash pad	1.00		647.00	647.00
Labor		1.00		110.00	110.00
Part	ball joint upper	2.00		232.00	464.00
Labor		4.00		110.00	440.00
Part	inner tie rod end right	1.00		192.00	192.00
Part	inner tie rod end left	1.00		152.00	152.00
Labor		1.20		110.00	132.00
Part	track bar	1.00		180.00	180.00
Labor		0.70		110.00	77.00
Part	sway bar end link front	2.00		90.50	181.00
Labor		0.60		110.00	66.00

	<u>Worksheet</u>	<u>Supplies</u>	<u>Hazmat</u>	<u>Tax</u>	<u>Total</u>
Part \$	2,236.45	30.00		0.00	2,266.45
Labor \$	1,815.00		0.00	0.00	1,815.00
				<b>Quote Total</b>	<b>4,081.45</b>

© 2016 Mitchell Repair Information Co., LLC.

*Total = \$ 14,094.81*

**Quote**

**C H URNESS MOTOR CO**  
**505 cherry heights road**  
**The Dalles , OR 97058**  
**5412962284**

**2001 Dodge Pickup R2500**

city of cascade lock

**Mileage: 148,517**

Home: 5414905610

Type	Description	Qty/Hrs	Part No	Unit Price	Extended Price
Part	u joint front axle	2.00		118.00	236.00
Labor		4.00		110.00	440.00
Part	front shocks	2.00		39.99	79.98
Labor		1.00		110.00	110.00
Part	rear shocks	2.00		99.50	199.00
Labor		0.80		110.00	88.00
Labor	alignment	1.00		110.00	110.00
Part	transmission cooler line	1.00		125.00	125.00
Part	transmission cooler hose	2.00		3.00	6.00
Part	transmission pressure cooler line	1.00		105.00	105.00
Labor		2.90		110.00	319.00
Part	aft	3.00		4.50	13.50
Part	front differential cover part discontinued	1.00		0.00	0.00
Part	differential gear lube front	3.00		13.50	40.50
Part	differential gear lube rear	3.00		13.50	40.50
Labor		1.00		110.00	110.00
Part	additive	2.00		7.99	15.98
Part	cover sealer	1.00		7.50	7.50

	<u>Worksheet</u>	<u>Supplies</u>	<u>Hazmat</u>	<u>Tax</u>	<u>Total</u>
Part \$	868.96	30.00		0.00	898.96
Labor \$	1,177.00		0.00	0.00	1,177.00
					<hr/>
				<b>Quote Total</b>	<b>2,075.96</b>

© 2016 Mitchell Repair Information Co., LLC.

**Quote**

**C H URNESS MOTOR CO**  
**505 cherry heights road**  
**The Dalles , OR 97058**  
**5412962284**

---

**2001 Dodge Pickup R2500**

city of cascade lock

**Mileage: 148,517**

Home: 5414905610

Type	Description	Qty/Hrs	Part No	Unit Price	Extended Price
Part	long block	1.00		3,190.00	3,190.00
Labor		10.00		110.00	1,100.00
Part	serpentine belt tensioner	1.00		96.50	96.50
Part	serpentine belt ider	1.00		18.99	18.99
Labor		1.50		110.00	165.00
Part	breater grommerts	2.00		4.50	9.00
Part	pcv valve	1.00		8.50	8.50
Part	pcv hose	1.00		11.50	11.50
Labor		0.60		110.00	66.00
Part	breather hose	1.00		12.99	12.99
Part	air cleaner housing upper	1.00		78.50	78.50
Part	air cleaner housing lower	1.00		73.00	73.00
Part	air cleaner gasket	1.00		5.99	5.99
Part	grommet	1.00		6.50	6.50

	<u>Worksheet</u>	<u>Supplies</u>	<u>Hazmat</u>	<u>Tax</u>	<u>Total</u>
Part \$	3,511.47	30.00		0.00	3,541.47
Labor \$	1,331.00		0.00	0.00	1,331.00
					<hr/>
				<b>Quote Total</b>	<b>4,872.47</b>

© 2016 Mitchell Repair Information Co., LLC.

## Quote

**C H URNESS MOTOR CO**  
**505 cherry heights road**  
**The Dalles , OR 97058**  
**5412962284**

**2001 Dodge Pickup R2500**

city of cascade lock

**Mileage: 148,517**

Home: 5414905610

Type	Description	Qty/Hrs	Part No	Unit Price	Extended Price
Labor		1.20		110.00	132.00
Part	thermastat	1.00		14.00	14.00
Part	thermostat housing	1.00		31.00	31.00
Part	thermostat housing gasket	1.00		0.00	0.00
Labor		1.20		110.00	132.00
Part	injector o ring seals	8.00		0.00	0.00
Labor		1.60		110.00	176.00
Part	distributor cap	108.00		0.00	0.00
Part	spark plugs 8	8.00		4.99	39.92
Part	plug wire retainer	2.00		3.99	7.98
Labor		1.70		110.00	187.00
Part	right exhaust manifold	1.00		300.00	300.00
Part	left exhaust manifold	1.00		292.00	292.00
Part	exhaust manifold bolts	4.00		3.50	14.00
Part	exhaust manifold bots	8.00		3.50	28.00
Part	headpipe bolts	4.00		3.50	14.00
Part	head pipe nut	4.00		7.50	30.00
Labor		4.00		110.00	440.00

	<u>Worksheet</u>	<u>Supplies</u>	<u>Hazmat</u>	<u>Tax</u>	<u>Total</u>
Part \$	770.90	30.00		0.00	800.90
Labor \$	1,067.00		0.00	0.00	1,067.00
				<b>Quote Total</b>	<b>1,867.90</b>

© 2016 Mitchell Repair Information Co., LLC.

# Quote

**C H URNESS MOTOR CO**  
**505 cherry heights road**  
**The Dalles , OR 97058**  
**5412962284**

**2001 Dodge Pickup R2500**

CITY OF CASCADE LOCK

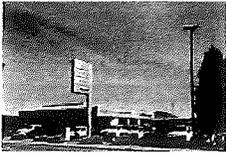
**Mileage: 148,517**

Home: 5414905610

Type	Description	Qty/Hrs	Part No	Unit Price	Extended Price
Part	OIL PUMP PICK UP TUBE	46.99		1.00	46.99
Labor		1.00		110.00	110.00
Part	WATER PUMP	1.00		103.00	103.00
Part	WATER PUMP BYPASS HOSE	2.00		26.99	53.98
Labor		2.50		110.00	275.00
Part	THROTTLE BODY GASKET	3.50		0.00	0.00
Labor		1.00		110.00	110.00
Part	INTAKE MANIFOLD BELLY PAN	1.00		27.00	27.00
Part	INTAKE MANIFOLD BELLY PAN BOLTS	15.00		1.50	22.50
Part	INTAKE MANIFOLD BELLY PAN GASKET	1.00		20.50	20.50
Labor		1.00		110.00	110.00
Part	DIPSTICK O RING SEAL HAS BEEN DISCONTINUED	1.00		0.00	0.00
Part	OIL	6.00		3.50	21.00
Part	WATER PUMP GASKET	1.00		5.00	5.00
Part	OIL FILTER	1.00		10.50	10.50
Part	AIR FILTER	1.00		16.99	16.99
Part	COOLANT	2.00		23.99	47.98
Part	BATTERY	1.00		135.50	135.50
Labor		0.50		110.00	55.00

	<u>Worksheet</u>	<u>Supplies</u>	<u>Hazmat</u>	<u>Tax</u>	<u>Total</u>
Part \$	510.94	25.55		0.00	536.49
Labor \$	660.00		0.00	0.00	660.00
				<b>Quote Total</b>	<b>1,196.49</b>

© 2016 Mitchell Repair Information Co., LLC.



# C.H. Urness Motor Co.

505 Cherry Heights Rd  
The Dalles OR 97058

Phone: 888-775-8608  
Fax: 541-296-6326  
[www.urnessmotors.com](http://www.urnessmotors.com)

Vehicle: 2001 Dodge Ram 2500 Quad Cab

VIN: 3B7KF23Z21G231346

Trim: Ram 2500 Quad Cab Long Bed



Feb 12, 2016 Kelley Blue Book

Mileage: 148,517

Zipcode: 97058

Trade-In Condition: Good

Kelley Blue Book	Trade-In	Wholesale	Retail
<b>Base Value</b>	<b>\$6,643</b>	<b>\$8,554</b>	<b>\$12,950</b>
<b>Engine:</b>			
V8, 5.9 Liter	\$(1,554)	\$(1,554)	\$(2,071)
<b>Transmission:</b>			
Automatic	Included	Included	Included
<b>DriveTrain:</b>			
4WD	Included	Included	Included
<b>Optional Equipment:</b>			
ABS (4-Wheel)	Included	Included	Included
Air Conditioning	Included	Included	Included
Power Steering	Included	Included	Included
AM/FM Stereo	Included	Included	Included
Cassette	Included	Included	Included
Dual Air Bags	Included	Included	Included
Steel Wheels	Included	Included	Included
<b>Equipment Subtotal:</b>	<b>\$(1,554)</b>	<b>\$(1,554)</b>	<b>\$(2,071)</b>
<b>Total Value Without Mileage:</b>	<b>\$5,089</b>	<b>\$7,000</b>	<b>\$10,879</b>
<b>Mileage Adjustment (148,517 miles):</b>	<b>\$380</b>	<b>\$380</b>	<b>\$380</b>
<b>Total Value:</b>	<b>\$5,469</b>	<b>\$7,380</b>	<b>\$11,259</b>

Good

Excellent

NO value. The only way to sell.



# C.H. URNESS MOTOR CO.



505 CHERRY HTS RD. THE DALLES, OR 97058

PHONE: (541)296-2284 TOLL FREE: (888)775-8608 FAX: (541)296-6326

CHRYSLER

Jeep

DODGE

Promised: 02/05/2016 5:00:00 PM



Auth#:

Page 5

Tag #: 136

## \* Service Invoice Customer Copy \*

SO #: 236238

<b>Customer No:</b> 26293	<b>Advisor:</b> HOLTZMAN	<b>Invoice Date:</b> 02/18/2016	<b>Term:</b> CASH
CITY OF CASCADE LOCKS 140 SW WA NA PA ST CASCADE LOCKS, OR 97014	<b>License No</b> 148517	<b>Odometer In</b> 148519	<b>Delivery Date</b> 148519
<b>Home:</b> (000) 000-0000 <b>Bus:</b> (000) 000-0000	<b>Year</b> 2001 <b>Make</b> DODGE	<b>Model</b> RAM 2500	<b>Model No</b> BE7L33
<b>Cell:</b> (541) 490-5610 <b>Today:</b> (000) 000-0000	<b>Vehicle ID No</b> 3B7KF23Z21G231346	<b>Selling Dealer</b>	<b>SO Date</b> 02/05/2016
<b>Email:</b>	<b>Engine Size</b> 5.9L (360) SMPI V8	<b>Fleet #</b>	<b>InServ Date</b>

*Charge*

Request/Concern

Type	CSR#	Amount
LABOR		\$220.00
PARTS		\$0.00
SUPPLIES		\$0.00
<b>SUBTOTAL</b>		<b>\$220.00</b>
<b>TOTAL INVOICE</b>		<b>\$220.00</b>

I HEREBY AUTHORIZE THE REPAIR WORK HEREIN SET FORTH TO BE DONE ALONG WITH THE NECESSARY MATERIAL AND AGREE THAT TO THE EXTENT PERMITTED BY LAW, YOU ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE IN CASE OF FIRE, THEFT OR ANY OTHER DAMAGE CAUSED BEYOND YOUR CONTROL OR FOR ANY DELAYS CAUSED BY UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENTS BY THE SUPPLIER OR TRANSPORTER. I HEREBY GRANT YOU AND OR YOUR EMPLOYEES PERMISSION TO OPERATE THE VEHICLE HEREIN DESCRIBED ON STREETS, HIGHWAYS OR ELSEWHERE FOR THE PURPOSE OF TESTING AND/OR INSPECTION, UNTIL PAYMENT IN FULL OF THE WITHIN ACCOUNT. I HEREBY ACKNOWLEDGE THE EXISTENCE OF A MECHANICS LIEN IN FAVOR OF THE WITHIN DEALER ON THE VEHICLE DESCRIBED HEREIN IN RESPECT OF THE MATERIAL SUPPLIED AND SERVICES RENDERED UNDER THIS WORK ORDER FOR THE FULL AMOUNT CHARGED THEREFORE. I FURTHER ACKNOWLEDGE THAT THE SAID LIEN SHALL CONTINUE IN FORCE AT ALL TIMES, WHETHER THE VEHICLE IS IN MY POSSESSION OR POSSESSION OF THE DEALER, UNTIL THE WITHIN ACCOUNT IS PAID IN FULL, WHILE THE VEHICLE IS IN MY POSSESSION IT SHALL AT ALL TIMES BE SUBJECT TO REPOSSESSION ON DEMAND BY THE DEALER UNTIL THE WITHIN ACCOUNT IS PAID IN FULL.

IS A WRITTEN ESTIMATE REQUIRED?

YES  NO  \_\_\_\_\_ INITIAL

ARE USED PARTS TO BE RETURNED?

YES  NO  \_\_\_\_\_ INITIAL

DATE \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_

G.S.T. # \_\_\_\_\_



RAM

# C.H. URNESS MOTOR CO.



MOFAR

505 CHERRY HTS RD. THE DALLES, OR 97058

PHONE: (541)296-2284 TOLL FREE: (888)775-8608 FAX: (541)296-6326

CHRYSLER

Jeep

DODGE

Promised: 02/05/2016 5:00:00 PM



Auth#:

Page 4

Tag #: 136

## \* Service Invoice Customer Copy \*

SO #: 236238

<b>Customer No:</b> 26293	<b>Advisor:</b> HOLTZMAN	<b>Invoice Date:</b> 02/18/2016	<b>Term:</b> CASH
CITY OF CASCADE LOCKS 140 SW WA NA PA ST CASCADE LOCKS, OR 97014	<b>License No</b>	<b>Odometer In</b> 148517	<b>Odometer Out</b> 148519
<b>Home:</b> (000) 000-0000 <b>Bus:</b> (000) 000-0000	<b>Year</b> 2001	<b>Make</b> DODGE	<b>Model</b> RAM 2500
<b>Cell:</b> (541) 490-5610 <b>Today:</b> (000) 000-0000	<b>Vehicle ID No</b>	<b>Selling Dealer</b>	<b>Model No</b> BE7L33
<b>Email:</b>	3B7KF23Z21G231346		<b>SO Date</b> 02/05/2016
	<b>Engine Size</b> 5.9L (360) SMPI V8		<b>InServ Date</b>
			<b>Location</b>
			<b>Fleet #</b>

Request/Concern	Type	CSR#	Amount
<b>Request Total</b>			<b>0.00</b>
8 19 cust states check steering box			
19 cust states check steering box	C	18	0.00
<b>Technician 67 MARK</b>			
<b>Cause: FLUID WEEP INPUT SEAL</b>			
<b>Request Total</b>			<b>0.00</b>
9 26CHZ13 27 POINT INSPECTION MULTIPOINT INSPECTION			
26CHZ13 27 POINT INSPECTION	C	18	0.00
<b>Technician 67 MARK</b>			
<b>Cause: BATTERY DEAD TWICE, SERPENTINE BELT IDLER, SERPENTINE BELT TENSIONER, BRAKE FLUID LOW - RECOMMEND REAR BRAKE INSPECTION, TRANSFER CASE EMPTY - TOPPED BEFORE ROAD TEST, REAR DIFFERENTIAL DARK, ENGINE OIL LOW, COOLANT LOW PERFORM BATTERY DIAGNOSTIC TEST PROCEDURE - FAIL, RECOMMEND REPLACE BATTERY</b>			
<b>Request Total</b>			<b>0.00</b>

I HEREBY AUTHORIZE THE REPAIR WORK HEREIN SET FORTH TO BE DONE ALONG WITH THE NECESSARY MATERIAL AND AGREE THAT TO THE EXTENT PERMITTED BY LAW, YOU ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE IN CASE OF FIRE, THEFT OR ANY OTHER DAMAGE CAUSED BEYOND YOUR CONTROL OR FOR ANY DELAYS CAUSED BY UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENTS BY THE SUPPLIER OR TRANSPORTER. I HEREBY GRANT YOU AND OR YOUR EMPLOYEES PERMISSION TO OPERATE THE VEHICLE HEREIN DESCRIBED ON STREETS, HIGHWAYS OR ELSEWHERE FOR THE PURPOSE OF TESTING AND/OR INSPECTION, UNTIL PAYMENT IN FULL OF THE WITHIN ACCOUNT. I HEREBY ACKNOWLEDGE THE EXISTENCE OF A MECHANICS LIEN IN FAVOR OF THE WITHIN DEALER ON THE VEHICLE DESCRIBED HEREIN IN RESPECT OF THE MATERIAL SUPPLIED AND SERVICES RENDERED UNDER THIS WORK ORDER FOR THE FULL AMOUNT CHARGED THEREFORE. I FURTHER ACKNOWLEDGE THAT THE SAID LIEN SHALL CONTINUE IN FORCE AT ALL TIMES, WHETHER THE VEHICLE IS IN MY POSSESSION OR POSSESSION OF THE DEALER, UNTIL THE WITHIN ACCOUNT IS PAID IN FULL. WHILE THE VEHICLE IS IN MY POSSESSION IT SHALL AT ALL TIMES BE SUBJECT TO REPOSSESSION ON DEMAND BY THE DEALER UNTIL THE WITHIN ACCOUNT IS PAID IN FULL.

IS A WRITTEN ESTIMATE REQUIRED?

YES  NO  \_\_\_\_\_ INITIAL

ARE USED PARTS TO BE RETURNED?

YES  NO  \_\_\_\_\_ INITIAL

DATE \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_

G.S.T. # \_\_\_\_\_



RAM

# C.H. URNESS MOTOR CO.



MOPAR

505 CHERRY HTS RD. THE DALLES, OR 97058

PHONE: (541)296-2284 TOLL FREE: (888)775-8608 FAX: (541)296-6326

CHRYSLER

Jeep

DODGE

Promised: 02/05/2016 5:00:00 PM



Auth#:

Page 3

Tag #: 136

## \* Service Invoice Customer Copy \*

SO #: 236238

<b>Customer No:</b> 26293	<b>Advisor:</b> HOLTZMAN	<b>Invoice Date:</b> 02/18/2016	<b>Term:</b> CASH
CITY OF CASCADE LOCKS 140 SW WA NA PA ST CASCADE LOCKS, OR 97014	<b>License No</b> 148517	<b>Odometer In</b> 148519	<b>Odometer Out</b> 148519
<b>Home:</b> (000) 000-0000 <b>Bus:</b> (000) 000-0000 <b>Cell:</b> (541) 490-5610 <b>Today:</b> (000) 000-0000 <b>Email:</b>	<b>Year Make</b> 2001 DODGE	<b>Model</b> RAM 2500	<b>Delivery Date</b> BE7L33
	<b>Vehicle ID No</b> 3B7KF23Z21G231346	<b>Selling Dealer</b>	<b>Model No</b> BE7L33
	<b>Engine Size</b> 5.9L (360) SMPI V8		<b>Color</b>
			<b>SO Date</b> 02/05/2016
			<b>InServ Date</b>
			<b>Location</b>
			<b>Fleet #</b>

Request/Concern	Type	CSR#	Amount
INTAKE MANIFOLD			
<b>Request Total</b>			<b>0.00</b>

6	09CHZ1	cust states check for oil leaks			
	09CHZ1	cust states check for oil leaks	C	18	0.00

Technician 67 MARK

Cause: OIL LEAKS OBSERVED FROM VALVE COVER GASKETS, BREATHER GROMMETS, FRONT CRANK SEAL AND REAR CRANK SEAL

ADDITIONAL LEAKS OBSERVED: FRONT DIFFERENTIAL COVER DAMAGED, TRANSMISSION COOLER LINES, REAR DIFFERENTIAL COVER

Request Total 0.00

7	08CHZ1	cust states engine back firing through air intake			
	08CHZ1	cust states engine back firing through air intake	C	18	0.00

Technician 67 MARK

Cause: ROAD TEST REVEALS BACKFIRE IN INTAKE UNDER LOAD, COMPRESSION TEST REVEALS ENGINE HAS MECHANICAL COMPRESSION ISSUES, NO DIAGNOSTIC CODES SET DURING ROAD TEST, SPARK PLUGS REVEAL SOME OIL CONTAMINATION, PLUG WIRES ARE FAIRLY RECENT, NEED RETAINERS FOR RETENTION, DISTRIBUTOR CAP HAS HEAVY ARCING BETWEEN TERMINALS 2, 1 AND 8, POSSIBLE DISTRIBUTOR REPHASE

I HEREBY AUTHORIZE THE REPAIR WORK HEREIN SET FORTH TO BE DONE ALONG WITH THE NECESSARY MATERIAL AND AGREE THAT TO THE EXTENT PERMITTED BY LAW, YOU ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE IN CASE OF FIRE, THEFT OR ANY OTHER DAMAGE CAUSED BEYOND YOUR CONTROL OR FOR ANY DELAYS CAUSED BY UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENTS BY THE SUPPLIER OR TRANSPORTER. I HEREBY GRANT YOU AND OR YOUR EMPLOYEES PERMISSION TO OPERATE THE VEHICLE HEREIN DESCRIBED ON STREETS, HIGHWAYS OR ELSEWHERE FOR THE PURPOSE OF TESTING AND/OR INSPECTION, UNTIL PAYMENT IN FULL OF THE WITHIN ACCOUNT. I HEREBY ACKNOWLEDGE THE EXISTENCE OF A MECHANICS LIEN IN FAVOR OF THE WITHIN DEALER ON THE VEHICLE DESCRIBED HEREIN IN RESPECT OF THE MATERIAL SUPPLIED AND SERVICES RENDERED UNDER THIS WORK ORDER FOR THE FULL AMOUNT CHARGED THEREFORE. I FURTHER ACKNOWLEDGE THAT THE SAID LIEN SHALL CONTINUE IN FORCE AT ALL TIMES, WHETHER THE VEHICLE IS IN MY POSSESSION OR POSSESSION OF THE DEALER, UNTIL THE WITHIN ACCOUNT IS PAID IN FULL, WHILE THE VEHICLE IS IN MY POSSESSION IT SHALL AT ALL TIMES BE SUBJECT TO REPOSSESSION ON DEMAND BY THE DEALER UNTIL THE WITHIN ACCOUNT IS PAID IN FULL.

IS A WRITTEN ESTIMATE REQUIRED?  
YES  NO  \_\_\_\_\_ INITIAL

ARE USED PARTS TO BE RETURNED?  
YES  NO  \_\_\_\_\_ INITIAL

DATE \_\_\_\_\_ CUSTOMER SIGNATURE \_\_\_\_\_

G.S.T. #



RAM

# C.H. URNESS MOTOR CO.



MOPAR

505 CHERRY HTS RD. THE DALLES, OR 97058

PHONE: (541)296-2284 TOLL FREE: (888)775-8608 FAX: (541)296-6326

CHRYSLER

Jeep

DODGE

Promised: 02/05/2016 5:00:00 PM



Auth#: Page 2

Tag #: 136

## \* Service Invoice Customer Copy \*

SO #: 236238

<b>Customer No:</b> 26293	<b>Advisor:</b> HOLTZMAN	<b>Invoice Date:</b> 02/18/2016	<b>Term:</b> CASH
CITY OF CASCADE LOCKS 140 SW WA NA PA ST CASCADE LOCKS, OR 97014	<b>License No</b> 148517	<b>Odometer In</b> 148519	<b>Odometer Out</b> 148519
<b>Home:</b> (000) 000-0000 <b>Bus:</b> (000) 000-0000	<b>Year Make</b> 2001 DODGE	<b>Model</b> RAM 2500	<b>Delivery Date</b> BE7L33
<b>Cell:</b> (541) 490-5610 <b>Today:</b> (000) 000-0000	<b>Vehicle ID No</b> 3B7KF23Z21G231346	<b>Selling Dealer</b> RAM 2500	<b>Model No</b> BE7L33
<b>Email:</b>	<b>Engine Size</b> 5.9L (360) SMPI V8	<b>SO Date</b> 02/05/2016	<b>InServ Date</b>
		<b>Fleet #</b>	<b>Location</b>

Request/Concern	Type	CSR#	Amount
ROD ENDS WORN, TRACK BAR WORN, SWAY BAR END LINK BUSHINGS, FRONT AXLE U-JOINTS SHOWING RUST UNDER SEALS			
<b>Request Total</b>			<b>0.00</b>
4 08CHZ1 cust states mil light on, possible solinoid in transmission			
08CHZ1 cust states mil light on, possible solinoid in transmission	C	18	0.00
<b>Technician 67 MARK</b>			
<b>Cause:</b> BATTERY DEAD - JUMP START ENGINE, CHECK DIAGNOSTIC TROUBLE CODES - NONE, ROAD TEST REVEALS NO TRANSMISSION SYMPTOMS, NO DTCS SET DURING ROAD TEST			
IS THERE A DIAGNOSTIC CODE DOCUMENTED?			
<b>Request Total</b>			<b>0.00</b>

5 09CHZ1 cust states motor using oil			
09CHZ1 cust states motor using oil	C	18	0.00
<b>Technician 67 MARK</b>			
<b>Cause:</b> PERFORM COMPRESSION TEST: 1 - 163, 2 - 175, 3 - 155, 4 - 165, 5 - 155, 6 - 125, 7 - 120, 8 - 130, ENGINE APPEARS TO BE INJECTING DIRT - AIR CLEANER HOUSING BROKEN, AIR CLEANER GASKET AT THROTTLE BODY OUT OF PLACE, ALTERNATOR SUPPORT BRACKET INCORRECTLY INSTALLED CAUSING AIR CLEANER TO NOT SEAT PROPERLY ON THROTTLE BODY, ENGINE OIL IN BOTTOM OF			

I HEREBY AUTHORIZE THE REPAIR WORK HEREIN SET FORTH TO BE DONE ALONG WITH THE NECESSARY MATERIAL AND AGREE THAT TO THE EXTENT PERMITTED BY LAW, YOU ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE IN CASE OF FIRE, THEFT OR ANY OTHER DAMAGE CAUSED BEYOND YOUR CONTROL OR FOR ANY DELAYS CAUSED BY UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENTS BY THE SUPPLIER OR TRANSPORTER. I HEREBY GRANT YOU AND/OR YOUR EMPLOYEES PERMISSION TO OPERATE THE VEHICLE HEREIN DESCRIBED ON STREETS, HIGHWAYS OR ELSEWHERE FOR THE PURPOSE OF TESTING AND/OR INSPECTION, UNTIL PAYMENT IN FULL OF THE WITHIN ACCOUNT. I HEREBY ACKNOWLEDGE THE EXISTENCE OF A MECHANIC'S LIEN IN FAVOR OF THE WITHIN DEALER ON THE VEHICLE DESCRIBED HEREIN IN RESPECT OF THE MATERIAL SUPPLIED AND SERVICES RENDERED UNDER THIS WORK ORDER FOR THE FULL AMOUNT CHARGED THEREFORE. I FURTHER ACKNOWLEDGE THAT THE SAID LIEN SHALL CONTINUE IN FORCE AT ALL TIMES, WHETHER THE VEHICLE IS IN MY POSSESSION OR POSSESSION OF THE DEALER, UNTIL THE WITHIN ACCOUNT IS PAID IN FULL. WHILE THE VEHICLE IS IN MY POSSESSION IT SHALL AT ALL TIMES BE SUBJECT TO REPOSSESSION ON DEMAND BY THE DEALER UNTIL THE WITHIN ACCOUNT IS PAID IN FULL.

IS A WRITTEN ESTIMATE REQUIRED?

YES  NO  \_\_\_\_\_ INITIAL

ARE USED PARTS TO BE RETURNED?

YES  NO  \_\_\_\_\_ INITIAL

DATE \_\_\_\_\_ CUSTOMER SIGNATURE \_\_\_\_\_

G.S.T. #



RAM

# C.H. URNESS MOTOR CO.



MOPAR

505 CHERRY HTS RD. THE DALLES, OR 97058

PHONE: (541)296-2284 TOLL FREE: (888)775-8608 FAX: (541)296-6326

CHRYSLER

Jeep

DODGE

Promised: 02/05/2016 5:00:00 PM



Auth#: Page 1

Tag #: 136

## \* Service Invoice Customer Copy \*

SO #: 236238

<b>Customer No:</b> 26293	<b>Advisor:</b> HOLTZMAN	<b>Invoice Date:</b> 02/18/2016	<b>Term:</b> CASH
CITY OF CASCADE LOCKS 140 SW WA NA PA ST CASCADE LOCKS, OR 97014	<b>License No</b> 148517	<b>Odometer In</b> 148519	<b>Odometer Out</b> 148519
<b>Home:</b> (000) 000-0000 <b>Bus:</b> (000) 000-0000	<b>Year</b> 2001 <b>Make</b> DODGE	<b>Model</b> RAM 2500	<b>Model No</b> BE7L33
<b>Cell:</b> (541) 490-5610 <b>Today:</b> (000) 000-0000	<b>Vehicle ID No</b> 3B7KF23Z21G231346	<b>Selling Dealer</b>	<b>SO Date</b> 02/05/2016
<b>Email:</b>	<b>Engine Size</b> 5.9L (360) SMPI V8		<b>InServ Date</b> <b>Fleet #</b>

Request/Concern	Type	CSR#	Amount
1 28 perform recall 982			
28 perform recall 982	C	18	0.00
<b>Technician 998 s</b>			
<b>Cause: PART IN MICHIGAN</b>			

Request Total 0.00

2 07 cust states check heater core			
07 cust states check geater core	C	18	220.00

Technician 67 MARK

**Cause:** MEASURE TEMPERATURE AT HEATER CORE INLET PIPE - 176 DEGREE, OOUTLET PIPE 16 DEGREES, PNEI OUTLET TEMPERATURE 105 DEGREES, REMOVE GLOVE BOX - TOP OF HEATER CORE GREEN WITH DRIED COOLANT AND CORROSION, RECOMMEND REPLACE HEATER CORE AND DOORS, DASH PAD IS BROKEN AND APPEARS QUITE FRAGILE

Request Total 220.00

3 19CHZ1 cust states check ball joints , tie rod ends and shocks			
19CHZ1 cust states check ball joints , tie rod ends and shocks	C	18	0.00

Technician 67 MARK

**Cause:** BALL JOINTS WORN, RIGHT AND LEFT INNER TIE

I HEREBY AUTHORIZE THE REPAIR WORK HEREIN SET FORTH TO BE DONE ALONG WITH THE NECESSARY MATERIAL AND AGREE THAT TO THE EXTENT PERMITTED BY LAW, YOU ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE IN CASE OF FIRE, THEFT OR ANY OTHER DAMAGE CAUSED BEYOND YOUR CONTROL OR FOR ANY DELAYS CAUSED BY UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENTS BY THE SUPPLIER OR TRANSPORTER. I HEREBY GRANT YOU AND OR/ YOUR EMPLOYEES PERMISSION TO OPERATE THE VEHICLE HEREIN DESCRIBED ON STREETS, HIGHWAYS OR ELSEWHERE FOR THE PURPOSE OF TESTING AND/OR INSPECTION, UNTIL PAYMENT IN FULL OF THE WITHIN ACCOUNT. I HEREBY ACKNOWLEDGE THE EXISTENCE OF A MECHANICS LIEN IN FAVOR OF THE WITHIN DEALER ON THE VEHICLE DESCRIBED HEREIN IN RESPECT OF THE MATERIAL SUPPLIED AND SERVICES RENDERED UNDER THIS WORK ORDER FOR THE FULL AMOUNT CHARGED THEREFORE. I FURTHER ACKNOWLEDGE THAT THE SAID LIEN SHALL CONTINUE IN FORCE AT ALL TIMES, WHETHER THE VEHICLE IS IN MY POSSESSION OR POSSESSION OF THE DEALER, UNTIL THE WITHIN ACCOUNT IS PAID IN FULL. WHILE THE VEHICLE IS IN MY POSSESSION IT SHALL AT ALL TIMES BE SUBJECT TO REPOSSESSION ON DEMAND BY THE DEALER UNTIL THE WITHIN ACCOUNT IS PAID IN FULL.

IS A WRITTEN ESTIMATE REQUIRED?  
YES  NO  INITIAL

ARE USED PARTS TO BE RETURNED?  
YES  NO  INITIAL

DATE \_\_\_\_\_ CUSTOMER SIGNATURE \_\_\_\_\_ G.S.T. # \_\_\_\_\_



# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) BUY-NJPA • (626) 457-5590

(855) 289-6572 • (831) 480-8497 Fax

3/2/2016

QuoteID: 6608

Keith Terry  
City of Cascade Locks  
light dept.

P.O. Box 308, 140 SW Wanapa  
Cascade Locks, Oregon, 97014

Dear Keith Terry,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.  
One (1) New/Unused (2016 Ram 3500 (DF8L93) 4WD Crew Cab 172" WB 60" CA Laramie, ) and delivered to your specified location, each for

#### One Unit

Base Price	\$50,230.00
Tax (0.00 %)	\$0.00
Tire fee	\$0.00
Total	\$50,230.00

- per the attached specifications.

This vehicle(s) is available under the **National Joint Powers Alliance Contract 102811**. Please reference this Bid number on all purchase orders to National Auto Fleet Group. Payment terms are Net 30 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
National Fleet Manager  
Email: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)  
Office: (855) 289-6572  
Fax: (831) 480-8497



GMC

**In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:**

**Fax: (831) 480-8497**

**Mail: National Auto Fleet Group  
490 Auto Center Drive  
Watsonville, CA 95076**

**Email: Fleet@nationalautofleetgroup.com**

**We will then send a W-9 if you need one**

**Please contact our main office with any questions:  
1-855-289-6572**

### Vehicle Configuration Options

#### ENGINE

Code	Description
ETK	ENGINE: 6.7L I6 CUMMINS TURBO DIESEL, -inc: 3.73 Rear Axle Ratio, Cummins Turbo Diesel Badge, Current Generation Engine Controller, Diesel Exhaust Brake, Selective Catalytic Reduction (Urea), Tow Hooks, RAM Active Air

#### TRANSMISSION

Code	Description
DF2	TRANSMISSION: 6-SPEED AUTO AISIN AS69RC HD, -inc: Front Armrest w/Cupholders

#### WHEELS

Code	Description
------	-------------

#### PRIMARY PAINT

Code	Description
PW7	BRIGHT WHITE CLEARCOAT

#### PAINT SCHEME

Code	Description
	STANDARD PAINT

## SEAT TYPE

Code	Description
------	-------------

## AXLE RATIO

Code	Description
DMF	4.10 REAR AXLE RATIO, (STD)

## SHIP THRU CODES

Code	Description
------	-------------

## CPOS PKG

Code	Description
------	-------------

## ADDITIONAL EQUIPMENT

Code	Description
ADE	COLD WEATHER GROUP, -inc: Engine Block Heater, Winter Front Grille Cover
NHK	ENGINE BLOCK HEATER
XHC	TRAILER BRAKE CONTROL
XEA	TOW HOOKS
LM5	DEDICATED DAYTIME RUNNING HEADLAMPS
DM8	ADD 4.10 AXLE RATIO

# 2016 Fleet/Non-Retail Ram 3500 4WD Crew Cab 172" WB 60" CA Laramie

## WINDOW STICKER

2016 Ram 3500 4WD Crew Cab 172" WB 60" CA Laramie  
6.7 L/408 Intercooled Turbo Diesel I-6  
6 Speed Automatic w/OD

Interior:  
Exterior 1: BRIGHT WHITE CLEARCOAT  
Exterior 2: No color has been selected.

CODE	MODEL	MSRP
DF8L93	2016 Ram 3500 4WD Crew Cab 172" WB 60" CA Laramie	\$39,440.00
<b>OPTIONS</b>		
ETK	ENGINE: 6.7L I6 CUMMINS TURBO DIESEL, -inc: 3.73 Rear Axle Ratio, Cummins Turbo Diesel Badge, Current Generation Engine Controller, Diesel Exhaust Brake, Selective Catalytic Reduction (Urea), Tow Hooks, RAM Active Air	\$7,400.00
DF2	TRANSMISSION: 6-SPEED AUTO AISIN AS69RC HD, -inc: Front Armrest w/Cupholders	\$1,600.00
PW7	BRIGHT WHITE CLEARCOAT	\$0.00
—	STANDARD PAINT	\$0.00
DMF	4.10 REAR AXLE RATIO, (STD)	\$0.00
ADE	COLD WEATHER GROUP, -inc: Engine Block Heater, Winter Front Grille Cover	\$125.00
NHK	ENGINE BLOCK HEATER	INC
XHC	TRAILER BRAKE CONTROL	\$295.00
XEA	TOW HOOKS	INC
LM5	DEDICATED DAYTIME RUNNING HEADLAMPS	\$50.00
DM8	ADD 4.10 AXLE RATIO	\$125.00
<b>SUBTOTAL</b>		<b>\$49,035.00</b>
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,195.00
<b>TOTAL PRICE</b>		<b>\$50,230.00</b>
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

**Standard Equipment****MECHANICAL**

Engine: 6.4L V8 Heavy Duty HEMI MDS
Transmission: 6-Speed Automatic 66RFE
4.10 Rear Axle Ratio
GVWR: 10,000 lbs
50 State Emissions
Transmission w/Driver Selectable Mode, Sequential Shift Control and Oil Cooler
Part-Time Four-Wheel Drive
Electric Shift-On-The-Fly Transfer Case
730CCA Maintenance-Free Battery w/Run Down Protection
180 Amp Alternator
102 mph Maximum Speed
Towing w/Harness and Trailer Sway Control
3440# Maximum Payload
HD Shock Absorbers
Front Anti-Roll Bar and Rear HD Anti-Roll Bar
Hydraulic Power-Assist Steering
Single Stainless Steel Exhaust
22 Gal. Fuel Tank
Auto Locking Hubs
Multi-Link Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs
Upfitter Switches
Mechanical Limited Slip Differential

**EXTERIOR**

Wheels: 18" x 8" Polished Aluminum
Tires: LT265/70R18E BSW On/Off Road
Center Hub
Black Side Windows Trim and Black Front Windshield Trim
Front Wheel Spats
Exterior Mirrors w/Supplemental Signals
Exterior Mirrors w/Heating Element
Light Tinted Glass
Variable Intermittent Wipers
Fully Galvanized Steel Panels
Front License Plate Bracket
Cab Clearance Lights
Fully Automatic Headlamps w/Delay-Off
Cargo Lamp Integrated w/High Mount Stop Light
Fog Lamps
Exterior Mirrors Courtesy Lamps
Electronically Controlled Throttle
Tip Start

**ENTERTAINMENT**

Radio: Uconnect 8.4 -inc: Bluetooth, Nav-Capable See Dealer for Details, Uconnect Voice Command w/Bluetooth, 6 Month Trial (Registration Required), Media Hub (SD, USB, AUX), For Details Visit DriveUconnect.com, For More Info, Call 800-643-2112, 1-Year SIRIUSXM Radio Service, Harman Radio Manufacturer, GPS Antenna Input, Uconnect Access, Rear View Mirror w/Microphone, 8.4" Touchscreen Display, Integrated Voice Command w/Bluetooth, Remote SD Card Slot
Radio w/Seek-Scan, Clock and Radio Data System
Fixed Antenna
SIRIUSXM Satellite Radio -inc: For More Info, Call 800-643-2112, 1-Year SIRIUSXM Radio Service
Media Hub (USB, AUX)

**INTERIOR**

Manual Tilt Steering Column
Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Engine Hour Meter and Trip Odometer
Power Rear Windows
6 Person Seating Capacity
Rear Folding Seat
Remote Keyless Entry
Cruise Control w/Steering Wheel Controls
Air Conditioning ATC w/Dual Zone Control
HVAC -inc: Underseat Ducts
Glove Box
Full Cloth Headliner
Urethane Gear Shift Knob
Base Door Trim Panel
2 12V DC Power Outlets
Fade-To-Off Interior Lighting
Front Seat Area Carpet -inc: Front & Rear Floor Mats
Storage Tray
Pickup Cargo Box Lights
Mini Floor Console
Instrument Panel Bin, Dashboard Storage, Driver / Passenger And Rear Door Bins
Delayed Accessory Power
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Systems Monitor
Redundant Digital Speedometer
Analog Display
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Armrests w/Storage
40/20/40 Split Bench Seat
Manual Adjust Seats
Sentry Key Engine Immobilizer
Security Alarm

**SAFETY**

Electronic Stability Control (ESC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Airbag Occupancy Sensor
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
Curtain 1st And 2nd Row Airbags

**CASCADE LOCKS STAFF REPORT**

---

**Date Prepared:** March 22, 2016

**For City Council Meeting on:** March 28, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Approve Hood River County Law Enforcement Contract

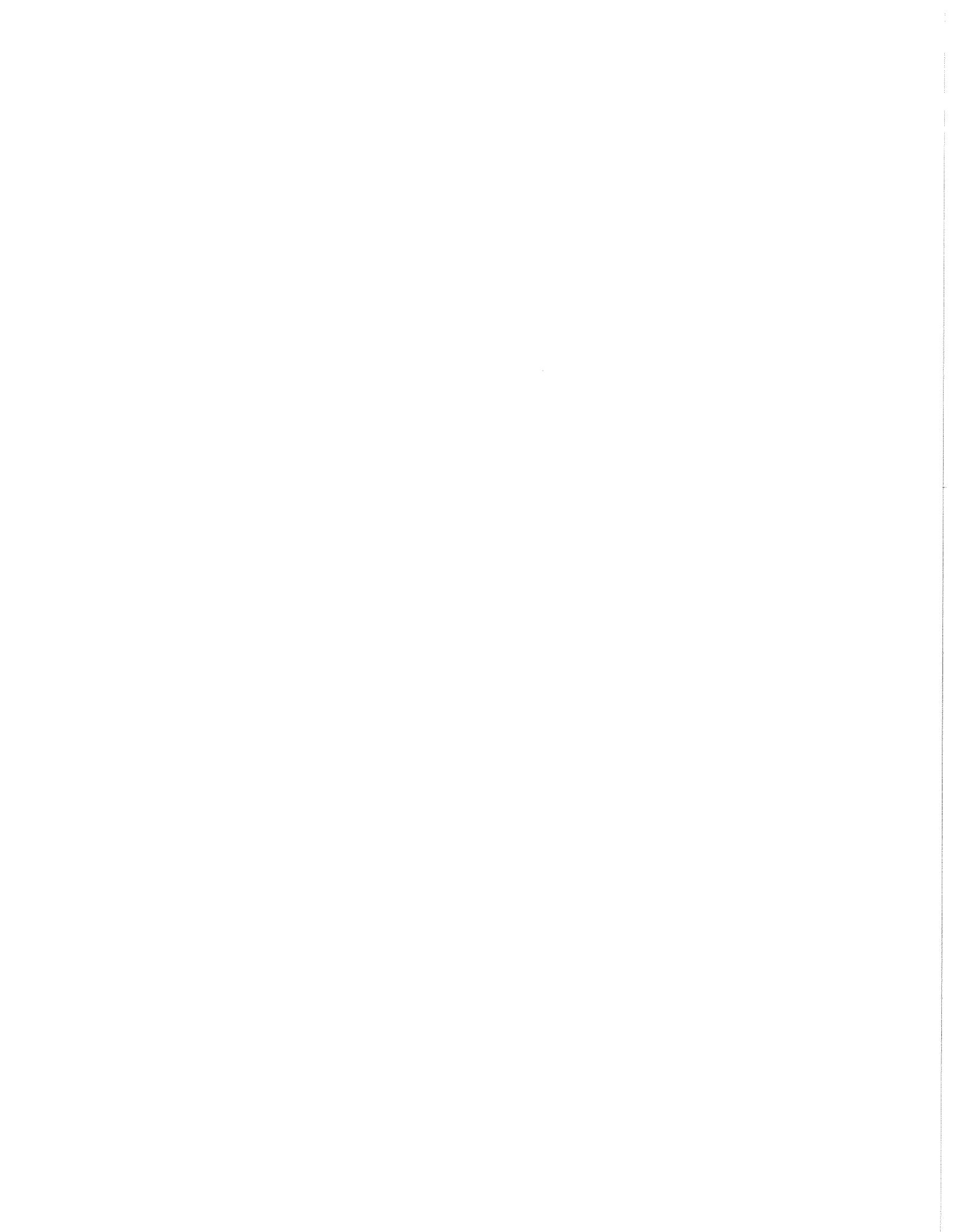
**SYNOPSIS:** The Hood River County Sheriff's Department has sent notice of a price increase for the next year of the law enforcement contract. The new cost is \$103,514, an increase of 4.13%. This amount has been included on the upcoming budget.

**CITY COUNCIL OPTIONS:**

1. Approve the new one-year contract.
2. Reject the new contract and negotiate a new contract.

**RECOMMENDED MOTION:** "I move to approve the new contract for the next fiscal year."

**FINANCIAL REVIEW:** The new budget will reflect this contract increase.



# HOOD RIVER COUNTY ADMINISTRATION



DAVID MERIWETHER, COUNTY ADMINISTRATOR

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

18  
BOARD OF  
COMMISSIONERS

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

March 10, 2016

City of Cascade Locks  
Gordon Zimmerman, City Manager  
PO Box 308  
Cascade Locks OR 97014

RE: FY 16/17 Law Enforcement Contract/Services

Dear Gordon:

Currently Hood River County provides additional law enforcement services to the City of Cascade Locks under an Intergovernmental Agreement which allows for annual cost of living increases.

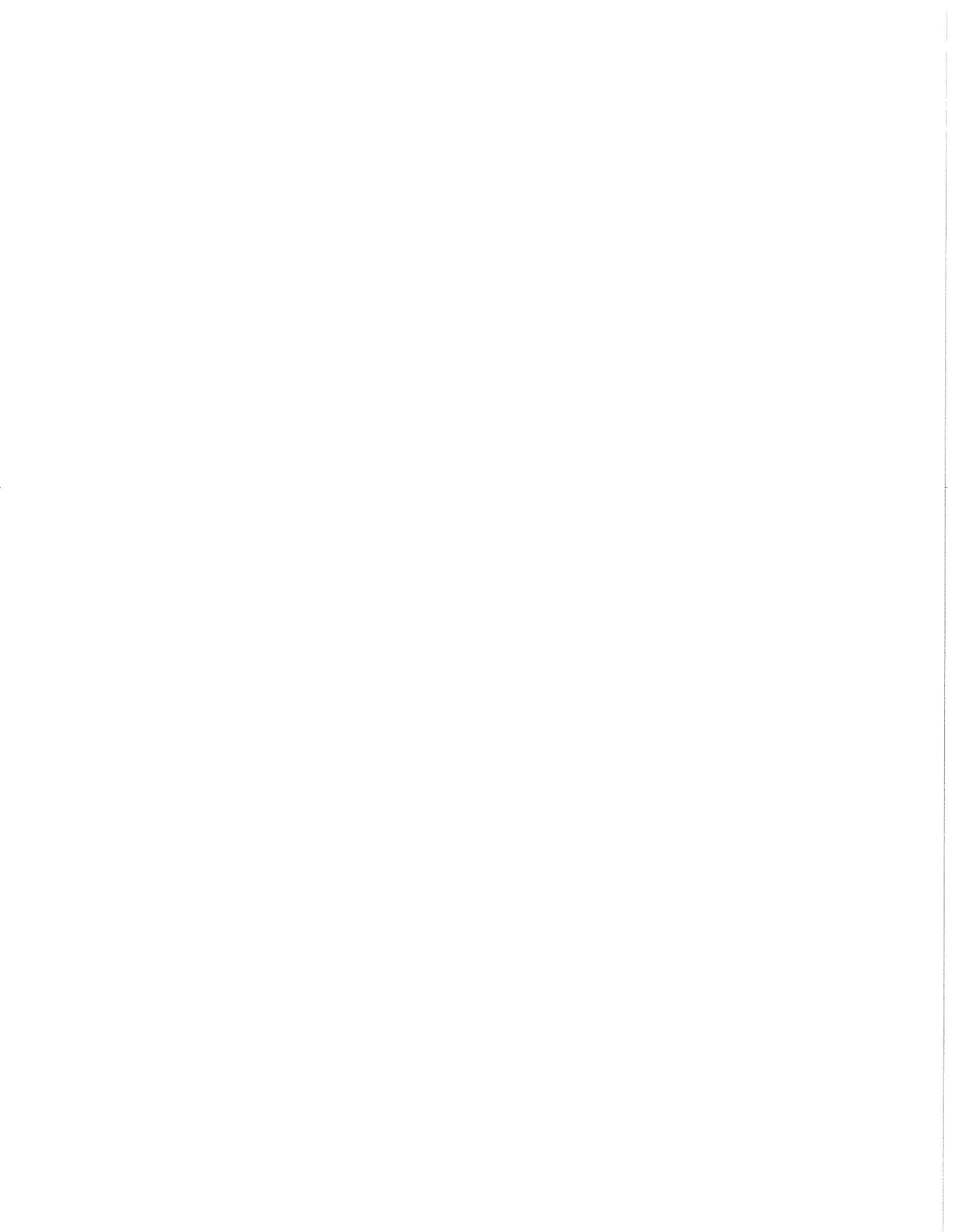
Our Budget & Finance department has determined the upcoming fiscal year cost to provide existing law enforcement services to the city to be \$103,514.00 for the fiscal year 2016-2017. The cost covers personnel charges (wages/fringe) as well as new equipment for the deputy assigned to Cascade Locks and other expenses; such as training etc.

We respectfully request the enclosed Intergovernmental Agreement be reviewed, approved and signed to become effective July 1, 2016.

Sincerely,

David Meriwether  
County Administrator

Cc: Sheriff, Matt English  
Budget & Finance Director, Sandra Borowy



**CITY OF CASCADE LOCKS AND HOOD RIVER COUNTY  
LAW ENFORCEMENT SERVICES AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between Hood River County, a home-rule county, and the Sheriff of Hood River County, hereinafter called "County", and the City of Cascade Locks, Oregon hereinafter called "City".

**WITNESSETH**

**WHEREAS**, the City is desirous of contracting with the County for the performance of law enforcement function within its boundaries by the County, through the Sheriff, thereof; and,

**WHEREAS**, the County is agreeable, with approval of the Sheriff, to render such services on the terms and conditions hereinafter set forth; and,

**WHEREAS**, such contracts are authorized by ORS 190.010.

**NOW, THEREFORE**, in consideration of mutual promises and covenants herein contained, it is agreed as follows:

1. Hood River County, Oregon and the Sheriff of Hood River County, hereby agree to provide law enforcement services to the City as provided for herein.
2. (a) The manner of performance of such service is within the discretion of the Sheriff of Hood River County, Oregon.  
(b) This contract provides for a Sheriff Deputy to spend at least 24 hours per week performing law enforcement patrols within the City, excluding I-84 (not within the City limits of Cascade Locks). The parties acknowledge that the deputy may, from time to time, be required to perform duties, receive training, and attend meetings outside the City. Such activity will be kept to a minimum level practical.  
(c) Additional time or coverage requested by the City in excess of the minimum hours outlined in paragraph 2(b) above are subject to an additional rate to be negotiated between the parties.
3. The rendition of such services, the standards of performance, the discipline of officers, and matter incident to the performance of such services and the control of personnel so employed, shall be the responsibility of the Sheriff.
4. For the purpose of performing said functions, the County, through the Sheriff, shall furnish and supply all necessary labor, supervision, equipment (including a minimum of one equipped patrol vehicle), communication facilities, and supplies necessary to maintain the level of services to be rendered hereunder, except as specified in Paragraph 6.

5. The contract shall continue indefinitely on an annual basis, and it may be terminated at any time by the City or by the County, acting through the Sheriff or County Board of Commissioners, by giving the other party sixty (60) days written notice.
6. The City, in this year of the agreement (Fiscal Year 2016-2017), agrees to pay the County for this service in the amount of \$103,514.00 at the rate of \$8,626.17 per month. Payments by the City to the County may increase in subsequent years to reflect contract costs as determined by the Sheriff's Department. The County will notify the City in writing, on or before April 1<sup>st</sup> of each year, of the amount of increase for the next fiscal year. No adjustment to the previously agreed upon contract amount shall be made if the City is not notified by the County in writing on or before April 1<sup>st</sup>. All parties to this agreement understand and agree that continued operation of this contract, and the terms thereof, are dependent upon the availability, on a year-to-year basis, of sufficient funds to finance this agreement, and it is further understood that such funds are within the power and control of the budget committees and governing bodies.
7. Information to be provided to the City. The County will provide the following service and reports in the time frames herein specified:
  - (a) Request of Assignment. Subject to paragraphs 2(b) and (c), the City may occasionally request the assignment of a Deputy for a specific time/event, in excess of the maximum hour outlined in paragraph 2(b) and so long as sufficient personnel is available.
  - (b) Monthly Report. A written monthly activity report will be provided to the Office of the City Administrator that includes the number of hours of service provided within and to the City in the past month.
  - (c) Invoicing and Accounting. Hood River County Sheriff's Office will provide to the City the above report fifteen (15) days after the last day of each month along with an invoice for said previous month. The City in turn will pay the invoice to the County no later than fifteen (15) days after receipt.

Agreed to the date written above by the last signing party:

**CITY OF CASCADE LOCKS, OREGON**

**HOOD RIVER COUNTY, OREGON**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
David Meriwether, County Administrator

\_\_\_\_\_  
Matt English, County Sheriff

## CASCADE LOCKS STAFF REPORT

---

**Date Prepared:** March 22, 2016

**For City Council Meeting on:** March 28, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Approve PCB Investigation

**SYNOPSIS:** On February 22 we received a letter from the Department of Environmental Quality requesting an evaluation be done of possible PCB contamination on our wastewater treatment plant property. This is based on an evaluation completed by DEQ in June of 2015. The Council discussed the situation that evening.

On February 24 the City entered into a voluntary agreement to investigate and/or cleanup any contamination found on the City's property during the course of the investigation.

During the afternoon of February 24 I met with engineers from SLR Consulting, a firm expert in dealing with DEQ investigations and cleanup oversight. SLR has been contracting with the Port of Cascade Locks on their investigation and cleanup efforts in the Business Park. Using our IGA (Intergovernmental Agreement) with the Port, the Port will be the fiscal conduit for the work to be performed.

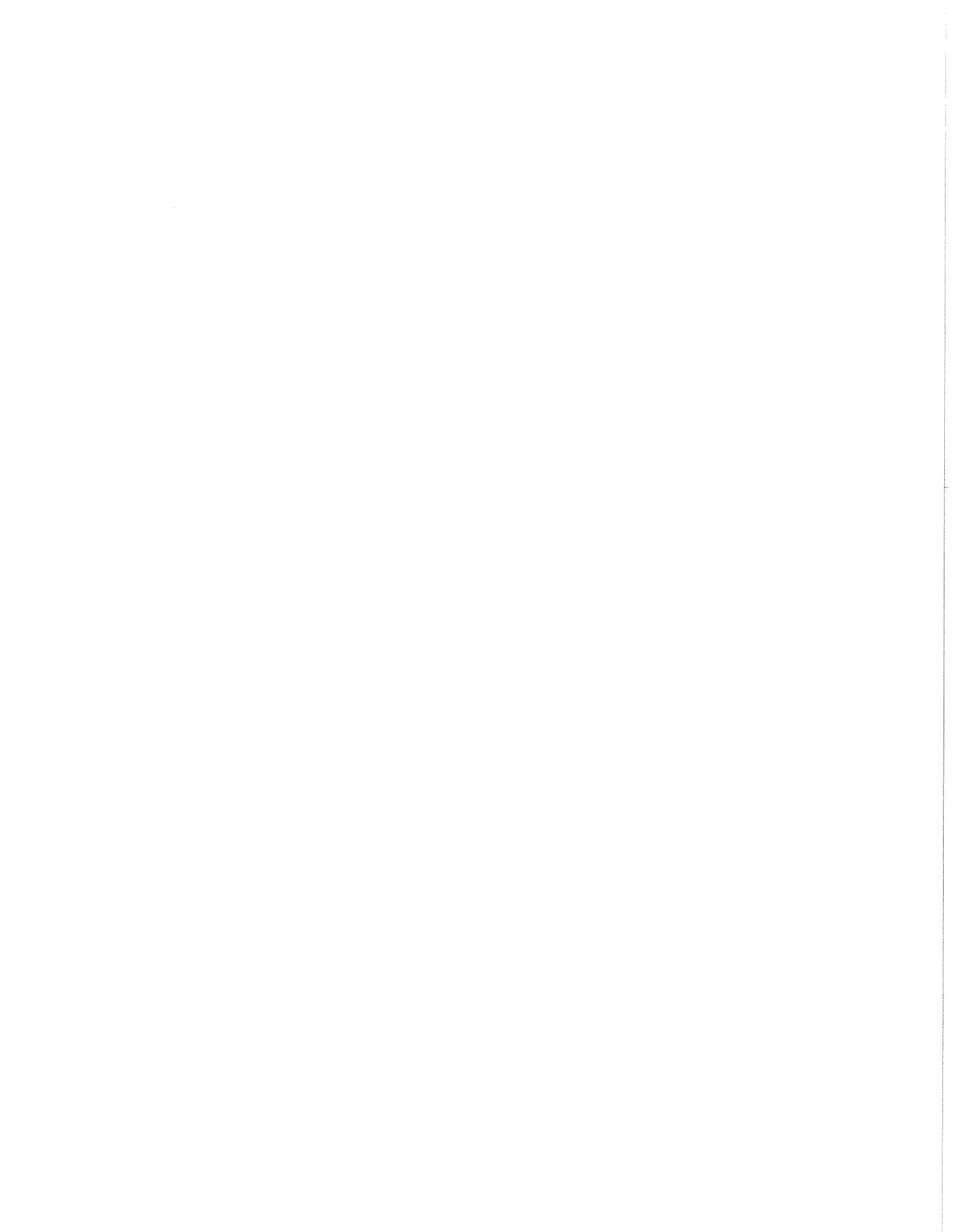
Please find attached the Scope of Work for a contract with SLR Consulting to complete a preliminary assessment report for the City and DEQ. This work will cost up to \$10,000.

The best outcome of this preliminary assessment would be if nothing is found on City property.

However, if contamination is found, the City will take the proper steps to abate the contamination.

**CITY COUNCIL OPTIONS:** Approve, modify or reject the proposed scope of work from SLR Consulting.

**RECOMMENDED MOTION:** "I move to approve the scope of work from SLR Consulting for the preliminary investigation for PCB contamination at the Wastewater Treatment Plant."





# Oregon

Kate Brown, Governor

Department of Environmental Quality

Eastern Region Bend Office

475 NE Bellevue Drive, Suite 110

Bend, OR 97701-7415

(541) 388-6146

Fax (541) 388-8283

TTY 711

17 February 2016

Mr. Gordon Zimmerman  
City Administrator  
City of Cascade Locks  
P.O. Box 308  
Cascade Locks, OR 97014

RECEIVED  
FEB 22 2016  
Gordon Zimmerman

**Re: Cascade Locks Wastewater Treatment Facility  
Site Evaluation**  
Cascade Locks, Oregon  
Hood River County  
ECSI # 5972

Dear Mr. Zimmerman:

The Department of Environmental Quality (DEQ) is pleased to provide you with the enclosed evaluation for your property located at 105 Herman Creek Lane. Thank you for the information you provided us about the property.

Our evaluation presents the known history of the site, the known or potential spills or leaks of hazardous substances, the risk to people and the environment, and the next steps needed. This letter summarizes the evaluation, the priority for further work at the site, and your options.

DEQ has determined that environmental concerns at the site are a **high** priority for completion of a Preliminary Assessment based on the following:

*In addition to the wastewater treatment facility, the site is also used for storage of surplus / backup electrical transformers for the City of Cascade Locks power company. The city constructed its own electrical distribution grid in 1938 to take advantage of power generated by the newly constructed Bonneville Dam. Electrical equipment (including transformers) frequently contained PCBs until the production of PCBs was banned in 1977. PCBs typically enter the environment through leaky equipment, illegal dumping, and improper disposal of waste oil from electrical equipment.*

*Anecdotal evidence suggests that sometime in the late 1980's the facility had a large stockpile of transformers and electrical equipment (potentially from the decommissioning of Pyramid Metals: ECSI 5533). The equipment was removed from the property and buried nearby in the vicinity of Herman Creek. A few years later, leachate from the buried waste was observed travelling along the surface of the soil toward the Public Water Supply wells and Herman Creek. This prompted the "over-night" excavation of the waste and backfilling of the excavation with clean fill. The fate of the excavated material is unknown.*

*The site has been used for storage of electrical equipment and transformers since the City of Cascade Locks constructed their electrical grid in 1938. Based on the long period of*



*time the site was used to store electrical equipment and anecdotal evidence of illegal dumping of electrical equipment, DEQ is recommending additional investigation for this facility.*

Because your site is a high priority, you must complete work under either a *voluntary cleanup agreement* or an *enforcement order* that defines the scope of work and schedule for completion. A deposit will be required to cover DEQ's expected costs to develop the formal agreement or order. At your request, DEQ can provide an estimate of anticipated oversight costs before your project begins.

The *Voluntary Cleanup Program (VCP)* provides regulatory review and oversight of all remedial action work performed to investigate and cleanup contamination. The DEQ project manager will help your project progress in a timely manner, meet regulatory requirements, and provide a clear path to closure through issuance of a No Further Action determination. Send a signed *Intent to Participate* form (enclosed) to join the VCP.

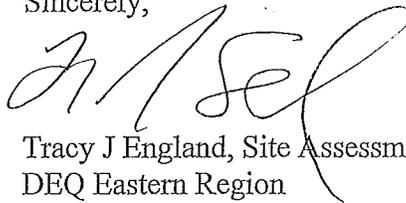
Because of the site's high-priority status and the associated environmental risk, if you have not entered the VCP within 30 business days, the DEQ Project Manager assigned to the site will contact you to initiate negotiations on terms of the enforcement order. Our preference is to negotiate with you the scope of work and schedule for these actions under a Consent Order signed by both parties. Should you choose not to negotiate terms of the order, DEQ will develop its own scope of work and schedule, and may issue a Unilateral Order to you.

Because DEQ has reviewed this site under an agreement with the U.S. Environmental Protection Agency, DEQ may refer the site to EPA for follow-up if you have not performed additional actions within a reasonable period of time.

Please review the enclosed document and contact me at 541-633-2003 (or [tracy.england@state.or.us](mailto:tracy.england@state.or.us)) if you have any questions, comments, or are ready to join the voluntary cleanup program. Regardless of the option you select, please contact me within 30 days about how you plan to proceed.

DEQ looks forward to working with you to cleanup and protect Oregon's environment.

Sincerely,



Tracy J England, Site Assessment Specialist  
DEQ Eastern Region

Enc.

cc: David Anderson, DEQ Eastern Region Cleanup Manager  
Katie Robertson, DEQ Eastern Region Cleanup Program Representative  
ECSI # 5972

## **SITE EVALUATION**

**Site Name:** Cascade Locks Wastewater Treatment Facility  
**Site CERCLIS Number:** N/A  
**DEQ ECSI Number:** 5972  
**SAPS Score/Priority:** 86/113 – Medium-High Priority  
**Site Address:** 105 Herman Creek Lane, Cascade Locks, Hood River County, OR 97014  
T2N; R8E; Section 6; tax lot 501  
**Prepared By:** Tracy J England, Project Manager, Site Assessment Section   
DEQ Eastern Region  
**Approved By:** David Anderson, Cleanup Program Manager   
**Date:** June 15, 2015

### **Background:**

The Cascade Locks Wastewater Treatment facility is operated by the City of Cascade Locks and is located at the north end of Herman Creek Lane, adjacent to the Columbia River in Cascade Locks, Hood River County, Oregon. In addition to the wastewater facility, the 7.9 acre also serves as a storage site for the city-owned electrical utility. The site was first used as a storage and maintenance facility for the electrical utility in 1938; the wastewater treatment facility was originally placed into operation in 1968 and in 1998 a new treatment facility was constructed to accommodate the expanding population of the city.

PCBs were found in sediments in Herman Creek during background sampling associated with a Phase II site assessment of the Cascade Locks Lumber Company (ECSI 2995). The contaminated sediments prompted DEQ to search for potential sources of PCBs in the Herman Creek area. This effort, called the Herman Creek PCBs site discovery project, identified several sites as potential sources of contamination including this site.

### **Site Description/History:**

The approximately 8 acre site is located at 105 NE Herman Creek Lane and occupies tax lot 02N08E06-501 (Figure 1). The area surrounding the site is used for industrial, commercial, and recreational purposes. The site is bordered by a Cascade Wood Components (ECSI 2997) to the south, Chinook Sailing Products (ECSI 5966) to the east, the Columbia River to the north, and a gravel quarry to the west. The site slopes toward the Columbia River, has a partially paved / partially gravel surface, and is sparsely vegetated.

In addition to the wastewater treatment facility, the site is also used for storage of surplus / backup electrical transformers for the City of Cascade Locks power company. The city constructed its own electrical distribution grid in 1938 to take advantage of power generated by the newly constructed Bonneville Dam. Electrical equipment (including transformers) frequently contained PCBs until the production of PCBs was banned in 1977. PCBs typically enter the environment through leaky equipment, illegal dumping, and improper disposal of waste oil from electrical equipment.

Anecdotal evidence suggests that sometime in the late 1980's the facility had a large stockpile of transformers and electrical equipment (potentially from the decommissioning of Pyramid Metals; ECSI 5533). The equipment was removed from the property and buried nearby in the vicinity of Herman Creek. A few years later, leachate from the buried waste was observed travelling along the surface of the soil toward the Public Water Supply wells and Herman Creek. This prompted the "over-night" excavation of the waste and backfilling of the excavation with clean fill. The fate of the excavated material is unknown.

An information request sent to the City of Cascade Locks regarding activities in the vicinity of Herman Creek went unanswered.

#### Regulatory History:

The site was added to the ECSI database for tracking as part of DEQ Eastern Region Site Assessment's Herman Creek PCBs site discovery project. The site has NPDES-Domestic Wastewater Treatment Facility permit (Permit 108653-101328). It is not listed in any other DEQ databases.

#### Pathways:

Cascade Locks is a lumber and tourism based community with a population of approximately 1,150. The community receives an average of 77 inches of precipitation per year which occurs primarily between November and March. The elevation of the site is approximately 80 feet above sea level. Groundwater is the source for the public water supply (Figure 1).

**Surface Water:** The nearest surface water is the Columbia River which is adjacent to the site to the north. Onsite surface runoff is managed as wastewater and treated at the facility. This pathway does not appear to be a pathway of concern.

**Soil:** No site specific soil sampling data is available for the site. Well logs from geotechnical borings near the site indicate gravel fill from 0 to 1 foot below ground surface (bgs), a sand gravel mix from 1 to 14.5 feet bgs, underlain by basalt bedrock. Surface staining on asphalt surfaces was observed during site visits. For the unpaved portions of the facility, direct contact with the soil appears to be a pathway of concern based upon available information.

**Groundwater:** Public Water Supply Wells are located approximately 300 feet east of the facility and depth to groundwater in the is approximately 60 feet bgs. This is a potential pathway of concern.

**Air:** The immediate vicinity of the site is used for commercial and light industrial businesses. Surficial contamination has been identified. The potential for inhalation of contaminated dust appears to be a pathway of concern based upon available information.

**Recommendation / Action:**

The Site Assessment Program has reviewed the limited file information related to this site, conducted limited interviews, and site walkovers. The site has been used for storage of electrical equipment and transformers since the City of Cascade Locks constructed their electrical grid in 1938. Based on the long period of time the site was used to store electrical equipment and anecdotal evidence of illegal dumping of electrical equipment, DEQ is recommending additional investigation for this facility.

DEQ has no documentation of contamination, therefore the site is not recommended for DEQ's Confirmed Release List or Inventory at this time.

**References:**

The following references were used in preparing this evaluation.

- Oregon Water Resources Grid ([http://apps2.wrd.state.or.us/apps/gw/well\\_log](http://apps2.wrd.state.or.us/apps/gw/well_log)) database for well logs.
- Source Water Assessment Report: City of Cascade Locks; prepared by Oregon Department of Human Services, April 2005.

**Referrals Within or Outside DEQ:**

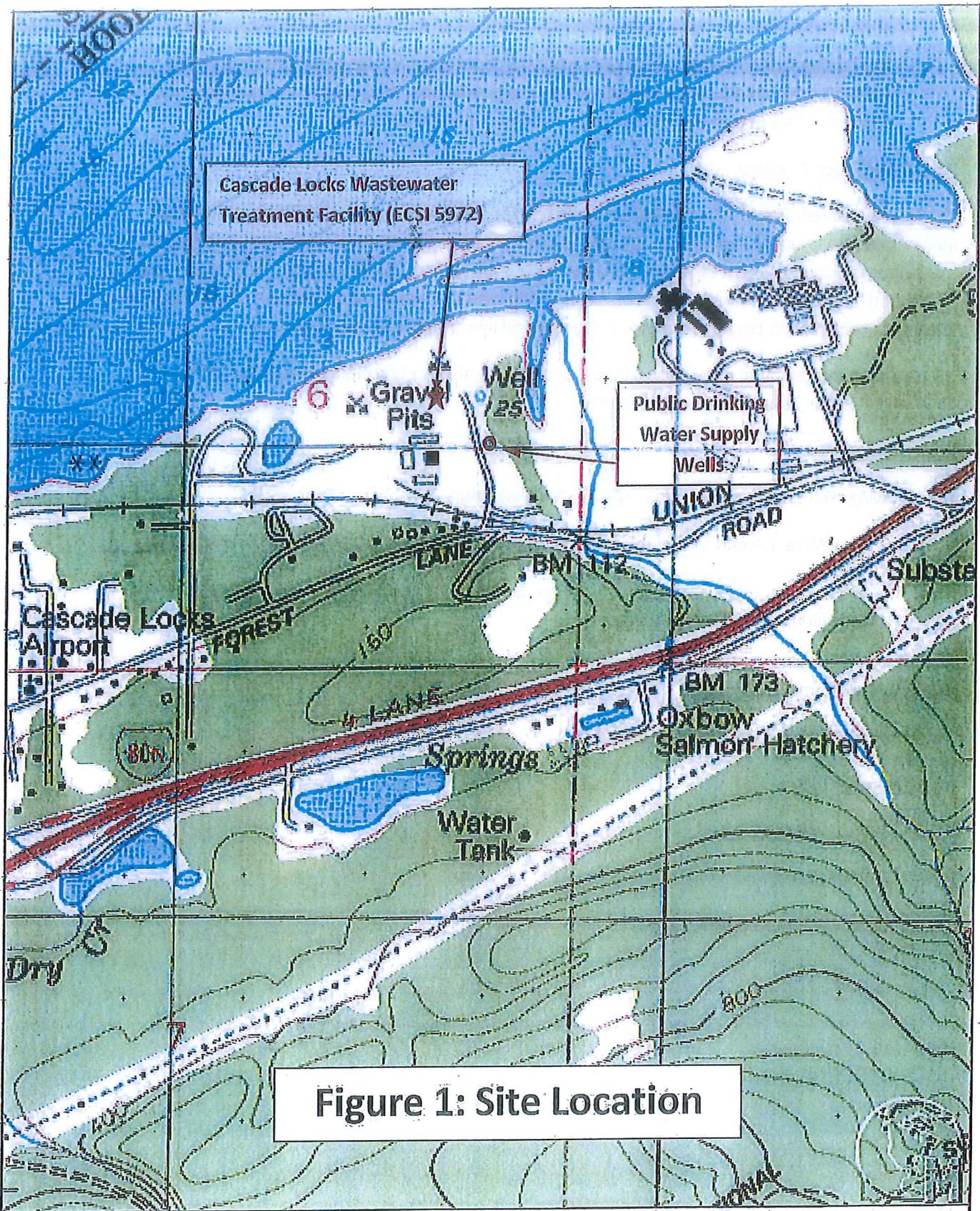
The site has not been referred outside of DEQ.

**Attachments:**

Figure 1 – Site Location Map

Figure 2 – Aerial Photograph

Attachment A – SAPS Scoresheet



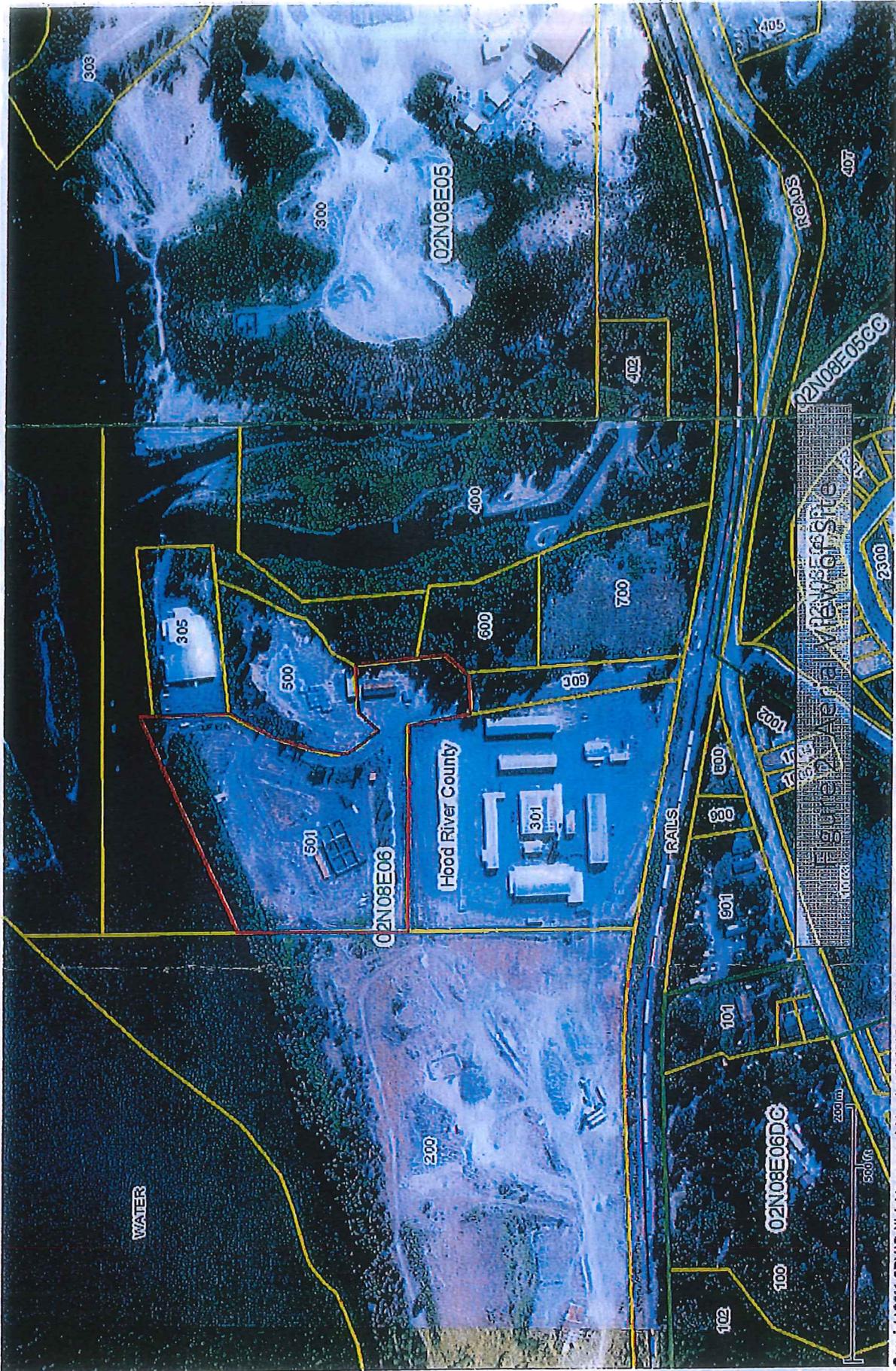
**Figure 1: Site Location**

Name: CARSON  
 Date: 6/29/115  
 Scale: 1 inch equals 800 feet

Location: 045.6777636° N 121.8619602° W  
 Caption: Cascade Locks Wastewater Treatment Facility

# Cascade Locks Wastewater Treatment Facility

T2N; R8E; S6; TL 501



## SITE ASSESSMENT PRIORITIZATION SYSTEM (SAPS) - SCORESHEET

(To be used with SAPS Guidance & Worksheet Version #6, December 2003)

Site Name: Cascade Locks Wastewater Treatment Facility

Site Address: 105 NE Herman Creek Lane, Cascade Locks, OR 97014  
T2N; R8E; section 6; TL 501

ECSI Number: 5972

EPA ID Number: N/A

Site Evaluator: Tracy J England, Project Manager, Site Assessment Section  
DEQ Eastern Region

Date: June 17, 2015

	<u>HIGH THREAT</u>	<u>MEDIUM THREAT</u>	<u>LOW THREAT</u>	<u>NO THREAT</u>	<u>CONF. VALUE</u>
<b>1. Contaminant Route Characteristics and Potential to Release</b>					
a. Hazardous Substance Containment	9	5	3	0	—
b. Depth To Aquifer	7	4	2	0	—
c. Distance to DW Well	7	4	2	0	—
d. Soil Permeability	3	2	1	0	—
e. Distance to Surface Water	7	4	2	0	—
<b>2. Hazardous Substance Characteristics</b>					
a. Source Quantity	9	5	3	0	—
b. Toxicity/Persistence	9	5	3	0	—
c. Water Solubility	3	2	1	0	—
<b>3. Exposure Potential</b>					
a. Groundwater Use	9	5	3	0	—
b. Land Use/Population	7	4	2	0	—
c. Surface Water Use	9	5	3	0	—
d. Sensitive Environments	7	4	2	0	—
e. T&E Species and Critical Habitats	7	4	2	0	—
f. Likelihood of Human Exposure	10	6	2	0	—
<b>4. Evaluator Assessment of Threat</b>	10	5	1	0	—

Add the circled numbers to get the total SAPS score.

**Total SAPS score = 86** (out of 113 possible points)

**Raw priority associated with score = H** (H, M, L)

HIGH: 86 or above

MED: 48 - 85

LOW: 47 or less (where further site action is needed)

## DISCUSSION

Discuss your overall impression of the threat posed by the site. Include brief discussion of major factors such as potential or known releases, waste quantity, human and environmental targets, and beneficial use(s) of nearby groundwater or surface water. Also discuss relevant factors or considerations not addressed in the SAPS scoresheet. If applicable, explain why the total SAPS score does not reflect the threats the site may pose to human health or the environment.

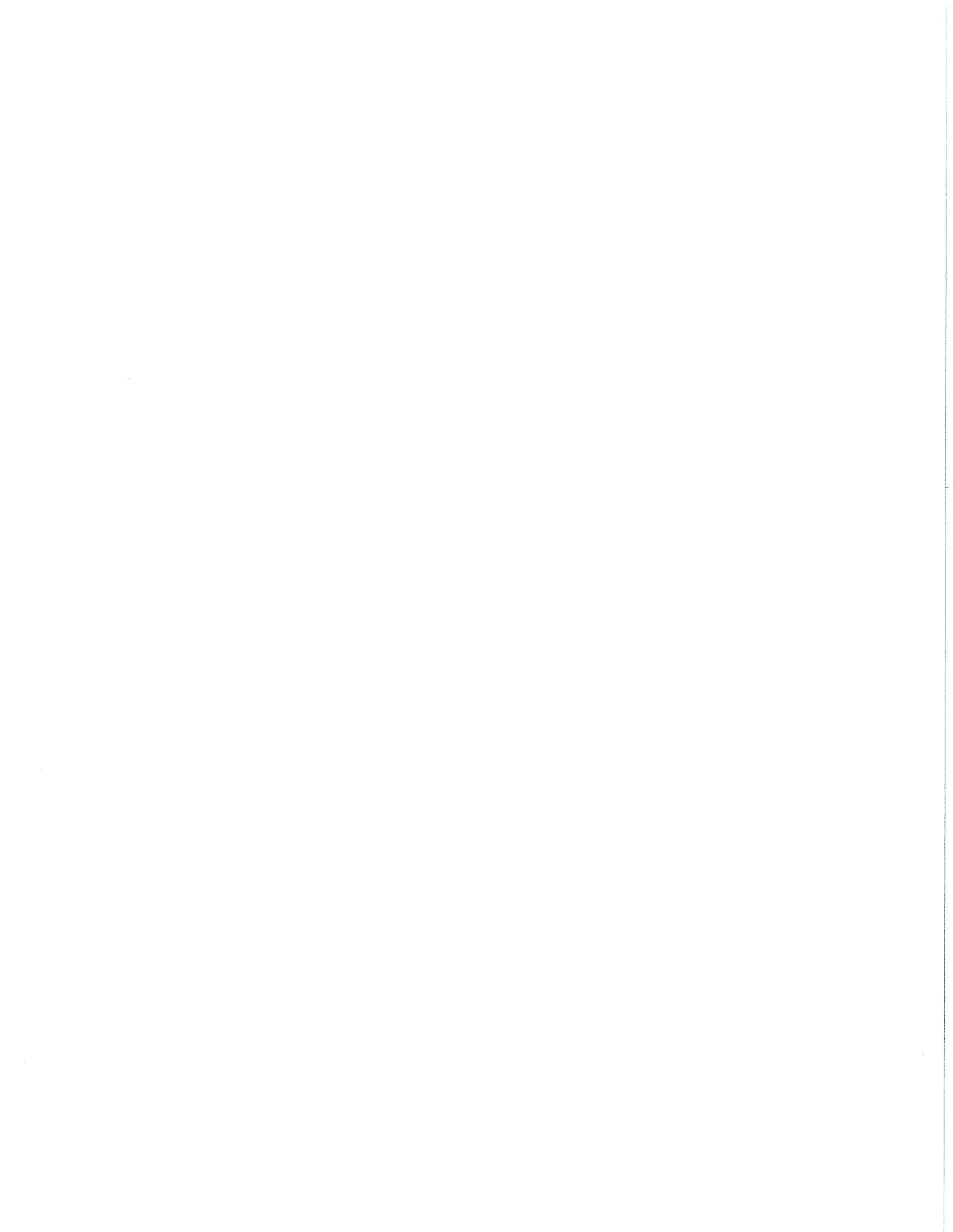
*There is been some visible evidence of releases of hazardous substances at this location. Historic and current operations have potential of significant environmental impact from electrical equipment and transformer storage at the facility.*

## FINAL PRIORITY ASSIGNMENT

- Further Action - High Priority
- Further Action - Medium Priority
- Further Action - Low Priority
- No Further Action
- Refer to \_\_\_\_\_ for further consideration
- Other: \_\_\_\_\_

## LISTING RECOMMENDATION

- Recommend proposal for Confirmed Release List
- Recommend proposal for Inventory
- Insufficient information to list on the Confirmed Release List
- Insufficient information to list on the Inventory
- Excluded from listing





# Oregon

Kate Brown, Governor

Department of Environmental Quality  
Eastern Region Pendleton Office  
800 SE Emigrant Avenue, Suite 330  
Pendleton, OR 97801  
(541) 276-4063  
FAX (541) 278-0168  
TTY 711

February 24, 2016

Gordon Zimmerman  
City of Cascade Locks  
PO Box 308  
Cascade Locks, OR 97014

**Re: Voluntary Letter Agreement, Cascade Locks Wastewater & Storage Facility, ECSI No. 5972**

Dear Mr. Zimmerman:

This letter responds to your request to investigate and/or clean up contaminated property under the review and oversight of the Oregon Department of Environmental Quality (DEQ) Voluntary Cleanup Program. This letter also serves as a Letter Agreement between you and DEQ, regarding DEQ review and oversight of the investigation and/or cleanup of hazardous substances at the Cascade Locks Wastewater & Storage Facility property located at 90 Herman Creek Lane in Cascade Locks, Oregon.

DEQ agrees to review environmental documents submitted by you or on your behalf regarding the investigation and/or cleanup of the above-referenced site, and to review related information available in DEQ's files, and conduct a site visit. DEQ will then recommend a course of action to complete the project. The course of action may include, but not be limited to, additional investigation, risk assessment, remedial action evaluation and selection, and/or a "no further action" determination consistent with the Environmental Cleanup Law. DEQ will provide public notice and opportunity for comment on any remedial action proposal or "no further action" determination in accordance with ORS 465.320. DEQ will also determine, in consultation with you, the form of any further agreement needed to manage the project most effectively.

DEQ requires that persons seeking DEQ review and oversight of investigation and cleanup activities provide a minimum deposit as an advance against costs, which DEQ will incur. DEQ is waiving the deposit for this Letter Agreement. When you have signed this letter to formalize your request, a sub-account of the Hazardous Substances Remedial Action Fund will be established to be drawn upon by DEQ as project costs are incurred.

DEQ project costs will include direct costs and indirect costs. Direct costs include site-specific expenses and legal costs. Indirect costs are those general management and support costs of the State of Oregon and DEQ allocable to DEQ oversight of this Letter Agreement and not charged as direct site-specific costs. Indirect charges are based on actual costs and are applied as a percentage of direct personal services costs. Review and oversight costs will not include any unreasonable costs or costs not otherwise recoverable by DEQ under ORS 465.255.

DEQ will provide you with a monthly invoice. In the event project costs exceed the sub-account balance, DEQ will submit to you an invoice for any costs in excess of the advance. In the event project costs do not exceed the sub-account balance, DEQ will refund within 60 days of the close of the project any amount of the deposit remaining in excess of the actual costs, or will apply the remaining amount toward oversight of work under any further agreement necessary for the project.

Either you or DEQ may terminate this Letter Agreement by giving 15 days advance written notice to the other. Only those costs incurred or obligated by DEQ prior to the effective date of any termination of this Letter Agreement shall be recoverable under this Agreement. Termination of this Letter Agreement will not affect any other right DEQ may have for recovery of costs under applicable law.

You shall hold DEQ harmless for any claims (including but not limited to claims of property damage or personal injury) arising from activities performed by you and reviewed or overseen by DEQ under this Letter Agreement.

This Letter Agreement is not and shall not be construed as an admission by you of any liability under ORS 465.255 or any other law or as a waiver of any defense to such liability. This Letter Agreement is not and shall not be construed as a waiver, release, or settlement of claims DEQ may have against you or any other person or as a waiver of any enforcement authority DEQ may have with respect to you or the property. Upon DEQ's request and as necessary to oversight of your work under this Letter Agreement, you shall provide DEQ with data and records related to investigation and cleanup activities at the property, excluding any privileged documents identified as such by you.

DEQ appreciates your interest in the Voluntary Cleanup Program and looks forward to working with you. Please contact Katie Robertson at (541) 278-4620 with any questions you may have.

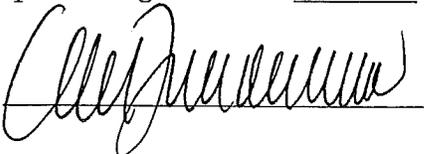
Sincerely,



David Anderson  
Cleanup Programs Manager  
Eastern Region

If the terms of this Agreement are acceptable to the City of Cascade Locks, please have it executed by an authorized representative in the space provided below and return to **Katie Robertson, DEQ, 800 SE Emigrant, Suite 330, Pendleton, Oregon 97801.**

Accepted and agreed to this 24<sup>TH</sup> day of FEBRUARY, 2016.

By: 

Title: CIM ADMINISTRATOR



**SCOPE OF WORK  
CASCADE LOCKS SITE EVALUATION  
CITY OF CASCADE LOCKS**

**SITE**

<b>Name:</b>	Cascade Locks Wastewater Treatment Plant
<b>Owner:</b>	City of Cascade Locks
<b>Address:</b>	105 Herman Creek Lane
<b>City:</b>	Cascade Locks, Oregon 97014

**BACKGROUND**

In response to the Oregon Department of Environmental Quality (DEQ) Site Evaluation letter to the City of Cascade Locks dated February 17, 2016, the City has entered into the Voluntary Cleanup Program (VCP) for the Cascade Locks Wastewater Treatment Facility.

**PROJECT**

SLR International Corporation services will be provided in connection with a project described below:

Cascade Locks Site Evaluation

**SCOPE OF WORK**

SLR International Corporation services will be performed as described below:

The first phase of the project will include development of a preliminary assessment report. The Scope of Work will include a visual reconnaissance of the Subject Property and surrounding properties, regulatory agency inquiries, interviews of selected individuals familiar with the Subject Property and surrounding properties, and documentation of findings.

SLR performed an initial visual reconnaissance of the properties on March 8, 2016 and has begun preliminary discussions with DEQ personnel regarding the project. SLR also plans to retrieve and review DEQ files for properties in the area, obtain and review other public records for these properties, and obtain and review historical aerial photographs. Information will be used to evaluate potential sources under DEQ's framework. A site meeting with DEQ will be requested in addition to the ongoing discussions. The estimated budget for this first phase of the Site Evaluation is \$10,000.

The preliminary assessment report will summarize the findings as well as serve as supporting information for the DEQ required next phase of the site evaluation that will likely consist of sample collection. DEQ will most likely require a Work Plan including a sampling plan under the VCP. The scope and budget for the next phase of the Site Evaluation will be better understood once the preliminary assessment has been completed.



# CITY of CASCADE LOCKS – Tourism Committee Meeting Minutes

TOURISM COMMITTEE MEETING, Monday, March 7, City Council Chambers

1. Call Meeting to Order & Roll Call. The meeting was called to order by Chairman Fine at 7:00 pm. Attending: TM Baseman, TM Park, TM Daniel, TM Troeger, TM Shelley. Also attending: Tourism Staff Support Sofia Urrutia-Lopez, Holly Howell from Port of Cascade Locks, Gary Munkhoff, Shirley Carr.
2. Amendments to the Agenda - none
3. Comments by the General Public.
4. Discussion/Declaration of Potential Conflicts of Interest. The Committee agreed to TM Park abstaining from a vote in regards to PCT Days due to a conflict of interest.
5. Approval of Minutes Presented: Motion made by TM Shelley, second by TM Troeger to approve the minutes of February 1, 2016. Motion carried unanimously.
6. Approval of Financials. Motion made by TM Shelley, second by TM Troeger to approve financials as presented for date end February 29, 2016. Motion carried unanimously.
7. Approval of Bills - Motion made by TM Troeger to approve bills, CRGVA Renewal \$350.00, Cascadia Graphics & Publishing \$62.50, IGN Print Backlit \$167.17, Travel Oregon Welcome Center \$550.00, second by TM Shelley. Unanimously approved.
8. Staff Support Report – Sofia Urrutia-Lopez. Staff is excited for all events coming up, noting that March is full of events. Staff said Tourism’s Facebook page is almost to 1,000 likes. She is excited to see the growth of the Facebook page likes within the last year.
9. Port Report – Holly Howell, Mayah Frank. Frank updated the Committee with a list of events for 2016. She noted a change to this year’s schedule of events to include a projection of number of attendees. She also stated there are 3 pages of events this year compared to 1 page last year. Frank said the Storytellers Series has gone really well. She said there are few up and coming events in March including Gardening Workshop, Travel Oregon workshop and a storytelling of Shackleton. Howell congratulated new members and introduced herself. She updated on efforts made with Co-Op Marketing. She stated Pandora ad will be going live fairly soon and will be up for one month. Staff and Howell have been working together to come up with a script and imagery for Pandora ad.
10. Old Business
  - A. Tourism Brochure Final Proof. The Committee looked over proof of new Tourism Brochure. They agreed it looks well and to move forward with printing. TM Troeger had a few key points that needed correcting including: bleed, font spacing and a few small tweaks. The Committee agreed to re-name #13 on map as “Cougar Bronze Art”.
  - B. Michael Peterson Photography. Staff encouraged the Committee to input ideas for Spring Photography. TM Troeger suggested Cherry Blossom tress on WaNaPa street and Dry Creek Falls. TM Park suggested curation of story i.e. following “models” of a family or set of two women throughout the day and photographing their activities. Staff said Peterson will be directed to take photos of Fishing Boat, Bass Fishing Tournament, Quilt Block Trail. Staff stated she will put together a video of best photos for Committee to take a look at. TM Park stated it would be beneficial to take a look over photos and to see what events may be missing to hire Peterson for in the summer. She also suggested focusing large photo formats in April.
  - C. Tourism Merchandise. The Committee looked of Tourism Merchandise suggestions made by Staff. The Committee agreed to move forward with a few merchandise. They discussed whether or not some merchandise may be sold in shops around Cascade Locks. They also discussed handing out merchandise during events. TM Park liked the idea of purchasing ceramic mug and/or sunglasses. Chairman Fine liked the idea of purchasing stickers and/or

patches. TM Park made a motion for Staff to research sticker sizing, prices and to obtain samples of sizes, second by TM Shelley. Motion carried unanimously. TM Park made a motion to purchase blue 144 ceramic mugs up to the amount of \$550.00 with the addition of Tourism's website to be included, second by Shelley. Motion carried unanimously.

- D. Multnomah Falls Kiosk. Staff presented print outs of past Multnomah Falls Kiosk layout and compared it to a sample from the Columbia River Gorge Magazine. Staff recommended moving away from wood block layout in hopes of adding more business ads and for tourists to be more attracted to the panel. The Committee agreed that Staff should re-work the layout and to present changes in April meeting.

#### 11. New Business

- A. Welcome New Member. Chairman Fine welcomed TM Daniel to the Committee.
- B. Sail the Gorge Publication. Munkhoff spoke about Sail the Gorge magazine. He stated the deadline for an ad is due by April 1st with printing to be done on May 1st. He said design can be done by their staff at no extra charge. He stated the map on the newest brochure would be great to have in the magazine and requested for it to be sent to him. The Committee agreed it would be great to have in the magazine. He said Sail the Gorge will have 5,000 printed. TM Park said it would be beneficial to have a 1/2 page ad in the magazine as the economic impact from sailors is huge. She said the 1/2 page ad should be the same messaging, imagery to preserve continuity with branding of Cascade Locks Tourism. TM Troeger made a motion to send the map to Sail the Gorge Magazine and to purchase a half page ad at \$698.00 and will provide artwork file by April 1st, second by TM Park. Motion carried unanimously.
- C. Certified Folder Display Inc. Staff stated she was approached by the Gorge manager for the distribution company Certified Folder Display. She said he indicated they have several hundred of Tourism's brochures that have been taken off their displays and recycled. He told Staff that they can distribute Tourism's brochures at a discounted cost of approximately \$44.00 for a contract term of their choosing. Staff also noted that Certified Folder Display will also deliver brochures to long distance places i.e. Tillamook at no extra charge. She said they have 47 locations in the Gorge which include hotels, restaurants and gas stations. Chairman Fine asked for Carr's input on the matter. Carr stated Certified Folder Display does not have racks in a lot of locations including state parks in the area, Vista House or Multnomah Falls. She said she sees the benefit in working with them but said she also has a lot of locations she drops off to and brochures remain at. Chairman Fine said they will discuss during their Budget Plan allocation and thanked Carr for speaking.
- D. Budget Plan for 2016-2017. Zimmerman asked if the Committee would like add any specific line items to the budget. They did not feel it was necessary with monthly ledgers. TM Park asked if there was a Strategic Plan in place, Zimmerman stated there was not. TM Park urged the Committee to consider having a Strategic Plan for the future and to create direction. TM Park suggested talking further about this in Fall of 2016. Zimmerman asked if he could make suggestions for the budget, the Committee agreed to hear suggestions. Zimmerman suggested the following increases: Travel \$3,000, Audit \$1,000, TRT Audit \$2,000, Brochure Dist to \$3,000, Contract Svcs \$25,000, Dues \$2,000 and the combining of Tourism Event Promotion, Adv & Display Fees and Special Promotions would be \$30,000 into one line item. TM Shelley made a motion for Zimmerman to make changes as necessary and discuss with Finance Officer for 2016-2017 Tourism Budget, second made by Park. Motion carried unanimously.
- E. Facebook Ads. Staff presented dollar amount for Facebook Ad for Tourism Facebook page. She stated the ad can be tweaked in numerous ways including specifics such as: location, age, gender, interests, etc. TM Park stated the ad could be ran at certain times, as well. The Committee agreed to look into Bend, Eugene, Tri-Cities and/or Boise for target audiences. TM Shelley made a motion for Staff to move forward with Facebook Ad in the amount of \$144.00 to be ran for one month during peak hours, Staff to give reports once

ad campaign has run, Staff will choose photo and wording to be included in ad, second made by TM Troeger. Motion carried unanimously.

- F. PCT Days - Grant Submittal. TM Park said organizer, Jason Waicunas, has done an excellent job with PCT Days. She stated it would be beneficial to carry out the partnership between each other. TM Shelley made a motion to approve PCT Days grant in the amount of \$1,000, second made by TM Baseman. Motion carried unanimously. TM Park abstained.
- G. 6th Annual Regional Trails Fair. Howell stated in the past Port of Cascade Locks and Tourism Committee have had a table and representation in the past. She said it is a fun event and is free to those who wish to have a table. Howell said the event takes place on June 22nd and usually runs for a few hours. Frank is currently on board to be a representative at the Fair. Chairman Fine stated the Committee will discuss in May for who wants to volunteer to join Frank.

12. Upcoming Events:

- A. Rural Tourism Studio ~ Adventure Travel & Outdoor Recreation Networking - March 15
- B. Rural Tourism Studio ~ Adventure Travel & Outdoor Recreation - March 16

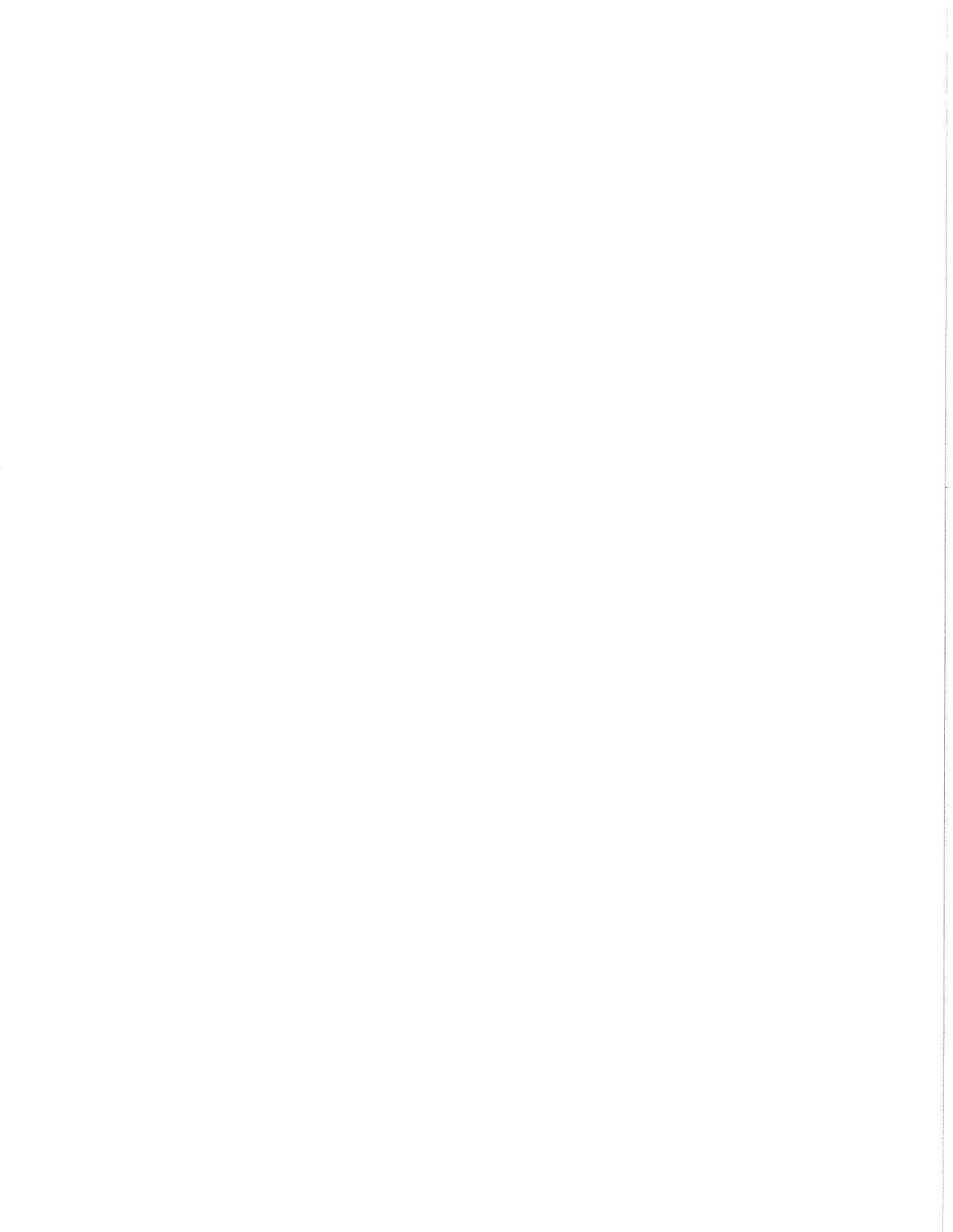
13. Tourism Committee Member Reports

- A. Debbie Fine - none
- B. Cindilee Baseman - none
- C. Caroline Park - none
- D. Harry Troeger - none
- E. Joseph Shelley - TM Shelley stated Skamania Lodge's Art Walk will now be included in the Columbia Gorge Arts & Cultural Map.
- F. Barbie Daniel - none

14. Next Meeting Date & Time: April 4, 2016 at 7:00 PM

- 15. Adjournment. Motion made by TM Park to adjourn the meeting, second by TM Troeger. Motion carried unanimously. Chairman Fine adjourned the meeting at 9:51 PM.

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.



**Hood River County Sheriff's Office**  
**Statistical Information**  
**City of Cascade Locks**  
**February 2016**

Case Numbers associated with Cascade Locks				Call Breakdown
Case #	Date	Officer	Classification	
S160120	02/06/16	13	Theft	2 Alarms
S160126	02/08/16	11	Theft	1 Animal Control
S160144	02/12/16	14	Warrant	2 Assault
S160146	02/14/16	26	Hit & Run	0 Burglary
S160152	02/16/16	11	Assault	0 Civil Issue
S160165	02/20/16	14	Vehicle stop	1 Disturbance / Nuisance
				0 Domestic Situation
				1 Drug Activity
				2 Harassment
				1 Hit & Run
				2 Juvenile Problem - MIP, Missing, etc.
				0 Marine
				0 Mental / Suicide
				2 Missing Person
				6 MVC / Traffic Complaint / Assist
				0 Order Violation - Restraining, No Contact, etc.
				0 Property - Lost/Found
				9 Paper Service & Attempts
				2 Request for Assistance / 911 Hangups/Welfare
				0 Robbery
				0 Sex Crimes / Rape
				1 Subject Stop
				7 Suspicious Activity / Prowler / UEMV
				3 Theft (inc SV/UUMV)
				27 Traffic Stops
				0 Trespass / Unwanted Subject
				0 Unattended Deaths
				0 Vandalism
				2 Warrant Service & Attempts
				1 Weapons / Shots Fired
<b>Total</b>	<b>6</b>			<b>72 Total</b>

**Total Number of Cascade Locks patrols 43**

**Total Calls for Service (includes followup, OFCR initiated, agency assist, SAR, etc.) 114**

Hours worked by Deputy Harvey **105.4**  
 Hours worked by other personnel **32.23**

*B. Rockett*  
**Brian Rockett, Chief Deputy**

