

# CITY of CASCADE LOCKS

# AGENDA

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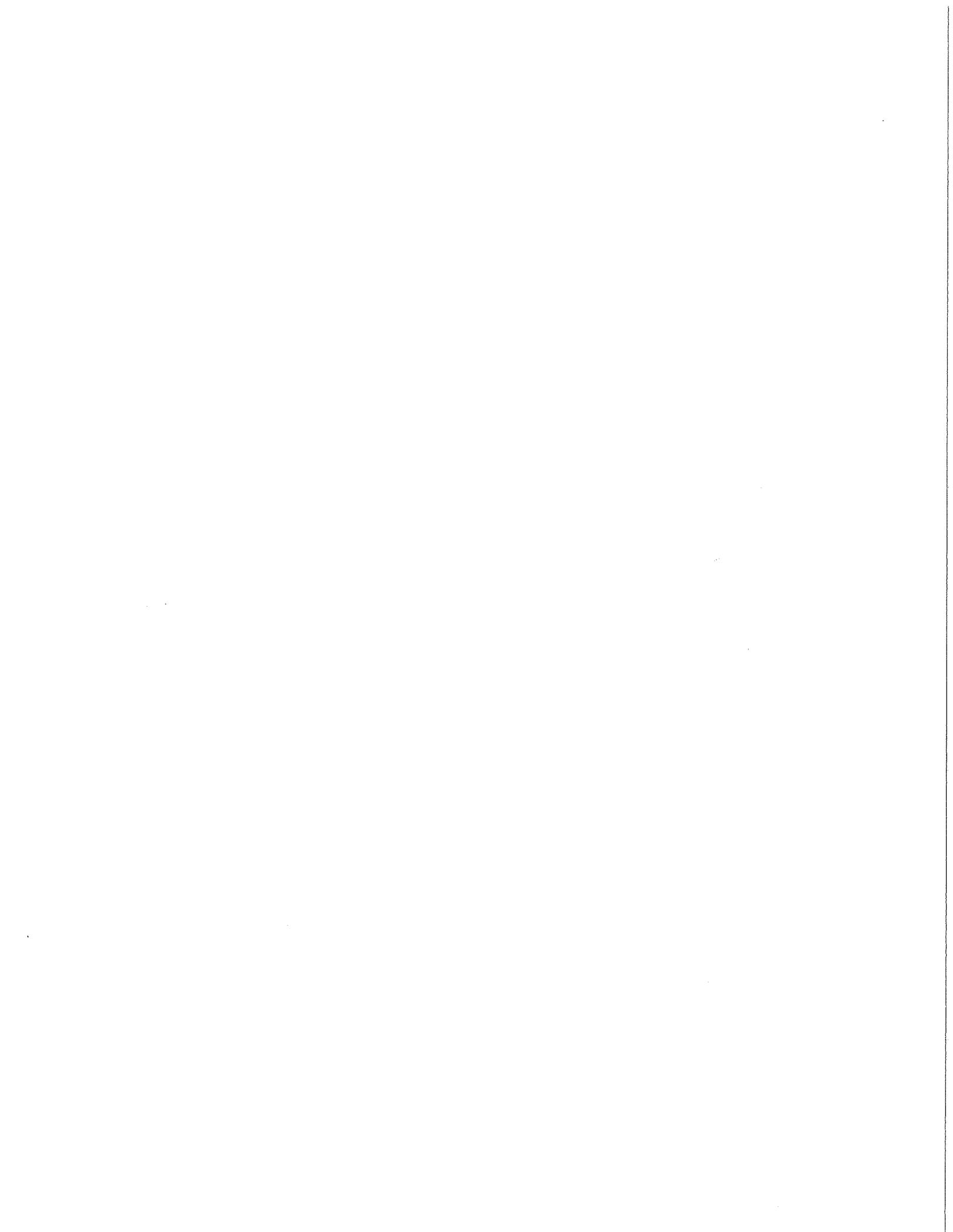
**CITY COUNCIL MEETING, Monday, May 12, 2014, 7:00 PM, CITY HALL**

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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.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of Minutes of April 28, 2014 Council Meeting.**
  - b. **Ratification of the Bills in the Amount of \$ 128,730.99.**
  - c. **Approve \$5,000.00 Sponsorship to CGRA.**
4. **Public Comment on Water System Improvement Project.**
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Cancel or Reschedule May 26, 2014 Regularly Scheduled Council Meeting.**
  - c. **Approve Resolution No. 1299 Establishing a Policy for Fire, Ambulance and Emergency Entry into Residential, Businesses, Commercial, or Industrial Structures.**
  - d. **Approve Resolution No. 1300 Establishing an EMS City Employee/Volunteer Program**
  - e. **Approve Resolution No. 1301 Adopting Fair Housing Standards**
  - f. **Discussion of Budget Policies/Directions**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
  - a. **City Committees.**
  - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Fitzpatrick (via phone), Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. CM Groves was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Hood River County Sheriff Matt English, Chief Deputy Brian Rocket, JoAnn Wittenberg, Dave Palais, and Port of Cascade Locks President Jess Groves.
2. **Additions or amendments to the Agenda.** Mayor Cramblett said he would move agenda item 7.
  - b. before the action items.
3. **Adoption of Consent Agenda.**
  - a. **Approval of Minutes of April 14, 2014 Council Meeting.**
  - b. **Ratification of the Bills in the Amount of \$ 70,404.16.**

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

**Hood River County Sheriff.** Sheriff English said he was here to answer any questions the Council may have regarding the contract. CM Walker said there wasn't an increase in last year's contract and asked why it was necessary to try and make that up in this year's contract. Sheriff English clarified the Sheriff's office provides a service and the County prepares, signs, and figures out the budget. He said he asked for an explanation and was told that the contract states that Cascade Locks is to receive the contract amount by April 1<sup>st</sup>. The City didn't receive the contract last year by April 1<sup>st</sup> so notification was sent to Cascade Locks that the increase would be added to this year's contract. Sheriff English said PERS and insurance has increased. He said the Deputy for Cascade Locks has had a wage increase so that was figured in as well. Sheriff English explained that there is a 20% increase for materials and services. He said the contract increase this year for Cascade Locks amounts to 13%. CM Walker asked if a deputy's increase is yearly. Sheriff English stated there is a scale and the increase is given yearly at the hire date. CM Walker asked what the increase in the contract was last year. CA Zimmerman said he thought it was 2%. He said the City chose to not pay the increase last year and knew it was going to be added this year. He explained that the City has to have the information for budget purposes. CM Walker said he questioned the small increase last year to such a large increase this year. Sheriff English explained the combined result being the lack of increase for last year's contract, salary level increase for Cascade Locks Deputy, and the increased benefit costs.

CM Helfrich asked how the County purchases vehicles, etc. Sheriff English said the County has a five year rotation on vehicles. He said typically two vehicles are purchased every fiscal year. He said this has been the program since the early 90's and has proven to save the County money.

Mayor Cramblett said he knew the County had financial issues due to the loss of timber revenue and asked how the Sheriff's Department got through the tight budgets. Sheriff English said in 2009/2010 there were positions cut. He said since then his Department has been able to maintain and this year able to add a position. He said the County has reduced their dependence on the timber revenue, made cuts, and are a lot more stable now.

Sheriff English said a Homeland Security Grant was received and the County will be equipping vehicles with computers so information will be at the Officer's finger tips. He explained that the Sheriff's Department is mindful of tax payer's money and explained a change in a program to offset expenses.

4. **Public Hearings.** None.

5. **Action Items:**

a. **Appointment to Committees.**

1. **Tourism.** Mayor Cramblett appointed Chase Lorang to the Tourism Committee. There was consensus of Council.

b. **Adopt and Have Second Reading of Ordinance No. 433 Declaring a Moratorium on Medical Marijuana Facilities.** CA Zimmerman gave the second reading of Ordinance No. 433. **Motion:** CM Helfrich moved, seconded by CM Walker, to approve and adopt Ordinance No. 433.

CM Busdieker said she would like to make some changes to the text, removing the part that says, "declaring an emergency" and removing Section 6. She said the word emergency implies urgent and dangerous. She said she thought it was a prudent and tactical decision to enact the moratorium but also reactionary and exaggerated. She said she would like the City to present themselves as more level headed and reserve the word emergency for true emergencies.

CM Walker explained that the word emergency as used in the ordinance is being used by several different agencies. CA Zimmerman further explained that ordinances take effect 30 days after signed. He said the State put a deadline of May 1<sup>st</sup>. He said if the City doesn't declare an emergency and make effective upon passage then the deadline won't be met. He explained that it is not that it is a physical emergency.

CM Busdieker asked if Section 6 could be amended to state that the ordinance being necessary as the State of Oregon has outlined. CA Zimmerman said declaring an emergency is how it is done. Mayor Cramblett asked if a "whereas" statement could be added addressing CM Busdieker's concern. CA Zimmerman suggested, "Whereas, the State provided a deadline of May 1<sup>st</sup> in order for the moratorium to be enacted." He said adding a "whereas" statement wouldn't be considered a significant change to the ordinance. He said adding the "whereas" statement would be an amendment to the motion.

CM Helfrich said he appreciated CM Busdieker's comments but without legal review there would be a possibility of the ordinance being invalid. CM's Randall, Fitzpatrick and Walker agreed with CM Helfrich. CM Walker suggested Council vote on the existing motion. Mayor Cramblett said he hates to feel rushed but that's the position we're in. The motion passed with CM's Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett voting in favor. CM Busdieker opposed.

c. **EMS City Employee/Volunteer Program discussion.** CA Zimmerman explained to Council that employees of the City could either be paid at their rate of pay when on a call or training for the Emergency Services Department or they can volunteer and use comp time or vacation when on a call during work hours and it would be the employee's decision. CM Walker asked if CA Zimmerman had talked to the employees about it. CA Zimmerman said he has not. CM Helfrich said he would like some type of language in the policy to ensure that it is an employee decision and they would not be penalized in any way. CM Walker asked about all employees in a department attending a call and no one left to answer city emergencies. CA Zimmerman explained that the City Administrator would manage that and there has to be an approval to respond to the emergency services call. CA Zimmerman said he would bring a policy back to Council with additional language as discussed.

d. **Historic Columbia River Highway Signage.** CA Zimmerman explained that the City has received a request from the Historic Columbia River Highway Advisory Committee to change the sign design for Historic Highway 30. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve the request from HCRHC for the proposed signage and location for the designation for the Historic Highway

30. The motion passed with CM's Fitzpatrick, Randall, Helfrich, Busdieker, and Mayor Cramblett voting in favor. CM Walker abstained.

e. **Finance Committee Policy Recommendation.** CA Zimmerman said the Finance Committee is recommending Council establish a policy regarding acquiring equipment and starting new programs. CM Busdieker said she thought a policy could be based on a dollar amount. CM Randall said any new programs should be brought to Council. Mayor Cramblett said all the questions listed in the staff report are good questions. CA Zimmerman said he would write a policy and bring back to Council for their review sometime after budget.

f. **Finance Committee Procedure Recommendation.** CA Zimmerman stated that the Finance Committee is requesting some sort of report to Council so that Council is aware of the benefits from the Oregon Municipal Electric Utility membership. He said the meetings are quarterly but there can be several meetings via phone.

CM Busdieker asked about OMEU's presence at a Finance Committee meeting showing two hours of discussion. CA Zimmerman said he is the staff at the meeting and the minutes basically record the action taken at the meeting. Consensus of Council was to include OMEU meeting minutes in the Council's packets.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** JoAnn Wittenberg stated that the Friends of Cascade Locks Historical Museum will be offering free admission to the museum on May 17<sup>th</sup>. She said there is a lot of history in the museum and encouraged all to visit. She said there will be a treasure hunt and prizes.

JoAnn Wittenberg said that she would also like Council to consider Gary Munkhoff's questions that were asked at the last meeting regarding the rescue boat. She suggested Council form a committee to do the research. She suggested a three to five person committee to research, answer questions, and consider the opportunity if it arises again.

Dave Palais told the Council that the Port of Cascade Locks has approved an access for Nestlé to explore Moody Springs off of their property on Moody Road. He said Nestlé wants to see if Moody Springs might be a potential backup source for them. He said the City has 100% water right to this water source.

Mayor Cramblett said there is a lot of water that percolates from Moody Springs during big water years and runs down. He said all that water can create land movement and he would be supportive of water being pulled out. He said this would be beneficial to the City.

Dave Palais said that Nestlé is putting on the 2<sup>nd</sup> Annual Community Appreciation BBQ on May 17<sup>th</sup> from 4-6. He encouraged everyone to come enjoy dinner after visiting the museum. He said the BBQ is to thank the community for their support.

7. **Reports and Presentations.**

a. **City Committees.** None.

b. **Hood River County Sheriff.** This took place earlier in the agenda.

c. **Port of Cascade Locks – Five Port Caucus.** Port President Groves informed Council of the Five Port Caucus. He said the group consists of Port of Cascade Locks, Port of Skamania, Port of Klickitat, Port of Hood River, and Port of The Dalles. He said this group would be the lobbying group for the Columbia Gorge Region. He listed some examples of what lobbying has done for Cascade Locks. He asked for Council's support of the Five Port Caucus. There was consensus of Council to support the Five Port Caucus.

d. **City Administrator Zimmerman Report.** CA Zimmerman reported that the new dump truck had been delivered to the City. He said that he is working on collecting the information for the USDA-RUS loan application. He said at the next Council meeting the Council will inform the public of the application and the Water System Improvement Project with opportunity for public comment.

8. **Mayor and City Council Comments.** CM Fitzpatrick said the news from Dave Palais regarding Nestlé is good news. He said he saw a video at the Fire Station on Saturday and wondered if it could be played on Channel 23.

CM Helfrich said he attended the Fire Department Breakfast Saturday. He said he would like to make sure that the City's policies and anything else related say firefighter and not fireman. Mayor Cramblett said that is a good point. CA Zimmerman said the best way to take care of this is to be aware and is sure that the Personnel Handbook lists it correctly but would make changes where necessary.

CM Busdieker said, "Go Blazers!"

CM Walker said that there were 50 people that showed up for the Community Church Annual Chicken Dinner where 120 people attended the year before. He challenged citizens in the community to get reconnected with the happenings in town. He said we all need to attend the things that are going on in town.

CM Randall spoke of events happening last weekend and the coming weekend. He said he had commitments elsewhere last weekend.

Mayor Cramblett said he would take CM Walker up on his challenge. He said the grade school in Cascade Locks is active and he is going to make sure to get more active in the Cascade Locks School. He said we all still have the opportunity to put out some good students. CM Walker said there was also a report that the Potlatch numbers are declining. JoAnn Wittenberg said that CM Busdieker volunteers as a SMART reader at the school and stated that is also a way to get involved in the school. Mayor Cramblett said these are all good points and the Council needs to stay on top of each one.

Mayor Cramblett said he just returned from a 10 day trip to the Tri-Cities working on the Sternwheeler. He said the tours sold out. He said Cascade Locks is promoted heavily while in the Tri-Cities. He said people come from the Tri-Cities to Cascade Locks to ride the Sternwheeler.

9. **Other matters.** None.

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

11. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Busdieker, to adjourn. The motion was passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:35 PM.

Prepared by  
Kathy Woosley, City 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:
5/2/2014	Payroll	\$ 30,790.10
4/30/2014	A/P	\$ 97,940.89

GRAND TOTAL \$ 128,730.99

APPROVAL:

\_\_\_\_\_  
Mayor

Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4679	04/14	04/30/2014	6822	42414	American Legal Publishing Corporation	Code of Ordinances in "folio" (electronic)	0140162110	163.15
4679	04/14	04/30/2014	6822	42414	American Legal Publishing Corporation	Code of Ordinances in "folio" (electronic)	0542162110	12.07
4679	04/14	04/30/2014	6822	42414	American Legal Publishing Corporation	Code of Ordinances in "folio" (electronic)	2142162110	44.62
4679	04/14	04/30/2014	6822	42414	American Legal Publishing Corporation	Code of Ordinances in "folio" (electronic)	3142162110	51.98
4679	04/14	04/30/2014	6822	42414	American Legal Publishing Corporation	Code of Ordinances in "folio" (electronic)	5142162110	383.20
Total 4679:								655.00
4680	04/14	04/30/2014	190	CBN0006557	ASSOCIATE PARTNERS	DADNS Annual Fee	4140662730	295.00
Total 4680:								295.00
4681	04/14	04/30/2014	370	36589	BIO-MED TESTING SERVICE	Drug Testing	0140462063	40.00
Total 4681:								40.00
4682	04/14	04/30/2014	450	12071168	BRATTAIN INTL. TRUCKS, INC	seat cover for bucket truck	5140562201	46.52
4682	04/14	04/30/2014	450	12071168	BRATTAIN INTL. TRUCKS, INC	seat cover for bucket truck	5140562201	61.82
Total 4682:								15.30
4683	04/14	04/30/2014	590	0022172-IN	CARSON OIL COMPANY	fuel	5140562200	53.89
Total 4683:								53.89
4684	04/14	04/30/2014	6853	41414	Cascade Locks Business Association	Purchase of Bike Racks	0840562115	2,775.00
Total 4684:								2,775.00
4685	04/14	04/30/2014	790	313470082 4	CENTURYLINK	City Hall Phones	0140162050	85.40
4685	04/14	04/30/2014	790	313470082 4	CENTURYLINK	City Hall Phones	2142162020	113.74
4685	04/14	04/30/2014	790	313470082 4	CENTURYLINK	City Hall Phones	3142162050	62.79
4685	04/14	04/30/2014	790	313470082 4	CENTURYLINK	City Hall Phones	5142162050	96.88
4685	04/14	04/30/2014	790	313785538 4	CENTURYLINK	telemetry	2140562050	141.45
4685	04/14	04/30/2014	790	313785538 4	CENTURYLINK	telemetry	3140562050	94.30
4685	04/14	04/30/2014	790	313891134 4	CENTURYLINK	Emergency After Hours	5140562050	68.85
4685	04/14	04/30/2014	790	314228414 4	CENTURYLINK	Lift Station	3140562050	39.72

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4685:								
4686	04/14	04/30/2014	820	58917	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,250.00
Total 4686:								7,250.00
4687	04/14	04/30/2014	1060	LIONS 41514	COLUMBIA GORGE LIONS CLUB	Full Page Ad for Sternwheeler Days	0140862022	250.00
Total 4687:								250.00
4688	04/14	04/30/2014	1120	A55188	COLUMBIA HARDWARE, LLC	Misc supplies	5140562200	5.47
4688	04/14	04/30/2014	1120	A55686	COLUMBIA HARDWARE, LLC	Misc supplies	0540562440	72.93
4688	04/14	04/30/2014	1120	B68320	COLUMBIA HARDWARE, LLC	Misc supplies	0540562440	30.83
Total 4688:								109.23
4689	04/14	04/30/2014	1530	9217 APRIL	DISH NETWORK	Programming	4140562740	400.00
Total 4689:								400.00
4690	04/14	04/30/2014	2570	4141008	HOOD RIVER NEWS	Notice of Budget Comm Meeting	0140162030	14.25
4690	04/14	04/30/2014	2570	4141008	HOOD RIVER NEWS	Notice of Budget Comm Meeting	0140262030	14.11
4690	04/14	04/30/2014	2570	4141008	HOOD RIVER NEWS	Notice of Budget Comm Meeting	2142162030	4.27
4690	04/14	04/30/2014	2570	4141008	HOOD RIVER NEWS	Notice of Budget Comm Meeting	3142162030	3.76
4690	04/14	04/30/2014	2570	4141008	HOOD RIVER NEWS	Notice of Budget Comm Meeting	5142162030	11.61
4690	04/14	04/30/2014	2570	4141009	HOOD RIVER NEWS	Public Hearing Notice SRS	0140162030	13.05
4690	04/14	04/30/2014	2570	4141009	HOOD RIVER NEWS	Public Hearing Notice SRS	0140262030	12.94
4690	04/14	04/30/2014	2570	4141009	HOOD RIVER NEWS	Public Hearing Notice SRS	2142162030	3.92
4690	04/14	04/30/2014	2570	4141009	HOOD RIVER NEWS	Public Hearing Notice SRS	3142162030	3.45
4690	04/14	04/30/2014	2570	4141009	HOOD RIVER NEWS	Public Hearing Notice SRS	5142162030	10.64
Total 4690:								92.00
4691	04/14	04/30/2014	4910	300164206	Joseph McLaughlin	Refund Deposit	51211130	120.03
Total 4691:								120.03
4692	04/14	04/30/2014	3070	1500172194	LES SCHWAB TIRE CENTER	truck tire	5140562200	238.35
4692	04/14	04/30/2014	3070	1500172194	LES SCHWAB TIRE CENTER	truck tire	5140662200	158.89

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4692:								
4693	04/14	04/30/2014	3160	41714	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	9.51
4693	04/14	04/30/2014	3160	41714	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140262010	.94
4693	04/14	04/30/2014	3160	41714	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462540	43.27
4693	04/14	04/30/2014	3160	41714	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0542162010	.25
4693	04/14	04/30/2014	3160	41714	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2142162010	4.74
4693	04/14	04/30/2014	3160	41714	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	3142162010	4.70
4693	04/14	04/30/2014	3160	41814	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5142162010	20.72
4693	04/14	04/30/2014	3160	41814	MARIANNE BUMP/PETTY CASH	cable for sensus meter	2142162010	12.50
4693	04/14	04/30/2014	3160	42414	MARIANNE BUMP/PETTY CASH	ambulance license fee	5142162010	12.49
4693	04/14	04/30/2014	3160	42514	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0540562860	77.00
Total 4693:								
								216.12
4694	04/14	04/30/2014	6877	USH-001059	McFarland Cascade Holdings, Inc.	Utility Poles	5130543701	9,022.98
Total 4694:								
								9,022.98
4695	04/14	04/30/2014	3360	41814	Megan Webb	Reimburse Mileage	2142162020	5.60
4695	04/14	04/30/2014	3360	41814	Megan Webb	Reimburse Mileage	5140562020	5.60
Total 4695:								
								11.20
4696	04/14	04/30/2014	6885	MILLIUS 426	Millius Estate Services	Appraisal Services	0840562161	200.00
Total 4696:								
								200.00
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	0140162020	3.77
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	0140462630	85.42
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	0540562420	800.44
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	0840562020	.99
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	2140562630	297.01
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	2142162020	1.12
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	3140562530	165.81
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	3142162020	.80
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	5140562200	438.78
4697	04/14	04/30/2014	4020	ME114035	ODOT-FUEL SALES	Fuel	5140662200	292.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4697	04/14	04/30/2014	4020	ME114035	ODOOT-FUEL SALES	Fuel	5142162020	3.23
Total 4697: 2,089.87								
4698	04/14	04/30/2014	4530	8915294	PAPE MACHINERY	the rod assembly	5140562201	369.40
Total 4698: 369.40								
4699	04/14	04/30/2014	6780	18121296	Ricoh Americas Corporation	Lease	0140162120	58.10
4699	04/14	04/30/2014	6780	18121296	Ricoh Americas Corporation	Lease	0540562120	36.85
4699	04/14	04/30/2014	6780	18121296	Ricoh Americas Corporation	Lease	2142162120	36.85
4699	04/14	04/30/2014	6780	18121296	Ricoh Americas Corporation	Lease	3142162120	30.57
4699	04/14	04/30/2014	6780	18121296	Ricoh Americas Corporation	Lease	5142162121	74.43
Total 4699: 236.80								
4700	04/14	04/30/2014	5510	8029494248	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	19.91
4700	04/14	04/30/2014	5510	8029494248	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	1.97
4700	04/14	04/30/2014	5510	8029494248	STAPLES CONTRACT & COMMERCIA	Office Supplies	0542162010	.51
4700	04/14	04/30/2014	5510	8029494248	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	9.91
4700	04/14	04/30/2014	5510	8029494248	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	9.83
4700	04/14	04/30/2014	5510	8029494248	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	43.32
Total 4700: 85.45								
4701	04/14	04/30/2014	6070	884117	TWGW, INC NAPA AUTO PARTS	Bail Joint	5140562201	99.00
Total 4701: 99.00								
4702	04/14	04/30/2014	6110	APRIL 2014	U.S. POSTAL SERVICE	UB Postage	0542162055	7.48
4702	04/14	04/30/2014	6110	APRIL 2014	U.S. POSTAL SERVICE	UB Postage	2142162055	31.85
4702	04/14	04/30/2014	6110	APRIL 2014	U.S. POSTAL SERVICE	UB Postage	3142162055	48.46
4702	04/14	04/30/2014	6110	APRIL 2014	U.S. POSTAL SERVICE	UB Postage	5142162055	189.13
Total 4702: 276.92								
4301401	04/14	04/30/2014	440	MAR14-PWR	BPA	March Power Bill	5140562820	52,142.00
4301401	04/14	04/30/2014	440	MAR14-PWR	BPA	March Power Bill	5140662820	9,294.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4301401:								
4301402	04/14	04/30/2014	440	MAR14-TRN	BPA	March Transmission Bill	5140562821	8,822.00 M
4301402	04/14	04/30/2014	440	MAR14-TRN	BPA	March Transmission Bill	5140662821	1,512.00 M
Total 4301402: 10,334.00								
4301403	04/14	04/30/2014	6080	MARCH 201	U S BANK	Bank Fees	0140162110	67.48 M
4301403	04/14	04/30/2014	6080	MARCH 201	U S BANK	Bank Fees	0542162110	4.99 M
4301403	04/14	04/30/2014	6080	MARCH 201	U S BANK	Bank Fees	2142162110	18.45 M
4301403	04/14	04/30/2014	6080	MARCH 201	U S BANK	Bank Fees	3142162110	21.49 M
4301403	04/14	04/30/2014	6080	MARCH 201	U S BANK	Bank Fees	5142162110	158.47 M
Total 4301403: 270.88								
4301404	04/14	04/30/2014	6090	APRIL 2014	U S BANK CC	EMT ReCerts	0540562860	30.00 M
4301404	04/14	04/30/2014	6090	APRIL 2014	U S BANK CC	CATV Parts	4140562560	24.48 M
Total 4301404: 54.48								
4301405	04/14	04/30/2014	6090	APRIL 2014	U S BANK CC	tools	5140562201	59.98 M
Total 4301405: 59.98								
4301406	04/14	04/30/2014	6090	APRIL 2014	U S BANK CC	ipad data plan	0540562050	14.99 M
4301406	04/14	04/30/2014	6090	APRIL 2014	U S BANK CC	background check	0540562110	10.00 M
Total 4301406: 24.99								
Grand Totals: 97,940.89								

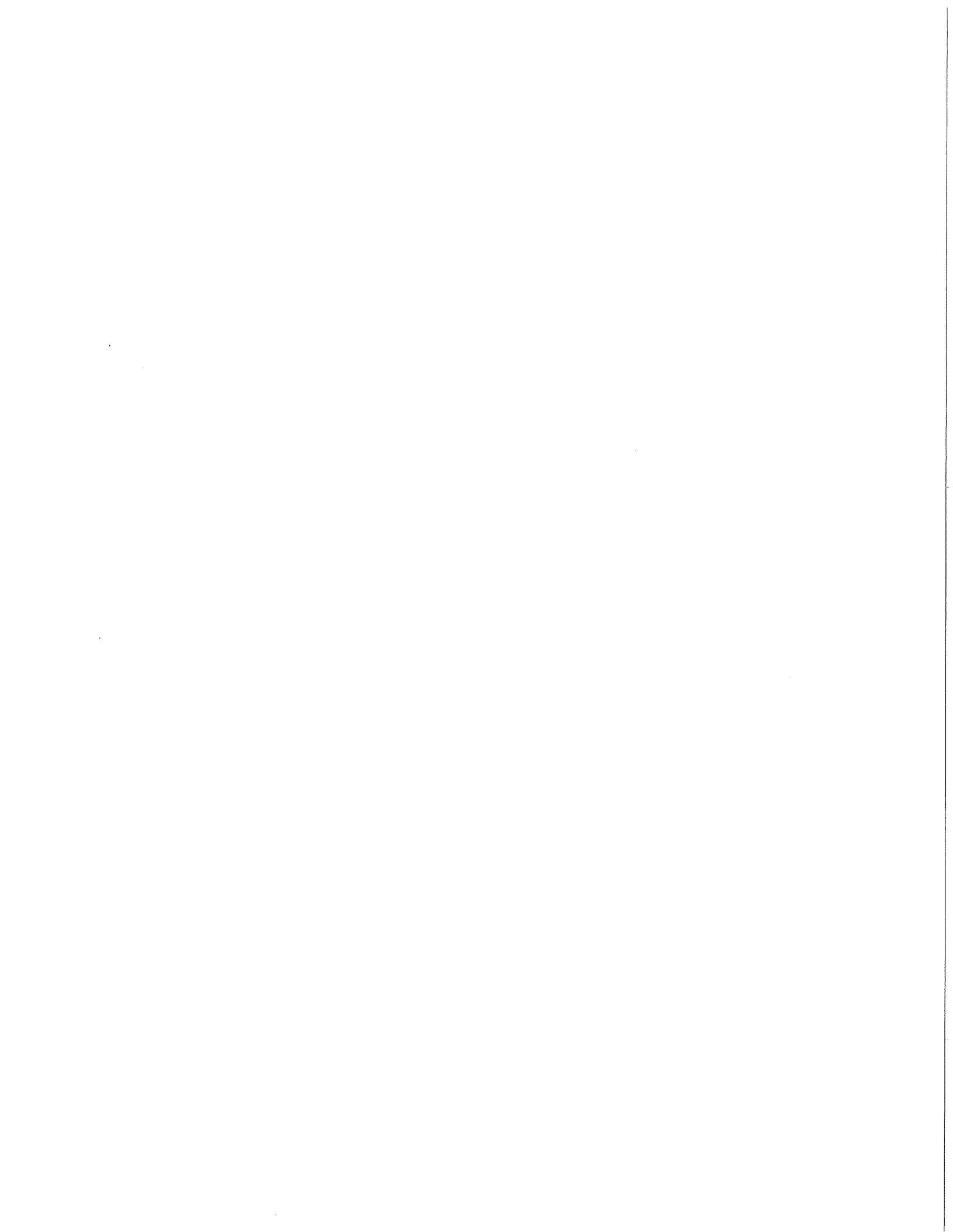
Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	883.27-	883.27-
01-401-62010	29.42	.00	29.42
01-401-62020	3.77	.00	3.77
01-401-62030	27.30	.00	27.30
01-401-62050	85.40	.00	85.40
01-401-62110	230.63	.00	230.63
01-401-62120	58.10	.00	58.10
01-402-62010	2.91	.00	2.91
01-402-62030	27.05	.00	27.05
01-404-62063	40.00	.00	40.00
01-404-62530	85.42	.00	85.42
01-404-62540	43.27	.00	43.27
01-408-62022	250.00	.00	250.00
05-21010	.00	1,098.34-	1,098.34-
05-405-62050	14.99	.00	14.99
05-405-62110	10.00	.00	10.00
05-405-62120	36.85	.00	36.85
05-405-62420	800.44	.00	800.44
05-405-62440	103.76	.00	103.76
05-405-62860	107.00	.00	107.00
05-421-62010	.76	.00	.76
05-421-62055	7.48	.00	7.48
05-421-62110	17.06	.00	17.06
08-21010	.00	2,975.99-	2,975.99-
08-405-62020	.99	.00	.99
08-405-62115	2,775.00	.00	2,775.00
08-405-62161	200.00	.00	200.00
21-21010	.00	756.03-	756.03-
21-405-62050	141.45	.00	141.45
21-405-62150	30.00	.00	30.00
21-405-62530	297.01	.00	297.01
21-421-62010	27.15	.00	27.15
21-421-62020	120.46	.00	120.46
21-421-62030	8.19	.00	8.19
21-421-62055	31.85	.00	31.85
21-421-62110	63.07	.00	63.07
21-421-62120	36.85	.00	36.85
31-21010	.00	7,784.64-	7,784.64-

GL Account	Debit	Credit	Proof
31-405-62050	131.02	.00	131.02
31-405-62530	165.81	.00	165.81
31-405-62700	7,250.00	.00	7,250.00
31-421-62010	14.53	.00	14.53
31-421-62020	.80	.00	.80
31-421-62030	7.21	.00	7.21
31-421-62050	62.79	.00	62.79
31-421-62055	48.46	.00	48.46
31-421-62110	73.45	.00	73.45
31-421-62120	30.57	.00	30.57
41-21010	.00	719.48-	719.48-
41-405-62560	24.48	.00	24.48
41-405-62740	400.00	.00	400.00
41-406-62730	295.00	.00	295.00
51-21010-	46.52	83,769.66-	83,723.14-
51-21130	120.03	.00	120.03
51-305-46701	9,022.98	.00	9,022.98
51-405-62020	5.60	.00	5.60
51-405-62050	68.85	.00	68.85
51-405-62200	736.49	.00	736.49
51-405-62201	590.20	46.52-	543.68
51-405-62820	52,142.00	.00	52,142.00
51-405-62821	8,822.00	.00	8,822.00
51-406-62200	451.39	.00	451.39
51-406-62820	9,294.00	.00	9,294.00
51-406-62821	1,512.00	.00	1,512.00
51-421-62010	76.53	.00	76.53
51-421-62020	3.23	.00	3.23
51-421-62030	22.25	.00	22.25
51-421-62050	96.88	.00	96.88
51-421-62055	189.13	.00	189.13
51-421-62110	541.67	.00	541.67
51-421-62121	74.43	.00	74.43
<b>Grand Totals:</b>	<b>98,033.93</b>	<b>98,033.93-</b>	<b>.00</b>

GL Account	Debit	Credit	Proof
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Report Criteria:  
Report type: GL detail



AGENDA ITEM NO: 3C

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** May 5, 2014

**For City Council Meeting on:** May 12, 2014

**TO:** Honorable Mayor and City Council

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

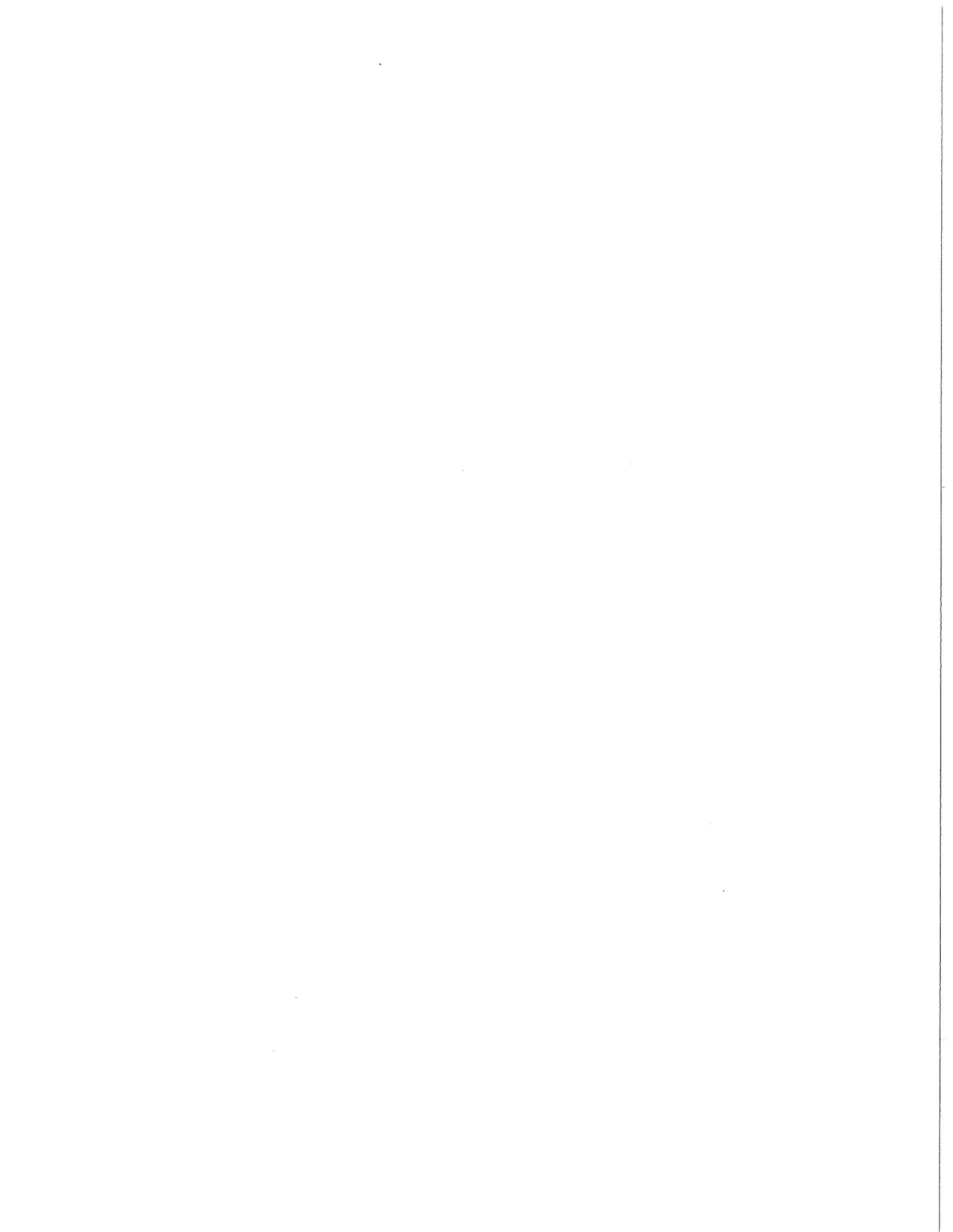
**SUBJECT:** Approve \$5000 for CGRA Sponsorship

**SYNOPSIS:** As we have done in the past, the Tourism Committee has approved sending \$5,000 to Columbia Gorge Racing Association (CGRA) for the City to co-sponsor the sailing season. This co-sponsorship has been routinely approved in the past. The Tourism Committee is acting in this regard as a tourism marketing organization (which they are). Since the tourism budget labeled this line item a special event promotion and since the check is over the City Administrator limit of signing authority, I am asking for approval for this expenditure.

**CITY COUNCIL OPTIONS:** Approve or rejection the authorization of this expenditure.

**RECOMMENDED MOTION:** "I move to approve the sponsorship of the CGRA by the Tourism Committee for 2014."

**Financial Review and Status:** The expenditure is in the Tourism Budget.



City of Cascade Locks  
P.O. Box 308  
140 WaNaPa Street  
Cascade Locks, OR 97014

# CHECK REQUEST

PAYABLE TO:

CHECK AMOUNT:

\$5000.00

Name:

BILL SYMER - CGRA

Address:

City:

State:

Zip:

REASON:

COSPONSORSHIP OF

Charge Account:

08.405.02170

SAILING EVENTS

APPROVED IN THE BUDGET UNDER DURING

SPECIAL PROMOTIONAL EVENTS.

MILEAGE CLAIM: YES or NO

Date of Trip:

Destination:

Total Mileage: Multiply by = TOTAL:

REQUESTED BY:

Date:

## SPECIAL INSTRUCTIONS:

MAIL CHECK TO REQUESTOR:

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

MAIL WITH ATTACHMENT:

GIVE CHECK TO REQUESTOR:

OTHER:

DEPARTMENTAL APPROVALS:

Approved By:



Date:

Approved By:

Date:



**Columbia  
Gorge  
Racing  
Association**

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**433 N. THOMPSON STREET  
PORTLAND, OR 97227  
WWW.CGRA.ORG**

April 23, 2014

Gordon Zimmerman, City Manager  
City of Cascade Locks  
PO Box 308 / 140 SW WaNaPa St.  
Cascade Locks, OR 97014

**BOARD OF DIRECTORS**

**Dave Cannard**  
*President*

**George Yioulos**  
*Vice President*

**Sasha Ackler**  
*Secretary*

**David Jursik**  
*Treasurer*

**Chris Brown**  
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**Don Haight**  
*Cascade Locks, OR*

**David Patterson**  
*Portland, OR*

**Kerry Poe**  
*Portland, OR*

**John Purdy**  
*Tigard, OR*

**Bill Symes**  
*Portland, OR*

Dear Gordon,

On behalf of the board of directors of the Columbia Gorge Racing Association, I am respectfully submitting our request for tourism grant funding for the 2013-2014 fiscal year.

CGRA has again put together an ambitious schedule of events for the upcoming sailing season. We will be hosting weekly community sailing activities, five training clinics for youth and adult competitors, and nine major regattas, including the 2014 Laser Masters North American Championship, which is likely to attract upwards of 100 master (over 35) sailors and their families to Cascade Locks for a week in July. You can see our complete event schedule at [www.cgra.org](http://www.cgra.org).

We are again proposing a partnership with the City of Cascade Locks as our primary title sponsor for the season. Our grant request for \$5,000 will help fund some of the expenses of promoting and conducting these events, including marketing, media relations, supplies, meals, participant awards and souvenirs.

We appreciate the support we've received from the City and the Tourism Committee over the past several years. It has been instrumental in our success attracting sailors from around the world to experience this extraordinary venue. Please let me know if you have any questions or require further information. I can be reached anytime at [bill@cgra.org](mailto:bill@cgra.org) or by phone at 503-516-1563.

Sincerely,

*Bill Symes*

Bill Symes  
Director, CGRA

*The Columbia Gorge Racing Association is a registered 501(c)3 organization (tax ID #93-1279631). Your donation is fully tax deductible to the extent allowed by law. Please retain this letter as documentation of your donation for tax purposes.*

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: May 5, 2014**

**For City Council Meeting on: May 12, 2014**

**TO: Honorable Mayor and City Council**

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

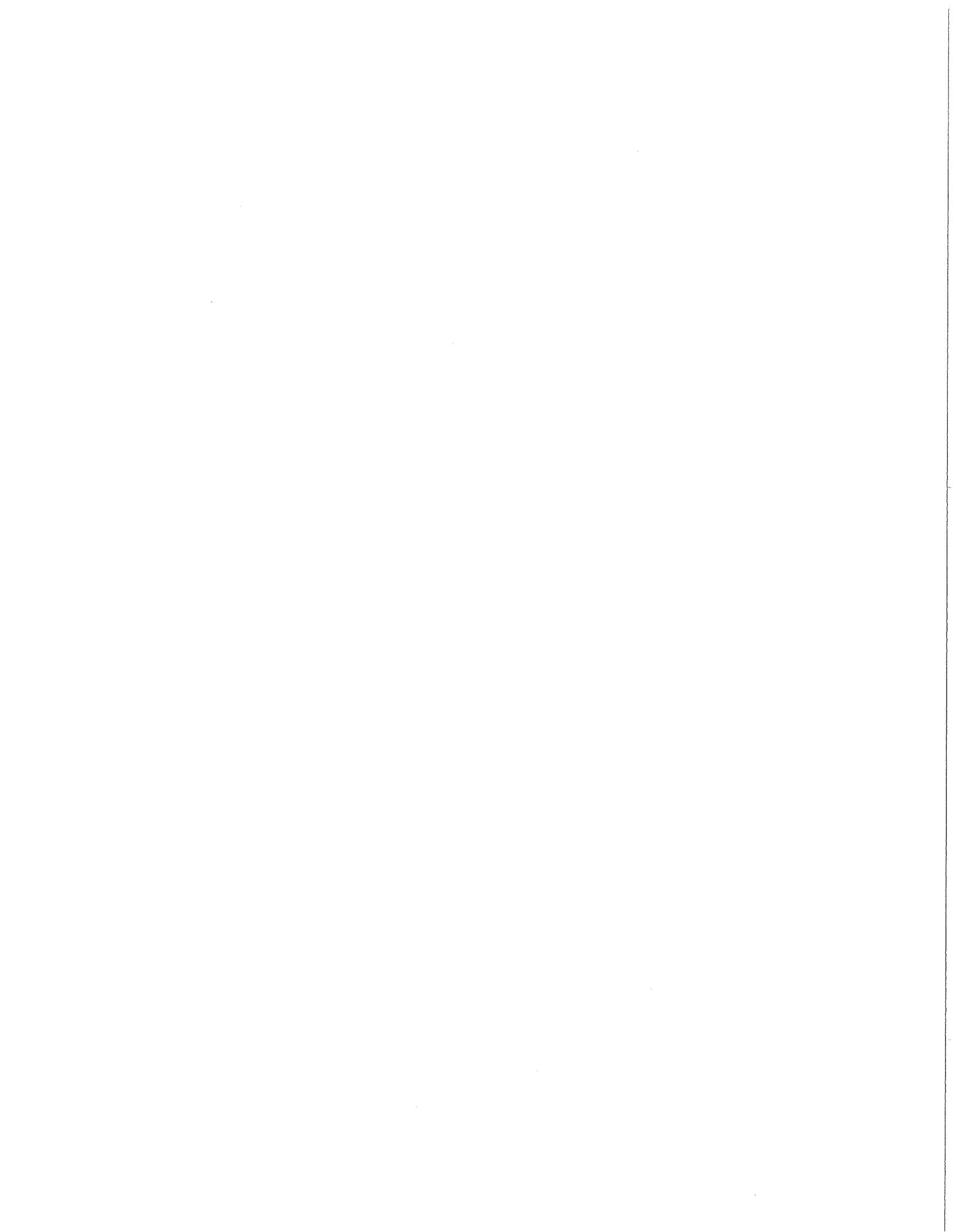
**SUBJECT: Cancel or Reschedule May 26 Council Meeting**

**SYNOPSIS:** The next Council meeting is scheduled for May 26, Memorial Day.

**CITY COUNCIL OPTIONS:**

1. Cancel the May 26 meeting.
2. Reschedule the meeting to May 27.

**RECOMMENDED MOTION:** Council decision.



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**STAFF REPORT**

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**Date Prepared: 04-29-14**

**For City Council Meeting on: 05/12/14**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Captain Jesse Metheny**

**APPROVED BY: City Administrator Gordon Zimmerman**

**SUBJECT: Emergency Access Resolution #1299**

**SYNOPSIS:** The City has in recent past enforced an Oregon Fire Code (506.1) provision that is optional according to OSFC, requiring business owners to install a lock box for fire dept emergency access. We would like to give the business owner the option to voluntarily participate in this program in certain circumstances. Those who wish to participate, whether residential or commercial, could prevent damage caused by forcible entry, as well as speed access during emergency situations into their business, home or industrial area by purchasing an approved lock box. Those who wish to not participate would thereby be responsible for damage caused during forcible entry absolving the City of liability associated with forcible entry during emergency situations.

**CITY COUNCIL OPTIONS:** (List all the options available to the City Council. Include "Do nothing" and "develop a city council solution").

1. Approve Resolution 1299 as stated.
2. Develop a new City Council solution.
3. Take no action.

**RECOMMENDATION:** Approve Resolution 1299 establishing a policy for Emergency access and use of Lock Boxes.

**BACKGROUND INFORMATION:**

Previous administrations have required these lock boxes be placed at all businesses within the city limits. There has been moderate compliance with approximately 60% of businesses in town having these approved lock boxes installed. Many business owners have expressed a desire to have the choice of risking damage to their facility, gate, or entry doors as opposed to being required to purchase a lock box and maintain the keys inside to access their structure. The cost of

these approved lock boxes is about \$250.00 depending on exactly which style you prefer as there are several options.

It seems reasonable and prudent in certain circumstances to allow the business owner to decide on this matter. A small coffee shop or low occupancy gift shop could decide for themselves whether to risk having their front door forced open, or to provide a lock box for emergency access. This OSFC requirement will still be enforced on high occupancy structures, large facilities, restricted access gates, or anywhere that the Fire Code Official deems necessary for rapid emergency access such as a school.

Having this resolution in place absolves the City of the legal or civil liabilities of forcible entry operations necessary for the protection of life and property. The business owners who refuse to provide emergency access through participating in our lock box program will take on the liability and cost incurred during forcible entry.

The lock boxes used by the City are called Knox Boxes. They are a reputable company and access is very secure. You must have fire department building access, engine access, and be provided a special code for key access assigned to each officer to use the system. This access is only provided to ranking officers in the department. Every time access is gained to the key box it is logged into the system and identified by each officer's code for security and accountability tracking. Many other cities use this same system including Hood River. Some cities require 100% compliance and some have taken a high risk only approach, requiring Knox boxes on certain structures.

**Oregon State Fire Code Section 506 attached.**

**Reference:**

**Knox Company**

**<http://www.knoxbox.com>**

## **RESOLUTION NO. 1299**

### **A RESOLUTION ESTABLISHING A POLICY FOR FIRE, AMBULANCE AND EMERGENCY ENTRY INTO RESIDENTIAL, BUSINESSES, COMMERCIAL, OR INDUSTRIAL STRUCTURES**

**WHEREAS**, the City operates fire, ambulance and emergency service for persons who are in need of emergency services, or for the protection of life and property; and

**WHEREAS**, the City could incur substantial liabilities during forcible entry operations of said fire, ambulance and emergency services; and

**WHEREAS**, it is the policy of the City that such forcible entry operations necessary for the protection of life and property shall not render the City responsible for damages caused during forcible entry; and

**WHEREAS**, alternative methods for structure entry have been recommended to the property owners;

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

#### **SECTION 1. Necessary to save lives and property.**

In the course of fire and life safety activities performed by the Emergency Services Department forcible entry of a structure is at times necessary. The Fire Officer on scene will make the determination if access to a structure must be gained. If the determination is made that access must be gained due to a reasonable suspicion of threat to life, property, or the environment the emergency crew will use whatever means necessary and reasonable to gain access.

#### **SECTION 2. Recommendation to willing property owners to provide lock boxes for Emergency Services Department access.**

The property owners of any commercial or residential property including businesses, public buildings, industrial structures, or access gates, are advised to install a lock box, obtained through the Emergency Services Department, including access keys to the structure. The Emergency Services Department offers these lock boxes at cost to any desiring citizen or property owner. The lock boxes used are extremely secure and every use of access is electronically tracked for accountability. Only a select few officers of the Emergency Department will have access to these keys. The installation of this lock box along with the proper access keys being located within will prevent costly damage due to forced entry access. **The lock box may still be required for a structure if the Fire Code Official deems it necessary under Oregon State Fire Code Section 506.1.**

#### **SECTION 3. Right of forcibly access during emergencies.**

The Emergency Services Department reserves the right to access any structure, gate, or secured access point necessary in the pursuit of fire and life safety for any associated emergency. Any property owner that does not have a City approved lock box including keys for access shall be responsible for any damages incurred to their property during forced entry. The City shall not be liable for damages incurred while using whatever means deemed necessary when a reasonable suspicion of a threat to life, property, or the environment exists. The City shall act in due regard for the safety and security of the property owner including, notification, or re-securing of the property when contact cannot be made with the property owner. The City shall not be held liable for any subsequent damage, vandalism, or theft to a property after forcing access at a structure or controlled access point.

**SECTION 4. Effective Date.** This resolution shall become effective 30 days after adoption by the City Council and approval by the Mayor.

**SECTION 3. Expiration.** This resolution shall remain in effect until repealed by the City Council.

**ADOPTED** by the City Council this 12<sup>th</sup> day of May, 2014.

**APPROVED** by the Mayor this 12<sup>th</sup> day of May, 2014.

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Tom Cramblett, Mayor

ATTEST:

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Kathy Woosley, City Recorder

AGENDA ITEM NO: 5d

## CASCADE LOCKS STAFF REPORT

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Date Prepared: May 5, 2014

For City Council Meeting on: May 12, 2014

TO: Honorable Mayor and City Council

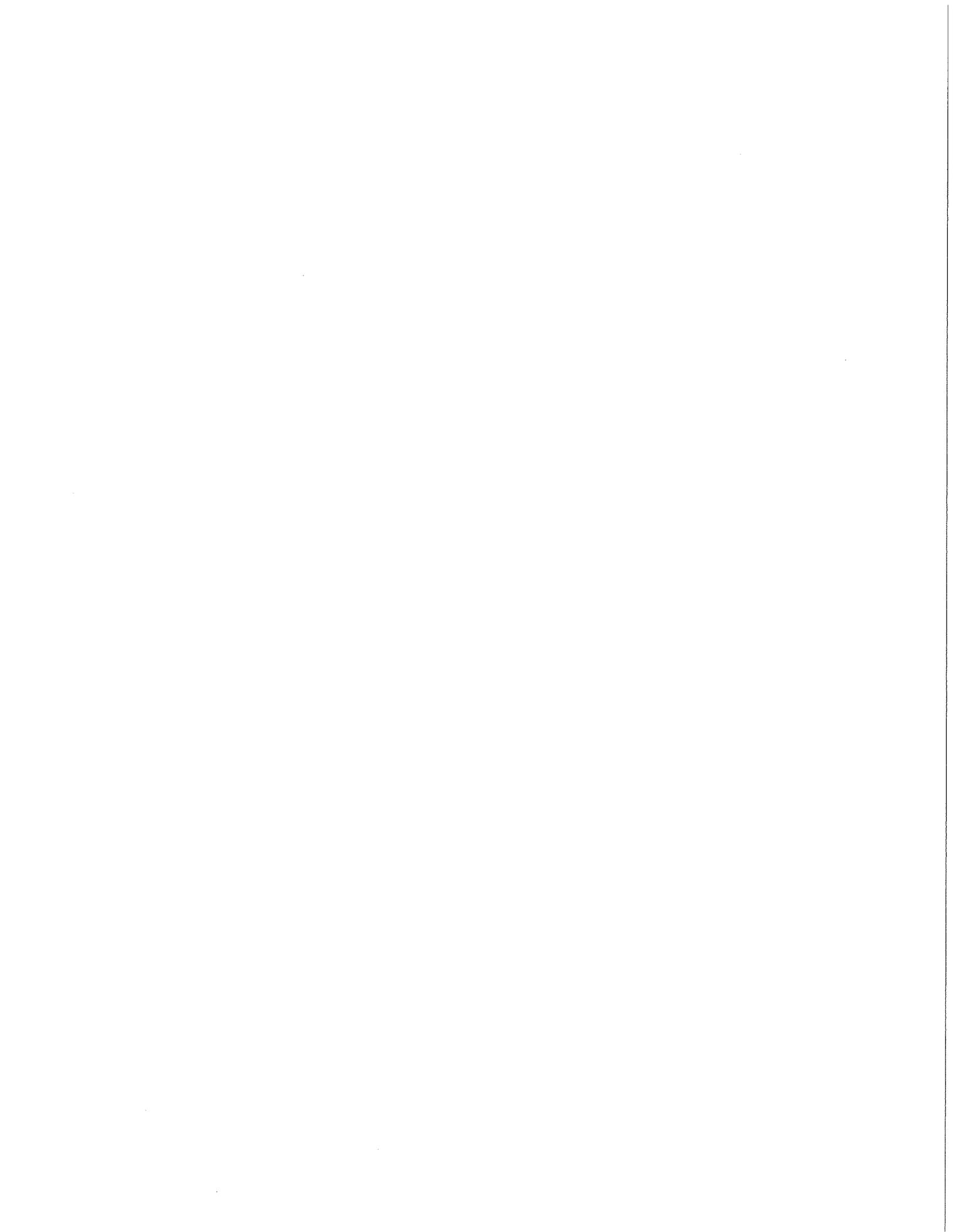
PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution No. 1300 Establishing an EMS City Employee/Volunteer Program

**SYNOPSIS:** As we have discussed in previous meetings, the City is desirous to increase the amount of EMS volunteers available for emergencies during the normal business hours since the volunteers are usually at their normal day jobs. This policy is designed to guide the city in order to maintain compliance with the Federal Fair Labor Standards Act (FLSA). Upon adoption this policy will be included in the next edition of the Employee Personnel Handbook.

**CITY COUNCIL OPTIONS:** Approve, modify or reject the proposed resolution and policy.

**RECOMMENDED MOTION:** "I move to approve Resolution No. 1300 adopting an EMS City Employee/Volunteer Program."



**RESOLUTION NO. 1300**

**A RESOLUTION ESTABLISHING A POLICY FOR AN EMS CITY EMPLOYEE/VOLUNTEER PROGRAM**

**WHEREAS**, the City operates fire, ambulance and emergency service for persons who are in need of emergency services, or for the protection of life and property; and

**WHEREAS**, the volunteers are generally available in the evenings and on weekends when they are not at their usual employment; and

**WHEREAS**, the City wants to increase the amount of daytime volunteers available to help in emergency situations; and

**WHEREAS**, the employment policies of the City may conflict with the Fair Labor Standards Acts of the Federal Government; and

**WHEREAS**, the City wishes to encourage or at least, not penalize, employees who desire to volunteer for the Emergency Services Department; Now

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

**SECTION 1. Adopt EMS City Employee/Volunteer Program**

The attached policy should be adopted now and included in the Employee Personnel Handbook during the next revision.

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

**SECTION 3. Expiration.** This resolution shall remain in effect until repealed by the City Council.

**ADOPTED** by the City Council this 12<sup>th</sup> day of May, 2014.

**APPROVED** by the Mayor this 12<sup>th</sup> day of May, 2014.

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

ATTEST:

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

## EMS City Employee/Volunteer Program

**Purpose:** As with most departments our emergency service (firefighter and paramedic) volunteers have jobs which take them out of the City during normal working hours. When emergency services are required during those normal working hours, our volunteers are not available to respond. In an effort to increase the workforce during normal working hours, the City of Cascade Locks offers our employees the opportunity to be trained as a Firefighter/EMS Responder to supplement the available EMS volunteers. There are two options for the employees who wish to participate. Employees shall not be required to participate. It is strictly voluntary.

### Option 1: Employees Responding During Normal Working Hours Only

**Policy:** Any City employee desiring to participate with the EMS Department will be allowed to schedule training by City EMS personnel for an average of one and a half hours per week during the employee's normal work schedule. The personnel services cost for the training time and for any response time during normal work hours after training will be borne by the employee's originating department. The employee shall not respond outside of normal work hours or remain on duty outside of normal work hours unless necessary. If the employee is required to remain on duty beyond normal working hours, the time will be compensable and subject to overtime. The cost for any equipment for the employee will be covered by the normal EMS Department budget, as with any volunteer. Employees responding to emergencies must have their supervisor's permission to respond during normal working hours, which will not be unduly withheld.

### Option 2: Volunteers for the EMS Department

**Policy:** Any City employee who wishes to join the regular firefighter volunteers will train during the normal training schedule of the volunteers. All training will be done after normal work hours. If the employee responds to emergency situations during normally scheduled work hours, they must account for the time away from the job through regular paid time off such as vacation hours or comp time. The cost for any equipment for the volunteer will be covered by the normal EMS Department budget, as with any other volunteer. Employees responding to emergencies must have their supervisor's permission to respond during normal working hours, which will not be unduly withheld.

These policies are built on the following foundations contained in the Personnel Handbook:

#### Cooperation and Teamwork

We believe that teamwork is the foundation of a successful employment relationship. As one member of our team, you can expect to be treated with courtesy and respect by other members of the team. Likewise, you are expected to be cooperative, polite and positive in relations with co-workers, supervisors, the public and others you come into contact with

through your employment. Remember that when an individual goes to work for the City of Cascade Locks, that person becomes a part of our collective team. We strongly endorse teamwork and cooperation as independent job requirements.

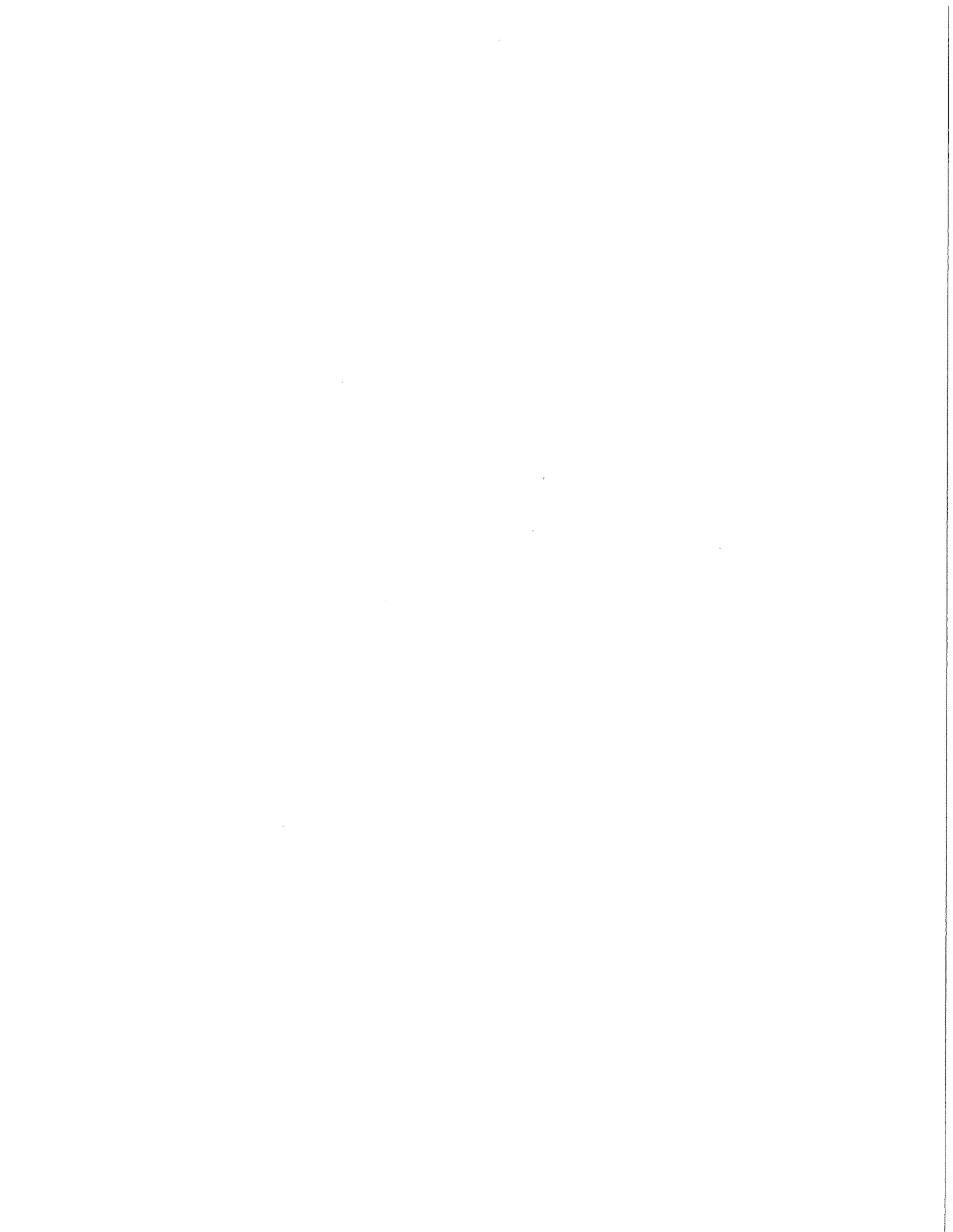
#### Temporary Assignment

The City has the right to temporarily assign an employee to any position, in any department, when it is deemed by the City Administrator to be in the best interest of the City.

#### Changes in Work Schedules and Hours

The City needs to remain flexible in order to respond to the changing public needs. Consequently, we reserve the right to change the schedules and hours of all or any part of our work force to provide for efficient and uninterrupted service. Although we are interested in providing our employees with a stable work schedule, our ability to do so depends on our assessment of work needs and financial conditions.

May 12, 2014



AGENDA ITEM NO: 5e

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** May 5, 2014

**For City Council Meeting on:** May 12, 2014

**TO:** Honorable Mayor and City Council

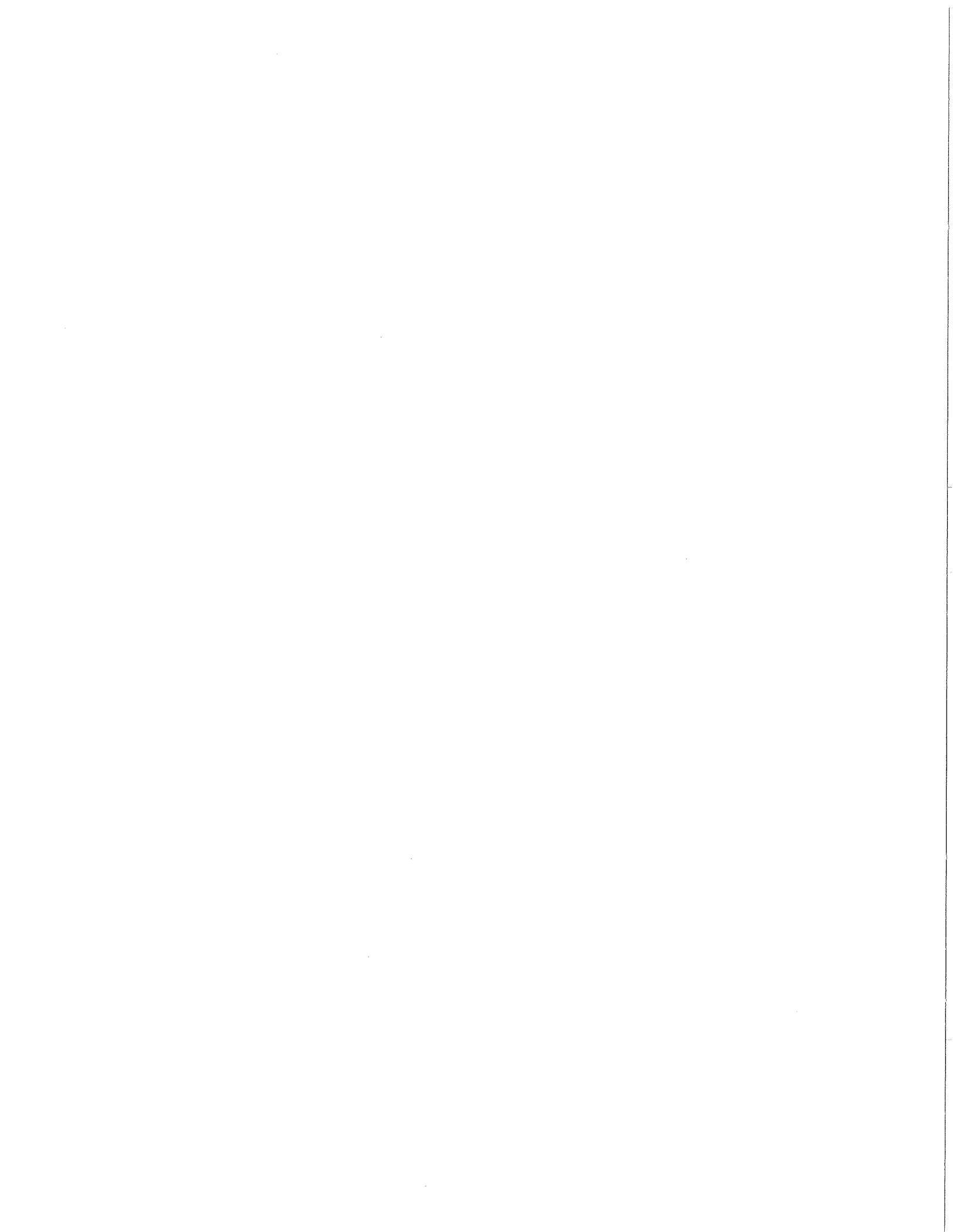
**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Approve Resolution No. 1301 Adopting Fair Housing Standards

**SYNOPSIS:** As part of the process for the Wastewater Master Plan Community Development Block Grant (CDBG), the City must renew its commitment to fair housing. The attached resolution updates the Fair Housing Resolution adopted in 1993.

**CITY COUNCIL OPTIONS:** The Council must reaffirm the fair housing policies it has approved several times in the past.

**RECOMMENDED MOTION:** "I move to approve Resolution No. 1301 adopting a Fair Housing Policy."



**RESOLUTION NO. 1301**

**A RESOLUTION ADOPTING A FAIR HOUSING POLICY; AND REPEALING RESOLUTION NO. 673.**

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

**SECTION 1. Sale or Rental of Housing.** LET IT BE KNOWN TO ALL PERSONS of the City of Cascade Locks that discrimination in the sale, rental lease, advertising of sale, rental or lease, financing of housing or land to be used for construction of housing, or in the provision of brokerage or rental services because of race, color, religion, sex, disability (physical or mental), familial status (children) or national origin is prohibited by Title VIII of the federal Fair Housing Amendments Act of 1988. It is the policy of the City of Cascade Locks to support the Fair Housing Amendments Act of 1988 and to implement a Fair Housing Program to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, disability (physical and mental), familial status (1. children, 2. actual or perceived sexual orientation, gender identity or marital status or its members), or national origin.

**SECTION 2. Complaints.** BE IT RESOLVED that within the resources available to the City of Cascade Locks through city, county, state, federal and community volunteer sources, the City will assist all persons who feel they have been discriminated against because of race, color, religion, sex, disability (physical and mental), familial status (children) or national origin in the process of filing a complaint with the Oregon Civil Rights Division or the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division, that they may seek equity under federal and state laws.

**SECTION 3. Advertising of Policy.** BE IT FURTHER RESOLVED that the City shall publicize this Resolution and through this publicity shall cause real estate brokers and sellers, private home sellers, rental owners, real property managers, real estate and rental advertisers, lenders, builders, developers, home buyers and home or apartment renters to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances.

THE FAIR HOUSING PROGRAM, for the purpose of informing those affected of their respective responsibilities and rights concerning Fair Housing law and complaint procedures, will at a minimum include, but not be limited to: 1) the printing, publicizing and distribution of this Resolution; 2) the distribution of posters, flyers, pamphlets and other applicable Fair Housing information provided by local, state and federal sources, through local media of community contacts; and 3) the publicizing of locations where assistance will be provided to those seeking to file a discrimination complaint.

**SECTION 4. Repeal of Prior Resolutions.** City of Cascade Locks Resolution No. 673 is hereby repealed.

**SECTION 5. Effective Date.** This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**SECTION 6. Expiration.** This resolution shall remain in effect until repealed by the Council.

ADOPTED by the City Council this 12th day of May, 2014.

APPROVED by the Mayor this 12th day of May, 2014.

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

ATTEST:

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

A RESOLUTION ADOPTING A FAIR HOUSING POLICY; AND REPEALING RESOLUTION NO. 586.

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

Section 1. Sale or Rental of Housing. Discrimination in the sale, rental, lease, advertising of sale, rental or lease, financing of housing or land to be used for construction of housing, or in the provision of brokerage, rental services because of race, color, sex, disability (physical or mental), familial status (children) or national origin is prohibited by Title VIII of the federal Fair Housing Amendments Act of 1988. It is the policy of the City of Cascade Locks to support the Fair Housing Amendments Act of 1988 and to implement a Fair Housing Program to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, disability (physical and mental), familial status (children) or national origin.

Section 2. Complaints. The resources available to the City through city, county, state, federal and community volunteer sources, the City will assist all persons who feel they have been discriminated against because of race, color, religion, disability (physical and mental), familial status (children) or national origin in the process of filing a complaint with the Oregon Civil Rights Division or the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division, that they may seek equity under federal and state laws.

Section 3. Advertising of Policy. The City shall publicize this Resolution and through this publicity shall cause real estate brokers and sellers, private home sellers, rental owners, rental property managers, real estate and rental advertisers, landlords, builders, developers, home buyers and home or apartment renters to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances.

The FAIR HOUSING PROGRAM, for the purpose of informing those affected of their respective responsibilities and rights concerning Fair Housing law and complaint procedures, will at a minimum include, but not be limited to:

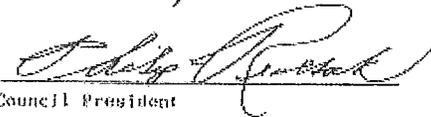
1. The printing, publicizing and distribution of this Resolution;
2. The distribution of posters, flyers, pamphlets and other applicable Fair Housing information provided by local, state and federal sources, through local media or community contacts; and

3. The publicizing of locations where assistance will be provided to those seeking to file a discrimination complaint.

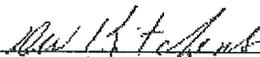
Section 4. Repeal of Resolution No. 585. Resolution No. 586  
is hereby repealed.

ADOPTED by the City Council this 27<sup>th</sup> day of  
July, 1992.

APPROVED by the Mayor this 27<sup>th</sup> day of July,  
1992.

  
Council President

ATTEST:

  
City Recorder

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** May 7, 2014

**For City Council Meeting on:** May 12, 2014

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Discussion of Budget Policies/Directions

**SYNOPSIS:** At the first Budget Committee meeting, the Committee discussed the presentation of the budget and for a few of its elements, the Committee felt the need to have Council direction. These inclusions in the budget are:

1. Adding a third Public Works employee

In the January planning session and subsequent adoption of the goals, the Council approved a suggestion to hire another fulltime employee for the Public Works Department. In the current Fiscal Year Budget, a fulltime employee was expected to be hired beginning April 1, but we delayed that fulltime position for a temporary seasonal employee for the balance of this budget year. The next Fiscal Year Budget (2014-15) includes that position as a fulltime employee split between water, sewer, streets, property, and cemetery funds/programs. The third employee total Personnel Cost is \$67,144 of which \$33,673 is benefits. The actual wage for the employee is \$33,471 (\$14.64 per hour).

2. Returning .8 FTE Cashier/Receptionist to Full Time

This budget requests returning the part time Cashier/Receptionist to full time. While this provided some short term relief for expenditures, the experience proved wasteful. For the eight hours each week the front desk was unoccupied, the Accounting Clerk and/or Finance Officer were constantly interrupted to answer the phone or attend to customers at the front window, disrupting their own work. Some of these interruptions would have occurred anyway as phones ring when the front desk is occupied, but in general, when the receptionist is gone, the quality and quantity of the work done by the remaining employees diminishes because of the constant interruptions. The .2 increase costs \$5,783 in wages and \$1,730 in wage related expenses including PERS for a total of \$7,513 over last year (which includes the proposed 2% wage increase).

3. Giving the Non-Represented Employees a 2% raise

Over the last five years the non-represented employees have been given one 2.36% raise, while at the same time the employee participation in health insurance premiums have increased from 5% participation to the current 10%, basically negating the increase. For City Staff who have been here for those five years, their take home pay is actually less than five years ago.

Our City Staff does an excellent job.

The adopted Personnel Handbook suggests that employees should receive at least a cost of living increase each year. It has been several years since a salary study was conducted for the City which review would help clarify the relationships between positions and compensation for all positions. It would a good idea to include such a study in next year's budget.

While last year's budget was a "maintenance" budget, and this year's budget continues with the same effort while trying to provide a foundation to improve the infrastructure, the majority of the controllable costs have been held in check. Material and Services had been reduced in all funds except water which increased because of the retained funds for water line repairs. In total Contingency funds have nearly doubled from \$222,000 to \$411,000. The total cost for this raise is \$6,124.

The represented employees have a 2.5% raise included in the proposed budget on top of this year's 2.71% increase. The electrical employees have received 12.28% in increases since 2010. The collective bargaining agreement ends in December 2015.

4. Increase Health Insurance Premium Participation by Employees from 10% to 12.5%

This would apply only to the non-represented employees because the electrical employees are covered by a collective bargaining agreement which caps employee participation at 10%. The 2.5% increase would apply to 10 budgeted employees and would save the City \$3,395 by shifting the cost from the City to the employee. This shift is not included in the budget as proposed.

**CITY COUNCIL OPTIONS:**

1. Leave the costs and increases as they are in the proposed budget.
2. Adjust as the Council directs.
3. Wait until the Budget Committee completes their deliberations and sends an approved budget to the Council.

**RECOMMENDED MOTION:** Council Discussion and Decision

To: The nine governing bodies of the Tri-County Hazardous Waste & Recycling Program

From: Steve Kramer, Chair of the Tri-County Hazardous Waste & Recycling Program's Steering Committee and Wasco County Commissioner

Re: Governance of the HWR Program

Date: April 23, 2014

I am writing this letter on behalf of the HWR Steering Committee in order to bring you up to date on the status of the Tri-County Hazardous Waste & Recycling Program (HWR).

The nine members who signed the 2003 Intergovernmental Agreement (IGA) that formed the (then called) *Tri-County Hazardous Waste and Implementation Program* are:

Wasco County  
Sherman County  
Hood River County  
City of The Dalles  
City of Mosier  
City of Maupin  
City of Dufur  
City of Hood River  
City of Cascade Locks

According to the unchanged 2003 IGA, Wasco County was designated as the Lead Agency for the program with the authority to be the fiscal agent and to coordinate and chair the Steering Committee, which is made up of representatives assigned by each participating organization. As a matter of governance, Wasco County chose to house the program in its Public Health Department.

The Wasco County Public Health Department recently went through the process of becoming a separate governmental district, the North Central Public Health District (NCPHD), with its own board and governance rules. This action prompted the need for the Steering Committee to determine whether the HWR Program should remain with Wasco County as the Lead Agency, go with NCPHD, or even move the Lead Agency role to another agency.

In December 2012 during the process of NCPHD becoming its own agency, Steering Committee Chair Glenn Pierce suggested a motion to show support for the HWR program moving the Lead Agency role to NCPHD. On December 5<sup>th</sup> 2012, the Steering Committee unanimously voted in favor of the concept of NCPHD becoming the Lead Agency for the HWR program. Numerous issues then arose which led the Steering Committee to formally circulate a request for proposals for the Lead Agency role.

Wasco County and the North Central Public Health District responded to the Steering Committee's Request for Proposals. After comparing the proposals, the Steering Committee unanimously voted in favor of retaining Wasco County as the Lead Agency for the HWR program.

The Steering Committee decided that Wasco County's proposal was more transparent with regard to FTE allocation. Additionally, the Steering Committee was informed that Wasco County did not have the same concerns that NCPHD had expressed about the binding authority of the Steering Committee. The Steering Committee also decided that Wasco County's allocation of FTE was more effective for this relatively small program. In Wasco County's proposal, more FTE was made directly available for supporting a dedicated program position working beside the program coordinator.

Once the Steering Committee had made their decision, and in recognition of the importance of the health district's involvement in the HWR program, the Steering Committee immediately approved John Zalaznik, the NCPHD's Environmental Health Officer, to be a non-voting member of the Steering Committee, providing NCPHD the opportunity to continue participating in all discussions of the committee.

As Wasco County and the North Central Public Health District then worked to make this Lead Agency transition, several legal obstacles arose concerning budgets and employees of the two agencies. Those issues still need to be worked out, but both parties are willing to work them out.

In summary, the HWR Program's Steering Committee has formally reviewed proposals for the role of Lead Agency, and unanimously selected Wasco County to continue in this role. Taking the Steering Committee's guidance on this matter, I am working to ensure a smooth transition for this Lead Agency effort. As such, I wish to conclude this work by the time of our next scheduled Steering Committee meeting on June 4<sup>th</sup>, 2014, in order to allow for NCPHD and Wasco County to each adjust their budgets and staffing by the start of the next fiscal year (July 1<sup>st</sup>, 2014).

Please don't hesitate to call me if you have any questions and/or please ask your representative on the Steering Committee for any clarifications you may need in regard to this Lead Agency transition work.

Sincerely,



Steve Kramer

Chair of the Tri-County Hazardous Waste & Recycling Program Steering Committee and Wasco County Commissioner

## Minutes

### Joint Work Group on Economic Development

March 27, 2014

1. **Call to Order/Pledge of Allegiance:** Mayor Tom Cramblett called the meeting to order at 7:04 pm.

Committee Members present were Mayor Tom Cramblett, Port Commissioner Jess Groves, Port Commissioner Brenda Cramblett, City Councilor Bruce Fitzpatrick, and Citizen Member Gary Munkhoff. City Councilor Jeff Helfrich was excused.

Also present were Port Interim General Manager Paul Koch, City Manager Gordon Zimmerman, Port Recorder Kristi Bengtson, Nestle-Dave Palais, Port Economic Development Manager Gary Rains, Steve Gast, City Electric Forman Keith Terry, Kate Sinner –State of Oregon, Phillip Wattness –Skamania Pioneer.

2. **Welcome and Self-Introductions:** Everyone introduced themselves.

IGM Koch asked to add an item to the agenda under 5 (e) Citizen Engagement.

3. **Adoption of meeting minutes of February 27, 2014:** PC Groves made a motion to approve the meeting minutes of February 27, 2014. PC Cramblett seconded the motion. The motion passed unanimously.

4. **Citizen Input:** None

5. **City/Port Issues:** (CA Zimmerman/IGM Koch):

- a. **Report on the recommended priorities timeline. (IGM Koch)**

IGM Koch requested that the work group formally adopt the Economic Development priorities. (exhibit a).

**PC Groves made a motion to adopt the Economic Development Priorities. CM Fitzpatrick seconded the motion. The motion passed unanimously.**

- b. **Truck Route – Rian Windsheimer (ODOT): (IGM Koch)**

IGM Koch commented that Mr. Windsheimer was unable to attend the meeting, but has ODOT engineers working on conceptual drawings for truck route options into the industrial park and possible funding options.

PC Groves commented that he & Mayor Cramblett attended Representative's Johnson's open house for his re-election campaign. PC Groves gave an update on the "Mission to Washington."

- c. **Review and discuss 2<sup>nd</sup> Draft Energy Proposal: (Committee member Munkhoff)**

Committee member Munkhoff spoke about the future of energy and how it is changing very quickly. Committee member Munkhoff discussed the “**3<sup>rd</sup> Draft Energy Proposal**” (exhibit b). Mr. Munkhoff commented that it is imperative that we form a task force just on energy, so that we can get prepared for the future.

Mr. Munkhoff encouraged the group to move forward with this proposal.

Mayor Cramblett commented that he visited with the BPA and they are interested in working with Cascade Locks.

**PC Groves made a motion to approve the 3<sup>rd</sup> Draft Energy Proposal. CM Fitzpatrick seconded the motion. The motion passed unanimously.**

The following volunteered for the Task Force committee: IGM Koch, Mayor Tom Cramblett, PC Groves, (CA Zimmerman will ask CM Helfrich), Gary Munkhoff, City Electric Forman Keith Terry, Kate Sinner commented that she could be an advisor to the committee.

**d. Discuss Water Infrastructure: (CA Zimmerman):**

CA Zimmerman stated that he met with representatives from the USDA Rural Development to discuss funding and they invited the City to submit a proposal for the Master Water Plan project. Items to include in proposal:

- Crystal Springs reservoir
- 12” water main extension to the Industrial Park.
- Water main replacement on Wanapa.
- Refurbishment of Well #1.
- Development of Well # 3.
- Rueckel line extension that would provide a loop with the crystal springs reservoir.

CA Zimmerman commented that they classified themselves as a funder of last resort. They recommended that we submit everything in the Master Plan for 5 years because if it was staged out in 5-10 years the costs would double. Cost of those projects is estimated at about \$3.657 million.

CA Zimmerman discussed the process for applying for the grant and other funding options. CA Zimmerman reviewed the timeline for the funding and construction. Commenting that we need to get started on finding the funding so we can deliver the water to the Industrial Park for the upcoming businesses.

CA Zimmerman commented that the State has what’s called a “one stop”, where we would take our project (Master Water Plan), sit in a room with 4-8 funders, they review the project and tell us what they can do for us to fund the project. Commenting that we are trying to get that scheduled for April 8<sup>th</sup>, 2014.

CA Zimmerman commented that we have the capacity in the BPA substation to service the Industrial Park (IP), but the problem is getting the power into the IP and to the right spot in the IP. Commenting that we already have supplies on order to get the needed power to the Industrial Park for the two upcoming businesses, but it will be real tight for the third business. Commenting that it will be up to the Port to get it to the right place in the Industrial Park.

Discussion on current water rate structure and ways to increase the rate to fund the debt service.

**e. Citizen Engagement: (IGM Koch)**

IGM Koch commented that this group needs to think about how we are going to begin to enlist and engage the citizens. How will the elected officials communicate with the citizens regarding the decisions that need to be made. Commenting that we all need to be telling the same story about what's being done, why it's being done and what the future holds for the community. Staff will need to provide the information to the elected officials to communicate with the citizens.

**6. Economic Development Department Update: (Port ED Gary Rains)**

- The Port is on the verge of closing a fish processing plant, a fruit plant, and a possible expansion of the Bear Mountain property and adjacent property. Rains commented that we need to move forward with these projects.
- Rains commented that we have looked at the municipal access road and are moving forward on the master plan.

Rains commented that Monday will be his last day, unless he gets a personal service contract.

Commissioner Groves commented that Staff Rains has done a good job for the Port and that the Port Commission will be looking into the possibility of a contract.

**7. Next Meeting: April 24<sup>th</sup>, 2014:**

Mayor Cramblett and Commission Cramblett cannot attend the meeting.

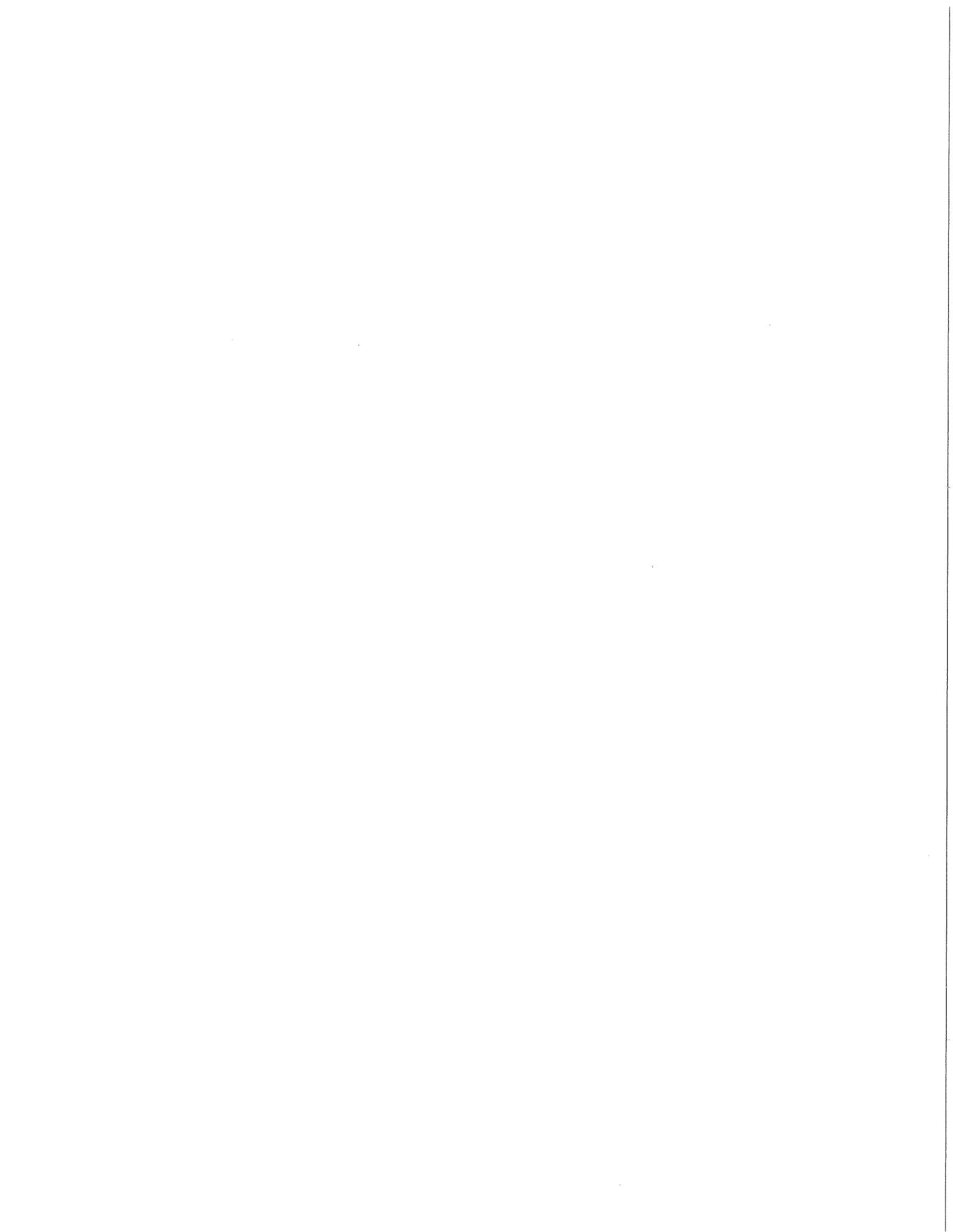
8. **Adjournment:** Mayor Cramblett adjourned the meeting at 9:20 pm.

Approved:

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Tom Cramblett, Mayor of Cascade Locks

Prepared by:  
Kristi Bengtson, Port Recorder



1. **Call To Order/Pledge of Allegiance:** Port President Jess Groves called the meeting to order at 7:04 PM. City Council Members Richard Randall, Bruce Fitzpatrick, Port Commissioners Jess Groves, Joeinne Caldwell, and citizen member Gary Munkhoff were present. Committee Members Tom and Brenda Cramblett were excused. Also present were City Administrator Gordon Zimmerman, Port Interim General Manager Paul Koch, City Recorder Kathy Woosley, Port's Interim Economic Development Director Don Mann, Port Marketing Manager Holly Howell, and Gyda Haight.
2. **Welcome and Self-Introductions**
  - a. City Representatives
  - b. Port Representatives
  - c. Introduction – Don Mann, Port Interim Economic Development Director

Everyone introduced themselves and Don Mann updated the group on Bear Mountain, Pear Puff, and Heuker projects. He said he would be meeting with Dave Palais next week. He said these are great projects and the best way to land new business is for the City and Port to work together. He said things are moving fast and sees this as a great opportunity.

Port President Groves reported that the ODOT overpass into the Marine Park is being changed from an auto to bicycle/pedestrian overpass. He also reported that the old fire station property and Port WaNaPa property is being considered for purchase.

Port President Groves said the Port Commission has decided that food carts would not be allowed on Port property in the downtown zone. He said they are going to allow vendors in Marine Park.

The group discussed food carts and zoning and thought this should be something the Planning Commission should discuss.

3. **Adoption of meeting minutes of March 27, 2014: Motion:** PC Caldwell moved, seconded by CM Fitzpatrick, to approve the March 27, 2014 minutes. The motion passed unanimously.
4. **Citizen Input:** Holly said that 15 people showed up as the "Trash Mob" to pick up trash around town. She thanked Deb Lorang and everyone that showed up.
5. **City/Port Issues:**
  - a. **Recreation Update.** Holly reported on the Climb Trail and stated that Cascade Locks is being showcased as a success story. She said there are volunteers that take very good care of the trails. She also reported on recent events.

Holly talked about the Gorge Hubs project and how all communities are working together on that.

She said the bike rack project is an example of different committees working together to make something happen. She said these bike racks are going to include art and culture which are things we are proud of in our community.

Holly said within the next month there will be new signs at the Disc Golf Course. She said there are 18 holes and the Port has good volunteers that take care of the Course.

Holly reported that there is a local committee working on raising funds to review options of getting an extra lane on the Bridge of the Gods to allow pedestrians to cross safer. She said they have raised approximately half of the \$18,000 needed for the engineering cost analysis.

Holly said the Pacific Crest Trails Skills College will be held in Cascade Locks and there will be approximately 200 people attending. She said the participants will be learning how to maintain the trails. She reported that this year has the largest number of people ever to hike the Pacific Crest Trail starting at the Mexico Border. She said they should make it to Cascade Locks in late August. Holly said Pacific Crest Trail Days this year in September will be very large. She said Cascade Locks needs to be ready for that. PC Caldwell stated that the business owners need to be made aware of upcoming events.

Holly stated that the Tourism Committee creates a Flash Report and those reports are delivered to businesses monthly.

Port President Groves stated that the Port Commission is considering putting \$10,000 from the proceeds of property sales into a Community Grant Program. He said this money could be used for community things. He said the Commission will have to work out the details.

Gyda stated there are a lot of activities in town and asked what is going to be done about beautification. She asked if there were going to be banners put up or flowers planted. Port President Groves asked who was in charge of that. PIGM Koch stated that last year donations were collected to purchase plants. He said there is a downtown business association and thought that might be a good place for this discussion. Gyda said she would estimate the cost of flowers to be \$700 and that would depend on sales. Port President Groves said this could be a discussion at the Action Team meeting also.

**b. Port Status Report:**

1. Bear Mountain
2. Pear Puff
3. Hueker
4. Other

This was discussed by Don Mann earlier in the meeting.

**c. Update on City Electricity, Water, and Wastewater.** CA Zimmerman said there are no changes but reported that the City has started the application process for the water project. He said the poles are here to extend power to the industrial park and that should be completed by the end of June. CA Zimmerman said the City is trying to get a cost for fixing the wastewater treatment plant. Port President Groves asked about the rate per gallon of water. CA Zimmerman explained that funding and project decision by Council will be needed before a rate can be set.

**d. Ports Caucus.** PIGM Koch said this is an informal organization separate from the Gorge Commission and led by the five ports. He said this group will play a role in economic development in the Gorge and is supported by eight or nine businesses. He said this will be the group that will lobby the legislature in Salem.

**e. Nestlé Status.** PIGM Koch said that the Port is doing preliminary work with Nestlé on property in the industrial park.

**f. Energy Task Force.** Gary reported that there will be a meeting tomorrow at 10:00 in Port House 3. He said there is financing available for renewable energy solutions. He said it is important to start talking about this and get creative.

6. **Other Matters.** None.
7. **Next Meeting:** May 29, 2014
8. **Adjournment:** Port President Groves adjourned the meeting at 9:10 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Jess Groves, Port President