

# CITY of CASCADE LOCKS *AGENDA*

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CITY COUNCIL MEETING, Monday, April 9, 2012, 7:00 PM, CITY HALL

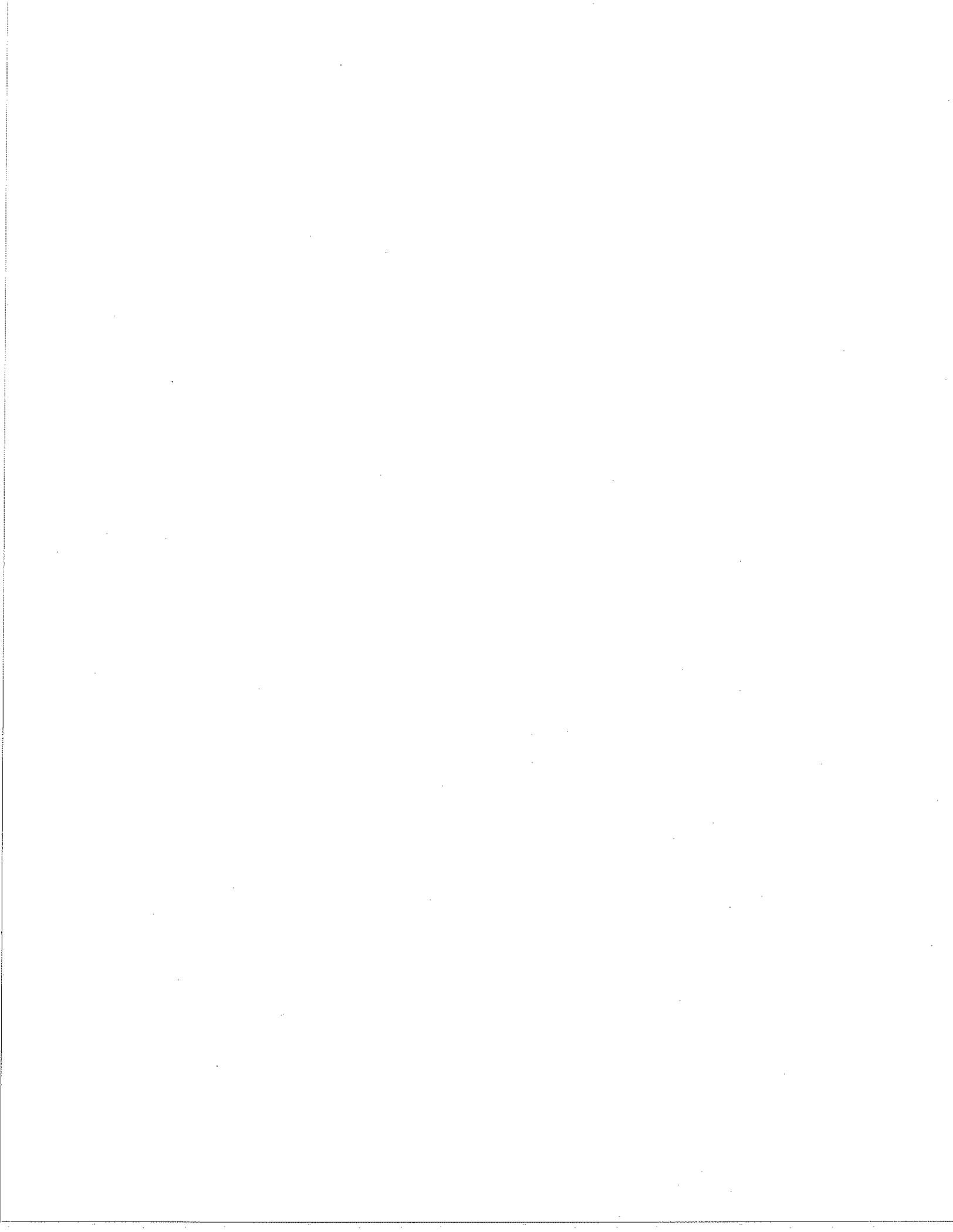
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**Purpose:** The City Council meets twice a month to conduct city business, make decisions and set policy and direction for the city organization and community.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor or Presiding Officer may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged).
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of Minutes of March 26, 2012 Council Meeting.**
  - b. **Approval of Minutes of March 19, 2012 Joint City of Cascade Locks/City of Stevenson Special Meeting.**
  - c. **Ratification of the Bills in the Amount of \$ 143,284.99.**
  - d. **Appoint Tom Cramblett, Jeff Helfrich, and Mayor Masters to Public Safety Task Force Council Subcommittee.**
4. **Public Hearings.** None.
5. **Action Items:**
  - a. **Approve Contract with PARC Resources for Planning Services.**
  - b. **Adopt the Proposed VISION as Recommended by Downtown Revitalization Steering Committee.**
  - c. **Authorization to Hire an Individual for Utility Maintenance Worker I.**
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. **Tourism Committee Report on Governor's Conference.**
  - b. **ICA Koch Report (handout).**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call:** Council President Cramblett opened the meeting at 7:00 PM. CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and CP Cramblett were present. Mayor Masters was excused. Also present were ICA Koch, City Attorney Cleaveland, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Stan Foster, Neal and Amanda Holste, JoAnn Wittenberg, Kayla Carron, Arni Kononen, and Camera Operator Betty Rush.

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

3. **Adoption of Consent Agenda:**

a. **Approval of Minutes of March 12, 2012 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$ 91,332.54.**

c. **Appoint Committee Members.**

CP Cramblett said he wasn't aware of any committee appointments so that would have to wait for the Mayor's return. Tourism Committee Chair Carron said that there would not be a quorum for their next meeting unless someone was appointed. ICA Koch said that it would be fine if there was a motion to appoint Lorraine Massey to the Tourism Committee. **Motion:** CM Lorang moved, seconded by CM Storm, to accept the appointment of Lorraine Massey to the Tourism Committee. The motion was passed unanimously by CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and CP Cramblett.

**Motion:** CM Lorang moved, seconded by CM Helfrich, to approve the remainder of the Consent Agenda. The motion was passed unanimously by CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and CP Cramblett.

4. **Public Hearings.** None.

5. **Action Items:**

a. **Approve Dave Griffin Contract.** ICA Koch said this will be an extension of the contract through October 2013. CM Helfrich asked how this will affect the budget. ICA Koch said the plan is to reduce Mr. Griffin's involvement. **Motion:** CM Lorang moved, seconded by CM Lewis, to approve the contract. CM Helfrich asked the motion to be amended to include, "as recommended by staff" and ICA Koch requested, "and authorize the Mayor to sign." CM's Lorang and Lewis agreed to the amendment. The motion was passed unanimously by CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and CP Cramblett.

b. **Approve Contract with Onstott, Broehl, and Cyphers.** ICA Koch stated this contract would be through fiscal year 2013/2014. **Motion:** CM Holmstrom moved, seconded by CM Lorang, to approve the contract with Onstott, Broehl, and Cyphers. CP President said the City should go out for bid. He asked FO Bump what the normal length of contract was. FO Bump replied up until two years ago it was a multi-year contract then was changed to a one year. CM Helfrich said for the issue of transparency and fairness it should be put out for bid. The motion passed with CM's Holmstrom, Lewis, Lorang, and Storm voting in favor. CM Helfrich and CP Cramblett opposed.

c. **Approve Resolution No. 1232 Authorizing Specific Staff Members and City Councilors to Sign Checks for the City of Cascade Locks; and Repeal Resolution No. 1226.** CR Woosley stated that since a Councilor resigned and the vacancy was filled a new resolution was needed. **Motion:** CM Helfrich moved, seconded by CM Storm, to approve Resolution No. 1232. The motion was passed unanimously by CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and CP Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community:** Neal Holste said he was running for Hood River County Sheriff and asked the Council to consider arranging for a debate forum in Cascade Locks prior to the May election. CP Cramblett suggested he talk to Lions President Pat Hesgard as the Lions have always hosted debate forums in Cascade Locks. The discussion revolved around funding and service for Cascade Locks.

Mrs. Wittenberg talked about the community calendar and pointed out corrections. She said there would be an open house at Cascade Meadows on April 11<sup>th</sup>. She talked about some of the comments on the Public Safety Task Force survey. She said to contact her, Jean McLean, or Kayla Carron if anyone had ideas for the monthly calendar.

**7. Reports and Presentations:**

**a. Stan Foster – PARC Resources for Planning Consultant Services.** Mr. Foster told the Council about his firm and recent projects. He said he briefly looked at the Community Development Code and thought it to be extensive. CP Cramblett asked for consensus of Council to move forward with a contract with Stan Foster. There was consensus of Council.

**b. ICA Koch Report (handout).** ICA Koch said he wanted to allow Tourism Chair Carron to give her report first. TC Carron said there will be an Angela Coe Run /Walk on April 21 and tourism will be giving out t-shirts and door prizes. She said the Tourism Committee is working with the businesses for possible discounts on merchandise for participants of the Run/Walk. She said that she and Lorraine Massey attended the Governor's Conference. TC Carron said the Facebook page has been unveiled and there is going to be a lot of information on there. She said the clean-up committee is going to start on April 1. She said there will be a weekend of sailing, the city-wide yard sales, and fireman's breakfast also happening in April.

ICA Koch gave his report. CM Lewis he thought the public works position that is being advertised at \$13.54 an hour to be at the federal poverty level. He said he didn't want to get into a big discussion but wanted to plant the seed. He said it has been a number of years since staff has had a cost of living raise. FO Bump said it is going on four years since the last cost of living raise. CM Lewis said it had been a number of years since the wage range had been updated. CR Woosley said the last update was in 2005 or 2006. CM Lewis questioned if there is an issue and if the wage range should be updated. He said it isn't reasonable for the City to expect people to work for cheap wages. ICA Koch said there will be options for consideration during the budget process. CM Holmstrom asked if there is a pay cut in place right now. FO Bump said there was a pay freeze for 2011/2012 fiscal year and there were cuts to two staff position wages.

**8. Mayor and City Council Comments:** CM Helfrich said he attended the joint meeting with the Stevenson City Council. He said it was good to hear that Stevenson recognized Cascade Locks as a partner. He said this should be continued at least once a year. CM Helfrich thanked the PSTF, committees, and the staff for their work.

CM Holmstrom echoed CM Helfrich's comments and said it was good to have a working relationship with Stevenson, Washington.

CM Lorang said he also attended the meeting in Stevenson and there are some good ideas that came from that meeting.

CM Lewis asked if there was going to be a management summary of the PSTF survey. ICA Koch said there wasn't going to be an executive summary and that the PSTF would be reviewing the comments and figure out what it means.

CM Storm said the meeting with Stevenson was refreshing. He said the City of Stevenson has a generator on wheels that the City of Cascade Locks could have used during the power outage. He encouraged everyone to fill out the trails survey and said that group is doing a great job.

CM Lewis asked about the attorney's opinion on the filling of vacancies. City Attorney Cleaveland explained the opinion and said if there were questions he would have City Attorney Sosnkowski respond to those.

CP Cramblett said there are commonalities with the City of Stevenson and he liked the idea of working together with them.

CM Lewis asked Mr. Holste what coverage would be provided to the City if we didn't pay for a deputy. Mr. Holste said that the County is only obligated to respond to calls and not to patrol. CM Storm said a candidate forum would be a good idea.

9. **Other matters. None.**

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

11. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Lewis, to adjourn the meeting. The motion was passed unanimously by CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and CP Cramblett. The meeting was adjourned at 8:38 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Council President



## MINUTES

JOINT MEETING CITY OF STEVENSON AND CITY OF CASCADE LOCKE  
SPECIAL MEETING  
MARCH 19, 2012  
@ 6:00 PM

- SPECIAL MEET** As advertised: The two councils intend on addressing a variety of issues including how our two cities can work together for our mutual benefits and what specific actions would be needed to implement these ideas. Topics are expected to be wide ranging and exploring possibilities. Both councils are considering this a work session.
- ROLL CALL** City of Stevenson: Monica Masco, Julie Mayfield, Robert Muth, Amy Weissfeld, Moli Thomas and Mayor Frank Cox  
City of Cascades Locks: Brad Lorang, Jeff Helfrich, Tom Cramblett, Mark Storm, Randy Holmstrom and Mayor Lance Masters
- INTROS** Monica Masco – Described her 19 year participation with the Council and spoke to the importance of getting and keeping involved in community. She explained that her private business – Arrowhead Accounting – has offered her opportunities to get involved in business development locally.
- Julie Mayfield – Introduced herself as a three month old council member but with a strong interest in the Gorge including eighteen month participation on the City comp plan update. She Joined the Stevenson community nine years ago with her son who recently graduated from Stevenson High School and is now attending college. She works for the Port of Skamania County
- Robert Muth – Introduced himself as one of the newer members of the community living here since 2008. He joined the council in 2010 and is active as the PTA Treasurer, in the Eagles, and other community organizations. In his private life he has been a practicing attorney in the Portland area and helping his sons enjoy growing up in Stevenson.
- Amy Weissfeld - Joined the City Council January of 2010 with a goal of providing more open and transparent government. Windsurfing was the one of the original attractions that drew her to the community and she still has an interest in developing a stronger tourism economy. With a professional background in advertising/merchandising she and her husband are currently working on a start-up software business.
- Moli Thomas – First joined the Stevenson community in 1993 when her mom moved in to the area, she left for college and work on the East Coast and has just recently

returned and joined the council January of 2012. Moli operates the newly opened Vibe Café and also manages a consulting business.

Frank Cox – Mayor Cox spoke of his years with the City as a council member and his recent decision and successful run for Mayor. Mayor Cox welcomed the Cascade Locks team.

Lance Masters – Began in Cascade Locks as a school teacher, and is now teaching in The Dalles. His family has a long tradition of community involvement and public service. He wants to help build a town where he will be proud to raise his family.

Brad Lorang – Explained that he had moved from Eastern Multnomah County looking for better school opportunities for his two sons. He operates a gallery in Cascade Locks and served as a former Mayor and recently rejoined the council as a council member. He regrets the loss of the school.

Jeff Helfrich – He and his wife moved to the Cascade Locks area in 2006 from Portland. Their decision to relocate was made to split their dual earner commutes (one to Portland and one to The Dalles). He likes the problem solving that comes with the Council position and with his new baby is working on repopulating the town.

Tom Cramblett – Tom's family relocated to the Gorge from Wisconsin in the late 1800's and started working in the mills and on the wood scows. Those timber jobs have disappeared. Tom currently works for the Portland Spirit and captains the Sternwheeler when it is in Port. Tom and his wife raised two boys in the community. His family has long had a strong commitment to community involvement.

Mark Storm – The Storm family had been living in The Dalles but when Mark's wife transferred to Portland for work the family chose to meet halfway in Cascade Locks. The family wants to stay in the Gorge, they see the potential.

Randy Holmstrom – missed the introductions.

## DISCUSSION

The two councils opened the discussion with the possibilities of cooperating on tourism events and projects. J. Mayfield suggested viewing the river as a connection rather than a fence. Suggestions included rallies (between art pieces, restaurants), using the Portland Spirit's jet boat to ferry between both sides of the river, returning to a docking schedule for the Sternwheeler that stops on both sides of the river.

Mayor Cox suggested Marty Hecht's shuttle service might be available to transfer visitors between events. And he noted that it may be time to rethink cab service in the Gorge – a critical need during the beer events serving 8%+ beverages.

One member asked if some kind of shuttle service might not be in demand from drift boaters, kite boarders, or wind surfers. There was discussion about the possibility of a water taxi.

The Cascade Locks team observed that a driving force for expanding the economy is to alleviate the tax burden by expanding the number of payers.

F. Cox agreed noting that the Port of Skamania County has been attracting businesses (Slingshot, Sea Trend, Dyna Fiber,) to the industrial facilities – but it has been a struggle to provide building space – there simply is no empty industrial buildings available. He discussed the USGS interest in property in North Bonneville. And Mayor Cox described the long history of working on the Wind River industrial site north of Carson and difficulties in establishing internet and cell phone service to the area.

All agreed we share a mutual goal of family wage jobs that will not harm our community and its environment.

The discussion returned to tourism – Julie Mayfield described the partnership between the Port, City and Chamber to establish an EV station in Stevenson for tourists to use. There was some discussion of the new tourism bylines-

We put the “ev” in Stevenson  
The ‘outlet’ to the Gorge  
Recharge your Gorge adventure

Council member Lorang asked how the City monitored effectiveness of its marketing campaigns. M.A. Duncan-Cole agreed that it is very difficult describing different tracking tools the city has used including staff checking with businesses after each event.

The Stevenson team spoke highly of the efforts being made by the Skamania Chamber to promote the area and the Stevenson Business Association’s work on the events they sponsor. There was a general discussion on how to better mesh promotional efforts on both sides of the river; and possibly coordinate the marketing and promotion of events. It was suggested that perhaps there could be some cross marketing of the Blues and Brews with the Salmon Bake.

Some joint event ideas included a pub crawl, kinetic sculpture race, or a pole-paddle-peddle race.

Moli Thomas suggested that a tour coordinator business should be considered. There are lots of activities but no one putting activity packages together. The tour coordinator takes a % of the tour cost and does all of the leg work putting an activity package together.

F. Cox mentioned that many people are simply looking for something to do in the evening.

It was pointed out that sailing dominates the Cascade Locks summers. The Columbia River Association is sponsoring weekly events throughout the summer. The Cascade Locks members noted that this has been requiring a significant amount of volunteers.

T. Cramblett responded to a question about the Sternwheeler explaining that not only are excursions available but dinner and wedding venues as well. M. Storm spoke to the value of Skamania Performing Arts Foundation and the quality of the performances in the pavilion. R. Lorang suggested building participation in the artists' tour on this side of the Gorge under the Gorge Art Alliance.

One member spoke about the value of having the Pacific Crest Trail cross through/next to our two towns; and comparisons were made between climbing Everest and hiking the length of the Pacific Crest trail.

One area that has already established cooperation is the public works departments. The two departments regularly help each other out with parts need to complete emergency repairs. There was some discussion about exploring sharing specialized equipment such as paving equipment.

Julie Mayfield described the joint fire training (smoke training) taking place in the house on Port property. A Cascade Locks council member described their new training tower installed at the time the new fire hall was built. It was agreed that the two cities should look at their emergency plans and coordinate efforts. Devon Wells was suggested as a contact point. M. A. Duncan-Cole offered to incorporate Cascade Locks in to the Cascadia Subduction Zone Table Top exercise.

Both cities agreed that "whistle bans" would be welcome. Cascade Locks described their five (5) at grade crossings.

Mayor Cox recognized it was time to bring the meeting to a close. He asked for some actions that could be taken as a result of this meeting.

**1-Partnerships at the Chamber and Cascade Locks Tourism Committee**

Coordinate events and cross promote

Increase activities with the Sternwheeler

Revisit Ideas from the National Geographic meetings

**2- Involve the two cities in a Joint Table Top exercise and coordinate with the fire departments for the "smoke exercise".**

**3-Ask the two public works directors to explore potential pieces of equipment that could be shared.**

**4-NIMS training together**

5-Start promoting our area of the Gorge (center concept with the Crest Trail)

Meeting adjourned at approximately 8:00 PM



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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
3/21/2012	AP Run - Special	\$ 11,909.56
3/26/2012	AP Run - Month End	\$ 93,685.01
4/6/2012	Gross Payroll	\$ 37,690.42

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GRAND TOTAL \$ 143,284.99

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APPROVAL:

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Mayor

Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2196	03/12	03/21/2012	190	14730	ADDYLAB	Water Sample Testing	2140562150	45.00
Total 2196:								
2197	03/12	03/21/2012	75000	613013000D	Bogalay Construction	Refund Deposit	5121130	589.39
Total 2197:								
2198	03/12	03/21/2012	4000	CL-318	CASCADE LOCKS LIGHT CO.	211922316mcm	5140562138	150.00
2198	03/12	03/21/2012	4000	CL-319	CASCADE LOCKS LIGHT CO.	300168200bak	5140562138	150.00
Total 2198:								
2199	03/12	03/21/2012	23783	ARK39649	DEPT OF ADMINISTRATIVE SERVICE	misc tools	3140562560	73.60
Total 2199:								
2200	03/12	03/21/2012	9700	1140666	GENERAL PACIFIC INC.	Bolts	5140563760	103.25
2200	03/12	03/21/2012	9700	1140666	GENERAL PACIFIC INC.	Bolts	5140663780	103.25
Total 2200:								
2201	03/12	03/21/2012	12585	4380625	HD Supply Waterworks, LTD.	Hyd Ext	2140562560	613.82
2201	03/12	03/21/2012	12585	4423094	HD Supply Waterworks, LTD.	Weather Cap	2140562560	39.50
2201	03/12	03/21/2012	12585	4462239	HD Supply Waterworks, LTD.	PVC	2140562560	68.40
Total 2201:								
2202	03/12	03/21/2012	11400	6021 B	HOOD RIVER CO. - FINANCE	February Deputy Service	0141982250	7,021.50
Total 2202:								
2203	03/12	03/21/2012	15284	PI77221	METRO NEW HOLLAND, INC.	Cable	0140462520	48.86
Total 2203:								
2204	03/12	03/21/2012	21101	1810	PRINT IT	UB Stock	0542162010	5.72

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2204	03/12	03/21/2012	21101	1810		UB Stock	2142162010	57.20
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2204	03/12	03/21/2012	21101	1810		PRINT IT	4142162010	34.32
2204	03/12	03/21/2012	21101	1810		UB Stock	5142162010	383.24
2204	03/12	03/21/2012	21101	1811		PRINT IT	0542162010	3.39
2204	03/12	03/21/2012	21101	1811		PRINT IT	2142162010	33.90
2204	03/12	03/21/2012	21101	1811		PRINT IT	3142162010	64.24
2204	03/12	03/21/2012	21101	1811		PRINT IT	4142162010	20.34
2204	03/12	03/21/2012	21101	1811		PRINT IT	5142162010	227.13
Total 2204:								911.00
2205	03/12	03/21/2012	903276	030712		Ridge Wood Landscaping & Tree Serv	0140562121	1,035.00
Total 2205:								1,035.00
2206	03/12	03/21/2012	75000	100075500D	Roy Peters	Refund Deposit	5121130	125.49
Total 2206:								125.49
2207	03/12	03/21/2012	26950	220121980	ZCORUM INC.	Internet	4140662730	831.50
Total 2207:								831.50
Grand Totals:								11,909.56

Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2208	03/12	03/26/2012	8450	032612CR	Electronic Injection Services	F550 Repair	0140162082	497.87
2208	03/12	03/26/2012	8450	032612CR	Electronic Injection Services	F550 Repair	0340562082	497.88
2208	03/12	03/26/2012	8450	032612CR	Electronic Injection Services	F550 Repair	3140562082	497.87
Total 2208:								1,493.62
2209	03/12	03/26/2012	1702	872423337X	AT&T MOBILITY	Fire Cell	0540562050	25.39
Total 2209:								25.39
2210	03/12	03/26/2012	1925	4151	BARKER UERLINGS INSURANCE	Bond Renewal Marianne Bump	0140162060	350.00
Total 2210:								350.00
2211	03/12	03/26/2012	1950	436-1041	Belo Management Services Inc.	Programming	4140562740	81.55
Total 2211:								81.55
2212	03/12	03/26/2012	2690	11969001	BRATTAIN INTL TRUCKS, INC	A/B union 3/8	5140562201	14.96
Total 2212:								14.96
2213	03/12	03/26/2012	2800	4268/4375	BROWN & KY SAR, INC	Port Tilapia Aquaculture Study	5141562110	1,575.00
2213	03/12	03/26/2012	2800	4268/4375	BROWN & KY SAR, INC	Pole Change Out	5140562190	515.00
Total 2213:								2,090.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	0140162082	125.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	0340562082	224.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	0340562082	193.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	0540562082	26.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	2140562082	224.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	3140562082	199.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	4140562082	68.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	4140662082	31.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	5140562082	392.00
2214	03/12	03/26/2012	4690	41488	CASELLE, INC.	April Support	5140662082	64.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2214:								
2215	03/12	03/26/2012	4840	313230273 3	CENTURYLINK	Fire Department Phones	0540562050	117.31
2215	03/12	03/26/2012	4840	313401451	CENTURYLINK	Phones	3140562050	112.36
2215	03/12	03/26/2012	4840	313470082 3	CENTURYLINK	City Hall Phones	0140162050	127.53
2215	03/12	03/26/2012	4840	313470082 3	CENTURYLINK	City Hall Phones	2142162050	170.23
2215	03/12	03/26/2012	4840	313470082 3	CENTURYLINK	City Hall Phones	3142162050	81.98
2215	03/12	03/26/2012	4840	313470082 3	CENTURYLINK	City Hall Phones	4142162050	63.20
2215	03/12	03/26/2012	4840	313470082 3	CENTURYLINK	City Hall Phones	5142162050	126.39
2215	03/12	03/26/2012	4840	313785538 3	CENTURYLINK	Well House	2140562050	227.38
2215	03/12	03/26/2012	4840	314228414 3	CENTURYLINK	Lift Station	3140562050	35.07
Total 2215:								
2216	03/12	03/26/2012	4841	320153997 3	CENTURYLINK COMMUNICATIONS, IN	Business Anytime	2140562050	6.87
Total 2216:								
2217	03/12	03/26/2012	75000	301877211R	Christian Velasco	Refund Overpmt on Final Bill	9911033	94.99
Total 2217:								
2218	03/12	03/26/2012	903277	032612CR	Daryl Petresen	Sander	0340563141	500.00
Total 2218:								
2219	03/12	03/26/2012	23783	ARK 39657	DEPT OF ADMINISTRATIVE SERVICE	Fuel Bottle	5140562770	16.00
Total 2219:								
2220	03/12	03/26/2012	7450	8255-9217 3/	DISH NETWORK	Programming	4140562740	400.00
Total 2220:								
2221	03/12	03/26/2012	8301	1438773	EMERGENCY MEDICAL PRODUCTS, I	Meds	0540562351	878.13
Total 2221:								
2222	03/12	03/26/2012	8491	2012-472	EMERGENCY REPORTING	Quarterly Invoice	0540562113	567.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2222:								
2223	03/12	03/26/2012	9430	1049-1015	FISHER COMMUNICATIONS INC	Programming	4140562740	151.45
Total 2223:								151.45
2224	03/12	03/26/2012	9475	SR-0212-006	FLUID MARKET STRATEGIES	Promotional Product Sales	5140562139	1,102.50
Total 2224:								1,102.50
2225	03/12	03/26/2012	9700	1140506	GENERAL PACIFIC INC.	Enclosures	5140563921	290.30
Total 2225:								290.30
2226	03/12	03/26/2012	9810	013704	GLADE COMMUNICATION	Splitters	4140562560	24.87
Total 2226:								24.87
2227	03/12	03/26/2012	9800	9693	Go Travel Sites	Promotion	0840562160	895.00
Total 2227:								895.00
2228	03/12	03/26/2012	12700	032312CR	HUPP JR., TRACY N.	Reimburse Mileage	5140562020	49.95
Total 2228:								49.95
2229	03/12	03/26/2012	75000	301877616R	Joni Starkey	Refund Overpmt on Final Bill	9911033	213.21
Total 2229:								213.21
2230	03/12	03/26/2012	20585	033012	Koch Consulting, INC.	Interim CA Services	0140162093	404.75
2230	03/12	03/26/2012	20585	033012	Koch Consulting, INC.	Interim CA Services	0140262093	125.00
2230	03/12	03/26/2012	20585	033012	Koch Consulting, INC.	Interim CA Services	0340562093	125.00
2230	03/12	03/26/2012	20585	033012	Koch Consulting, INC.	Interim CA Services	0542162093	117.50
2230	03/12	03/26/2012	20585	033012	Koch Consulting, INC.	Interim CA Services	2142162093	299.00
2230	03/12	03/26/2012	20585	033012	Koch Consulting, INC.	Interim CA Services	3142162093	299.75
2230	03/12	03/26/2012	20585	033012	Koch Consulting, INC.	Interim CA Services	4142162093	207.00
2230	03/12	03/26/2012	20585	033012	Koch Consulting, INC.	Interim CA Services	5142162093	922.00

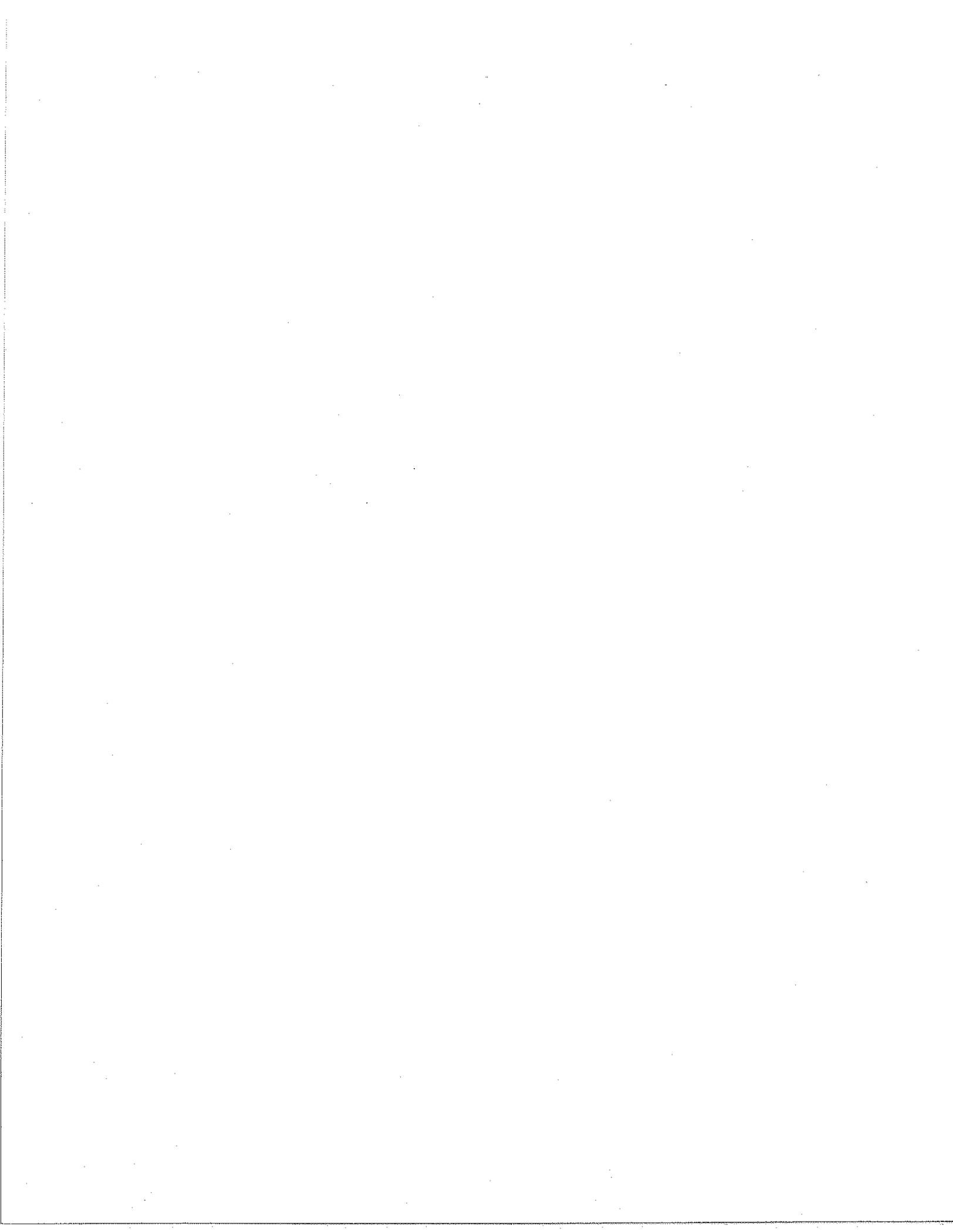
M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2230:								
2231	03/12	03/26/2012	13800	12595	LEAGUE OF OREGON CITIES	City Administrator Web Ad	0140162030	12.12
2231	03/12	03/26/2012	13800	12595	LEAGUE OF OREGON CITIES	City Administrator Web Ad	0140262030	11.31
2231	03/12	03/26/2012	13800	12595	LEAGUE OF OREGON CITIES	City Administrator Web Ad	2142162030	3.23
2231	03/12	03/26/2012	13800	12595	LEAGUE OF OREGON CITIES	City Administrator Web Ad	3142162030	2.83
2231	03/12	03/26/2012	13800	12595	LEAGUE OF OREGON CITIES	City Administrator Web Ad	4142162030	1.21
2231	03/12	03/26/2012	13800	12595	LEAGUE OF OREGON CITIES	City Administrator Web Ad	5142162030	9.29
2231	03/12	03/26/2012	13800	12595	LEAGUE OF OREGON CITIES	City Administrator Web Ad	5142162030	.01
Total 2231:								
2232	03/12	03/26/2012	900422	032312CR	MARIANNE BUMP	Reimburse Mileage/Meal	0140162020	33.99
2232	03/12	03/26/2012	900422	032312CR	MARIANNE BUMP	Reimburse Mileage/Meal	2142162020	9.98
2232	03/12	03/26/2012	900422	032312CR	MARIANNE BUMP	Reimburse Mileage/Meal	3142162020	7.06
2232	03/12	03/26/2012	900422	032312CR	MARIANNE BUMP	Reimburse Mileage/Meal	4142162020	.97
2232	03/12	03/26/2012	900422	032312CR	MARIANNE BUMP	Reimburse Mileage/Meal	5142162020	29.12
Total 2232:								
2233	03/12	03/26/2012	15280	KPTV-FEB12	Meredith Corporation	Retransmission	4140562740	151.45
2233	03/12	03/26/2012	15280	KPTV-JAN12	Meredith Corporation	Retransmission	4140562740	151.45
2233	03/12	03/26/2012	15280	KPTV-MAR1	Meredith Corporation	Retransmission	4140562740	151.45
Total 2233:								
2234	03/12	03/26/2012	16800	87591	NORTHWEST PUBLIC POWER ASSOC	2012 Membership Dues	5140562030	1,099.24
Total 2234:								
2235	03/12	03/26/2012	900594	031212	PAM MORSE	Reimburse for Rec Supplies	0140962024	12.95
Total 2235:								
2236	03/12	03/26/2012	901128	032312CR	SHIRELLE PRICE	Reimburse Mileage	0140162020	38.37
2236	03/12	03/26/2012	901128	032312CR	SHIRELLE PRICE	Reimburse Mileage	2142162020	11.26
2236	03/12	03/26/2012	901128	032312CR	SHIRELLE PRICE	Reimburse Mileage	3142162020	7.97
2236	03/12	03/26/2012	901128	032312CR	SHIRELLE PRICE	Reimburse Mileage	4142162020	1.10
2236	03/12	03/26/2012	901128	032312CR	SHIRELLE PRICE	Reimburse Mileage	5142162020	32.88

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2236:								
2237	03/12	03/26/2012	23750	8021300932	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	4.81
2237	03/12	03/26/2012	23750	8021300932	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	.61
2237	03/12	03/26/2012	23750	8021300932	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	1.76
2237	03/12	03/26/2012	23750	8021300932	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	1.57
2237	03/12	03/26/2012	23750	8021300932	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	.52
2237	03/12	03/26/2012	23750	8021300932	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	7.61
Total 2237: 16.88								
2238	03/12	03/26/2012	24520	032612	TRAVEL OREGON	Welcome Center Brochure Program	0840562160	500.00
Total 2238: 500.00								
2239	03/12	03/26/2012	25100	03/12 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	2.40
2239	03/12	03/26/2012	25100	03/12 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	24.04
2239	03/12	03/26/2012	25100	03/12 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	38.47
2239	03/12	03/26/2012	25100	03/12 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	14.42
2239	03/12	03/26/2012	25100	03/12 UBS	U.S. POSTAL SERVICE	UB Postage	5142162050	161.08
Total 2239: 240.41								
3261201	03/12	03/26/2012	24700	1536020610	U S BANK	Bank Fees	0140162110	58.82
3261201	03/12	03/26/2012	24700	1536020610	U S BANK	Bank Fees	0542162110	3.45
3261201	03/12	03/26/2012	24700	1536020610	U S BANK	Bank Fees	2142162110	13.82
3261201	03/12	03/26/2012	24700	1536020610	U S BANK	Bank Fees	3142162110	16.14
3261201	03/12	03/26/2012	24700	1536020610	U S BANK	Bank Fees	4142162110	1.85
3261201	03/12	03/26/2012	24700	1536020610	U S BANK	Bank Fees	5142162110	121.45
Total 3261201: 215.53								
3261202	03/12	03/26/2012	16190	12020212	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,242.71
Total 3261202: 4,242.71								
3261203	03/12	03/26/2012	2601	FEB12-PWR	BPA	Power Bill	5140562820	52,115.00
3261203	03/12	03/26/2012	2601	FEB12-PWR	BPA	Power Bill	5140662820	8,698.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3261203:								60,813.00
3261204	03/12	03/26/2012	2601	FEB12-TRNO	BPA	Transmission Bill	514062821	10,215.00 M
3261204	03/12	03/26/2012	2601	FEB12-TRNO	BPA	Transmission Bill	514062821	1,705.00 M
Total 3261204:								11,920.00
Grand Totals:								93,685.01



**STAFF REPORT**

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**Date Prepared:** April 2, 2012

**For City Council Meeting on:** April 9, 2012

**TO:** Honorable Mayor and City Council

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

PK

**APPROVED BY:** N/A

**SUBJECT:** Approving a contract with PARC Resources for Planning Services

**SYNOPSIS:** City Council had directed staff to proceed with an RFQ for planning services. On December 12, 2011, Council formally authorized seeking RFQ's from rural oriented firms and individuals to serve the city in a contractual relationship. The City's current contract planner will be retiring soon and it is in the best interest of the City to proceed to find a new resource to provide that service. Under the current contract, the City (or a proposed development) pays \$135 per hour for services. The goal under the new effort is to get that cost under \$100. per hour for development review and action.

The City advertised at LOC, the Oregon State Planners Association and amongst known firms and individuals who serve rural communities. Deadline for applications was January 20, 2012. The City of Stevenson, Washington, one rural firm and one individual applied under the RFQ process by the deadline for applications. The three applicants were interviewed and we have selected Stan Foster of PARC Resources as the firm to recommend to City Council to be the City's planning service. This action was reviewed with City Council on March 26, and Stan Foster of that firm was present to respond to any questions City Council might have and to begin to develop the relationship needed to best serve the community.

PARC Resources, the City Attorney and ICA have completed the contract negotiations and this issue comes to City Council for formal action at this time.

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

1. Adopt the recommendation as presented.
2. Reject the proposed action.
3. Modify or change the proposed recommendation.
4. Take other action as may be determined by the City Council.

**RECOMMENDATION: That City Council, by motion approve the contract with PARC Resources for contract planning services and authorize the Mayor to sign the contract.**

**[SUGGESTED MOTION: I move to approve the contract with PARC Resources for planning services and that the Mayor be authorized to sign the contract.]**

**Legal Review and Opinion:** The City Attorney was involved in the development of this contract and agrees with the terms.

**Financial review and status:** The cost for the services provided to the City under this contract will initially be paid for by applicants for development review, pre-application meetings and other planning related issues. In the first phase of this effort it is anticipated that proposed developments will pay for the cost of services to be provided by PARC. In the future, there may need to be some direct cost taken on by the City as necessary review, adjustment and changes to the development code and policies are reviewed and proposed for changes to facilitate development. When this occurs, there will be a staff recommendation dealing with payment for these services. It is also possible that state grants and general fund budget allocations could also help pay for these proposed changes.

#### **BACKGROUND INFORMATION:**

1. Under the terms of this contract, the City will begin using the services of PARC Resources and Stan Foster as contract City Planner.
  - a. The contract will be for a three year period of time, until April of 2015.
  - b. The hourly rate for general planning/review will be \$99. per hour. Other costs will be determined based on the proposed development and City need. Those costs will initially be paid for by those proposing development.
  - c. The contract provides for one "free trip" (no cost to the City) per month for attending a Planning Commission meeting.
  - d. Liability insurance coverage will be \$1,000,000.
  - e. A scope of work includes both the original RFQ and the proposal submitted by PARC for this work. Both documents are attached to the contract. Generally the firm will provide development review, pre-application meetings and review as well as providing instructions for applicants regarding the steps in the City's review and action process. The contractor will assist the City document, update and refine the application process and steps so as to facilitate the application process.
  - f. PARC will not charge the City or an applicant for telephone response to questions unless the response takes more than half an hour.
  - g. The proposed contract can be terminated by either party upon 30 day written notice.
  
2. There are at least three impending applications and projects that will require the planning service to assist the City resolve. One is the proposed vacation of a street; there is the

fish market proposal, a coffee vendor and the proposed Nestlé project. All of these will need highly qualified professional planning services.

3. Over time, it will be necessary for the City to review and revise the development code to more effectively fit the desires of the community.





requires more than half an hour of Contractor's time to respond. Contractor shall not charge City mileage to attend one City Planning Commission or one City Council meeting per month. Contractor will make all reasonable efforts to combine trips to Cascade Locks to minimize mileage costs to the City.

b. Contractor shall submit monthly invoices to the City for Work performed. The invoices shall describe all Work performed with particularity and shall itemize and explain all expenses that this Contract requires City to pay and for which Contractor claims reimbursement. Each invoice also shall include the total amount invoiced to date by Contractor prior to the current invoice. Contractor shall send invoices to the City's Director of Finance by the tenth of the month for work completed in the prior month. Payments shall be made within 30 days of the date of the invoice. Should the Contract be prematurely terminated, payments will be made for work completed and accepted to date of termination.

**6. Ownership of Documents:** All documents and other work product created by Contractor pursuant to this Contract shall be the property of City.

**7. Indemnification:** CONTRACTOR SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY THE CITY AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEYS FEES, RESULTING FROM, ARISING OUT OF, OR RELATING TO THE ACTIVITIES OF CONTRACTOR OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS CONTRACT. Contractor shall not be held responsible for any claims, suits, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of City.

**8. Insurance.** Contractor shall, at its own expense, at all times during the term of this contract, maintain in force:

1. A comprehensive general liability policy including coverage for contractual liability for obligations assumed under this contract, blanket contractual liability, products and completed operations and City's and contractor's protective insurance;

2. A professional errors and omissions liability policy; and

3. A comprehensive automobile liability policy including owned and non-owned automobiles.

The coverage under each liability insurance policy shall be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$1,000,000 per occurrence (combined single limit for bodily injury and property damage claims). Provided, however, that coverage for professional errors and omissions liability may be for a minimum coverage of \$100,000. The coverage limits are

subject to change in accordance with any changes in limits under the Oregon Tort Claims Act, or to the extent the City deems necessary to cover the City's liability in the absence of the Oregon Tort Claims Act.

Liability coverage shall be provided on an "occurrence" basis. "Claims made" coverage will not be acceptable, except for the coverage required by (2) above. The City shall be named as an additional insured (except for coverage required by 2 above).

Certificates of insurance acceptable to the City shall be filed with City prior to the commencement of any work by Contractor. Each certificate shall state that coverage afforded under the policy cannot be cancelled or reduced in coverage until at least 30 days prior written notice has been given to City. A certificate which states merely that the issuing company "will endeavor to mail" written notice is unacceptable.

**9. Termination:** This Contract may be terminated by either party by giving thirty days written notice to the other party.

**10. Independent Contractor Status:**

a. Contractor shall perform all Work as an independent Contractor. The City reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product, however, the City may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.

b. Contractor understands and agrees that it is not an "officer", "employee", or "agent" of the City, as those terms are used in ORS 30.265.

c. Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, City will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

**11. Assignment and Subcontracts:** Contractor shall not assign this Contract or subcontract any portion of the work without the written consent of City. Any attempted assignment or subcontract without written consent of City shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract shall not create any Contractual relation between the assignee or subcontractor and City.

**12. Governing Law; Venue; Consent to Jurisdiction.** This Contract shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between City and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon or, if the claim, action, suit or proceeding must be

brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

**13. Merger Clause; Waiver.** This Contract and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained.

**14. Amendments.** No amendment to this Contract is effective unless it is in writing signed by the parties.

CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR

CITY

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Lance Masters  
Mayor

Approved as to form:

\_\_\_\_\_  
Alexandra Sosnkowski  
City Attorney

City of Cascade Locks  
Summary Outline for Planning Services  
December 12, 2011  
Approved by City Council

## **RFQ FOR PLANNING SERVICES**

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**The City of Cascade Locks, Oregon invites all qualified individuals and firms to submit qualifications and experience in providing rural community basic planning services on a fee for service basis. This is a contract relationship and intended to be paid for through fees for service paid for by applicants.**

**Estimated Cost for Services:** The costs for this service will be charged to organizations or individuals proposing development.

**Who will pay for this service:** Applicants for development, development review and other applications requiring review will pay for this service on an hourly basis.

**Work to be done:** It is the intent of the City that the following work be completed under the terms of the contract.

1. Review, interpret, and recommend on all development review proposals referred by the City.
2. Assist, advise and recommend changes to the city development code or comprehensive plan.

**Qualifications:** To be considered, candidates or firms must possess the following qualifications and or experience.

1. Experience and sensitivity to the unique needs and potential of rural communities.
2. Have qualified professional planning staff with Bachelors and / or Masters Degree from an accredited four year university.
3. At least 5 years experience working successfully in a small rural community.
4. Have successful experience in cultivating public input and engagement in the plan review and planning process.
5. Be familiar with the Oregon land use planning system and permit review requirements.
6. Be willing to challenge planning assumptions that do not add value or benefit small rural communities.
7. Be willing to travel to the community to assist in successful development.
8. Make periodic presentations to both City Council and Planning Commission.

**Obligations of the city:** The City may provide office space, office furniture and the use of standard office equipment while working on city assignment. The City will also cover

the cost of postage, printing and other supplies necessary to the development review process and will include those factors in the rate.

**Obligations of the Consultant:** The selected consultant shall be responsible for providing all payroll taxes, salaries, workers compensation and any other employees directly needed to complete assignments provided by the city. All off-site facilities shall be the full responsibility of the consultant.

**Evaluation:** Proposal will be evaluated on the basis of consultant experience, successful work in rural communities, sensitivity to location within the Columbia River Gorge and cost per hour.

**Submittals:** Firms or individuals interested in applying to provide this service should apply to the Interim City Administrator no later than January 20, 2012. The City plans to begin the contract during February 2012.

"PARC was able to identify salient features of our organization quickly, allowing them to create a solid starting point from which strategic planning could take place. There was no 'shoe-horning' of KBOO into a ready-made packet that didn't reflect our values and practices."

Dave Mazza  
On-Air Personality  
KBOO Community Radio

"PARC's assistance has brought many millions of dollars into this community and I truly appreciate the professional manner in which they have assisted this County and community."

Steve Grasty  
Harney County

"PARC is an asset to our community in many ways. Besides being solid corporate citizens, they have assisted the city formally and informally in a number of projects over the years. They are poised, creative and customer service oriented. They recently completed a business incubator study that will use as a blueprint for this important economic effort."

John McArdle  
Mayor of Independence, Oregon



**A Statement of Qualifications to Provide Consultant Services to the City of Cascade Locks**

## **BASIC PLANNING SERVICES**

**Public Affairs Research Consultants (PARC) Resources**  
1-800-758-6812 / [www.parcresources.com](http://www.parcresources.com)

### **REGIONAL OFFICES**

**Eastern Regional Office:** PO Box 549/101 East Main  
Weston, Oregon 97886  
(541) 566-9384

**Central Regional Office:** 64644 Cook Road  
Bend, Oregon 97701  
(541) 330-0485

**Western Regional Office:** 414 South Main Street  
Independence, Oregon 97801  
(541) 382-0204

**Idaho Regional Office:** 364 S. Long Bay Way  
Star, Idaho 83699  
(541) 561-2448

**Legal Status:**  
**Service Area:**  
**Authorized Contact:**

**Oregon Limited Liability Company (LLC)**  
**United States of America**  
**Stan Foster, President**

## **CONSULTANT'S CAPABILITIES**

### ***Commitment to Community***

Founded in 1985, PARC Resources is a consortium of consultants who provide professional services under contract for state, regional, local, and tribal governments, as well as for private sector for-profit and not-for-profit organizations. Over the past 20 years we have worked on successful projects throughout the west. Our reputation for completing our jobs on time and within budget has led to many long-term client relationships. Our business approach is to be responsive to the communities in which we are working, and to achieve positive sustainable results that can be relied upon.

Our extensive experience in rural communities provides us with a practical understanding of state land-use laws. Our goal is to protect our natural resources with a cooperative and informative approach with the public that allows desirable development to proceed without complicated and expensive rules interpretation. Growth is a natural and desirable condition that should be encouraged within the laws of the state and local government.

### ***Team Approach***

PARC Resources shapes each project team to fit our client's needs, bringing together the best-suited people to achieve results. Our pool of experts includes facilitators, marketing specialists, researchers, grant writers, architects, feasibility analysts, AICP-certified planners, economic development specialists, and project managers. We have on our team professionals with extensive experience working directly with community groups in developing public facilities and infrastructure projects. Together, our professionals have more than 100 combined years of experience in community development, planning, capital campaigns, and grant writing. By providing a wide range of experience and expertise, PARC Resources can ensure that projects are completed in an efficient and holistic manner.

Our representative for this proposal is Stan Foster, who is authorized to negotiate and execute an agreement between the parties. Mr. Foster can be reached at our Bend, Oregon office at 64644 Cook Avenue / Bend, Oregon, 97701 / 1-800-758-6812. He may also be reached via Email at stan@parcresources.com. Stan Foster, Tamra Mabbott, AICP, and Robert Irvine, Ph.D. will make up the primary team for this project. They will be able to meet on a regular basis as needed with the City Council, staff, and other key stakeholders in the affected area to facilitate the undertaking of this project.

### ***Profile of Team Members***

The scope of work identified in this proposal includes evaluating comprehensive plan compliance with specific land use requests, conducting day-to-day land use planning activities for the City, and assisting the City Manager and City Council on land-use matters to ensure compliance with state laws and regulations. PARC Resources will also participate in planning meetings, planning commission meetings as necessary, and work sessions with the City Council as requested. Code interpretation will be provided to the City and its citizens via our toll-free number, unless the client requests a face-to-face meeting with us as representatives of the City Planning Department. PARC Resources will also work with DLCD staff and the Oregon Land Conservation and Development Commission as necessary to support the City of Cascade Locks economic development and planning efforts.

Stan Foster, President of PARC Resources, will act as the primary liaison between the PARC team and city officials, and will facilitate the planning process. Tamra Mabbott, AICP Senior Planner for PARC Resources, will advise and assist on land-use compliance and regulatory issues to determine what best serves the interest of the City. She will recommend changes and action necessary to ensure the plan is in compliance with state law, and also recommend which changes will promote desirable development. PARC Resources' Managing Consultant, Robert Irvine, Ph.D., will assist on any needed research efforts associated with a specific land use matter. PARC Resources' support staff, including a Continuity Team of Laura Prado, John Schmidt, and Sherri Reed, will provide assistance to our planners. Resumes of key team members are available on request.

### ***Familiarity With the Area***

A regional company with offices located strategically in western, central, and eastern Oregon (as well as Idaho), PARC Resources' territory ranges from South Central California to Northern Washington, and from Eastern Idaho to the Pacific Coast. We are well suited to provide services to the City of Cascade Locks with regional offices located in the cities of Bend and Weston, Oregon. We have worked in the Columbia basin for over twenty years and we understand the basis of our economy, including the changes that are driving growth in our region. We have worked on a number of successful projects in and around the City of Cascade Locks area. Our knowledge and experience developing strategic economic development plans means that PARC Resources can *hit the ground running* in our work on behalf of the City.

### ***Familiarity with Strategic Economic Planning***

Over the past twenty years, PARC Resources has successfully collaborated on a wide number of planning projects throughout the Pacific Northwest, including comprehensive economic development plans, feasibility studies, and specialized land use studies. Further, our representatives have served as proponents for specific development and as regulators and contract planners for municipalities and counties. PARC Resources tailors its services to the needs of the organization, providing the range and level of service required by each client. It is our goal to augment the skills and talents of the organization, not substitute for them. By approaching strategic planning this way, PARC Resources not only assists organizations in reaching their goals, but also supports internal organizational development efforts that ultimately leave the client with enhanced capabilities that can be exploited in future endeavors.

Some past planning projects that PARC Resources has completed are as follows:

***City of Jacksonville, Oregon:*** PARC Resources performed a comprehensive cottage industry study to evaluate and recommend changes to the city's comprehensive plan and to identify key parcels that could be rezoned to promote diversified economic development.

***City of Umatilla, Oregon:*** PARC Resources assisted staff of the city on current and long-range planning efforts.

***Morrow County Planning Department:*** PARC Resources oversaw the re-writing of the county's comprehensive plan, including code updates and language modification.

***Rural Community Development Initiatives, Yakima, Washington:*** PARC Resources developed a strategic plan and later helped implement the key economic development initiatives described within the plan.

***Washington Association of Small Business Incubators:*** PARC Resources prepared a feasibility and economic opportunity analysis for several small cities on the I-82 corridor (not including West Richland).

***Spokane Tribe of Indians:*** PARC Resources developed a comprehensive economic development plan, including a feasibility and business plan, for the establishment of a business incubator facility.

***City of Dayton, Oregon:*** PARC Resources developed a comprehensive parks master plan and an historic preservation plan for the city's several parks, developed and planned.

***Morrow County, Oregon:*** PARC Resources developed a comprehensive parks master plan for the next twenty years of county park development.

***City of Pilot Rock, Oregon:*** PARC Resources developed a strategic plan for community and economic development, with a special emphasis on downtown restoration.

**City of Chiloquin, Oregon:** PARC Resources developed a strategic plan for the community of Chiloquin and later developed a business feasibility study and an economic opportunity analysis for a business incubator project in the city.

**City of Independence, Oregon:** PARC Resources developed a business incubator plan for the city and surrounding communities.

**Sustainable Development, Inc.:** PARC Resources assisted SDI with planning, research, and funding plans for the community elements of the Pringle Creek Community development project, which reclaimed former state mental health facilities as a mixed-use development.

**Private Business Studies:** PARC Resources completed studies on RV parks, convenience stores, tourism facilities, industrial parks, cluster developments, retail centers, motels, restaurants, trucking companies, biomass plants, solid waste recycling centers, wind farms, and artist co-op facilities, to list just a few.

## **LAND USE PLANNING PROPOSAL**

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PARC Resources proposes to provide contract planning services for the City of Cascade Locks. In most cases, City staff can handle Type I applications with telephone support from us. If the City wishes PARC Resources to review these actions or requests, the typical cost would be \$100 - \$200. City staff may also wish to handle Type II applications locally. If they choose to direct this work to PARC Resources, the typical cost would be \$250 - \$500.

PARC Resources would handle Type III requests, consulting with the applicant over the telephone and in person, if necessary, as well as prepare the staff report, present the report to the planning commission, and complete the Summary of Findings and Conclusions based on the Commission's decision. The typical cost of this work would be \$1,200 - \$2,000.

Type IV land use actions are very time consuming and would involve the greatest amount of work. PARC Resources would ensure that all steps were followed correctly and that the City's actions were consistent with State Law. Local decisions would be defensible should the decision be appealed to LUBA. A typical Type IV application would cost \$2,000 - \$3,500.

Our hourly rate for professional land use consulting is \$99 per hour, but we generally do not charge for answering questions from City staff and applicants, unless those questions require significant research or a significant amount of time. PARC Resources would charge mileage for "required" meetings, such as the Planning Commission and/or City Council, but will work to combine trips so that the City is only paying for its fair share of travel. We would work with the City to minimize travel costs by coordinating our schedule to coincide with regular meetings.

As the City Planners, we recommend that the City pass all our costs plus the mailing of notifications expenses to the applicant. This seems to work well; as far as we know, there have been no objections to any of our charges. Our approach is to ensure that the public has good timely information and that if there is no possibility of getting what they want through the land-use process, we will advise them of appropriate approaches to their project without charging for this time. While we tend to spend a few hours on an occasional basis with citizens, this has not been a problem and has resulted in them saving time and money.

## STATEMENT OF AVAILABILITY

PARC Resources continues to bid on projects throughout the Northwest, but upon being awarded a contract, we assign the proposed team to the project to provide continuity and reliability of service throughout the contract period.

By submitting this proposal, PARC Resources certifies that we have the resources and capacity to meet all the objectives of this project. Should we be selected to proceed, we are prepared to meet with the City of Cascade Locks, Oregon to finalize the contract and begin work on this project.

By affixing my signature below, I attest that I have the authority to commit PARC Resources to the proposed project described herein. This proposal is good for sixty (60) days from the date of my signature.



\_\_\_\_\_  
Stan Foster  
President

\_\_\_\_\_  
January 13, 2012  
Date



**STAFF REPORT**

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**Date Prepared:** April 2, 2012

**For City Council Meeting on:** April 9, 2012

**TO:** Honorable Mayor and City Council

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

**APPROVED BY:** N/A

**SUBJECT:** Adopting the proposed VISION as recommended by Downtown Revitalization Steering Committee

**SYNOPSIS:** For the past four months, the Downtown Revitalization Steering Committee has been working to create a collaborative VISION statement that could be used to create energy, excitement and action to help local businesses as well as the entire community. The Steering Committee prepared a first draft then spent time going around town reviewing and enhancing the draft to reflect community desires. On March 28 there was a meeting with local business people where the VISION statement was reviewed.

At the March 29 meeting of the Steering Committee, the group did review comments and suggestions and passed a motion on a final version to be recommended to the City Council for approval. This issue comes as a recommendation from the Steering Committee seeking City Council approval.

**CITY COUNCIL OPTIONS:** The City Council has the following options on this matter.

- A. Adopt the VISION as recommended.
- B. Do not adopt the VISION.
- C. Make changes or alterations in the VISION.
- D. Take other action desired by the City Council.

**RECOMMENDATION:** That City Council, by motion, approve the recommended VISION for the downtown area and community as recommended by the Downtown Revitalization Steering Committee.

[Suggested Motion: I move that City Council approve the VISION for downtown and the community as recommended by the Downtown Steering Committee]

**Legal Review and Opinion:** None needed at this time. Most communities have adopted vision statements to help focus community action, create excitement and spur on action.

**Financial review and status:** None at this time.

**BACKGROUND INFORMATION:**

1. The proposed VISION statement is attached for City Council information.
2. There will be representatives from the Downtown Revitalization Steering Committee present to respond to any questions City Council may have. Councilman Storm sits on the Steering Committee.
3. This VISION statement has been a work in progress by the Steering Committee for over three months.
4. The Steering Committee was formed late last fall out of a sincere interest to improve the downtown area and the success of existing businesses. It is one of the elements of the new Multi-Faceted Economic Development strategy.
5. An exciting and challenging VISION is important to create excitement, energy and to lead the community to improvements and economic development.
6. Ultimately, the VISION should become a part of the community's comprehensive plan.
7. At the current time, this VISION statement is being carried by the Steering Committee and is being used to guide their efforts and work toward improving the community.
8. The VISION is an important policy document in that it identifies where the community is going over the next 20 years and what it wants to look like.

# **A vision statement for our future**

## **Cascade Locks, Oregon**

**Compiled by The City of Cascade Locks Downtown Revitalization Steering Committee**

**(DRSC Approved 03/29/12)**

Cascade Locks is Oregon's most livable small town.

Our friendly, civic minded people have capitalized on our town's unique location and beautiful surroundings to create a 21st century haven that provides prosperous, sustainable and cooperative living for all who choose to live here.

We are proud of our vibrant small town with its rich history, broad cultural diversity, outstanding educational facilities, world-class recreational opportunities, stunning natural surroundings, and festive downtown.

We welcome visitors from around the world to share our haven, for in sharing we all prosper and grow.

# In 20 years...

**1. Cascade Locks is an attractive community that locals and visitors like to come to and enjoy.**

- a. We show our pride through regular upkeep of public and private property.
  - b. We conduct annual comprehensive clean up events.
  - c. We have abundant, well-maintained flowers.
  - d. Our building facades are clean and enhance the Cascadian theme of the downtown.
  - e. We invest in streetlights, seasonal décor, and public art.
  - f. Our signage is attractive and current.
  - g. We have Cascadian-themed street furniture.

**2. Cascade Locks is an engaged, resourceful community.**

- a. We work together cooperatively to leverage our human and natural resources toward overall prosperity.
- b. We value our regional connections and partnerships with other agencies and special interest groups.
- c. We communicate our needs to elected officials.
- d. We are a diverse intergenerational community.

**3. As the “Heart of the Gorge,” Cascade Locks is the leading tourist destination in the region.**

- a. We offer a safe, restful haven destination; a slower pace away from the urban hubbub.
  - b. We are the ultimate recreation destination in the Gorge. We offer world class, year-round outdoor recreation through a strong connection to the natural landscape, including sailing, biking, hiking, water sports, fishing, and wind-surfing.
  - c. We are the #1 small boat sailing venue in the world.
  - d. We host many trailhead connections to a large network of community and regional trails.
  - e. We are an eco-tourism destination. We offer world-class viewing, study, and photography of wildlife, geology, and flora.

**4. Cascade Locks is a proud community of ambassadors.** We market our strengths and tell our story daily to potential businesses, residents, and visitors.

- a. Our Tourism Committee ensures that all local business owners, employees, and elected officials provide consistent information to visitors.
- b. Every Cascade Locks citizen is an ambassador.
- c. We focus our marketing efforts on the Pacific Northwest and beyond.

**5. Cascade Locks is an educated community** that offers accessible, enriching educational opportunities for residents during all stages of life.

- a. Our high-ranking pre-K through 12 school adds energy, activity, and vibrancy to downtown.
- b. Our school offers strong Science, Technology, Engineering, Mathematics, and Environmental (STEM) curriculum and has a strong connection to the Community Sailing Program.
- c. Mt. Hood Community College offers a variety of courses in Cascade Locks.
- d. The Small Business Development Centers (SBDC) from MHCC and CGCC assist local businesses.
- e. We support our youth in their educational and employment goals.

**6. Cascade Locks is a historic community.**

- a. We share our heritage with others; of Native American origins, the Columbia River, the Oregon Trail, steam engines, trains, sternwheelers, the locks, logging, the dam, the Civilian Conservation Corps (CCC's), Camp 21, Lewis & Clark, the Columbia River Historic Highway, Whiskey Flats, and the mighty Bridge of the Gods.

**7. Cascade Locks supports a productive business district.**

- a. Our main street is lined with prosperous businesses in quality buildings.
- b. All vacant lots and empty storefronts have been filled.
- c. Our street designs and speeds are safe for motorists, cyclists, and pedestrians alike.
- d. We have sufficient customer parking downtown.
- e. All older buildings, including the City Hall and Fire Station, are remodeled or restored.

**8. Cascade Locks is a community of choice**, defined by businesses and residents that locate here because they want to be here.

- a. We have a well-organized, team-oriented downtown business association.
- b. Local businesses meet our every day needs and offer distinctive specialty products.
- c. Our new businesses include a hardware store, a credit union, a medical clinic, a sporting goods store, a fish market, a shared government facility, locally-made products, a micro-brewery, a sports facility, quality diverse restaurants, and other goods and services geared to community and visitor needs.
- d. We have an "Art Alley" corridor of art industry related businesses.
- e. Young families have an opportunity to locate here because housing is affordable and youth opportunities abound.

**9. Cascade Locks is a pro-active community** where the community, City, and Port work collaboratively with partner agencies to provide living wage jobs with quality employers.

- a. We recruit successful employers to town.
- b. We grow our own local entrepreneurs and businesses.
- c. We successfully use our natural resources.

**10. Cascade Locks hosts vibrant, well-attended community events.**

- a. We have constructed an outdoor amphitheater with the capacity for 2,000 spectators.
- b. Our events have a resounding reputation which draws visitors from around the world.
- c. These visitors support our local businesses year-round.
- d. Our lodging is full year-round.
- e. We have a new resort hotel on the riverfront.

**11. Cascade Locks supports green business practices in the Gorge.**

- a. We host green businesses and energy-efficient buildings downtown.
- b. We have green transportation infrastructure which includes a variety of transit options.
- c. We rely increasingly upon green energy sources.

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**STAFF REPORT**

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**Date Prepared:** April 2, 2012

**For City Council Meeting on:** April 9, 2012

**TO:** Honorable Mayor and City Council

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



**APPROVED BY:** N/A

**SUBJECT:** Approving the hiring of a proposed Utility Maintenance Worker I

**SYNOPSIS:** City Council on March 12, 2012, authorized the creation of the position of Utility Maintenance Worker I in the Public Works Department. Based on that authorization, staff has advertised, screened and interviewed qualified candidates for the position. The authorized salary for this position has been approved at \$13.54 per hour plus benefits. Creation of this position is a part of the strategy to phase out over the next 18 months, the current contract public works director and to train and certify the three staff members of the department so that the City has in place all of the certifications required to meet State of Oregon requirements for operation of both water and sewer systems.

This issue comes to City Council at this time to approve the hiring of the successful candidate for the job.

**CITY COUNCIL OPTIONS:** The City Council has the following options on this matter.

1. Approve the hiring for this position.
2. Do not approve the hiring for this position.
3. Take other action desired by the City Council.

**RECOMMENDATION:** That City Council, by motion, approve the hiring to fill this position in the Public Works Department. (The interview process will occur Thursday April 5 and the name of the recommended individual will be brought forward to City Council.)

**[Suggested Motion: I move that (name of individual) be hired by the City as Utility Maintenance Worker I at a starting pay of \$13.54 per hour.]**

**Legal Review and Opinion:** None needed for this action.

**Financial review and status:** As reported at the March 12 City Council meeting, the Public Works Department budget (sewer, streets, water, property and planning) contains sufficient

funds for this position. In part, this position can be afforded by the savings made possible by the contract Director approach.

**BACKGROUND INFORMATION:**

1. A copy of the City Council approved job description is attached for City Council information.
2. Creation and filling of this position in the Department is a part of the 18 month phase out of the contract Public Works Director position.
3. There is more than sufficient work required within the Department and City to justify this third position in the Department.
4. There were 24 applicants for this position. The screening and selection process followed current City of Cascade Locks hiring policies.

Range 12

Cascade Locks Public Works Department

Title: Utility Maintenance Worker I

CLASSIFICATION SUMMARY:

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

SUPERVISION RECEIVED AND EXERCISED:

This position reports directly to the Field Maintenance Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

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

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

#### **SELECTION FACTORS:**

Knowledge of:

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

Ability to:

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

#### **WORKING CONDITIONS:**

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

#### EDUCATION AND EXPERIENCE:

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

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

#### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

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

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

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

