

# CITY of CASCADE LOCKS

## AGENDA

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**CITY COUNCIL MEETING, Monday, April 9, 2018, 7:00 PM, CITY HALL**

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**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.**
- 3. Adoption of Consent Agenda.**
  - a. Approval of March 26, 2018 Minutes.**
  - b. Ratification of the Bills in the Amount of \$ 781,770.99.**
- 4. Public Hearing: None.**
- 5. Action Items:**
  - a. Appointment to Committees.**
  - b. Approve OLCC Application for Pink Sistas (May 19<sup>th</sup> Event).**
  - c. Approve Audit Proposal with Merina & Company, LLP.**
  - d. Approve Water Project Change Notice.**
- 6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.**
- 7. Reports and Presentations.**
  - a. City Committees.**
  - b. City Limits Discussion.**
  - c. EDA Project Brief.**
  - d. City Administrator Zimmerman Report.**
- 8. Mayor and City Council Comments.**
- 9. Other matters.**
- 10. Executive Session per ORS 192.660 (if required).**
- 11. Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00pm. CM's Groves, Walker, Busdieker, Randall and Mayor Cramblett were present. CM's Fitzpatrick and Zerfing were present via phone. Also present were CA Zimmerman, City Recorder Kathy Woosley, Deputy Recorder Marilyn Place, Hood River County Intern Marla Harvey, Hood River County Planning Director John Roberts, Candidate for Hood River County Commissioner Mike Oakes, Tiffany Pruitt and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None
3. **Adoption of Consent Agenda.**
  - a. **Approval of February 12, 2018 Minutes.**
  - b. **Approval of February 26, 2018 Minutes.**
  - c. **Ratification of the Bills in the Amount of \$ 725,250.41.**

**Motion:** CM Busdieker moved to approve the adoption of the Consent Agenda, CM Walker seconded. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett. CA Zimmerman wanted to clarify that the large amount for the ratification of the bills was due to the first payment going out to Crestline for the water line project.

4. **Public Hearing:** None.
5. **Action Items:**
  - a. **Appointment to Committees.** None. CA Zimmerman asked Council for permission to advertise the opening on the Planning Commission left by the departure of PCM Gyda Haight. There was consensus of Council to advertise for the vacancy.
  - b. **Approve Resolution No. 1393 Hood River Energy Plan.** Ms. Harvey said she was here to deliver the final draft of the Hood River County Energy Plan (HRCEP) for City Council to vote on in favor or not today. She said the City of Hood River, Hood River County and the Port of Hood River have all endorsed the Plan and the Port of Cascade Locks has a resolution they will be voting on regarding the Plan, April 5, 2018. Ms. Harvey also clarified that the Yakama Tribe asked one for one clarification and that the other three tribes did not respond to a request for comment.

Mayor Cramblett referenced a part of the Plan that addresses the issue of disasters, human and natural and how trains transporting oil can be a factor. He inquired why that statement was mentioned in the Plan. Ms. Harvey said the oil trains were listed as an example to show the option of a human disaster.

CM Fitzpatrick said that some of the Plan is applicable to us but felt that some portions of it the City would not be ready to implement.

CM Randall stated the City has its own municipal utilities and he wondered if other Council Members questioned the Plan and HRC's desire to implement Community Choice Aggregation (CCA) as a solution to renewable energy resources. Ms. Harvey responded that the CCA was listed as a priority for them to investigate as a goal for the Plan.

Mayor Cramblett asked Ms. Harvey to define what CCA is. Ms. Harvey said CCA is the ability for a subsection of the population to take control by acquiring a portion of other renewable energy sources. She said the community would be able to have a say in where they buy their energy from and what type of energy they buy with the basic idea being that it would save the community money.

CA Zimmerman stated that the City is under contract with Bonneville Power Administration until 2026 and he cautioned that when you go to the market to buy your power you're paying market price. He said 85% of our power is hydroelectric, 10 % is nuclear and the rest is wind. The Plans goal to reduce fossil

fuel emissions by 50% would be difficult for the City to adhere to since it is not our primary source of power. He said the part of the Plan we could benefit from is making our buildings be more energy efficient such as upgrading the windows at City Hall.

John Roberts said every week they are learning about new grants available for upgrading the community to be more energy efficient and he thinks Cascade Locks is poised to be able to receive some of the grants.

Ms. Harvey said the next step will be more discussions with the governing bodies and the need to hire a full time individual to head up the implementation of the Plan. She asked if the Council thought they would set aside funds in the City's budget to continue the financial support at the same level they had been previously which was \$2,250.00.

Mayor Cramblett asked about resiliency in an emergency situation and grants that could be available to help sustain a community in the event of a disaster.

Ms. Harvey spoke about a grant Hood River wants to use that will modify buildings in Hood River to sustain the community in the event of a major disaster such as an earthquake.

CM Walker said he was curious as to how many people evacuated to Hood River during the Eagle Creek Fire, adding that most of the town went across the river to Stevenson and not to Hood River.

CM Busdieker asked what if the Bridge of the Gods is inaccessible in the event of a disaster.

CM Zerfing said if we had a major earthquake and the Bridge was impassable, I-84 in both directions would be too, making Cascade Locks isolated. He said the City has to have an energy plan here in town that would sustain the community in a disaster like that. He said helping HRC achieve their goals with our money does not help us.

CM Busdieker said getting 85% of our power from one source does not provide the City with much resiliency and it would make sense to diversify our options for power as stated in the Plan.

Mayor Cramblett said the Plan is proposing options that have limited usefulness in Cascade Locks. He said it worried him that the language of the Plan mandates the City to implement the options outlined in it.

CM Busdieker said the Plan is about the goals, not about any specific thing and each community can take from the Plan what will work for them. She added it's a matter of thinking about what we can do, not what we can't and it doesn't have to be done this year. CM Busdieker said that Cascade Locks is specifically mentioned in the Plan as a community that will need extra help. She said the Plan outlines the direction the Governor's executive order said the state is heading. She said it makes sense to adopt the Plan now before we're forced to do it.

Tiffany Pruitt said when the Plan was opened to public comment, HRC only received 27 people in the entire county commenting on the Plan, which seemed low to her. She said more of an effort should have been made to elicit additional comments. Ms. Pruitt inquired if Cascade Locks asked for public input regarding the Plan and did the City know how much it was going to cost the average citizen for implementing the processes outlined in the Plan. She asked if the resolution obligated the City to invest money into the Plan and if so where would that money come from. Ms. Pruitt stated some specific points regarding transportation and land use, buildings and public facilities, and transitioning city equipment to low emissions type models and inquired where the money would come from to do all that. She said grant funds are not 100% money and the City would have to come up with a match for funding.

CM Randall said we need to proceed with caution to adopt the green processes laid out in the Plan and if the resolution is passed, there is the option to change the things that would not work for Cascade Locks.

**Motion:** CM Randall moved to approve Resolution No. 1393, the Hood River Energy Plan 2017, CM Busdieker seconded the motion.

CM Zerfing said because Hood River worked against us regarding Nestle, he felt HRC is not concerned with Cascade Locks at all. He said he sees this resolution as a pledge to Hood River Valley and that Cascade Locks will not receive many benefits from it at all.

CM Fitzpatrick said he is not sure what the terms of the commitment mean.

Mayor Cramblett said by supporting it, the City would be committing to the entire Plan and the funds to help support the full time person needed to implement the Plan.

CA Zimmerman said the Plan is only committing us to working towards energy resiliency in Cascade Locks and that the Council will have to approve every funding situation allocated to the processes in the Plan. He said the Plan is only a recommendation but that does not mean the state or the federal government won't mandate something in the future.

CA Zimmerman said there are some things in the Plan that we can do immediately to save the City money, if we can get a grant to make City Hall more energy efficient and that's the responsible thing to do. CM Zerfing asked if we need this Plan to be able to get energy efficient upgrades done to City Hall or can we just do them ourselves.

CM Busdieker said it's more difficult to get the grants if we're not part of the cooperative.

CA Zimmerman said if we're not working together, then we will be working against ourselves and that is the point of the HRCEP document.

CM Walker said he has an issue that the City of Cascade Locks would use an energy plan as an operational guide in conjunction with development. He said he thinks the City is already doing a good job of implementing energy efficient technology where we can without the Plan mandating it. He said there are so many other issues in the City that need our focus before we add the mandating of an energy plan.

The resolution failed on a 5-2 vote with CM's Groves, Fitzpatrick, Walker and Zerfing and Mayor Cramblett voting against it and CM's Randall and Busdieker voting in favor.

**c. Approve Resolution No. 1394 Refunding 1998 Sewer Bond Debt.** CA Zimmerman said by joining with other cities we can attract a lower interest rate and reduce the total dollars repaid by the City.

**Motion:** CM Fitzpatrick moved to approve Resolution No. 1394 Refunding the 1998 Sewer Bond Debt, seconded by CM Randall.

CM Busdieker said it looks like the resolution is authorizing CA Zimmerman to approve whatever the refinancing terms are without Council approval. CA Zimmerman said that any changes to the rate will be insignificant than what is already reported and if it isn't, he will not agree to the terms.

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

**d. Approve Resolution No. 1395 Approving City Surplus Inventory Items to be Sold.** CA Zimmerman said we are finally cleaning out a storage room with left over equipment and items from

the former City Recreation Department and some unusable items from City Hall and we want to sell the stuff at the City Wide Garage Sale April 27<sup>th</sup>, 2018.

**Motion:** CM Zerfing moved to approve Resolution No. 1395 City surplus inventory items to be sold, seconded by CM Groves. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett.

e. **Approve Water Tank Project Bid Award.** CA Zimmerman said the letter from Tenneson Engineering is requesting an approval for the low bid award to Shearer & Associates, Battle Ground Washington.

**Motion:** CM Busdieker moved to approve the Water Tank Project Bid Award to Shearer & Associates, seconded by CM Randall. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett.

f. **Approve Street Vacation Request; Johnson Street.** CA Zimmerman said before discussion begins on this subject CM Fitzpatrick will have to abstain from commenting or voting due to conflict of interest. CA Zimmerman said Johnson Street has not been an accessible street in decades and in fact is overgrown with vegetation and the City has no plans to develop it. He said the way a street vacation works is the public right of way is removed and the property is split between the adjoining land owners. He said the planning department has no objection to this vacation.

CM Randall inquired if the two property owners have to worry about egress with each other. CA Zimmerman said no.

CM Zerfing inquired on the kind of utilities the City had underneath that unusable road.

City Recorder Kathy Woosley said on the map it shows there are utilities under Johnson Street and the attorney said when we draw up the legal documents they will stipulate there can't be any buildings on the utility easement. CA Zimmerman said that the City will maintain the easement to that property.

**Motion:** CM Busdieker moved to accept the petition and set hearing dates for the vacation of Johnson Street, seconded by CM Randall. The motion passed unanimously by CM's Busdieker, Groves, Randall, Walker, Zerfing and Mayor Cramblett. CM Fitzpatrick abstained.

g. **Budget Calendar Request.** The City is requesting a two week delay for the Budget Training and the Budget Meetings to be on April 25 and May 2, 2018 respectfully. There was consensus of Council to agree to the two week delay.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Michael Oakes introduced himself to the Council and said he was running for Hood River County Commissioner. He said he wanted to attend the meeting to see what has been going on with Cascade Locks.

7. **Reports and Presentations.**

a. **City Committees.**

b. **Electric Department Projects Report.** CA Zimmerman listed the different projects the Electric Department has been working on per CM Groves' request. He said in no particular order the projects are; install adequate power line to Columbia Gorge Way, underground Sunset Street power lines, reconductor on Riverview, move the Pole Yard to the Wastewater Treatment Plant, install a new transformer to service the new well field, continue tree trimming and pole clearing, underground power loop from Herman Creek Lane to Gravel Pit Road, supplying power to the new fish processing plant in the business park, and correct PUC identified safety concerns.

CM Walker inquired when the Pole Yard is moved will there have to be a paved area to rest the poles on. CA Zimmerman said no because the poles will not cause any environmental hazards.

Mayor Cramblett said he would like to see a plan in place that reports on the projects the Electric Department is doing and their costs and how it's applied to their budget, similar to what the Wastewater Treatment Plant Operator OMI does. He said he would like to see the same type of reporting for the Water Department as well.

**c. City Administrator Zimmerman Report.** CA Zimmerman summarized his report stating the Water System Improvement Project is continuing to move forward and Crestline Construction has finished paving Forest Lane. He said the pipeline portion of the project is still on schedule to be completed in May 2018.

CA Zimmerman said FEMA approved our application for reimbursement from the storms during the 2017 winter. He said we will receive \$71,869.94.

CA Zimmerman reported on the new hires, one person to the City EMT crew, Patrick Foss, and one to our Administration staff assisting Marianne, Jennifer Whitfield.

CA Zimmerman said that the City has been awarded two Small City Allotment grants (SCA) this year, both for \$50,000 for improvements to Benson Street from WaNaPa to Watts Avenue and Watts Avenue from Benson to Cascade Street. We will have a \$20,000 match for these projects for a total of \$120,000.00.

CA Zimmerman reminded Council to share the posts on our Facebook page particularly the post regarding signing up for the Reverse 911 Citizen Alert System.

**8. Mayor and City Council Comments.** CM Zerfing said he thinks Council is doing a good job in his absence.

CM Fitzpatrick said he's glad Council approved the new refinance for the sewer loan.

CM Walker said he apologizes for his absence and he's very glad that things are moving along with the water system and all the planning and funding that the City had to go through is working out. He also wanted to thank all the folks at the Fire Department. CM Walker mentioned that the rate increases associated with the water project are tough but he felt the City communicated well with the citizens to lessen the severity of the increases.

CM Randall wanted to thank the Fire Department for their dedication. He said people are appreciative that they have a department they can trust to be there for them when they need it.

CM Groves inquired as to why there is only one Saturday set aside for the City Dumpster Days this year. CA Zimmerman said it's because the dumpsters would fill up on Friday and the people that went on Saturday, most likely because they worked during the week, were turned away because there was no room left in the dumpsters. He said it was decided to make it one day so everyone has a fighting chance to get their stuff to the dumpsters. CM Groves inquired if there are so many people and not enough room in the dumpsters why don't we order more dumpsters. CA Zimmerman said we get the dumpsters free from Hood River Garbage and adding more dumpsters will cost the City.

CM Groves said it was nice to have CM Walker back and thanked the staff for the work they do.

Mayor Cramblett summarized his trip to Washington, DC, and the priority for his trip was to seek financial assistance for the City to acquire the BPA substation. He said the thought is to create flexibility in development and insure redundancy with both the Pyramid and the BPA substations.

CA Zimmerman said while the Mayor was in DC there was a meeting with the Economic Development Agency (EDA) which is allocating \$100,000,000 to eight western states for economic distressed rural communities affected by the winter storms of 2017. He said even though we were fortunate that our substation was not damaged in that storm it became clear that we need to be proactive in protecting the power supply by burying the lines and creating more redundancy through procuring the BPA substation. He said the EDA was very interested in that proposal. CA Zimmerman said he will be writing up a document that outlines the plan and because we had the prior Natural Disaster Declaration from that storm we are eligible for the EDA's distress relief money.

**9. Other matters.** None.

**10. Executive Session per ORS 192.660 (if required).** None required.

**11. Adjournment. Motion:** CM Busdieker moved adjourn the meeting, CM Randall seconded. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett. The meeting adjourned at 9:13 pm.

Prepared by  
Marilyn Place, Deputy Recorder

APPROVED:

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Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
3/30/2018	PR	\$ 41,975.30
3/22/2018	AP	\$ 187,798.02
3/30/2018	AP	\$ 491,748.61

GRAND TOTAL \$ 721,521.93

APPROVAL:

\_\_\_\_\_  
Mayor



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9253	03/18	03/22/2018	6820	61268	Anderson Perry & Associates Inc.	engineering	2141562025	6,369.90
Total 9253:								
9254	03/18	03/22/2018	7034	844	Bernadette Murray-Macloce	Tourism Staff Support	0840562110	6,369.90
Total 9254:								
9255	03/18	03/22/2018	6839	82807912	Bound Tree Medical, LLC	Medical supplies	0540562351	1,334.75
Total 9255:								
9256	03/18	03/22/2018	6900	V800930	BSK Associates	water testing	2140562150	14.99
Total 9256:								
9257	03/18	03/22/2018	610	716179	CASCADE COLUMBIA DISTRIBUTION	sodium hypochlorite drum	2140562650	22.50
Total 9257:								
9258	03/18	03/22/2018	940	MARCH 201	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	370.00
Total 9258:								
9259	03/18	03/22/2018	1360	131502	DAVID R. CUNNINGHAM	Server, rack install, crashplan setup	0140162082	240.00
Total 9259:								
9260	03/18	03/22/2018	7054	ARF72136	Department of Public Safety Standards	Sullenger/Miller	0540562020	1,530.00
Total 9260:								
9261	03/18	03/22/2018	6856	0133878	Entenmann-Rovin Co. (DBA)	badges	0540562350	80.00
Total 9261:								
9262	03/18	03/22/2018	6795	0631044	Ferguson Enterprises Inc. #3011	water meters	2141562009	275.50
Total 9262:								

M = Manual Check, V = Void Check

Check Issue Dates: 3/22/2018 - 3/31/2018

Apr 02, 2018 03:20PM

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9262:								
9263	03/18	03/22/2018	7021	1585262	George Networks	broadband and phone service	0140162050	419.22
9263	03/18	03/22/2018	7021	1585262	George Networks	broadband and phone service	0140162082	276.39
Total 9263:								
9264	03/18	03/22/2018	2570	HRN 3/7/18	HOOD RIVER NEWS	Acct. Clerk Ad	0140162030	251.79
Total 9264:								
9265	03/18	03/22/2018	4910	1-37/43.00	Kevin Davidson	Refund Deposit	5121130	528.18
Total 9265:								
9266	03/18	03/22/2018	7014	843307	Life-Assist, Inc.	Medical Supplies	0540562351	240.00
Total 9266:								
9267	03/18	03/22/2018	6976	031918	Meresereau Shannon LLP	legal services	2141562020	240.00
Total 9267:								
9268	03/18	03/22/2018	3820	23141009	Norco, INC	oxygen	0540562351	7,500.00
9268	03/18	03/22/2018	3820	23199186	Norco, INC	Cylinder Rental	0540562351	83.06
Total 9268:								
9269	03/18	03/22/2018	4290	117	OREGON MUNICIPAL ELECTRIC UTILI	2018 Assessment	5140562030	8.16
9269	03/18	03/22/2018	4290	117	OREGON MUNICIPAL ELECTRIC UTILI	2018 Assessment	5140662030	91.22
Total 9269:								
9270	03/18	03/22/2018	6935	91113	Oregon Travel Experience	4x4 panel	0840562114	6,888.80
Total 9270:								
9271	03/18	03/22/2018	4620	3308616766	PITNEY BOWES - RENTAL	Periodic Payment	0140162120	1,672.20
Total 9271:								
Total 9270:								
Total 9271:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9271:								
9272	03/18	03/22/2018	4640	031918	PITNEY BOWES INC	Postage	0140162055	154.47
Total 9272:								150.00
9273	03/18	03/22/2018	4670	13750713	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562200	150.00
Total 9273:								40.00
9274	03/18	03/22/2018	7048	35746	Precision Graphics	quilt block brochure	0840562114	40.00
Total 9274:								1,000.00
9275	03/18	03/22/2018	5220	ZA18003897	Sensus USA Inc.	meters	5645163941	1,000.00
Total 9275:								2,474.64
9276	03/18	03/22/2018	5380	3/2018	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	0140162030	2,474.64
Total 9276:								35.00
9277	03/18	03/22/2018	5510	8048994087	STAPLES CONTRACT & COMMERCIA	chair/credit on budget notebooks	0140162010	35.00
Total 9277:								11.17
9278	03/18	03/22/2018	5720	18-117	Tenneson Engineering Corp	engineering	2141562020	127,297.40
9278	03/18	03/22/2018	5720	18-118	Tenneson Engineering Corp	engineering	2141562020	26,012.38
Total 9278:								153,309.78
9279	03/18	03/22/2018	5900	CR 031918	TOM CRAMBLETT	reimburse expenses W/A DC trip	0140862020	236.43
Total 9279:								236.43
9280	03/18	03/22/2018	6000	18-032018-0	Travel Oregon	2018 Oregon Governor's Conference To	0840562020	650.00
Total 9280:								650.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9281	03/18	03/22/2018	6070	030982	TWGW, INC NAPA AUTO PARTS	fuel filters	5140562201	124.42
9281	03/18	03/22/2018	6070	032228	TWGW, INC NAPA AUTO PARTS	core deposit credit	2140562441	58.48-
9281	03/18	03/22/2018	6070	032228	TWGW, INC NAPA AUTO PARTS	core deposit credit	3140562441	58.48-
9281	03/18	03/22/2018	6070	032814	TWGW, INC NAPA AUTO PARTS	core deposit credit	2140562441	58.48-
9281	03/18	03/22/2018	6070	032814	TWGW, INC NAPA AUTO PARTS	core deposit credit	3140562441	58.48-
9281	03/18	03/22/2018	6070	033979	TWGW, INC NAPA AUTO PARTS	hose	2140562560	9.40
9281	03/18	03/22/2018	6070	035535	TWGW, INC NAPA AUTO PARTS	air filter, headlight bulb	5140562201	46.25
9281	03/18	03/22/2018	6070	035541	TWGW, INC NAPA AUTO PARTS	air filter, blister pack capsules	2140562441	16.38
9281	03/18	03/22/2018	6070	035541	TWGW, INC NAPA AUTO PARTS	air filter, blister pack capsules	3140562560	16.38
9281	03/18	03/22/2018	6070	035573	TWGW, INC NAPA AUTO PARTS	battery	2140562441	41.97
9281	03/18	03/22/2018	6070	035573	TWGW, INC NAPA AUTO PARTS	battery	3140562560	41.97
9281	03/18	03/22/2018	6070	035661	TWGW, INC NAPA AUTO PARTS	radiator hose	0340562560	28.25
Total 9281:								91.10
9282	03/18	03/22/2018	6210	512274	USA BLUEBOOK	Scientech analytical balance	2140562871	1,857.38
Total 9282:								1,857.38
9283	03/18	03/22/2018	6690	CR 030918	WOOSLEY, KATHY	Reimburse Mileage	0140162020	49.05
9283	03/18	03/22/2018	6690	CR 031518	WOOSLEY, KATHY	Reimburse Mileage	0140162020	40.22
Total 9283:								89.27
9287	03/18	03/29/2018	6822	0121117	American Legal Publishing Corporation	Internet Renewal through 4/14/19 Crds	0140162110	395.00
Total 9287:								395.00
9288	03/18	03/29/2018	200	X03192018	AT&T MOBILITY	Electric Department Phone	5140562050	76.32
Total 9288:								76.32
9289	03/18	03/29/2018	790	313230273 0	CENTURYLINK	Fire Department Phones	0540562050	129.13
9289	03/18	03/29/2018	790	313401451	CENTURYLINK	Treatment Plant	3140562050	119.89
9289	03/18	03/29/2018	790	313785538	CENTURYLINK	telemetry	2140562050	131.19
9289	03/18	03/29/2018	790	313785538	CENTURYLINK	telemetry	3140562050	131.18
9289	03/18	03/29/2018	790	313891134	CENTURYLINK	Emergency After Hours	5140562050	61.81
9289	03/18	03/29/2018	790	313891134	CENTURYLINK	Emergency After Hours	5140562050	15.46
9289	03/18	03/29/2018	790	314228414	CENTURYLINK	Lift Station	3140562050	104.04

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9289:								
9290	03/18	03/29/2018	800	320153997	CENTURYLINK COMMUNICATIONS, IN	WELL HOUSE	2140562050	692.50
Total 9290:								9.41
9291	03/18	03/29/2018	1280	#2 PAYMEN	CRESTLINE CONSTRUCTION	Waterline replacement #2 payment	2141562020	9.41
Total 9291:								476,956.05
9292	03/18	03/29/2018	6854	MARCH 201	Gordon Zimmerman	CA Mileage Reimbursement	0140162094	176.40
Total 9292:								176.40
9293	03/18	03/29/2018	2420	9503	HOOD RIVER CO. - FINANCE	March deputy service	0141962250	7,600.00
Total 9293:								7,600.00
9294	03/18	03/29/2018	6780	24280264	Ricoh Americas Corporation	Lease	0140162120	179.02
Total 9294:								179.02
9295	03/18	03/29/2018	5510	8049172171	STAPLES CONTRACT & COMMERCIA	toner	0140162010	439.97
Total 9295:								439.97
9296	03/18	03/29/2018	6970	1515384	Suburban Propane	Propane	0540562421	1,273.87
Total 9296:								1,273.87
9297	03/18	03/29/2018	6110	033018	UTIL U.S. POSTAL SERVICE	Mail utility bills	0140162055	303.65
Total 9297:								303.65
9298	03/18	03/29/2018	6937	353242993	US Bank Equipment Finance	Contract Payment	5140566001	1,229.60
9298	03/18	03/29/2018	6937	353242993	US Bank Equipment Finance	Contract Payment	5140566002	64.01
Total 9298:								1,293.61

Check Issue Dates: 3/22/2018 - 3/31/2018

Apr 02, 2018 03:20PM

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3231801	03/18	03/23/2018	6080	FEBRUARY	U S BANK	Bank Fees	0140162110	380.52 M
Total 3231801: 380.52								
3231802	03/18	03/23/2018	440	FEB18-PWR	BPA	Power Bill	5140562820	78,145.00 M
3231802	03/18	03/23/2018	440	FEB18-PWR	BPA	Power Bill	5140562820	10,014.00 M
Total 3231802: 88,159.00								
3231803	03/18	03/23/2018	440	FEB18-TRNO	BPA	Transmission Bill	5140562821	11,716.00 M
3231803	03/18	03/23/2018	440	FEB18-TRNO	BPA	Transmission Bill	5140562821	1,501.00 M
Total 3231803: 13,217.00								
3301801	03/18	03/30/2018	6090	4393 3/18	U S BANK CC	digital recorder	0140162010	199.00 M
3301801	03/18	03/30/2018	6090	4393 3/18	U S BANK CC	building and office supplies	0140162010	59.96 M
3301801	03/18	03/30/2018	6090	4393 3/18	U S BANK CC	building and office supplies	0140162010	8.46 M
3301801	03/18	03/30/2018	6090	4393 3/18	U S BANK CC	building and office supplies	2140562560	46.96 M
3301801	03/18	03/30/2018	6090	4393 3/18	U S BANK CC	building and office supplies	5140562560	46.97 M
Total 3301801: 361.35								
3301802	03/18	03/30/2018	6090	2305 3/18	U S BANK CC	crash plan for small business	0140162082	19.98 M
3301802	03/18	03/30/2018	6090	2305 3/18	U S BANK CC	Bobrick bathroom part	0540562440	20.89 M
3301802	03/18	03/30/2018	6090	2305 3/18	U S BANK CC	roofing, nuts, washers, etc.	2140562560	262.95 M
3301802	03/18	03/30/2018	6090	2305 3/18	U S BANK CC	Battery	2140562560	49.99 M
3301802	03/18	03/30/2018	6090	2305 3/18	U S BANK CC	Roofing, washers, nuts, brackets, nuts	3140562560	262.95 M
Total 3301802: 616.76								
3301803	03/18	03/30/2018	6090	2974 3/18	U S BANK CC	AT&T Data	0540562050	14.99 M
3301803	03/18	03/30/2018	6090	2974 3/18	U S BANK CC	OSP Open Records	0540562110	20.00 M
Total 3301803: 34.99								
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	community action team lunch	0140162020	17.00 M
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	landslide management lunch	0140162020	31.67 M
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	cis insurance meeting lunch	0140162020	15.00 M
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	Governor's Conference	0140162020	165.09 M
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	Economic Development Council lunch	0140162020	20.00 M

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	Tourism Conference	0140162020	251.38 M
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	Travel Oregon Conference	0140162020	325.00 M
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	fees for booking hotel	0140162020	5.02 M
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	Tourism Conference	0840562020	251.38 M
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	Tourism Conference	0840562020	248.19 M
3301804	03/18	03/30/2018	6090	5243 03/18	U S BANK CC	fees for booking hotel	0840562020	9.98 M
Total 3301804:								1,339.71
Grand Totals:								781,303.15

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	1,857.38	.00	1,857.38
01-401-62010	.00	13,566.64-	13,566.64-
01-401-62020	718.56	.00	718.56
01-401-62030	919.43	.00	919.43
01-401-62050	275.00	.00	275.00
01-401-62055	276.39	.00	276.39
01-401-62082	453.65	.00	453.65
01-401-62094	1,801.77	.00	1,801.77
01-401-62110	176.40	.00	176.40
01-401-62120	775.52	.00	775.52
01-408-62020	333.49	.00	333.49
01-419-62250	236.43	.00	236.43
03-21010	7,600.00	.00	7,600.00
03-405-62560	.00	28.25-	28.25-
05-21010	28.25	.00	28.25
05-405-62020	.00	2,171.98-	2,171.98-
05-405-62050	80.00	.00	80.00
05-405-62110	144.12	.00	144.12
05-405-62111	20.00	.00	20.00
05-405-62350	240.00	.00	240.00
05-405-62351	275.50	.00	275.50
05-405-62421	117.60	.00	117.60
05-405-62440	1,273.87	.00	1,273.87
08-21010	20.89	.00	20.89
08-405-62020	.00	3,569.30-	3,569.30-
08-405-62110	1,159.55	.00	1,159.55
08-405-62114	1,334.75	.00	1,334.75
21-21010	1,075.00	.00	1,075.00
21-405-62050	116.96	647,373.08-	647,256.12-
21-405-62150	140.60	.00	140.60
21-405-62441	22.50	.00	22.50
21-405-62560	58.35	116.96-	58.61-
21-415-62009	369.30	.00	369.30
21-415-62020	370.00	.00	370.00
21-415-62025	419.22	.00	419.22
31-21010	637,765.83	.00	637,765.83
	6,369.90	.00	6,369.90
	116.96	676.21-	559.25-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
31-405-62050	354.91	.00	354.91
31-405-62441	.00	116.96-	116.96-
31-405-62960	321.30	.00	321.30
51-21010	.00	111,676.97-	111,676.97-
51-21130	235.13	.00	235.13
51-405-62030	6,688.80	.00	6,688.80
51-405-62050	138.13	.00	138.13
51-405-62200	40.00	.00	40.00
51-405-62201	170.67	.00	170.67
51-405-62560	48.97	.00	48.97
51-405-62820	78,145.00	.00	78,145.00
51-405-62821	11,716.00	.00	11,716.00
51-405-66001	1,229.60	.00	1,229.60
51-405-66002	64.01	.00	64.01
51-406-62030	1,672.20	.00	1,672.20
51-406-62050	15.46	.00	15.46
51-406-62820	10,014.00	.00	10,014.00
51-406-62821	1,501.00	.00	1,501.00
56-21010	.00	2,474.64-	2,474.64-
56-451-63941	2,474.64	.00	2,474.64
Grand Totals:	781,770.99	781,770.99-	.00

Report Criteria:  
 Report type: GL detail





# Committee Vacancies City of Cascade Locks



The City is in need of volunteers! Serve your community by submitting an application. We are in need of people for the following committees:

◇ **Tourism Committee** ( 2 vacancies). The Tourism Committee is responsible for advising the City Council concerning the expenditure of city monies in the promotion of tourism.

◇ **Planning Commission** ( 1 vacancy). The Planning Commission is responsible for direction regarding the City's growth, community development, and housing.

◇ **Joint Work Group** ( 1 vacancy—citizen member). The Joint Work Group is a subcommittee of the City Council and the Port Commission working jointly to promote economic development in Cascade Locks.

To apply, fill out application and return to:  
Mayor, City of Cascade Locks  
P.O. Box 308  
Cascade Locks, OR 97014  
Or to City Recorder at [kwoosley@cascade-locks.or.us](mailto:kwoosley@cascade-locks.or.us)  
(541) 374-8484  
Fax (541) 374-8752  
Applications are available on the City's website or in the office.





**STAFF REPORT**

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**Date Prepared: 04/02/18**

**For City Council Meeting on: April 9, 2018**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Kathy Woosley, City Recorder**

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

**SUBJECT: Approve "Pink in the Gorge" Event OLCC Application.**

**SYNOPSIS: The Oregon Liquor Control Commission requires permits for serving alcohol at special events and provides for City review. Deb Hart, with Pink Sistas, would like to serve alcoholic beverages and limited food items during the Pink in the Gorge Event on May 19, 2018.**

**CITY COUNCIL OPTIONS:**

- 1. Approve Special Event OCLL Temporary Sales License Application.**
- 2. Do not approve.**

**RECOMMENDATION: That City Council, by motion, approve the Special Event Temporary Sales License.**

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

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

**BACKGROUND INFORMATION:**

**I have forwarded an email and copy of the application to the Sheriff's Department for their review.**





OREGON LIQUOR CONTROL COMMISSION  
**TEMPORARY SALES LICENSE – NON**

License: 396708 50.00 LC  
 Revenue: 913685 03/15/2018

**TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) PRIVILEGES.** The TSL-NP allows you to:

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
- Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.

- **Process Time:** Please read the instructions. OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #8 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** \$50 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #8 below, you may apply for a maximum of seven license days per application form.

1. **ELIGIBILITY:** Please read the instructions to determine eligibility for a TSL-NP.  
 Is your organization a nonprofit or charitable organization with an issued Oregon Registry Number?  
 No  
 Yes. Please list the organization's Oregon Registry Number (not EIN):

2. Applicant Name: Deb Hart - Director Pink Sisters Org

3. Email: inspirationaldebhart@msu.com 4. Fax:

5. Contact Person: 503-901-7900 DEB HART 6. Contact Phone: 503 901 7900

7. Event Name: Pink in the Gorge

8. Date(s) of event (no more than seven days):  
May 19<sup>th</sup> 2018

9. Start/end hours of alcohol service:  am  pm to 5:30  am  pm 10:30

10. Address of Special Event: 395 SW Portage Rd City: Cascade Locks Or Zip: 97014

11. Is the event outdoors?  Yes  No part of it is in a tent

11a. If the event is only indoors, in what area(s) of the building is the event located?  
we are in the Pavilion with 2 extra tents.

11b. If any part of the event is outdoors, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified. one tent is for Food only two other ones is for Auction

12. Describe the primary activities within the licensed area:  
Dance / Auction / Food Beers & Wine in side

13. Will minors be allowed at the event?  Yes  No

14. If yes, will minors and alcohol be allowed together in the same area?  Yes  No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 200

**PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA**

If your answer to #15 is 501 or more, IN ADDITION TO your answers to questions 16, 17, and 18, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations:

*we have 2 Bouncers / men 65 years old who will ask any one not wanted to leave.*

17. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:

*you must have a ticket @ the door.*

18. Describe your plan to manage alcohol consumption by adults:

*the people who both will monitor all of our guests.*

**ALCOHOL MANAGERS**

19. All applicants must list the name(s) of alcohol manager(s) on-duty and in the licensed area.

*Portland Cider  
Flume Family  
Back Woods Brewing*

**LIQUOR LIABILITY INSURANCE**

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

20. Insurance Company: *PRL 503-255 3299*

21. Policy #: *BKS 540 59446*

22. Expiration Date: *May 22 - 2019*

**MARIJUANA**

23. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event?  Yes  No

**FOOD REQUIREMENTS**

Please read the instructions to determine the food requirements.

24. Will you serve distilled spirits by the drink?  Yes  No *Hard Cider?*

24a. If yes, list at least three different substantial food items that will be provided:

1. *Salado* | 2. *meat balls* | 3. *wings*

24b. If no, list at least two different substantial food items that will be provided:

1. | 2.

**GOVERNMENT RECOMMENDATION**

Please read the instructions. You must obtain a recommendation from the local city or county named in #25 before submitting this application to the OLCC.

25. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

*Cascadia Falls Oregon*

<b>SIGNATURE</b>	
I affirm that I am authorized to sign this application on behalf of the applicant.	
26. Name (please print): <i>D. Hart Deb Hart</i>	
27. Signature: <i>D. Hart</i>	28. Date: <i>Feb 27 - 2010</i>

<b>CITY OR COUNTY USE ONLY</b>	
The city/county named in #25 above recommends:	
<input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)	
(Optional) City/County Contact Person: <i>J Gordon Zimmerman</i>	
(Optional) Phone Number or Email: <i>jzimmerman@cascoade-locks.or.us 5413748181</i>	
City/County Signature:	Date:

<b>FORM TO OLCC</b>		
This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.		
<b>OLCC USE ONLY</b>	Date:	Receipt #:
Fee Paid:		
License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
OLCC Signature:	Date:	

JOIN PINK SISTAS FOR

*Pink in the  
Gorge*

MAY 19, 2018 FROM 6PM TO 10PM

CASCADE LOCKS OREGON

LIVE PERFORMANCE BY

REMEDY

DANCING

SILENT AUCTION

FOOD & DRINKS

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: April 3, 2018**

**For City Council Meeting on: April 9, 2018**

**TO: Honorable Mayor and City Council**

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

**SUBJECT: Approve Audit Proposal with Merina & Company, LLP.**

**SYNOPSIS:** For the last three years our city has been audited by Tonya Moffitt of Merina & Company located in West Linn, Oregon. The Council and the staff have been very pleased with the progress the City has made in our accounting procedures and practices. It is time to either renew our contract with Merina & Company or to seek a new audit firm.

The staff has an excellent working relationship with Tonya and her staff. If it wasn't for the Eagle Creek Fire last year and a snow storm over Christmas, we would have had the audit completed by the end of 2017, which would have been a first for Cascade Locks in the last 20 years.

**CITY COUNCIL OPTIONS:** Renew the contract as proposed in the attached proposal or open a request for proposal period for new auditors.

**RECOMMENDED MOTION:** "I move to approve the proposal from Merina & Company for audit services beginning in 2018 for a three year period."



**PROPOSAL TO CONTINUE TO PROVIDE  
AUDIT SERVICES  
FOR  
CITY OF CASCADE LOCKS  
MARCH 30, 2018**

**Prepared by**

**MERINA  
& COMPANY, LLP**

Certified Public Accountants and Consultants

**Contact: Tonya Moffitt, Partner**  
tmoffitt@merinacpas.com  
(503) 723-0300  
www.merinacpas.com

**Proposal to Continue to Provide Audit Services for  
City of Cascade Locks  
March 30, 2018**

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**AUDIT SCOPE**

Merina & Company, LLP (MCO) has recently completed its contract for audit services with the City of Cascade Locks for the periods ended June 30, 2015, 2016, and 2017. MCO is presenting this proposal to continue to provide these audit services for the fiscal years ending June 30, 2018, 2019, and 2020. All conditions of the prior contract will remain in place. We appreciate the opportunity to propose on continuing these services.

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**AUDIT TEAM**

We have selected the staff for this engagement based on their experience and training in relation to the requirements of the City. We understand that an audit can either be a disruptive experience or an opportunity to bring to the City best practices we see in other audit clients. We are committed to providing our clients with competent services, professionally delivered.

***Engagement Partner***

Tonya Moffitt, CPA (CPA License #11063; Municipal License #1392), is managing partner at MCO and will be the engagement partner on this engagement. She received her Bachelor of Science in Accounting from Portland State University and then a Master of Science in Financial Analysis.

Ms. Moffitt has experience working with various municipalities with a focus on cities, special districts, and state agencies. She has been the engagement partner for MCO's audits of the City of West Linn, City of McMinnville, City of The Dalles, City of Oregon City, City of Klamath Falls, City of Gresham, Clean Water Services (a component unit of Washington County), the Common School Fund of the Oregon Department of State Lands, and many others. She has also managed several federal compliance audits at the Oregon Secretary of State Audits Division. She is also responsible for training the new staff who assist in governmental and compliance audits.

She is a reviewer for the GFOA Certificate of Excellence in Financial Reporting Award program and has assisted several of our clients in their initial submission and retention of the award. Ms. Moffitt is also a Co-Chair of the Accounting Standards Review Committee for the Oregon Government Finance Officers Association, Chair of the OSCPA Government Strategic Committee, and the former Chair of the Oregon Board of Accountancy CPE Committee. She participates in the Oregon Society of Certified Public Accountants and Portland State University's Coaching Programs as a guide to students as they make the transition from college into the accounting profession. She served as Chair of the Board of Directors and is a current finance committee member for Forward Stride, a non-profit therapeutic equine program which provides, promotes, and supports quality therapeutic recreation services for children and adults.

The partner's involvement on the OGFOA's Accounting Standards Review Committee enables her to study in advance which pronouncements will affect our clients and respond to the regulatory agencies when they are exposure drafts. Ms. Moffitt was on a GASB 68 task force and created the example GASB 68 audit program, footnote, journal entries, and schedules that are available on the OGFOA and OSCPA's websites.

Ms. Moffitt focuses her continuing professional education in Oregon Budget Law, governmental accounting and auditing. She meets all Yellow Book continuing education requirements for in-charge

**MERINA  
& COMPANY, LLP**

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

**Proposal to Continue to Provide Audit Services for  
City of Cascade Locks  
March 30, 2018**

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auditors. Ms. Moffitt is the instructor for the OSCPAs Minimum Standards for Audits of Oregon Municipal Corporations/Oregon Local Budget Law class that is required for all Oregon Municipal Auditors. Ms. Austin will be present during a portion of field work and will be responsible for:

- Development of the overall audit plan
- Determine the nature, timing, and scope of specific audit procedures
- Consultation with audit staff and management over important issues
- Review of audit work performed by the audit manager and selected other areas
- Quality of the audit and the audit reports
- Issuance of the audit reports
- Presentations to management and City Council

***Audit Manager***

Danielle Groves, CPA, CFE (CPA License #12314; Municipal License #1487), is a Senior Manager with MCO and will lead the audit. She received her Bachelor of Arts in Business Administration, focusing in Accounting, and her Bachelor of Arts in Education from Oregon State University.

Ms. Groves has experience working with a variety of government entities with a focus on cities, school districts, and state agencies. She has been a lead auditor for the City of Tualatin, City of Wood Village, City of McMinnville, City of Cornelius, City of Tillamook, City of Astoria, City of Happy Valley, City of Gresham, Clean Water Services of Washington County, as well as others. She has also worked on federal compliance audits for the Oregon Secretary of State Audits Division.

Prior to joining MCO, Ms. Groves gained valuable audit experience as a Senior Associate in the Advisory practice with KPMG, LLP. She has over eight years of public accounting experience doing governmental audit, compliance work for an international Fortune 500 manufacturing company, performing Sarbanes-Oxley tests of controls and reviewing internal controls. Ms. Groves also performed compliance work for a large Northwest energy client.

Ms. Groves meets all Yellow Book continuing education requirements for in-charge auditors. Her areas of focus and continuing professional education include federal Single audits and financial audits of municipalities. Ms. Groves will be responsible for:

- Direct supervision of the audit team
- Review of audit work performed by the senior and selected other areas
- Execution of audit procedures in significant or difficult audit areas
- Quality of the audit and the audit reports
- Progress meetings with City management

***Senior and Staff Accountants***

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Our senior and staff accountants are all CPAs or CPA candidates. They have prior experience auditing other MCO governmental and non-profit clients, performing single audits, and testing compliance with Oregon Local Budget Law. Continuing education emphasizes governmental and non-profit auditing and accounting and also Oregon requirements. As a result of our specialization in governmental auditing all of our staff has in-depth experience with municipal engagements.

**Proposal to Continue to Provide Audit Services for  
City of Cascade Locks  
March 30, 2018**

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**AUDIT FEES**

***Proposed Fees***

Based on our experience with the City of Cascade Locks, we estimate a fair price for these engagements of \$28,350, \$29,800, and \$31,300 without a Single Audit. A breakdown of this fee is presented below. This is a Not-To-Exceed fee and includes all incidental costs such as preparing all report copies, travel, subsistence, etc. If we are able to complete the project in less time, we will bill only for costs actually incurred. The single audit fee listed below is for one major program. Each additional required major program will be negotiated.

If during the contract period there is a change in scope or if extraordinary situations arise that would require additional audit time, we would expect to be able to discuss this with management and arrive at a mutually agreeable adjustment to the basic fee. Also, if the federal program(s) for the single audit is significantly more complicated than expected we expect to discuss this with management and come to an agreed upon adjustment to the fee.

	<u>June 30, 2018</u>	<u>June 30, 2019</u>	<u>June 30, 2020</u>
City financial audit	\$ 28,350	\$ 29,800	\$ 31,300
Single audit	5,000	5,250	5,500
Total	<u>\$ 33,350</u>	<u>\$ 35,050</u>	<u>\$ 36,800</u>

***Additional Technical Assistance Billing Rates***

Billing rates for additional technical assistance are the same as listed in the table above.

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** April 3, 2018

**For City Council Meeting on:** April 9, 2018

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Approve Water Project Change Notice

**SYNOPSIS:** As of this writing, I do not have an official request for a change notice to the Water System Improvement Project from Crestline, but I want to make you aware of the potential changes that could occur. But approving the potential changes at this meeting, and allowing the City Administrator to approve the changes, we will not lose time on this project.

1. It seems that ODOT is willing to work with us on the currently permitted requirement to pave the entire parking strip where the water mainline is being installed. We have requested permission to just pave the "T-Cut" where the trench was dug with a shoulder section 2 inches deep on either side of the trench to better match the existing roadway surface. If ODOT is willing to allow this change, it will save the City about \$98,000 in paving costs.
2. With the installation of the pipeline on Ruckel Street, if we repair the trench as currently required, the trench repair will be the best part of the road. We have 2,250 feet of trench to repair. This repair is contracted for \$334,000. Because of the poor condition of Ruckel Street, an option to consider is filling the trench to the current pavement height, then paving the whole street width (20 feet) with 3 inches of asphalt. This would add about \$65,000 to the cost of the project. We are probably not going to have a better opportunity to repair that road than right now.

If both of these options are viable, the reduction in the total quoted project cost would be \$33,000. If we can add that \$33,000 to the current contingency cost of \$195,000, that \$228,000 may be enough to complete the third phase, the development of a third well in our well field. If it isn't, we should be able to use system development funds for any shortfall. We currently have just over \$84,000 in our Water System Development Fund.

If we are not allowed to do the first option, we should seriously consider doing the second option anyway. That expenditure may require the City to find other funding to complete the well development.

If I have new information at the Council meeting, I will share it.

Is the Council in favor of either or both of these options, and are you willing to let the City Administrator expedite the paperwork based on this informal approval?

**CITY COUNCIL OPTIONS:** Give approval for either one or the other or both of these options should the opportunity present itself.

**RECOMMENDED MOTION:** "I move to approve the City Administrator's authority to make these changes to the Water System Improvement Project based on this pre-approval by the City Council."

## CASCADE LOCKS STAFF REPORT

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**Date Prepared: April 3, 2018**

**For City Council Meeting on: April 9, 2018**

**TO: Honorable Mayor and City Council**

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

**SUBJECT: City Limits Discussion**

**SYNOPSIS:** Last year the County Planning Department undertook a study of the boundary's around Cascade Locks. Please see the report from Donette Miranda of Miranda Planning to John Roberts, Hood River County Planning Director. The purpose of the project was to clarify the sometimes confusing zoning around Cascade Locks. For example, where the Oxbow Fish Hatchery sits is a triangle of land that is not zoned in the County or in the City. Granted, it should be zoned public because of the fish hatchery.

The study was an attempt to identify a road map whereby the City limits, the Urban Growth Boundary, and the Urban Area established by Congress with the National Scenic Act, could be congruous.

Also at issue is the Urban Growth Area Management Agreement that basically gives the County the authority over area between the City limits and the Urban Growth Boundary, rather than the City. That is not to say that the County would go against any city recommendations for that area, but the agreement does give them the authority to do that. The County's Planning Commission could control the City's zoning and growth. A copy of the UGB Management Agreement is attached.

I have also included a spreadsheet summarizing the areas of concern with maps so you can visualize the areas.

The easiest solution without going to Congress to move the Urban Area Boundary established by the National Scenic Act is to move the City limits and the Urban Growth Boundary to the National Scenic Area boundary. This would result in a net loss of over 37 acres to the City, but it would also place the responsibility for any development outside the City limits with the Columbia River Gorge Commission. Because the annexation of property into the City (moving the City limits out to the UGB) is less than 50 acres (about 40 acres total), this adjustment can be done through an expedited process with the Department of Land Conservation and Development.

The purpose of this presentation is to make you aware of the potential for this project, but also to make you aware that the State Legislature has provided a \$25,000 planning grant to the City. I have not yet had it verified and whether or not this project would qualify, or even how to qualify for the ear-marked grant. But I did want to seek tentative approval of this project for the use of that funding.

May I have your permission to continue to seek \$25,000 of funding in order to complete the project that the County does not have the funds or other resources to complete?

**Date:** November 29, 2017  
**To:** John Roberts, Hood River County  
**From:** Donette Miranda, Miranda Planning  
**Subject:** Hood River County and City of Cascade Locks Jurisdictional Boundaries

## **Purpose**

The purpose of this project is to align disparate jurisdictional boundaries to remove Hood River County's land use jurisdiction within the City of Cascade Locks Urban Growth Boundary (UGB) and National Scenic Area (NSA) Urban Area Boundary. This would be accomplished through extending existing City limits to align with adopted City zoning, UGB, and NSA Urban Area (UA) boundaries.

The project involves:

- Understanding the development review authority outlined in the Urban Growth Area Management Agreement.
- Identify when and where the Cascade Locks UGB was adopted.
- Identify specific dates and parcels of the 2002 NSA UA Boundary expansion (when and where).
- Clarify the most recent zoning map the City has adopted (when and where).
- Citizen Involvement.
- Initiate annexations to align City Limits with: City zoning map, City UGB, and City UA Boundary; county or City surveyor would provide legal descriptions.

This memo includes a summary of the documents provided by Hood River County, which were reviewed in an effort to understand the jurisdictional boundaries of Hood River County and the City of Cascade Locks. The following sections provide a timeline and summary of reviewed documents, historic to current Cascade Locks boundary maps, a table indicating boundary shifts by tax lot, and a conclusion.

## **Document Summary**

### Timeline

- 1977 Cascade Locks Comprehensive Plan was first adopted. An Oregon Department of Land and Conservation Development (DLCD) document states, "...Oregon's land-use system, adopted by the 1973 Legislature... By the mid-1980s, every community in the state had a long-range plan and an urban growth boundary adopted and approved by the state."<sup>1</sup> This indicates that the UGB was adopted when the Comprehensive Plan was adopted.
- April 12, 1978 Amended the Comprehensive Plan to adopt that part of the Cascade Locks Comprehensive Plan, pertaining to land in County jurisdiction.
- October 6, 1978 Cascade Locks Comprehensive Plan acknowledged by the Land and Conservation and Development Commission (LCDC).
- January 15, 1979 Cascade Locks Comprehensive Plan Zoning Map adopted, effective date February 15, 1979.

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<sup>1</sup> DLCD. 2000. Inside the Boundaries. May 2000. <http://www.oregon.gov/LCD/docs/publications/insideboundaries.pdf>

- 1986 National Scenic Area (NSA) Act in effect designating Cascade Locks as an UA. Oregon Administrative Rule (OAR) 350-010-0050(4) states, "The location of an urban area boundary does not shift in response to changes in land management boundaries, including, but not limited to, municipal boundaries and approved urban growth boundaries. A Legal Description that refers to a land management boundary means the land management boundary as it existed on November 17, 1986, or as otherwise described in the Legal Description. Legal Descriptions are included in an appendix to Commission Rule 350-10.
- April 6, 1987 Amended the Hood River County Policy Document, under Goal 14: Urban Growth Area Management Policies & Procedures, to include the City of Cascade Locks Urban Growth Area Management Agreement (File #85-296). The Management Agreement includes that land use actions (e.g., rezones) within the UGA (outside of City limits) are under County jurisdiction, but the County refers requests inside the UGA to the City for review/comment/recommendation to the County. This authority applies to private, County, and State land. The County also has the authority for land use decisions and actions affecting UGAs. However, Cascade Locks recommendations and decisions will prevail regarding specific city zoning. The City shall seek a recommendation from the County regarding items which will affect the UGA, for which the City has ultimate decision making capacity, such as proposals for annexation of land from the UGB into the City limits. The City may annex land after receiving a request with affirmative findings. All UGB amendment requests (including annexing land into the City limits from the UGB) shall be initially processed by the City, concurrently reviewed by the County, heard at public hearings, and agreed to by the City and County. Establishment of a UGB does not imply that all land within the boundary shall be annexed into the City, such as the case with Cascade Locks (see Figure 3).
- April 7, 1987 Adopted Cascade Locks UGA Management Agreement Letter: Letter indicating that HR County adopted the agreement to be included in Goal 14.
- November 17, 1988: Annexation of all lands within UGB to generally align the City limits, with the exception of two areas in the West Boundary area (File #88-205; see Figure 1).
- December 15, 1989 UGA Management Agreement Letter: Letter from Cascade Locks to HR County indicating that City Council approved the agreement, which would be forwarded to HR County for processing and approval.
- DATE Letter RE Hood River County NSA Ordinance Cascade Locks boundary mapping errors. Land with in Cascade Locks UGB moved to NSA.
- September 15, 1998 Memo Regarding Revision to the Cascade Locks UA Boundary: Cascade Locks letter to HR County explaining UA mapping errors (for Thunder Island, West Boundary Area, and South Boundary Area) and indicating that the City Council approved the proposal, which would be forwarded to HR County and CRGC for approval.
- September 18, 1998 Memo Regarding Cascade Locks UA Boundary Amendment: Cascade Locks formal request that HR County apply to the CRGC for amendment to the Cascade Locks UA boundary.
- September 23, 1998 Minor Urban Area Boundary Revision Proposal: Proposal for minor revision to Cascade Locks UA boundary by adding 87.5 acres (0.5 acre from Thunder Island and 87 acres from South Boundary) to inside the City limits and UGB, adding 40 acres (West Boundary) outside the City limits and inside UGB, and removing 171 acres (South Boundary) of USFS and State land from UA to NSA (see Figure 2).

- December 10, 1998 City of Cascade Locks Minor UA Boundary Revision Application Letter: HR County letter to CRGC indicating that the HR Board approved the request and is forwarding to the CRGC for further processing.
- December 10, 1998 CRGC Notice of Proposed Minor UA Boundary Revision: Notice for public comment regarding the minor revision to the Cascade Locks UA boundary, which would add to the UA all lands inside the prior UGB that existed before the NSA (127.5 acres) and would also remove from the UA all lands not within the prior UGB (171 acres). The revision would modify a UA boundary line deemed by the CRGC to be a mapping error.
- January 13, 1999 CRGC Director's Report: Proposed boundary revision would add 127.5 acres from NSA to UA (these lands were all within the UGB in existence at time of NSA Act) and remove 171 acres from UA to NSA. The report includes that a commission hearing was scheduled for March 9, 1998.
- March 9, 1999 UA-98-01: Minor revision restored the UA boundary to the pre-NSA location, added 127.5 acres to UA, and removed 171 acres of publicly owned land from the UA.
- June 22, 1999 Final Order of the CRGC Minor Urban Area Boundary Revision – City of Cascade Locks UA-98-01: Decision to approve minor revision of the UA including adding 127.5 acres to UA, and removing 171 acres of publicly owned land from the UA to the NSA. Order states that a public hearing was held on March 9, 1999 in The Dalles. Decision includes that boundary revisions bringing land from UA to NSA are not effective until a management plan amendment assigning SMA designations is adopted and concurred with.
- February 23, 2000 Friends Vs. CRGC No. 99-2-00211-19 Transmittal and Affidavit of Certification of Administrative Hearing Record: The record is for the Friends of the Columbia River Gorge v. Columbia River Gorge Commission case. The record includes:
  - June 22, 1999 Final Order of the CRGC Minor Urban Area Boundary Revision – City of Cascade Locks UA-98-01
  - Testimony and various letters in support and opposition.
  - February 16, 1999 Notice of Contested Case Hearing: Notice of contested case hearing on March 9, 1999 to consider proposed revisions to Cascade Locks UA.
  - February 24, 1999 Notice of General Hearing: Notice of general hearing on March 9, 1999 to consider proposed revisions to Cascade Locks UA.
  - Notices of intervention.
  - January 13, 1999 CRGC Director's Report.
  - September 23, 1998 Minor Urban Area Boundary Revision Proposal.
  - December 10, 1998 CRGC Notice of Proposed Minor UA Boundary Revision.
  - UA Boundary Revision Schedule.
- April 2, 2001 Proposed Settlement and Minor Modification of UA-98-01: Letter from County, Cascade Locks, and Friends to CRGC. Proposal to restore 28 acres of private land on west side of Cascade Locks to NSA (tax lots 300, 301, 700, 800), restore 62 acres of USFS land east of UA to NSA (portions of tax lots 200, 404, 900), and restore 37.44 acres of publicly owned land to UA, including Oxbow Salmon Hatchery and numerous buildings owned by USFS and State of Oregon.
- April 4, 2001 Requested Modification to Cascade Locks Urban Area Boundary Change UA-98-01: Memo from CRGC Counsel to CRGC. Same as above. The memo indicates that a hearing notice was required.

- April 10, 2001 Notice of Hearing to Reconsider Prior Order UA-98-01: Notice of contested case hearing on April 10, 2001 to consider requested modification to Cascade Locks UA boundary revision UA-98-01.
- April 16, 2001 Final Order of the Columbia River Gorge Commission Minor Urban Area Boundary Revision – City of Cascade Locks UA-98-01 (Modified): Approves restoration of 87 acres to pre-1999 decision classifications, 63 acres of UA back to NSA, 24 acres NSA back to UA (see Figure 3). Order suggests that a hearing occurred. This action can have no effect unless the appeal is dismissed by Klickitat County Supreme Court and the modification is adopted.
- August 21, 2001 Letter from CRGC to HR County: Letter indicates that the Secretary of Agriculture does not have to concur on the UA boundary revision. To become effective there are two conditions: Friends of the Gorge dismiss lawsuit on original decision (Modified Order April 16, 2001); and a management plan amendment assigning land use designations for land moved from UA to NSA is adopted and concurred with (Final Order June 22, 1999). Concurrence from the Secretary of Agriculture is required for assignment of SMA designations.
- February 28, 2005 Current Cascade Locks Zoning map (see Figure 4).
- May-June 2012 Cascade Locks UA Inquiry Emails: Emails include findings that the ODFW property (2N 8E 8 #500) is within the UA and outside of the NSA and not zoned, but unclear if it is under City or County jurisdiction. Email seems to indicate that the property is within the UA, but outside of the City limits. Based on Figure 3, this ODFW property is within the UA, but outside of the City limits and UGB. Pursuant to the Management Agreement, adopting a zoning designation for this ODFW property would be initiated by the County, based on a request, and referred to the City for review, comment, and recommendation to the County. Because the property is outside of the UGB, annexing the property into the City limits would be considered an amendment to the UGB and initially processed by the City, concurrently reviewed by the County, heard at public hearings, and agreed to by the City and County.
- September 2013 Cascade Locks Boundary Emails: Emails indicate that of the conditions outlined in the August 21, 2001 Letter from CRGC to HR, the CRGC indicated that the first condition was met (Friends of the Gorge dismissed lawsuit on original decision (Modified Order April 16, 2001)). There is no record of the second condition being met, which the USFS would have to confirm as it is regarding the NSA.
- October 2015 Cascade Locks Urban Area Map Emails: Emails indicate uncertainty regarding whether or not the 2001 amendment to Cascade Locks UA boundary was forwarded to the Secretary of the Interior for concurrence and associated final official map. The final documents include UA-98-01 dated July 22, 1999 and final order for modified revision signed April 17, 2001.
- September 30, 2015 Email: County Webmap still shows ODFW property (2N 8E 8 #500) to be within the NSA, rather than UA, although HR County recognizes the 2001 map as current.
- February 2017 Emails: Emails regarding ODFW property (2N 8E 8 #500) indicate that the 2001 NSA UA amendment was adopted. Property is zoned NZ and therefore has no explicit uses listed, within UA as of 2001.

### Boundary Maps

Figures 1-3 show City limit, UGB, and UA boundaries and UA boundary changes that have occurred. Figure 4 shows the current Cascade Locks zoning designations.

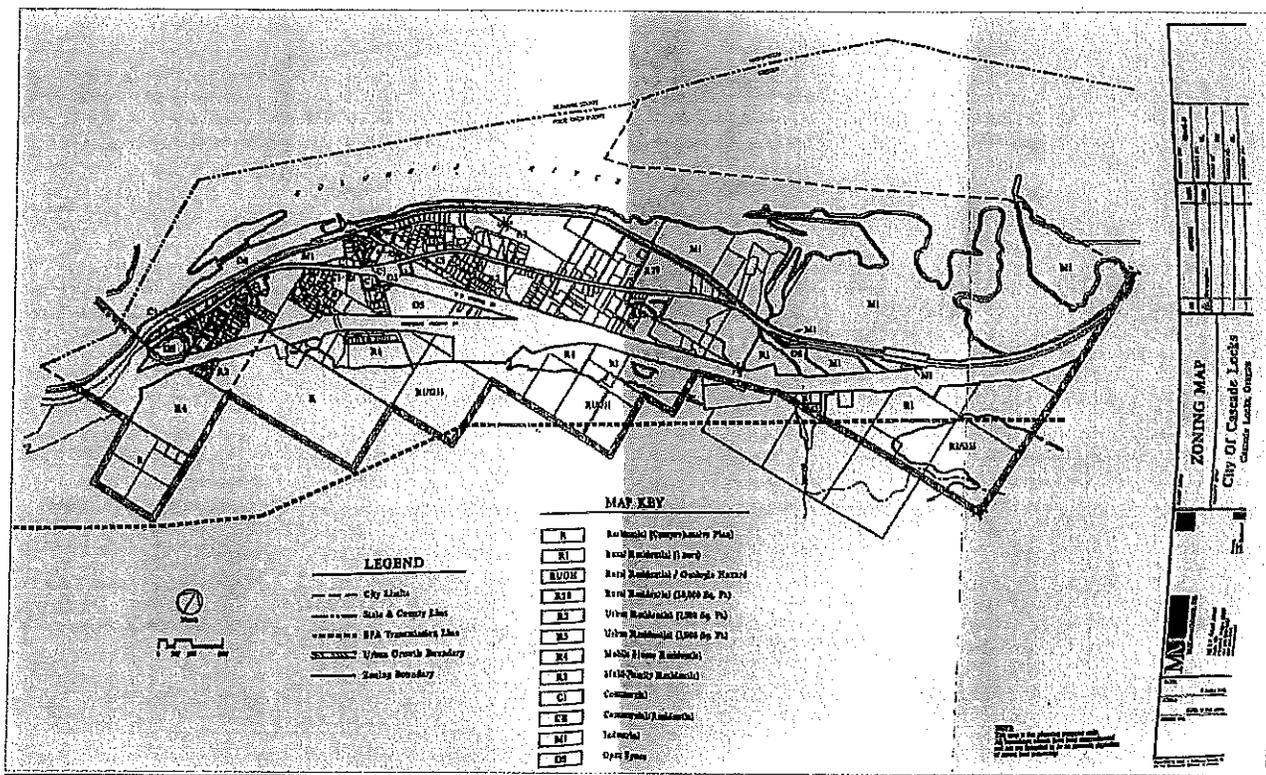


Figure 1: Cascade Locks UGB and City Limits 1988-1998

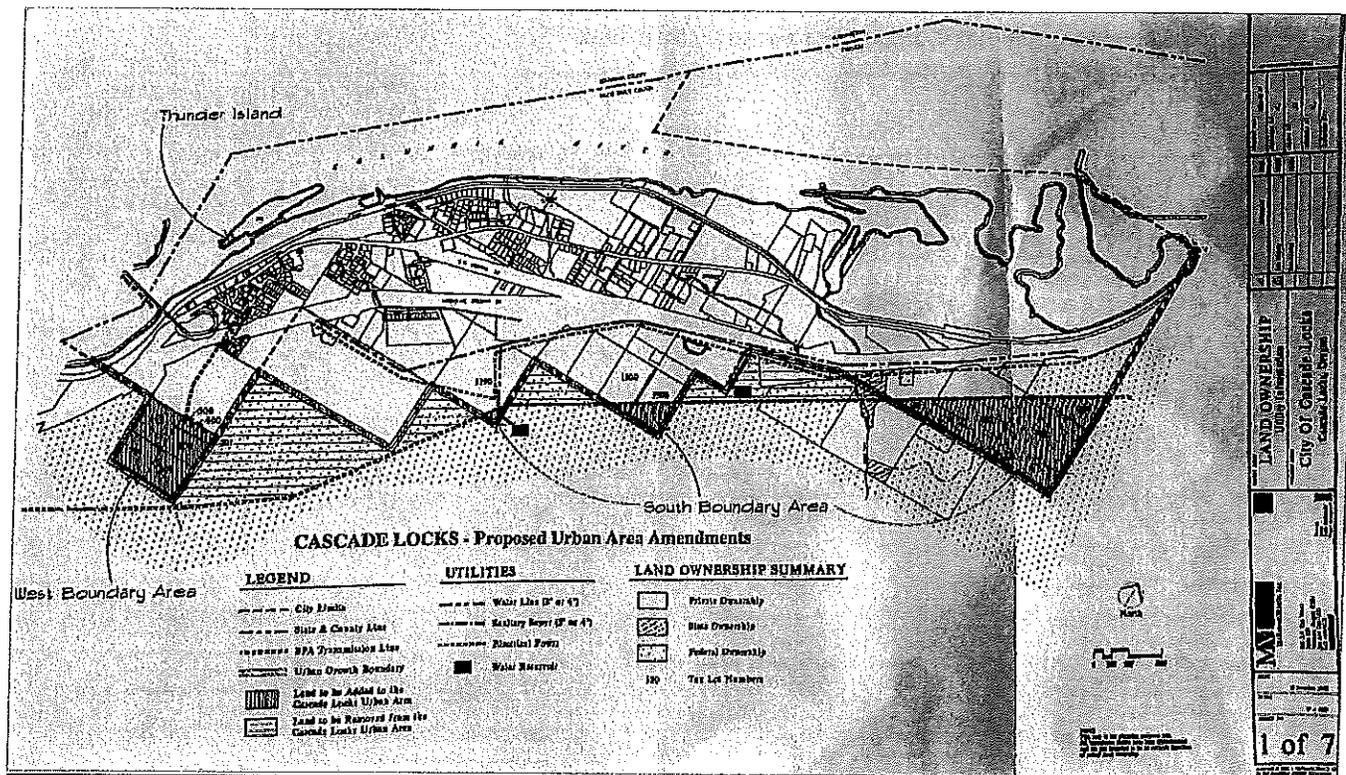


Figure 2: Cascade Locks Proposed Urban Area Boundary Revision 1998

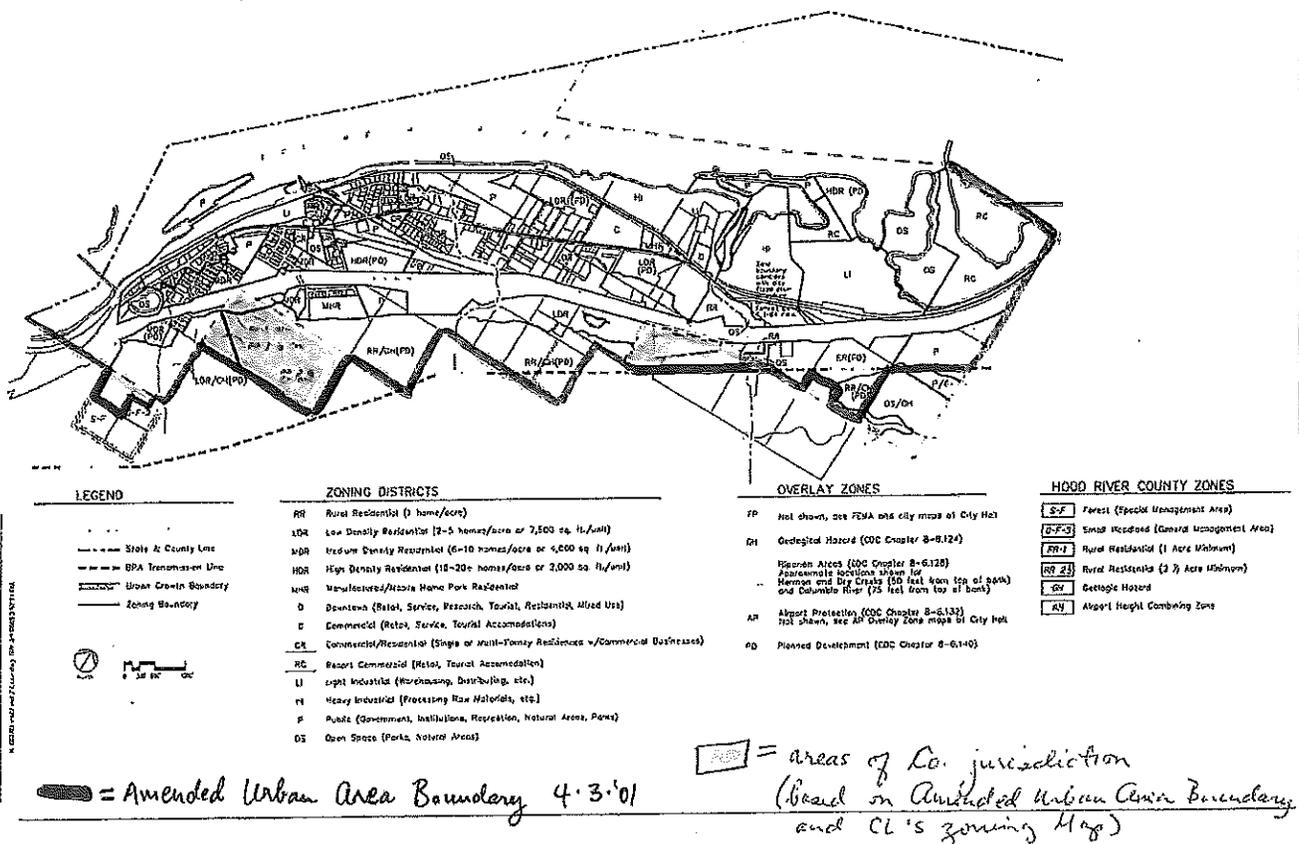


Figure 3: Cascade Locks Amended Urban Area Boundary Map 2001

\*County Webmap does not reflect the amended UA Boundary as depicted here.

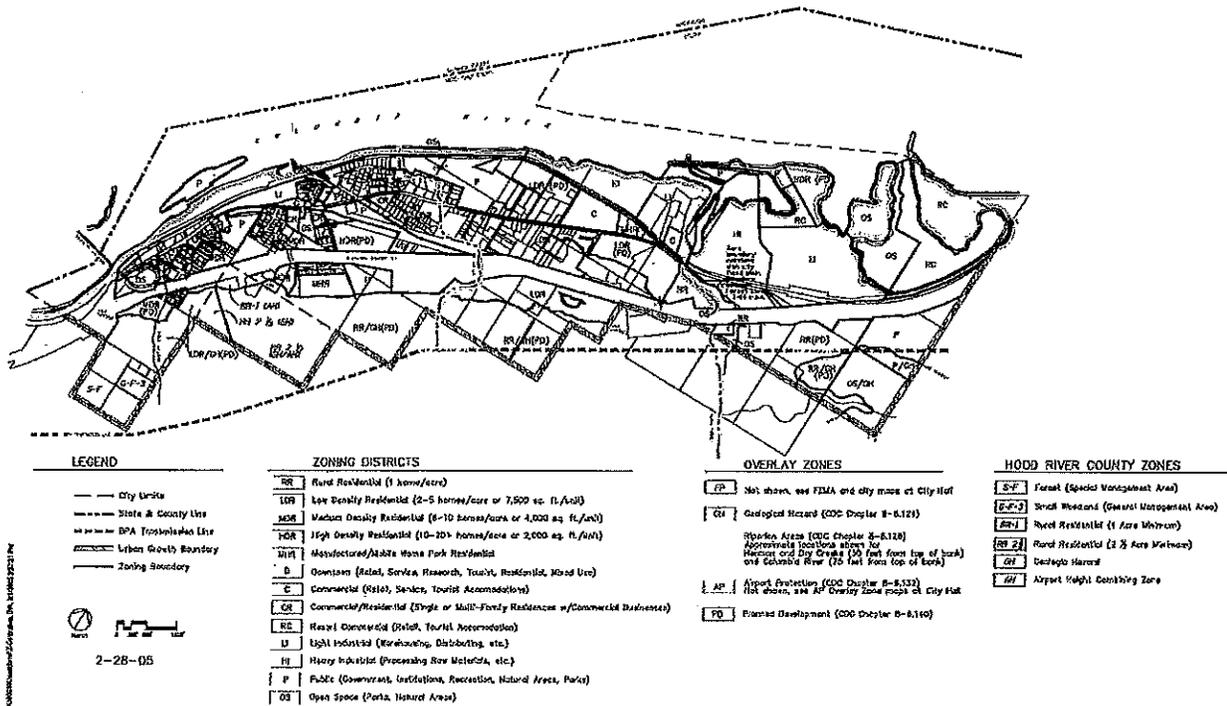


Figure 4: Cascade Locks Zoning Map 2005

Boundary Changes

Table 1 indicates UGB and UA boundary changes that have occurred for tax lots in the Thunder Island, West Boundary, and South Boundary areas (see Figures 1, 2, and 3).

**Table 1: Subject Tax Lots**

Location	Tax Lot	Owner	Area (acres)	Zone	1988-1998 Boundary	Current County Webmap Boundary	2001-Present Revised Boundary	
Thunder Island	02N07E1200100 (partial)	Port of Cascade Locks	0.50	Public	Inside City Limits	Inside City Limits	Inside City Limits	
					Inside UGB	Inside UGB	Inside UGB	
					Inside UA	Inside UA	Inside UA	
	02N07E1300300	Mary M Harrison Trustee Et Al	6.88	GMA Small Woodland	Outside City Limits	Outside City Limits	Outside City Limits	
					Inside UGB	Inside UGB	Inside UGB	
					Inside UA	Inside UA	<b>Outside UA</b>	
	02N07E1300301	Mary M Harrison Trustee Et Al	1.02	GMA Small Woodland	Outside City Limits	Outside City Limits	Outside City Limits	
					Inside UGB	Inside UGB	Inside UGB	
					Inside UA	Inside UA	<b>Outside UA</b>	
	02N07E1300400	Ryan Klapprich & Rachel Herman Et Al	1.00	SMA Forest	Outside City Limits	Outside City Limits	Outside City Limits	
					Inside UGB	Inside UGB	Inside UGB	
					Inside UA	Inside UA	Inside UA	
West Boundary Area	02N07E1300500	Jeffrey Kremer	1.00	SMA Forest	Outside City Limits	Outside City Limits	Outside City Limits	
					Inside UGB	Inside UGB	Inside UGB	
					Inside UA	Inside UA	Inside UA	
	02N07E1300600	Federal	9.92	SMA Forest	Outside City Limits	Outside City Limits	Outside City Limits	
					Inside UGB	Inside UGB	Inside UGB	
					Inside UA	Inside UA	Inside UA	
	02N07E1300700	Mary M Harrison Trustee Et Al	9.90	SMA Forest	Outside City Limits	Outside City Limits	Outside City Limits	
					Inside UGB	Inside UGB	Inside UGB	
					Inside UA	Inside UA	<b>Outside UA</b>	
	02N07E1300800	Mary M Harrison Trustee Et Al	9.88	SMA Forest	Outside City Limits	Outside City Limits	Outside City Limits	
					Inside UGB	Inside UGB	Inside UGB	
					Inside UA	Inside UA	<b>Outside UA</b>	
South Boundary Area	02N08E0500200 (partial)	Federal		Public	S corner:	S corner:	S corner:	
					Inside City Limits	Inside City Limits	Inside City Limits	
					Inside UGB	Inside UGB	Inside UGB	
		02N08E0500404	Federal	4.95	Rural Residential	Inside UA	Inside UA	<b>Outside UA</b>
						Inside City Limits	Inside City Limits	Inside City Limits
						Inside UGB	Inside UGB	Inside UGB
		02N08E0500900	Federal	39.72	Open Space	Inside UA	Inside UA	<b>Outside UA</b>
						Inside City Limits	Inside City Limits	Inside City Limits
						Inside UGB	Inside UGB	Inside UGB
		02N08E0800300 (partial)	Orinda International, Inc		No Base	Outside City Limits	Outside City Limits	Outside City Limits
Outside UGB						Outside UGB	Outside UGB	
Outside UA						Outside UA	<b>Inside UA</b>	
	02N08E0800301 (partial)	State (ODFW)		No Base	Outside City Limits	Outside City Limits	Outside City Limits	
					Outside UGB	Outside UGB	Outside UGB	
					Outside UA	Outside UA	<b>Inside UA</b>	
	02N08E0800400 (partial)	Federal		No Base	Outside City Limits	Outside City Limits	Outside City Limits	
					Outside UGB	Outside UGB	Outside UGB	

				Outside UA	Outside UA	<b>Inside UA</b>
				Outside City Limits	Outside City Limits	Outside City Limits
02N08E0800500	State (ODFW)	10.78	No Base	Outside UGB	Outside UGB	Outside UGB
				Outside UA	Outside UA	<b>Inside UA</b>
02N08E0700100	Federal		No Base	Outside City Limits	Outside City Limits	Outside City Limits
(partial)				Outside UGB	Outside UGB	Outside UGB
				Outside UA	Outside UA	<b>Inside UA</b>

*\*Bold font indicates change*

Conclusion and Next Steps

Based on the document review, it appears that the Cascade Locks UA boundary is as was prior to 1999, as depicted in Figure 4 and recognized by the CRGC. However, USFS should be contacted to confirm that a management plan amendment assigning land use designations for land moved from UA to NSA was adopted and concurred with (per Final Order June 22, 1999). Additionally, the Secretary of Agriculture should be contacted to confirm that concurrence was obtained, as required for assignment of SMA designations.

Based on the Cascade Locks Urban Growth Area Management Agreement, land outside of the City limits, but within the UGB or UA is under HR County jurisdiction (see Figure 3). Pursuant to the Management Agreement, annexing property from the UA into the City limits would be considered an amendment to the UGB and initially processed by the City, concurrently reviewed by the County, heard at public hearings, and agreed to by the City and County.

Post-it® Fax Note	7671	Date	5/28	# of pages	8
To	Kathleen W.	From	Josette G.		
Co./Dept.	City of CL	Co.			
Phone #		Phone #			
Fax #	374-8752	Fax #			

**GOAL 14 - URBANIZATION: CASCADE LOCKS URBAN GROWTH AREA MANAGEMENT AGREEMENT**

WHEREAS, the City of Cascade Locks, Oregon, and Hood River County, Oregon, are authorized under the provisions of ORS 190.003 to 190.030 to enter into intergovernmental agreements for the performance of any or all functions that a party to the agreement has authority to perform; and

WHEREAS, Statewide Planning Goal Number 14 requires that establishment and change of Urban Growth Boundaries shall be a cooperative process between the City and the County that surrounds it; and

WHEREAS, the City of Cascade Locks and Hood River County recognize a common concern regarding the accommodation of population growth and utilization of lands adjacent to the City; and

WHEREAS, the City of Cascade Locks and Hood River County recognize that it is necessary to cooperate with each other to implement the urbanization policies of their comprehensive plans,

NOW, THEREFORE, THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:

**I. Intent of Agreement**

- A. The City of Cascade Locks and Hood River County hereby agree to establish a procedure for the implementation of the Cascade Locks Urban Growth Boundary and the plan for the Cascade Locks Urban Growth Area, both of which form an integral part of the City of Cascade Locks Comprehensive Plan and the Hood River County Comprehensive Plan. For purposes of this agreement, the Cascade Locks Urban Growth Area shall be defined as the area between the Cascade Locks city limits and the Cascade Locks Urban Growth Boundary, as designated on the City and County Comprehensive Plan maps.
- B. The procedures for implementation of the Urban Growth Boundary and administration of the Urban Growth Area shall be as specified in this agreement.
- C. The provisions of this agreement shall establish the procedure for review and action on comprehensive plan amendments, implementing ordinances, land use actions, public improvement projects and other related matters which pertain to the Urban Growth Area.
- D. All actions as specified in this agreement shall be taken to assure that the City and the County comprehensive plans and implementing ordinances remain consistent and coordinated with each other.

## II. Administration of Land Use Decisions

### A. Land Use Actions:

1. The Hood River County Planning Department shall refer the following requests or projects which are inside the Urban Growth Area to the Cascade Locks City Planning Commission for its review and comment within three (3) working days of the date the request was filed with the County Planning Department.

#### Rezones

Planned Unit Development

Road Vacations and Dedications

Comprehensive Plan Changes

Subdivisions

Major and Minor Partitions

Other Land Use Actions listed in Section II,B

Conditional Use Permits

Variances

- (a) The City of Cascade Locks Planning Commission shall review the request and submit its response to the Hood River County Planning Commission within 20 calendar days of the date the request was received for review.
  - (1) The City Planning Staff shall report to the City Planning Commission the nature of the request and a staff recommendation on each case.
  - (2) The City Staff will make the recommendation to the County Planning Commission in such cases where the City Planning Commission cannot review and make recommendations upon the request within 20 calendar days of receiving the recommendation from the City Staff.
  - (3) The City Planning Commission upon reviewing the Planner's report on the request shall respond to the County Planning Commission.
  - (4) Should no recommendation be forthcoming within the established response time and no extension requested in writing to the County Planning Department, the City of Cascade Locks shall be presumed to have no comment regarding the request. An extension shall be no longer than 10 calendar days in any event.
- (b) The Hood River County Planning Commission shall hold a public hearing, if required by State law, County ordinance, or governing procedure, within 20 days of receiving a recommendation from the City Planning Commission. The Commission shall make a decision or recommendation to the governing body as per existing or future procedures or policies on the above actions.

2. The Hood River County Zoning Ordinance and Zoning Designations and Subdivision Ordinance apply to private, County, and State ownerships, including lands within both Urban Growth Boundaries of the Cities of Hood River and Cascade Locks.
  3. Hood River County retains the responsibility for land use decisions and actions affecting urban growth areas. Appeals from such decisions and actions shall be in accordance with the appeals process specified in Hood River County Zoning and Subdivision Ordinances. The Cities of Hood River and Cascade Locks have standing to appeal any land use decision in the County involving the urban growth areas, provided the City's testimony has been added into the record at the Planning Commission level or added to the record during the Planning Director administrative decision-making process.
  4. Although Hood River County retains the responsibility for decisions affecting lands within the urban growth areas, recommendations and decisions by both the Cities of Hood River and Cascade Locks will prevail regarding specific city zoning and subdivision ordinance interpretations relative to the following: uses permitted or conditionally allowed; and site development standards or requirements (e.g., maximum height, setbacks, minimum lot size for new lots or parcels, lot coverage, stream setbacks, distances between buildings, densities, etc.). However, the County reserves the right to insure decisions are in compliance with land use and applicable laws. If necessary (as determined by both the City and the County), public hearings will be conducted to insure land use actions and decisions are consistent and in compliance with both the City's and the County's Comprehensive Plans.
  5. Cities' responses to County referrals will be specific regarding what site development standards are required. A brief statement that the request must comply with the City's zoning ordinance is not acceptable.
- B. Other Land Use Activities: The City and County shall use the following process for review and action on public improvement projects, and similar programs, projects or proposals which will apply to the Urban Growth Area.
1. The County shall seek a recommendation from the City with regard to the following items which are within or adjacent to, or directly impact the Urban Growth Area and for which the County has ultimate decision making capacity:
    - (a) Capital improvement programs.
    - (b) Major public works projects sponsored by the County for transportation facility extensions or improvements; establishment, development or major improvement to a park or recreation area; public facility construction or improvement; acquisition of property; or other similar activity.

- (c) Functional plan, or amendment thereto, for utilities, drainage, solid waste, transportation, recreation, or similar activity.
  - (d) Plan, or amendment thereto, for economic development or industrial development.
  - (e) Neighborhood or sub-area development plan.
  - (f) Proposal for formation of, or changes of boundary or function of special service districts, as these terms are defined in ORS 198.705 and ORS 198.710, except as provided in ORS 199.410 and 199.512.
  - (g) Recommendations for designation of an area as a health hazard.
  - (h) Other plans or proposals similar to the above.
2. The City shall seek a recommendation from the County with regard to the following items which will affect the Urban Growth Area for which the City has ultimate decision making capacity:
- (a) Proposals for annexation to the City.
  - (b) Capital improvement programs.
  - (c) Functional plans, or amendments thereto, for utilities, drainage, recreation, transportation, or other similar activity.
  - (d) Plans, or amendments thereto, for economic development or industrial development.
  - (e) Proposals for the extraterritorial extension of any City service, utility or facility, or the service area for any of the above.
  - (f) Other plans or proposals similar to the above.
3. The initiating jurisdiction shall allow the responding jurisdiction 45 days to review and submit recommendations with regard to the items listed in Section B1 and 2 above. Additional time may be provided at the request of the responding jurisdiction and with the concurrence of the initiating jurisdiction.
4. The initiating jurisdiction shall consider, and is obligated to respond to, as appropriate, the recommendations of the responding jurisdiction in making its decision. No response by the responding jurisdiction to the request within the time limit outlined above shall be presumed to mean no comment on the proposal.

### III. Urban Growth Boundary Revisions

An amendment or revision of the Urban Growth Boundary shall be enacted only after agreement by both City and County officials in accordance with procedures for each jurisdiction.

- A. All amendment requests shall be initially processed by the City. The City will refer to the County, upon receipt thereof all requests for amendments in order to allow for a concurrent review. The City shall give the County Planning office fifteen (15) days to complete its initial review and recommendations. Additional time for review may be provided upon request by the County and with concurrence of the City. A staff recommendation should be made to the City at least by the date of the City Planning Commission hearing. The City, in making its decision, shall consider the recommendation of the County regarding the amendment request.
- B. The decision and findings of fact of the City Planning Commission shall be forwarded to the County Planning Commission for public hearing.
- C. The decision and findings of fact of the County Planning Commission shall be forwarded to the City Council for public hearing.
- D. The decision and findings of fact of the City Council shall be forwarded to the Board of Commissioners for public hearing.
- E. If the positions of the two jurisdictions differ, a joint meeting of the City Council and the Board of Commissioners or their designees, may be held to attempt to resolve the differences. In any case, the decision must be based on LCDC Goals, adopted Comprehensive Plans and applicable policies.
- F. If mutual agreement is reached as to the proposed Urban Growth Boundary amendment, the City and the County shall formally amend their Comprehensive Plans by ordinance to reflect the agreed upon change.
- G. If the request is denied, the same or substantially the same request shall not be heard for a period of one (1) year.
- H. Appeals of an amendment request shall be made pursuant to State statutes and administrative rules.

### IV. Special Provisions

#### A. Annexations:

1. The City of Cascade Locks may annex land after having received a request for annexation when affirmative findings are made in relation to the following:

- (a) The land is contiguous to the city limits and within the Urban Growth Boundary.
  - (b) The development of the property is compatible with the rational and logical extension of utilities and roads to the surrounding area.
  - (c) The City is capable of providing and maintaining its full range of urban services to the property without negatively impacting the City's ability to adequately serve all areas within the existing city limits.
2. Requests for annexation to the City for areas outside the Urban Growth Boundary shall be considered a request for amendment to the Urban Growth Boundary and shall be subject to the approval of the City and County as set forth in III, above.
  3. Establishment of an Urban Growth Boundary does not imply that all land within the boundary shall be annexed to the City.

B. Urban Services:

1. Extension of City water and/or sewer services shall be permitted when they are consistent with the policies and proposals of the Comprehensive Plan and with any adopted functional plans for water and/or sewer which are consistent with the Comprehensive Plan.
2. City services such as water, sewer, police, fire, street maintenance shall be provided only to those subdivisions or other major development projects which either annex to the City, or which enter into an agreement signed by the affected property owners that they will consent to petition for annexation at a time specified by the City.
3. The City of Cascade Locks is the basic provider of urban services in the Urban Growth Area. All City services shall be provided and maintained to City standards and under the supervision of the City, unless some other arrangement acceptable to the City has been made for the maintenance and supervision of services.
4. Provision of City sewer and/or water service capable of supporting development at urban densities shall occur beyond the Urban Growth Boundary only after a determination by affected agencies that a "danger to public health" as defined by ORS 413.705(5) exists. The service thus authorized shall serve only the area in which the danger exists.

V. Public Works Construction Standards

- A. Development within the Urban Growth Area may proceed initially with streets below Cascade Locks standards of width, curb and gutter, sidewalk, storm sewer and pavement widths. Such streets

shall, however, be constructed in such a manner as to permit easy conversion to City standards in the future. A minimum 60 foot dedicated right-of-way shall be required. Shorter streets that cannot be extended do not require as large a right-of-way. Standards for these interim streets shall be mutually developed by the County and the City in accordance with accepted engineering principles and shall be adopted, published and enforced by the County.

- B. The County Public Works Department shall put emphasis in prioritizing needed improvements for arterial and collector streets within the Urban Growth Area.

#### VI. Work Program

The City and County shall supplement this agreement with a work program to assure that the policies of the Comprehensive Plans and the provisions of this agreement are carried out. The work program shall include the following items:

- A. Establishment of a capital improvement program.
- B. Enactment of a development phasing program designed to prioritize areas for development in conjunction with facility and service availability.
- C. Establishment of uniform systems of applications and fee schedules for the County and the City.

#### VII. Special District Coordination

- A. When a special district situated fully or partly within the Urban Growth Area has entered into an intergovernmental coordination agreement with the County and the City, it shall be given the opportunity to review and comment on the various land use actions and activities as specified in this agreement.
- B. If such an agreement is entered into, the special districts shall give the City and County the opportunity to review and comment on the following activities which will apply to the Urban Growth Area:
  - 1. Major public works projects to be provided by the district.
  - 2. Plans for establishment, improvement, or extension of facilities provided by the district.
  - 3. Capital improvement programs which are being developed by the district.

#### VIII. Enforcement

- A. The County shall be responsible for enforcement of all Land Use Ordinances within the Urban Growth Area. The County shall have

the exclusive right to decide whether to proceed with any enforcement actions. All enforcement action shall be taken in accordance with the enforcement provisions of the County Zoning and Subdivision Ordinances.

- B. The County shall be responsible for all costs connected with enforcement of Land Use Ordinances within the Urban Growth Area.

IX. Review, Amendment and Termination

- A. This agreement may be reviewed and amended at any time by mutual consent of both parties.
- B. This agreement shall be reviewed, and may be amended at the time established for review of each jurisdiction's Comprehensive Plan.
- C. Any modifications in this agreement shall be consistent with the City and the County Comprehensive Plans.
- D. This agreement may be terminated by either party by furnishing thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, this Urban Growth Area Joint Management Agreement is signed and executed this 6 day of April, 1997.

CITY OF CASCADE LOCKS, OREGON

BOARD OF COUNTY COMMISSIONERS  
HOOD RIVER COUNTY, OREGON

Nola M. Nolin  
Mayor

George Santorum  
Chairman

ATTEST:

[Signature]  
City Administrator

[Signature]  
County Planning Director

Property Location	Ownership	Size (acres)	City Limits	UGB	NSA	Zoning	Approval
Harvey Road	Port of Cascade Locks	10.00	outside	inside	inside	LDR	State
	Kremer	1.00	outside	inside	inside	LDR	State
	Klapprich	1.00	outside	inside	inside	LDR	State
	Harrison	(28.00)	outside	inside	outside	LDR	State
Frontage Road	ODFW	11.44	outside	outside	inside	Public	State
	USFS	15.53	outside	outside	inside	Public	State
East Frontage Road	USFS	(4.50)	inside	inside	outside	Public	State
	USFS	(43.70)	inside	inside	outside	Public	State
Net Annexation to City		(37.23)					

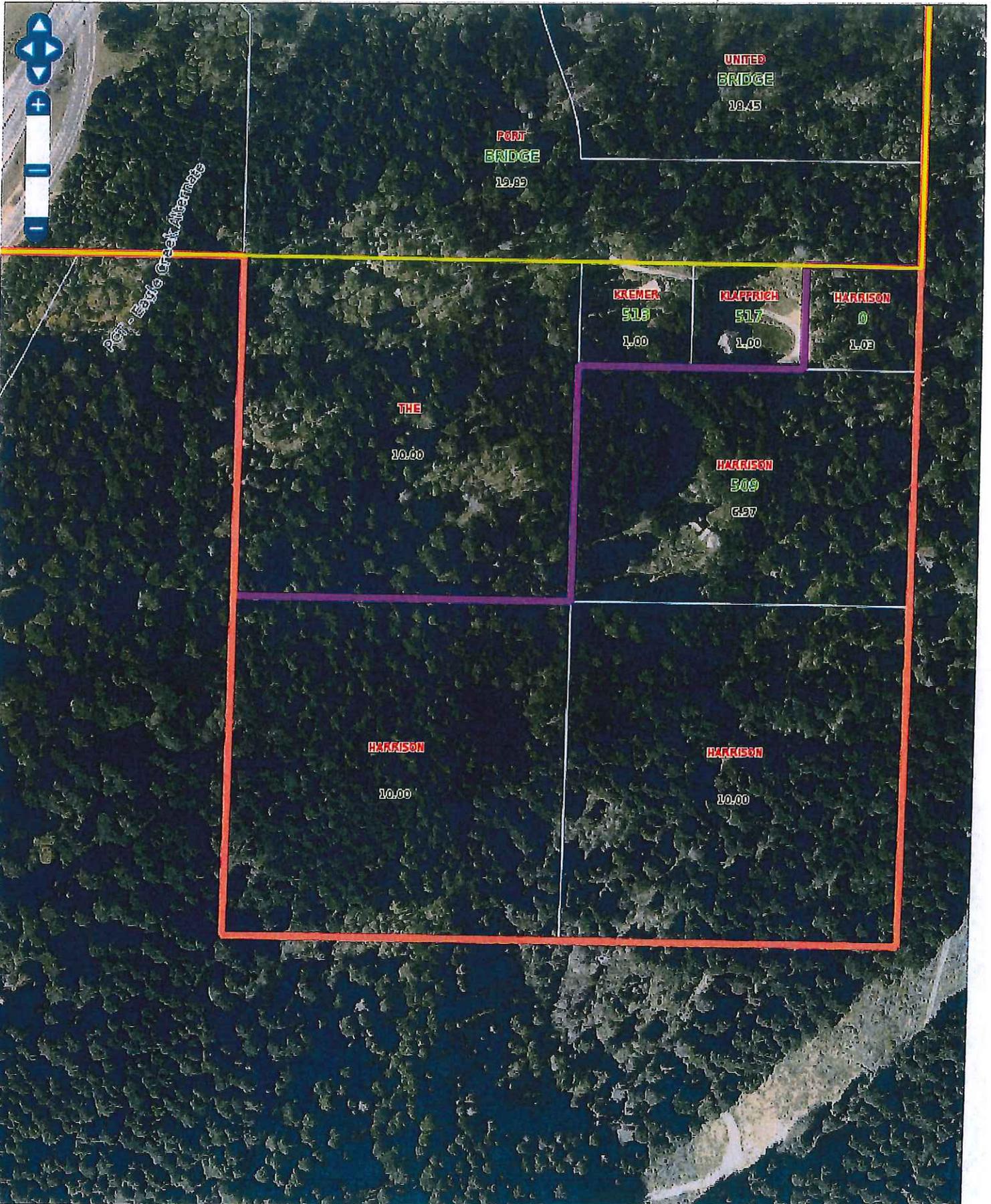


CASCADE LOCKS PLANNING 2018 Geographic Information Systems

Select Features

Google Street View

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**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: April 3, 2018**

**For City Council Meeting on: April 9, 2018**

**TO: Honorable Mayor and City Council**

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

**SUBJECT: EDA Project Brief**

**SYNOPSIS:** We had a meeting with David Porter of the Economic Development Agency. He told us of a program for communities impacted by disaster declarations caused by the winter storms of January 2017. Congress has allocated \$100,000,000 to help these communities build resiliency from those winter storms. Hood River County was one of the counties that is eligible for this program.

Please find attached a draft application that will be submitted to the EDA once the costs are known. Those costs are being estimated by our electrical engineering firm BKI. Inc.

These funds come with a 20% matching grant. Since I don't know how much the entire project will cost, I don't know what the 20% will be. I believe we will be able to work with the Port and with the BPA to come up with some way to get the match. \$0.80 on the dollar is a nice grant. It may be necessary to borrow the 20% and pay it back over time to improve our system by undergrounding the distribution lines from the substation if the grant is approved.

**CITY COUNCIL OPTIONS:** To pursue or not to pursue, that is the question.

**RECOMMENDED MOTION:** Discussion only.



EDA PROJECT BRIEF  
(3-page limit)

SUBMITTING ENTITY: City of Cascade Locks

CITY/COUNTY/STATE: Cascade Locks, Hood River County, OR

APPLICANT(S): City of Cascade Locks, Port of Cascade Locks

DATE: \_\_\_\_\_

CONTACT NAME/TITLE: Gordon Zimmerman, City Administrator

TEL: 541-374-8484

EMAIL: [gzimmerman@cascade-locks.or.us](mailto:gzimmerman@cascade-locks.or.us)

1. What is the problem you want to solve with this investment? (75 words or less). Be cogent and specific. No need to regurgitate CEDS-like information.

Cascade Locks has an electric utility that uses overhead lines for distribution. In January of 2017 we experienced a snow storm and two ice storms within two weeks where the temperature never rose above 20 degrees. The City spent \$210,000 rebuilding/repairing the downed powerlines and restoring power to all of our customers over a five day period. We want to avoid the disruption of power caused by downed lines into our Industrial Park.

2. Proposal or Project Description - Include key component and expected outcomes.

This project envisions hardening the power transmission lines from the substations to and through the Port of Cascade Locks Industrial Park, thereby preventing a loss of power due to downed power lines to the Industrial Park. It would require boring under the freeway between the two substations and undergrounding the line from the substations to and through the Industrial Park. The project components include:

1. Engineering
2. Purchasing the BPA Cascade Locks Substation
3. Undergrounding two circuits from the BPA Substation to and through the City of Cascade Locks Substation including the removal of the current overhead lines.
4. Increase flexibility and redundancy of both of the substations to be able to feed either/or both of two circuits to the City and/or the industrial park.
5. The 2014 Electric Master Plan indicated that the Industrial Park should have a loop of distribution line for future development.
6. An equipment storage building that would house the equipment that services the substations (digger/derrick truck, bucket truck, equipment truck).
7. Contingency

This project is a partnership between the Port of Cascade Locks, the City of Cascade Locks, and Bonneville Power Administration (BPA) of the Federal Department of Energy.

## EDA PROJECT BRIEF

(3-page limit)

3. What is the “Investment Benefit Area”? Consider both geographic and demographic parameters.

**Geographically, this project would provide a 200 acre business park with a lower risk of power failure due to downed power lines. By undergrounding the power lines from the BPA Cascade Locks substation to the business park, any disruptions to the flow of traffic on Interstate 84 caused by downed powerlines or repair to overhead lines would be avoided. I-84 carries an average of 31,800 cars and trucks per day through the Columbia River Gorge providing access to Portland and the I-5 corridor to the west and Eastern Oregon and Washington to the east.**

**Demographically, while Hood River County has an unemployment rate of 3.2%, one of the lowest in the State, Cascade Locks unemployment rate is over 12%. We have reduced the rate downward from almost 20% two years ago through active recruitment and building inventory space by the Port of Cascade Locks attracting 10 new businesses with 70 new employees into the City. Our city routinely sees 80% of our workforce leave the City every morning to travel to their jobs located out of town.**

4. How will you measure performance or evaluate results?

**The project will be deemed a success when the power line is fully installed and energized providing power to the Industrial Park and Herman Creek Manufacturing Complex from either substation.**

5. What is the total project cost...the amount of EDA funds requested...and the source of local matching funds?

6. What are the expected project impacts and fit with EDA “Investment Priorities”?

**This project meets these National Strategic Priorities:**

1. Because the power distribution will not be as susceptible to interruptions caused by severe winter weather, the Business Park becomes a more reliable and attractive manufacturing hub within 44 miles of downtown Portland, Oregon.
2. Because the power distribution lines will be more protected from that severe weather it mitigates the changes in weather caused by climate change.
3. The protected power line will assist the recovery of distressed community that has been struggling for 30 years.

**EDA PROJECT BRIEF**  
(3-page limit)

4. This project will require participation by the City of Cascade Locks, the Port of Cascade Locks, the BPA, and Snyder Construction Company, a privately held contractor in the City of Cascade Locks.

7. Project Readiness: What has to happen locally before project can be advanced, e.g. property acquisition, rezoning, permitting, engineering & design, environmental reviews, coalition building, securing matching funds, CEDS review?

The City will need to work with our electrical engineering firm for the design and construction drawings, with the Oregon Department of Transportation for a permit to cross Interstate 84, with the County for a permit to cross Forest Lane, with the Port of Cascade Locks who owns the Industrial Park, and with Union Pacific Railroad for a permit to cross its right-of-way. Bonneville Power Administration will need to be a partner to develop this project. No property needs to be acquired or rezoned, nor will a CEDS review be required. The funding will be dedicated from the City's revenue for the sale of power and from the Port of Cascade Locks development funds. The City already has an easement for the electric utility crossing Snyder Construction property. Snyder Construction will work with the City on the undergrounding of the line across their property.

8. What desirable economic development outcomes might be leveraged with the proposed investment, e.g. strategic partnerships, workforce education, organizational or leadership development, entrepreneurial support, export marketing, natural resource stewardship, community wellbeing?

The Port of Cascade Locks Industrial Park and Herman Creek Manufacturing Complex which is fed power from the Industrial Park currently has one major employer, one business in development, one in a recruitment process, 7 small businesses and the City's sewer plant and well field served by the overhead power lines from the Bonneville Power Administration's Cascade Locks substation on the south side of Interstate 84. The Port also has over 60 acres that could be developed in short order in the Industrial park because the road, water, and sewer infrastructure is in place, while the electric power distribution in the Park is not adequate. By improving the distribution of power to these companies that employ over 50 employees (fully 10% of our workforce), we will lessen the risk of a long term power outage and provide consistent power for future business recruitments and expansions.

