

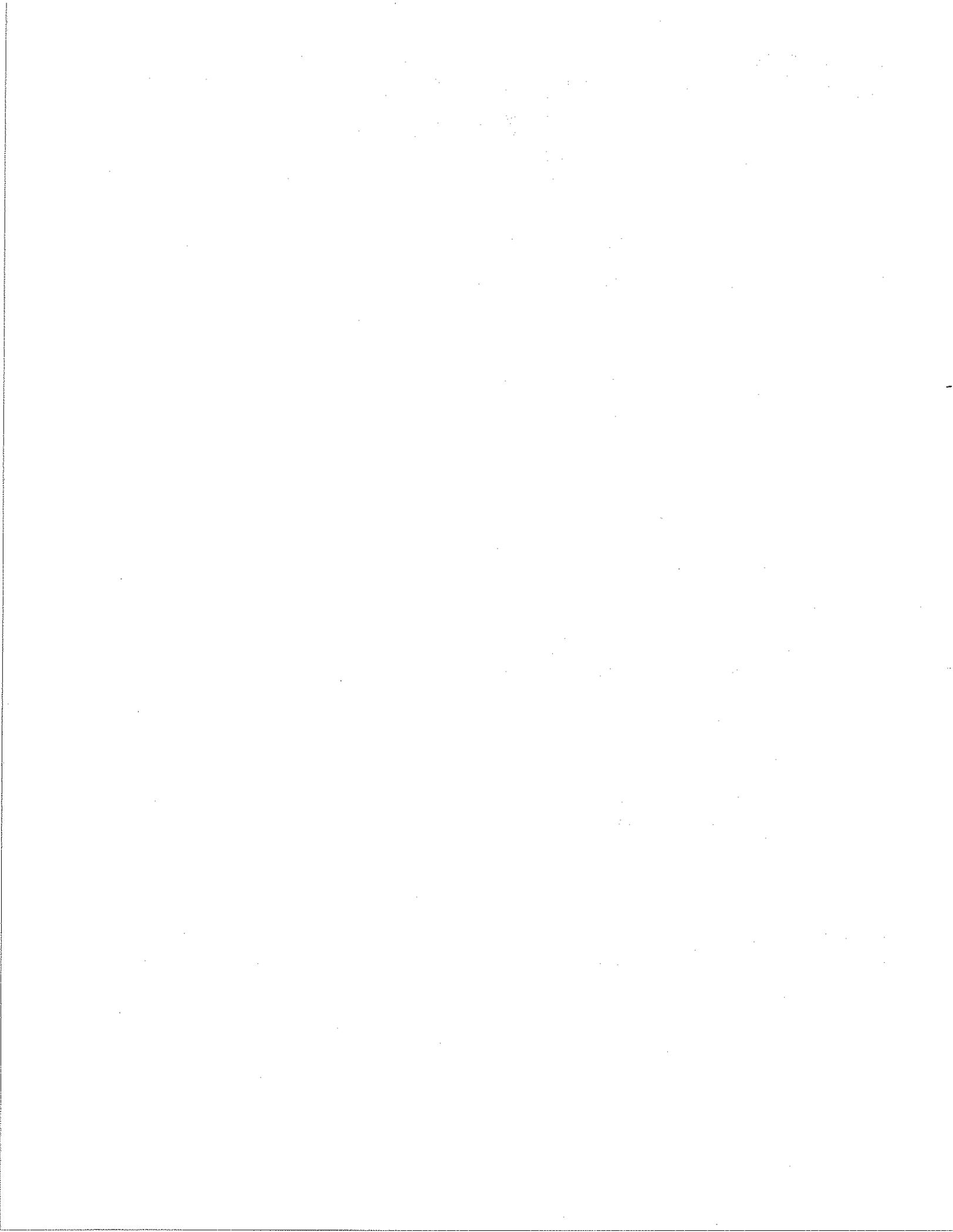
CITY of CASCADE LOCKS *AGENDA*

CITY COUNCIL MEETING, Monday, May 14, 2012, 7:00 PM, CITY HALL

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

- 1. Call to Order/Pledge of Allegiance/Roll Call.**
- 2. Additions or amendments to the Agenda.** (The Mayor or Presiding Officer may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged).
- 3. Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. Approval of Minutes of April 23, 2012 Council Meeting.**
 - b. Approval of Minutes of April 30, 2012 Work Session.**
 - c. Ratification of the Bills in the Amount of \$ 140,531.70.**
 - d. Appoint Nola Nolin to Museum Committee.**
 - e. Appoint Lynne Kononen to Tourism Committee.**
- 4. Public Hearings.**
- 5. Action Items:**
 - a. Approve Hire of Part Time Deputy Recorder/Administrative Aide.**
- 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. Ruby Mason – Cascade Housing Authority.**
 - b. Library District IGA.**
 - c. Proposals for Old Fire Hall.**
 - d. Discuss Reschedule of May 28th Council Meeting.**
 - e. ICA Koch Report (handout).**
- 8. Mayor and City Council Comments.**
- 9. Other matters.**
- 10. Executive Session: ORS 192.660 (f) Exempt Public Records and ORS 192.660 (h) Legal Counsel.**
- 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 Masters called the meeting to order at 7:02 PM. CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, and Mayor Masters were present. CM Storm was excused. Also present were ICA Koch, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Parks and Recreation Chair Karen Peck, Tourism Chair Kayla Carron, Darlene Sullenger, Jim and Sharon Dean, Nancy Renault, Ralph Hesgard, Don Haight, Glenda Groves, Ken Hutton, Steve Gast, Deb Sharp, Arni Kononen, Virginia Fitzpatrick, and Camera Operator Betty Rush.

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

3. **Adoption of Consent Agenda:**

a. **Approval of Minutes of April 9, 2012 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$ 76,155.54.**

c. **Appoint Cindy Mitchell and Pat Hesgard to the Museum Committee.**

Mayor Masters read the list of items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Lorang, to approve the Consent Agenda. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, and Mayor Masters.

4. **Public Hearings.** None.

5. **Action Items:**

a. **Authorization to Apply for a RARE Participant.** ICA Koch gave his staff report stating he had put in a pre-application to apply for a RARE Participant. He said the Port has mentioned a willingness to share in the cost of this position. CM Lewis asked where the money would come from to pay for the RARE Participant. ICA Koch said it would come out of the Tourism Fund. CM Cramblett asked who would supervise the RARE Participant. ICA Koch said the City Administrator would be the supervisor. CM Lewis asked Tourism Chair Carron if she agreed. TC Carron stated that the Tourism Committee would be telling the person what to do and the City Administrator would see that it was done. **Motion:** CM Lewis moved, seconded by CM Holmstrom, to authorize the application for a RARE Participant. CM Helfrich cautioned against too many bosses and it should be made clear as to who the person would report to. He said a work plan would be critical. ICA Koch said the groups would be brought together to develop the work plan with the goal of bringing people to Cascade Locks during the off season. CM Cramblett agreed stating there have been issues before and this position would require a lot of attention. CM Lorang said a problem for Cascade Locks is having the resources to spend enough time on a project. He said having someone to spend full time focusing on plans would be a benefit. Mayor Masters said the RARE Participant might also work on some joint events with the City of Stevenson as discussed during a joint meeting.

Mayor Masters asked if the RARE Participant could be used for support staff for the office. ICA Koch said he did not include this in the pre-application but could be mentioned in the next cycle.

The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, and Mayor Masters.

b. **Approve Lease for Ricoh Aficio MPC 5502.** CR Woosley gave a staff report on the lease for a new copier. **Motion:** CM Lorang moved, seconded by CM Helfrich, to approve the lease for the Ricoh Aficio MPC 5502. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, and Mayor Masters.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community:** Mrs. Sullenger said when reading the last Council minutes she found them to be hypocritical and sometimes humorous. She spoke about comments made against CM Cramblett and said he was the only Councilor representing the community. She said the rest represent themselves as there were not voted into office by a majority of the registered voters.

Mayor Masters stated that an issue facing the community is not to critique an employee or a newspaper and asked Mrs. Sullenger to direct comments to issues that are facing the community.

Mrs. Sullenger continued stating that a comment was made by a previous Mayor about the Budget Committee taking \$44,000 and randomly given away to other departments. She said the Five Alarm Recall Group also made this same false statement at a community meeting. Mrs. Sullenger said this is misleading to the public.

Mrs. Sullenger listed the positive outcomes of the last Budget Committee. She said other reductions can be made. She said this City can be more effective and efficient with the services they provide.

Mrs. Sullenger accused the Mayor of stacking the deck on most of the City's committees.

Mayor Masters reminded everyone of the purpose of sharing public comment. He said it is not to attack people at the business meetings. He encouraged others to be respectful.

Mayor Masters said this Council did not re-interpret the Charter as stated but had the City Attorney review and recently and she repeated her opinion at a recent meeting. He clarified every Councilor represents the community.

Mrs. Groves thanked the Tourism Committee for the idea and making the Angela Coe Rainy Day Run/Walk happen. She said this was a group effort and was a huge success. She thanked the City of Cascade Locks, Port of Cascade Locks, Multnomah Falls, Portland Spirit, Lorang Fine Art, Cascade Motel, Charburger, Cascade Inn, Eastwind, Pacific Crest Pub, Mountain Wave Search and Rescue, Peddle Nation, Nestlé Waters, and the many volunteers that worked together to make this a success. Mrs. Groves said it meant a lot to her family in honor of Angela. She said it took a community effort to do this and hoped it could be an annual event.

TC Carron said \$1,311 dollars was raised for the Children's Cancer Association. She thanked Glenda and Jessie Groves stating they were instrumental in making this happen. TC Carron said coupons were given that were donated from local restaurants to each participant. She thanked all the volunteers and CM's Cramblett and Helfrich for also attending the event.

7. Reports and Presentations:

a. Parks and Recreation Recommendations - Presentation by Recreation Chair Karen Peck (verbal). Chair Peck gave a report on Parks and Recreation activities. She said that she and Pam Morse would like to have City employees, City Councilors, and Port representatives come to youth nights and shoot hoops with the youth. Chair Peck stated they would like to add an additional two nights for a summer program. She said they do have a need for a larger craft room.

b. Report from Public Safety Task Force – Presentation of Final Recommendations from the PSTF. PSTF Member Kononen stated the report the Council received is not the same report that the PSTF agreed to. He said there was a unanimous consensus for a fire chief and two paramedics. He said the volunteers have stated the need for a fire chief. Mr. Kononen said the PSTF doesn't know the actual dollars that are available for these positions. He said it was determined that the ambulance rates are 20% lower than everyone else in the area. Mr. Kononen said there was discussion at the meetings regarding the Port being a large land owner and doesn't contribute to fire service. He said that the State of Oregon pays an in-lieu tax to the City of Salem for emergency services. Mr. Kononen thanked everyone for their contributions to the PSTF.

Mr. Brostoff said the PSTF's last meeting was last Thursday where there was a unanimous vote on everything in the report that was presented at that meeting. He said the report before Council is slightly different. He said this invalidates the work done by the PSTF. He said the end result was to get a fire chief/paramedic as soon as possible. Mr. Brostoff asked that the copies of the earlier reports be given to Council. ICA Koch said he would get copies to the Council.

Mayor Masters clarified that the Port does contribute to fire service by paying the fire suppression fee that is on the utility bill.

Mrs. Dean said the PSTF also discussed the possibility of increasing the fire suppression fee to \$5.00. She said everyone receiving a utility bill may have the need for fire or ambulance service. She said this way every citizen in town helps to pay for the service.

CM Lewis asked if the money is currently available to hire a fire chief/paramedic or was it dependant on raising the fees. He said he used to believe that a paramedic would pay for themselves until receiving reports of 50+ billings behind. He said the City had a fire chief/paramedic and then a new structure was redesigned to account for the billing issue and not a lot has been accomplished. Mayor Masters pointed out that the fire chief is now 8-12 hours a week and not full time. CM Lewis stated the thought the restructuring made one individual accountable for the billing. He said the billing issue has to be solved first before he would have any confidence in paramedics paying for themselves. Mayor Masters said that there is paid staff in Hood River that prepares the billing for FC Wells to review and send to Springfield. He said Cascade Locks doesn't have the paid staff and the priority of the volunteers is to help people in need.

CM Lewis said hiring a fire chief/paramedic is the same structure as before and there were billing problems then. CM Lewis said he would consider hiring a fire chief/paramedic but only if there is a part time person hired to do the billing. Mayor Masters said hiring a fire chief/paramedic seems the same as a returning to the same situation as before where we're asking one person to do all the work and that is what got the City behind. Ms. Sharp said the PSTF did discuss hiring a part time person to do the billing. Mayor Masters said this isn't in the final report before Council.

Mr. Kononen said a fire chief/paramedic didn't work well before as he was asked to do 80 hours of work but be paid for 40 hours. He said there was discussion about hiring a part time administrative person but if considering that then why not hire another paramedic. He said then questions were asked as to how much money is there, but no one knows, and it is unknown as to how much money can be generated so it was hard for the PSTF to make a solid recommendation. Mr. Kononen said instead of an immediate recommendation the PSTF decided to phase in additional help. He said the PSTF decided that hiring someone immediately to keep the volunteers going is critical. Mayor Masters said he didn't know if the recommendation as presented now from the PSTF is sustainable. Mr. Kononen said the PSTF doesn't know how much money is available. He said the hard numbers aren't available. He said that is the reason for the addition of a financial committee to get an actual budget.

CM Cramblett stated the volunteers are eager to do what they can. He said there are volunteers in place that can do the billing and could also be the chief. He said at the meeting with the volunteers it didn't seem that billing was a problem for them. CM Cramblett said as tight as the budget is it seems the volunteers should be taking care of that end. Mr. Kononen said the volunteers requested hiring a fire chief as the first step. CM Cramblett said there are volunteers capable of being the chief but just aren't comfortable with that yet.

Mayor Masters said the point is that currently the billing is behind and the reason why has been assessed. He said this is something that has to be taken very seriously as that is the source of revenue. CM Holmstrom asked the timeline for Phase II. Mr. Brostoff said the sooner the better. He said right now morale is down and there needs to be a full time fire chief and his main duty can be to take care of the billing. Mr. Brostoff said the volunteers are working at their regular job during the day, responding to late calls, and are tired.

CM Lorang said it is important to get a fire chief/paramedic and take care of the billing issue. He gave an example of reconstructing the emergency situations to get the information for the billing. He said there hasn't been anyone available on a day to day basis for a command structure. He said it is important to get someone in this position and have them accountable for the billing. He asked if there was a committee selected for the financial part of this. He said it will be important for someone who is experienced in the potential for this

department. Mayor Masters said four people have volunteered and it would be better if there was a fire service professional that is familiar with fire budgets.

Mr. Hesgard wanted to report there were four calls last week missed due to no paramedic. He said we respond, which is an expense, but have to call another agency because we can't transport without a paramedic.

Mayor Masters said that the community has spoke loud and clear about not wanting what we had previously. CM Lorang reminded everyone that there were plans in the past for additional help but those plans never happened. He said you can't leave one person hanging out there for five years without the additional help. CM Lewis stated maybe instead of hiring another person a volunteer could be paid to assume the responsibility for the billing.

Mr. Brostoff said right now the situation is untenable. He said that FC Wells has stated the City could afford a paramedic and an on call paramedic. Mayor Masters said that comment was made based on the number of calls. Mr. Brostoff said it seems this would pay for itself.

CM Cramblett said it seems that we are redefining history. He said comments have been made that the last Council was disastrous for the area but he views them as actually saving the town financially. CM Cramblett said an excellent job of politicking and rhetoric was done to take the last Council out. He said this Council is heading back down the same road we've already been on. CM Cramblett said when the appointments were made to fill vacancies he announced, "Keep an eye on your wallets." He said he still maintains that comment. He said the volunteers need to be used as much as they can. He said the prior fire chief did a terrible job of delegating. He said the Council nor the City Administrator at that time stepped up to get the help that was needed, but believed the fire chief at that time would have fought against it anyway. CM Cramblett said Council needs good numbers and has a hard time getting good numbers. He said the last Council took care of finances and saved Cascade Locks. Mayor Masters said if finances were taken care of then he would suggest using that money to hire a fire chief and a paramedic.

Mr. Hesgard said another item left out of the report before Council was to move the mobile unit to the new fire hall to allow recruits from Portland to come help. CM Lorang spoke to a similar program in North Bend.

CM Holmstrom asked if rates for non-citizens had the same barrier for citizens regarding the amendment to the charter restricting an increase in rates. Mr. Hesgard said that was discussed during meetings but no one could answer the question. Mrs. Dean said there was discussion of a rate increase for non-citizens but the volunteers encouraged a straight across the board raise and to encourage citizens to apply for Fire Med. CM Lorang said if payment is made by Medicare it is already a reduced payment.

CM Cramblett reminded everyone of the issues with moving the modular unit and bringing in recruits. He said someone has to be with recruits all the time. He said this could create another set of issues with time and effort toward recruits and taken away from other things. Mayor Masters said previous discussions regarding recruits included partnering with Hood River.

Mayor Masters said he is nervous about initiating Phase I as it looks like what the City has already had. He said it is time to take action that takes this department on a path to sustainability. He said there are good recommendations but it is important to not step back into the same situation that led to this.

CM Helfrich stated he was not afraid to make a decision based on what the citizens are saying they want in place. Mayor Masters said the PSTF was created so that citizens could study the problem and bring recommendations to the Council and that is what Council has in front of them. Mayor Masters thanked all who participated on the PSTF who gave a variety of perspectives. CM Lewis said he thought it would be important to review the survey results and pointed out the results do support the direction of the PSTF.

Consensus of Council was to set a work session on April 30, 2012 to discuss Council's next steps.

Mayor Masters declared a break at 8:59 PM.

c. Quarterly Financial Report – Presentation by Marianne Bump, Finance Officer.

FO Bump explained the reasons for negative balances in property and electrical. CM Helfrich said according to the report it looks like there is funding available to hire a fire chief. FO Bump explained that FC Wells is being paid for out of contracted services. FO Bump said the revenue does not support hiring a fire chief. She said the bills are not getting turned in. She reported that FC Wells wasn't available to give a forecast so she did the numbers herself based on history. FO Bump said transfers would have to be done before July 1 for any funds that are in deficit.

d. Report Seeking Council Guidance on the Electric Rate Study Process – Presentation by ICA Koch. ICA Koch gave a report. Mayor Masters said there was consensus for a subcommittee of Council to review the proposals, determine a scope of work, and bring a recommendation back to Council. CM Lewis suggested a cap be put on travel and expense. Council discussed Tier II rates and economic development as part of the structure for the study. Mayor Masters said that he, CM's Holmstrom and Storm would review the proposals and report back to Council.

e. Report on Economic Development Work Group – City Council/Port Subcommittee.

Mayor Masters gave a report on the first meeting of the EDWG.

f. Discussion Regarding the Need for a Deputy City Recorder – Presentation by City Recorder Woosley and ICA Koch. CR Woosley gave her report with the recommendation of at least a part time position. CM Cramblett said the City is in tough shape financially. He said he would rather take time and have ICA Koch review CR Woosley's duties as there may be things that can be eliminated and utilize the staff we have. He said a project with Nestlé is going to be years down the road. Mayor Masters said the water exchange application end date is this fall. CM Cramblett said the Planning Consultant can take care of the planning issues. He said a lot gets piled on CR Woosley and may not be necessary so would like ICA Koch to review to see if any duties can be cut or delegated. ICA Koch said there isn't any staff that is under worked. Mayor Masters asked for clarification that there wasn't any other staff available that could take on extra duties. ICA Koch said that is why this is being brought before Council. Consensus of Council was to direct staff to move forward with the hire of a part time Deputy Recorder.

g. ICA Koch Report (handout). ICA Koch gave his report.

8. Mayor and City Council Comments: CM Helfrich thanked all volunteers and citizens that participated in the Angela Coe Run/Walk. He thanked everyone for the clean up and painting of the old fire hall. CM Helfrich said Fire Department Volunteers are training in hazmat and attending the fire academy. He said they are taking time away from their families for this training and thanked them. CM's Holmstrom and Lorang said those are good comments and agreed.

CM Lewis apologized to CM Cramblett for words he used and said he appreciated his opinions. He said they have the same agenda, which is to achieve financial solvency.

CM Cramblett said the Angela Coe Run/Walk was a great event. He thanked the Lions for putting on the forum for sheriff and district attorney candidates. He said he appreciated the work on the clean up of the downtown area. He thanked Gary Munkhoff and Sandra Kelley for helping to get the Cascade Housing Senior Housing project to Cascade Locks. He said this is a great project that is right for Cascade Locks.

CM Cramblett said he was voted in as Council and is expected to act in a certain way. He said he supported the building of the new fire station but did not support the cost. He said the only reason the fire station was built here is because the City had a census taken to prove low income status in order to get grant funding. He said he doesn't want to cost the low income people any more money and doesn't want money wasted. CM Cramblett said he does make arguments but does support the volunteers. He said he doesn't want to put any more load onto the citizens. He said the City has to stay within the budget. He said the City hasn't shown that we are very good at managing money.

Mayor Masters said it is important for people in the community to find things in the community they can support. He said the Cascade Housing Senior Housing is a nice addition to the community. He said the Downtown Revitalization Committee and the PSTF are two excellent examples of how a variety of different perspectives can work together with a common goal and find something to support to create positive changes for the community. Mayor Masters spoke about some possible economic development opportunities.

9. **Other matters:** None.

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

11. **Adjournment: Motion:** CM Helfrich moved, seconded by CM Lewis, to adjourn. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, and Mayor Masters. The meeting was adjourned at 10:34 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Lance Masters, Mayor

1. **Call to Order/Pledge of Allegiance/Roll Call:** Mayor Masters called the work session to order at 7:02 PM. CM's Cramblett, Helfrich, Lewis, Lorang, Storm, and Mayor Masters were present. CM Holmstrom arrived at 8:55 PM. Also present were ICA Koch, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Jim and Sharon Dean, Ralph Hesgard, Ken Hutton, Don Haight, and Arni Kononen.

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

3. **Public Safety Report**

a. **Review and discussion.**

b. **Determination of next steps for possible Council action.**

FO Bump reviewed the six year revenue projection worksheet stating these numbers are actuals for the past six years then a recast using those numbers. The worksheet listed revenue projections with suggested increases to the fire suppression fees and ambulance rate increases.

Mayor Masters said options proposed are hiring a full time fire chief/paramedic and phase in a second paramedic, extend the current contract with the City of Hood River for approximately three months, advertise and recruit for a part time experienced retired fire chief, and work in partnership with the Fire Chief's Association to develop a fire authority for the County. Mr. Kononen asked about the other three options as the PSTF only considered the first one. ICA Koch said the PSTF gave four recommendations, which were to hire a full time fire chief/paramedic, create a subcommittee to review fire department finances, place an increase of fire suppression fees and ambulance rates on the November 2012 ballot, and funds to be set aside to purchase a new ambulance. He said the other options listed came from a discussion with the Fire Chief's Association.

Mayor Masters asked about a plan in order to not go back to the situation as before with just a fire chief/paramedic. He said it was discovered that the job given to one person was not doable by one person. He said there has to be consideration given to the plan for an additional paramedic. He asked how this was going to be funded. Mayor Masters said as options are discussed there needs to be discussion as to how they will be funded.

CM Lewis asked how the City could hire a fire chief /paramedic without money. Mayor Masters said the first step is to get on a sustainable track and then plan. CM Helfrich suggested keeping FC Wells for an additional 90-120 days and cutting back on the loan payments for the fire station. The Council continued with discussion on the different options and funding opportunities. CM Cramblett spoke of accountability.

Mayor Masters explained the problems when basing the budget on projected revenue. He said this department needs to be funded with real numbers. CM Helfrich said there should be some consideration given to cutting nonessential services.

ICA Koch said the PSTF recommendations have been presented before the budget process so the budget process may help to decide which option can be afforded.

Consensus of Council was to have the PSTF continue to meet instead of appointing a finance committee to determine how the options would be funded.

4. **Discussion of Salary and Fringe Benefits Costs.**

a. **Review and discussion.**

b. **Determination of next steps for possible Council action.**

FO Bump explained the spreadsheets. She explained the new insurance family tier program and the increases to the City. Council discussed different options for the City and employee insurance. FO Bump reminded that the Electric Department is under contract so their portion of employee pay could only be increased 2%. Consensus of Council was to have the employees meet and discuss the increases and make a recommendation to Council.

5. **Adjournment: Motion:** CM Lewis moved, seconded by CM Helfrich, to adjourn. The meeting was adjourned at 9:33 PM. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Lance Masters, Mayor

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PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
4/30/2012	End of Month AP	\$ 101,760.78
5/4/2012	Gross Payroll	\$ 38,770.92
GRAND TOTAL		\$ 140,531.70

APPROVAL:

Mayor

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
58 CHEMISTRY BUILDING
CHICAGO, ILLINOIS

TO THE DIRECTOR
OF THE NATIONAL BUREAU OF STANDARDS
WASHINGTON, D. C.

RE: [Illegible]

[Illegible]

[Illegible]

[Illegible]

Report Criteria:
Report type: GL detail

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Total 2301:								
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Total 2302:								
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Total 2303:								
2304	04/12	04/30/2012	310	438-1041	Belo Management Services Inc.	Programming	4140562740	81.90
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Total 2305:								
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Total 2307:								

1,184.65

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
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2310	04/12	04/30/2012	1360	128903	DAVID R. CUNNINGHAM	Email Server Maint	5140562082	92.00
2310	04/12	04/30/2012	1360	128903	DAVID R. CUNNINGHAM	Email Server Maint	5140562082	15.00
2310	04/12	04/30/2012	1360	128904	DAVID R. CUNNINGHAM	modern trouble shooting	4140862570	135.00
2310	04/12	04/30/2012	1360	128905	DAVID R. CUNNINGHAM	Power Outage Repair	5640563941	1,320.00
Total 2310:								
2311	04/12	04/30/2012	1530	8255-9217 4/	DISH NETWORK	Programming	4140562740	400.00
Total 2311:								
2312	04/12	04/30/2012	1660	1450756	EMERGENCY MEDICAL PRODUCTS, I	Meds	0640562351	58.68
Total 2312:								
2313	04/12	04/30/2012	1760	ORHOD2852	FASTENAL	Misc Inventory	5140562210	108.09
2313	04/12	04/30/2012	1760	ORHOD2852	FASTENAL	Misc Inventory	5140562900	32.63

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2313:								141.72
2314	04/12	04/30/2012	1930	1053-1015	FISHER COMMUNICATIONS INC	Programming	4140562740	152.10
Total 2314:								152.10
2315	04/12	04/30/2012	6762	43539	General Equipment Company	Control Console/Cable Assemblies	0340562560	340.76
Total 2315:								340.76
2316	04/12	04/30/2012	2020	1146013	GENERAL PACIFIC INC.	Staples	5140562770	52.50
2316	04/12	04/30/2012	2020	1146013	GENERAL PACIFIC INC.	Staples	5140562770	52.50
2316	04/12	04/30/2012	2020	1146621	GENERAL PACIFIC INC.	cooper conductor soft drawn	5140563670	302.40
Total 2316:								407.40
2317	04/12	04/30/2012	2080	1.3751049	GLOBALSTAR	Sat Phone	0540562050	60.73
Total 2317:								60.73
2318	04/12	04/30/2012	2350	101726	HERITAGE OPERATING L.P.	Propane	0540562439	639.73
Total 2318:								639.73
2319	04/12	04/30/2012	2970	043012	Koch Consulting, INC.	Interim CA Services	0140162093	404.76
2319	04/12	04/30/2012	2970	043012	Koch Consulting, INC.	Interim CA Services	0140262093	125.00
2319	04/12	04/30/2012	2970	043012	Koch Consulting, INC.	Interim CA Services	0340562093	125.00
2319	04/12	04/30/2012	2970	043012	Koch Consulting, INC.	Interim CA Services	0542162093	117.50
2319	04/12	04/30/2012	2970	043012	Koch Consulting, INC.	Interim CA Services	2142162093	299.00
2319	04/12	04/30/2012	2970	043012	Koch Consulting, INC.	Interim CA Services	3142162093	299.75
2319	04/12	04/30/2012	2970	043012	Koch Consulting, INC.	Interim CA Services	4142162093	207.00
2319	04/12	04/30/2012	2970	043012	Koch Consulting, INC.	Interim CA Services	5142162093	922.00
Total 2319:								2,500.00
2320	04/12	04/30/2012	3070	887298	LESS SCHWAB TIRE CENTER	equipment trailer tire	5140562201	240.72
Total 2320:								240.72

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2321	04/12	04/30/2012	3100	8382360	LIFETIME	Programming	4140562740	140.40
Total 2321:								140.40
2322	04/12	04/30/2012	3380	KPDX-APR1	Meredith Corporation	Retransmission	4140562740	70.20
2322	04/12	04/30/2012	3380	KPDX-FEB1	Meredith Corporation	Retransmission	4140562740	70.20
2322	04/12	04/30/2012	3380	KPDX-JAN12	Meredith Corporation	Retransmission	4140562740	70.20
2322	04/12	04/30/2012	3380	KPDX-MAR1	Meredith Corporation	Retransmission	4140562740	70.20
2322	04/12	04/30/2012	3380	KPTV-APR1	Meredith Corporation	Retransmission	4140562740	152.10
Total 2322:								432.90
2323	04/12	04/30/2012	3550	042512CR	MOHR, DONNA	Reimburse for paper	0840562161	13.76
Total 2323:								13.76
2324	04/12	04/30/2012	3590	041212	MIR, B'S SMALL ENGINE REPAIR	files and additives	5140562770	24.00
Total 2324:								24.00
2325	04/12	04/30/2012	3820	09460197	Norco, INC	oxygen	0540562351	90.46
Total 2325:								90.46
2326	04/12	04/30/2012	4040	020143626	OLDCASTLE PRECAST INC.		5140663771	75.00
Total 2326:								75.00
2327	04/12	04/30/2012	4090	53936	OPERATIONS MANAGEMENT INTERN	may services	3140562700	6,955.92
Total 2327:								6,955.92
2328	04/12	04/30/2012	4460	041412	Pacific Crest Imprint	Full Page Ad	0840562160	989.40
Total 2328:								989.40
2329	04/12	04/30/2012	4500	10025332	PAGEONE NORTHWEST	pagng service	5140562110	179.70
Total 2329:								179.70

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2330	04/12	04/30/2012	6761	338810	Prairie Mountain	Promo Shirts	0840562115	852.51
Total 2330:								
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	0140162010	13.44
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	0140262010	1.71
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	0542162010	.24
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	2142162010	23.75
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	2142162010	4.89
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	3142162010	23.75
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	3142162010	23.75
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	3142162010	4.42
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	4142162010	1.47
2331	04/12	04/30/2012	4810	2386	PRINT IT	Business cards	5142162010	21.33
2331	04/12	04/30/2012	4810	2405	PRINT IT	Burn Permit Books	0540562350	121.00
Total 2331:								
2332	04/12	04/30/2012	4910	301886101D	Ron & Maryan Vansackie	Refund Deposit	2121130	216.00
Total 2332:								
2333	04/12	04/30/2012	6764	874	Solar Vision	Window Tinting	0540562440	14.74
Total 2333:								
2334	04/12	04/30/2012	5500	854798819 4	SPRINT	Fire Cell	0540562050	675.00
Total 2334:								
2335	04/12	04/30/2012	5510	8021625182	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	89.36
2335	04/12	04/30/2012	5510	8021625182	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	15.49
2335	04/12	04/30/2012	5510	8021625182	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	1.96
2335	04/12	04/30/2012	5510	8021625182	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	5.65
2335	04/12	04/30/2012	5510	8021625182	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	5.05
2335	04/12	04/30/2012	5510	8021625182	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	1.68
2335	04/12	04/30/2012	5510	8021625182	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	24.51
Total 2335:								
2336	04/12	04/30/2012	6070	806469	TWGM, INC NAPA AUTO PARTS	2 cycle oil	0540562441	54.34
Total 2336:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2336:								
2337	04/12	04/30/2012	6110	043012 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	2.40
2337	04/12	04/30/2012	6110	043012 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	24.00
2337	04/12	04/30/2012	6110	043012 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	38.40
2337	04/12	04/30/2012	6110	043012 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	14.40
2337	04/12	04/30/2012	6110	043012 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	160.78
Total 2337: 239.98								
2338	04/12	04/30/2012	6210	649962	USA BLUEBOOK	Misc Supplies	2140562560	69.94
2338	04/12	04/30/2012	6210	649962	USA BLUEBOOK	Misc Supplies	3140562560	134.46
Total 2338: 204.40								
2339	04/12	04/30/2012	6765	623796	Walker E. Nelson Co.	Garbage bags, towels	0540562440	96.44
Total 2339: 96.44								
4301201	04/12	04/30/2012	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0140162055	\$6.95 M
4301201	04/12	04/30/2012	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0140262055	19.13 M
4301201	04/12	04/30/2012	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0542162055	6.50 M
4301201	04/12	04/30/2012	4640	8-9-0833-422	PITNEY BOWES INC	Postage	2142162055	38.28 M
4301201	04/12	04/30/2012	4640	8-9-0833-422	PITNEY BOWES INC	Postage	3142162055	32.03 M
4301201	04/12	04/30/2012	4640	8-9-0833-422	PITNEY BOWES INC	Postage	4142162055	4.85 M
4301201	04/12	04/30/2012	4640	8-9-0833-422	PITNEY BOWES INC	Postage	5142162055	89.28 M
Total 4301201: 250.00								
4301202	04/12	04/30/2012	3650	12303259	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,242.71 M
Total 4301202: 4,242.71								
4301203	04/12	04/30/2012	3650	SI-298943	NATIONAL CABLE TELEVISION COOP.	Equipment	4140662562	278.66 M
Total 4301203: 278.66								
4301205	04/12	04/30/2012	6080	1536020610	U S BANK	Bank Fees	0140162110	57.14 M

M = Manual Check, V = Void Check

STAFF REPORT

Date Prepared: 5/8/12

For City Council Meeting on: 5/14/12

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder *KW*

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

SUBJECT: Authorization to Fill Deputy Recorder/Administrative Assistant Position

SYNOPSIS: The Deputy Recorder/Administrative Assistant Position has been vacant since July 2011. Since there haven't been a lot of planning or land use issues the work load has been tolerable but there are things that aren't getting done. The City has since established more committees and other activities where proper minutes and records are important. These important activities have created additional work load, and the work in archives has practically been non-existent. We are also beginning to see more development plans and it is necessary and desirable that the City begin to prepare for any contingencies that may arise so that the necessary work can continue.

The current approved City budget contains \$29,140 in wages for the position of Deputy Recorder/Administrative Assistant. That position has not been filled to date. The annualized cost of this proposed part time position is \$18,086.

On April 23, Staff reviewed a proposal to seek a part time (19.5 hours per week) position to begin to handle some of the work load and create a resource should any sort of emergency arise. City Council did approve the concept of hiring a part time Deputy Recorder/Administrative Assistant and directed staff to bring formal action to Council on May 14.

The approved 2011/2012 budget contains \$29,140 in wages for this position.

This matter comes to City Council at this time for formal action.

CITY COUNCIL OPTIONS:

1. Authorize the hiring of a part-time Deputy Recorder/Administrative Assistant as proposed.
2. Do not authorize the hiring.
3. Other option as desired by City Council.

RECOMMENDATION: That City Council, by motion, authorize staff to proceed to hire a part time Deputy City Recorder/Administrative Assistant for 19.5 hours per week.

[Sample working of motion: I move to authorize staff to proceed with the process of advertising and hiring a part time Deputy Recorder/Administrative Aide.]

Legal Review and Opinion: N/A

Financial review and status: There are adequate funds for this position as it was funded at full time in the 2011/2012 budget. None of the 2011-12 budget has been spent. The balance currently for this approved position is \$29,140. The 2012/2013 budget is being prepared allocating \$18,086 for the continuation of this part time position. It will be funded to cover the position as part time/no benefits but possible PERS. The amount proposed for 2012/2013 is \$18,086.

BACKGROUND INFORMATION:

1. At the April 23, 2012 Council discussed hiring a part time deputy recorder and directed staff to bring to following meeting for authorization.
2. A copy of the approved job description for this position is attached for City Council information.

JOB DESCRIPTION OF DEPUTY RECORDER/ADMINISTRATIVE AIDE

GENERAL STATEMENT OF DUTIES:

Under general direction of the City Recorder, splits time 50% as Deputy Recorder and 50% as Administrative Aide; in these roles, acts as Planning Commission Secretary and provides land use planning customer service and; acts as clerical lead in providing support to other departments and delegating clerical projects; assists City Administrator in purchasing and bid documents; serve as project coordinator for various City projects; grant research and application drafting; handle sensitive and/or confidential matters; researching information and developing solutions; provides back up to City Recorder functions.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the City Recorder.

SUPERVISION EXERCISED:

None.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Support of functions of the Recorder's office as delegated by the City Recorder, including Council support, Planning Commission Support, recordkeeping and archives maintenance, etc.

Responsible for disseminating information to the public; and other functions delegated by the City Recorder.

Frequently confers with the City Administrator to discuss issues, problems, projects, and the daily operation of City government.

Assists in the preparation of City Council communications which include a variety of agendas and reports to further the Council Members knowledge and understanding of issues relating to the Council.

Creates a variety of documents for the City Administrator and City Council, such as proclamations, resolutions, etc.

Assists the City Administrator with the purchasing and bid process, developing and distributing "notice to bid," maintaining related files, assisting vendors with questions, and receiving and documenting bids submitted.

Writes and coordinates grant applications for various state and federal funding opportunities.

Collects pertinent information on City issues, researching subject matter and conferring with individuals and City representatives involved to develop solutions.

Performs a variety of public relations activities assisting and/or coordinating various special events for the City and community.

NECESSARY KNOWLEDGE, SKILL, AND ABILITY:

Knowledge:

Extensive knowledge of office practices, procedures and methods; business English, spelling, and punctuation.

Abilities:

Have the ability to develop and prepare effective and complete minutes, correspondence, and administrative reports.

Have considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with the City, legislative/administrative officials and employees, representatives of business and governmental organizations, and the general public.

Skills:

Operation of PC computer, outlook/job management software, email correspondence, web maintenance, word processing, spreadsheets, databases, etc.

Operation of general office equipment, including phone systems, typewriter, calculator, copier, etc.

Thorough knowledge of theory, principles, practices and techniques of organization design and development, public administration, public financing and budgeting, organization and functions of an elected City Council; principles and practices of effective leadership and management; techniques to effective public relations.

Ability to perform complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

Ability to present proposals and recommendations clearly and logically in public and private meetings.

Ability to prepare clear, concise and comprehensive correspondence, reports and other written materials.

Ability to establish and maintain effective working relationship with City Council, all levels of City Management, other governmental officials, community and civic organizations, employee organizations, employees, the media and the public.

Ability to exercise tact and diplomacy in dealing with highly sensitive political, public policy and community issues and situations.

Skills and abilities in written and oral communication sufficient to handle sensitive projects and problems, develop strong working relationships with divergent groups and communicate technical and philosophical concepts to lay persons.

Type 50 WPM.

MINIMUM QUALIFICATIONS:

Must have a high clerical aptitude, and knowledge of office procedures and record keeping. Skilled in taking minutes of meetings, word processing, filing, recordkeeping, letter and report writing. Ability to plan, assign, supervise and evaluate work of clerical employees. Must be able to understand and follow oral and written instructions and adhere to prescribed departmental routines; establish and maintain harmonious working relationships with other employees and the public.

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Recorder's Office

Job Title: Deputy Recorder

Reports To: City Recorder

The functions and abilities for successful performance in this position include, but may not be limited to: Physical Job Functions

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

<u>Designated Function (Inches)</u>	<u>Reach (Inches)</u>	<u>Distance (Feet)</u>	<u>Weight (Pounds)</u>	<u>Time (%)</u>
COLLATING		3		40
DIALING	18			30
FILING	18			50
KNEELING				5
LIFTING		3	40	5
REACHING		3		40
SITTING				80
SORTING	18			60
STOOPING				30
STANDING				30
KEYBOARDING	18			75
WALKING				20
WORD PROCESSING	18			40

LIST ANY SPECIAL WORKSITE CONDITIONS:

Standard office atmosphere; occasional exposure to verbal abuse from the public.

LIST ANY OTHER FUNCTIONAL REQUIREMENTS:

Nineteen and one-half hour work week; may be required to work overtime, depending on work load. Pulling, pushing, carrying, and bending.

Mental Aptitudes Table

<u>Designated Function</u>	<u>% Time</u>	<u>Aptitude Level</u>
WRITING	60	1
READING	60	1
REASONING	90	1
MATHEMATICS	50	1
VERBAL	70	1

Basic Acuities

<u>Designated Function</u>	<u>Acuity Level</u>
VISION	1
HEARING	1
TOUCH	1
TASTE	3
SMELL	3

Note: Acuities levels are:
High equals 1
Medium equals 2
Low equals 3

EXPERIENCE DESIRED:

Minimum two years experience in responsible clerical work/administrative position, with a high degree of public contact position.

EDUCATION:

Special or technical training equivalent to several years of college, technical, or trade school with course work in public administration, business management, computer/software operations, etc.

PRE-EMPLOYMENT REQUIREMENTS:

Pre-employment drug screen; educational and experience verification. Demonstrated skills and ability to perform essential functions.

COMPENSATION TYPE: Hourly

EXEMPTION STATUS: Non-exempt

SALARY RANGE: 14

"The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified."

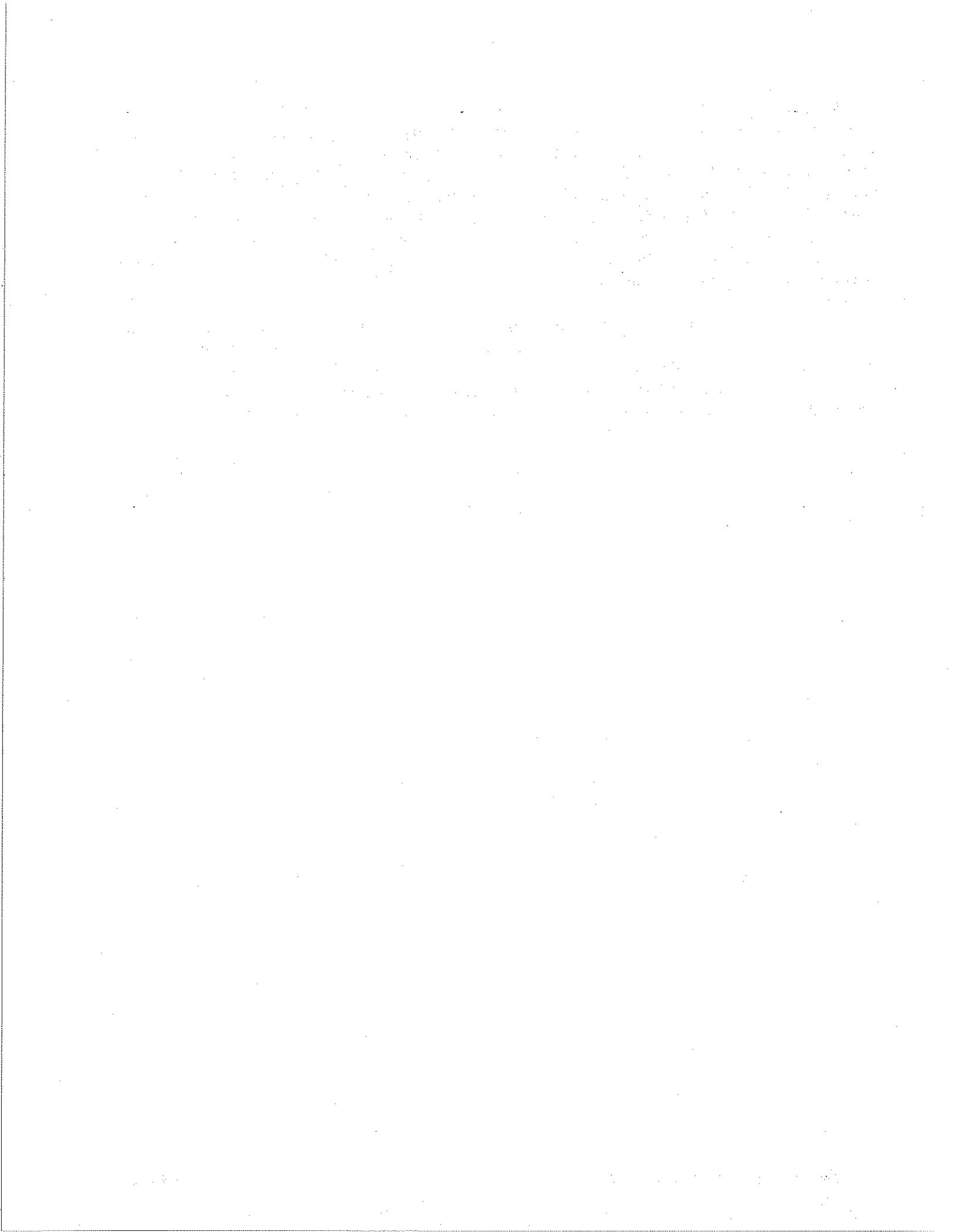
"The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered."

"For purposes of Employment Standards, this classification is "Non-Exempt" from the overtime provisions of the Fair Labor Standards Act"

ESSENTIAL SKILLS:

Extensive knowledge of office practices, procedures and methods; business English, spelling, and punctuation. Have the ability to understand and follow complex oral and written instructions. Have the ability to develop and prepare effective and complete correspondence and administrative reports. Have considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with the City, legislative/administrative officials and employees, representatives of business and governmental organizations, and the general public. Operation of PC computer, word processing software and other specialized software. Operation of general office equipment, including phone systems, typewriter, calculator, copier, etc. Type 50 WPM.

While performing the duties of this position, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with city staff, other organizations and the public. Employee required to deal with dissatisfied or quarrelsome individuals.



STAFF REPORT

Date Prepared: May 8, 2012

For City Council Meeting on: May 14, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator



APPROVED BY: N/A

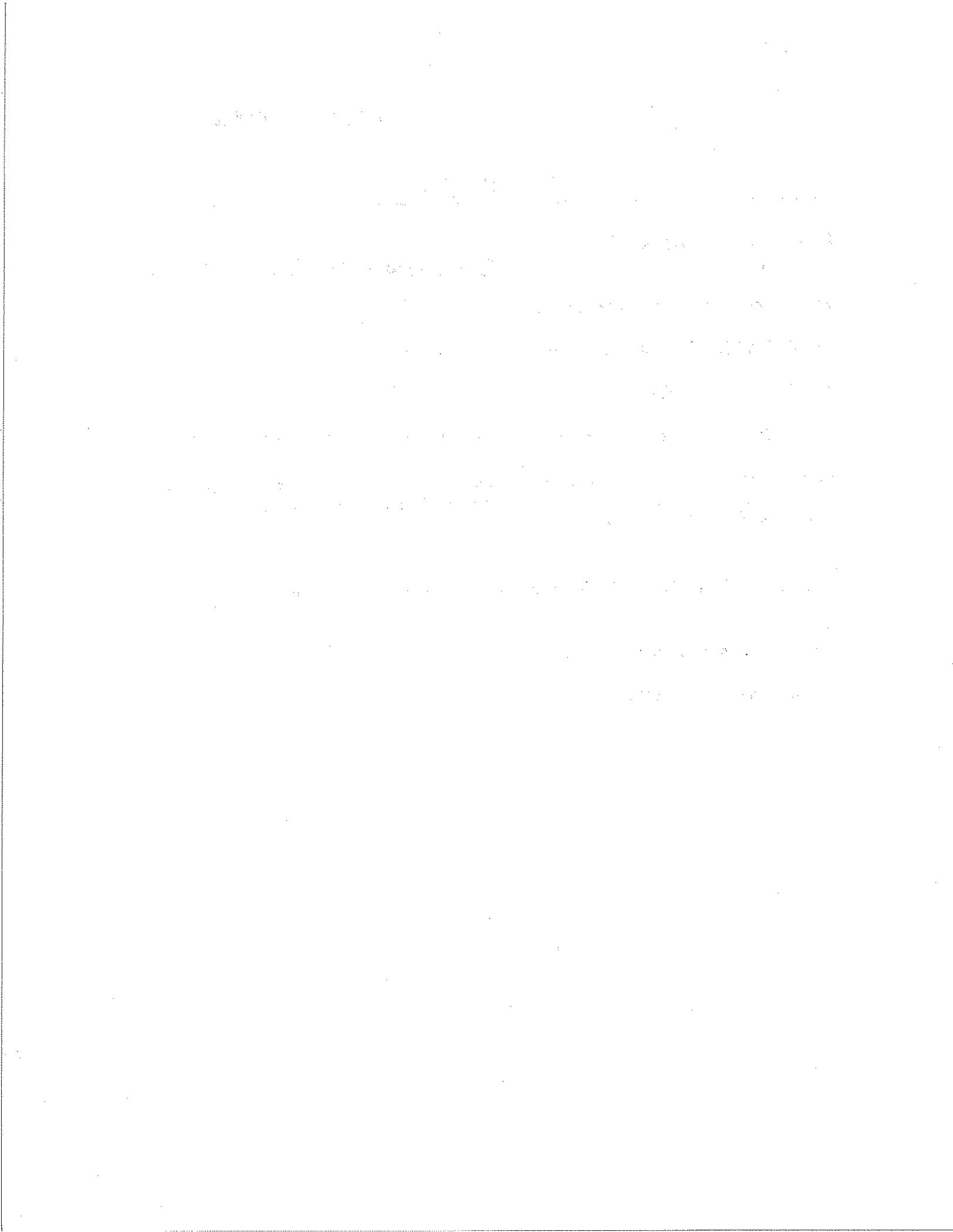
SUBJECT: Visit by Ruby Mason, Executive Director of Columbia Cascade Housing

SYNOPSIS: Ruby Mason, Executive Director of the Columbia Cascade housing Corp. will be present to thank the City Council and Community for the help in building the senior housing project located in Cascade Locks.

RECOMMENDATION: This is not an action item and is for information only.

Legal Review and Opinion: N/A

Financial review and status: N/A



STAFF REPORT

Date Prepared: May 8, 2012

For City Council Meeting on: May 14, 2012

TO: Honorable Mayor and City Council

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

APPROVED BY: N/A

SUBJECT: Hood River County Library Contract Renewal

SYNOPSIS: The City has received documents dealing with the renewal of the IGA between the City of Cascade Locks and the Hood River Library District. The current IGA terminates on June 30, 2012. The renewal date for the new IGA is set to be July 1, 2012. Under the terms of the current agreement, the City provides space in City Hall for the Library and the Library District pays an annual rental fee of \$1,600.

Currently, under the leadership of the Downtown Revitalization Steering Committee, the Library District is negotiating with Hood River County School District on a plan to move the Library to the available space at the School in Cascade Locks.

This matter comes before City Council to review and determine what course of action the City Council wants to take. No formal action is being requested, this is a Reports and Presentations issue.

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

- A. Take no action on this matter at this time.
- B. Ask staff for additional information.
- C. Other action as may be desired by City Council.

RECOMMENDATION: This is not an action item and is for information and consensus only.

Legal Review and Opinion: The City Attorney is reviewing the submitted materials and will be available to provide any information desired by the City Council.

Financial review and status: Currently the City receives \$1,600 from the Library District for the space rented. Should the Library move to the School as is being proposed, the City would

not receive the funds. A pro-rated payment based on the number of months in City Hall would instead be made to the City.

BACKGROUND INFORMATION:

- A. A copy of the materials received from the County Library District is attached for City Council information. This information includes; 1) The agreement; 2) A descriptions of the proposed School Re-Use model and; 3) the original 2009 Memorandum of Understanding between the two jurisdictions.
- B. The Library Director has been notified and will attempt to be present for this discussion at the May 14 City Council meeting.

Intergovernmental Agreement
between the
City of Cascade Locks, Oregon
and the
Hood River County Library District (HRCLD)
regarding space for the
Cascade Locks Branch of the Hood River County District Library

This Agreement is entered into this _____ day of _____, by and between the City of Cascade Locks of Hood River County, Oregon, and the Hood River County Library District of Hood River County, Oregon. The EFFECTIVE DATE of this Agreement is July 1, 2012.

RECITALS

- A. ORS 190.010 permits units of local government to enter into intergovernmental agreement for the performance of any or all functions that a party to the agreement has authority to perform; and
- B. ORS 357.410(3) permits units of local government to provide jointly a public library or public library services or share in the use of facilities, under such terms and conditions as may be agreed upon.
- C. The City of Cascade Locks in Hood River County, OR agrees to continue to provide the current space occupied by the Cascade Locks Library Branch in the Cascade Locks City Hall, 140 SE Wa-Na-Pa St., Cascade Locks, OR, 97014, to the Hood River County Library District for branch library services in Cascade Locks. The Hood River County Library District agrees to continue branch library services to the City of Cascade Locks, OR, in the space provided except as provided in (D) below.
- D. The Hood River County School District is currently in conversations with the Hood River County School District to move the Cascade Locks Library Branch to the Cascade Locks School, as part of Cascade Locks Community School Concept, as approved by Cascade Locks Downtown Revitalization Steering Committee on March 29, 2012, and attached in Appendix A. Should this move occur, the Cascade Locks Branch Library would move out of the space at 140 SE Wa-Na-Pa St.

THEREFORE, IT IS AGREED: No. 1 HRCLD voluntary addition, changes to nos. 4, & 5 per CL request.

- A. The Hood River County Library District will:
 1. pay an annual rent of \$1,600 to the City of Cascade Locks for the Cascade Branch Library space in the City Hall. The rent will be due on January 1, 2013. Should the Cascade Locks Branch Library be moved as provided in Recital D above, the Library District shall pay a rent prorated based on the number of months in the year the space was occupied.
 2. provide adult and children's library branch services in the space described in Recital C above.
 3. provide staff for library operations.
 4. provide at least 15 hours/week of open time.
 5. maintain equipment relating to library operations -- computers, printers and the _____ items comprising the library collection housed in the Cascade Locks Branch Library.
- B. The City of Cascade Locks will:
 1. provide the space currently occupied by the Cascade Locks Library Branch in the City Hall of Cascade Locks to the Hood River County Library District for continued use as the Cascade Locks Branch Library, except as provided in Recital D.
 2. provide utilities, phone and Internet service required to operate the Cascade Locks Branch Library while it occupies the space at 140 Wa-Na-Pa St.
 3. provide janitorial and maintenance services for the Cascade Locks Branch Library while it occupies the space at 140 Wa-Na-Pa St.

Comment: This section is no longer relevant now that the Library District is receiving tax revenue.

REVENUE

- A. The Hood River County Assessor's Office estimates that the property tax revenue that will be paid to the Hood River Library District by the property owners of the City of Cascade Locks in November, 2012 will be \$28,895.
- B. All fees, fines and charges, collected by the Hood River County Library District, shall be the property of the Hood River County Library District. [ORS 190.020(1)(b)].

REAL OR PERSONAL PROPERTY

- A. There shall be no transfer of title or possession to any real or personal property pursuant to this to this Agreement at the time this Agreement is entered into by the City of Cascade Locks and the Hood River County Library District:
- B. The City of Cascade Locks is the owner of the Cascade Locks Branch Library space in the City Hall of Cascade Locks.
- C. The Hood River County Library District is the owner of all the computers, printers and the library collection materials in the branch library space, including but not limited to books, AV, furniture, shelves and other library equipment.

DURATION [ORS 190.020(1)(E)]

The term of this Agreement shall begin on July 1, 2012, and after approval and execution by both parties, and shall expire on June 30, 2013.

The Hood River County Library District approves of the terms of the Memorandum of Understanding that was agreed to and approved by the City of Cascade Locks and Hood River County on December 20, 2009. This includes the section that states, "If the City adopts the resolution consenting to formation of the proposed library district, and the district decided to close the Cascade Locks branch at some future date, Cascade Locks could be withdrawn from the district pursuant to ORS 198.870 and would thereafter be free from assessments and taxes levied by the district." A copy of this Memorandum of Understanding is attached hereto as Appendix B and incorporated herein by this reference.

TERMINATION

- A. **TERMINATION By Mutual Consent:** This Agreement may be terminated by any time by mutual consent of both parties.
- B. **TERMINATION for Default or Breach:** Either District or City may terminate this contract in the event of a breach of the contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice. The rights and remedies of the parties provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this contract. Moving of the Cascade Locks Branch Library as provided in Recital D shall not be considered a breach of contract.

AMENDMENTS

This agreement may be amended only by an instrument in writing executed by both parties, which writing must refer to this instrument.

INDEMNIFICATION

Hood River County Library District agrees to defend, hold harmless and indemnify City of Cascade Locks from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the District while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for

activities arising out of this contract.

The City of Cascade Locks agrees to defend, hold harmless and indemnify Hood River County Library District from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the City while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for activities arising out of this contract.

MEDIATION

The Parties agree that, before resorting to any formal dispute resolution process concerning any dispute arising from or in any way relating to this Agreement (a "Dispute"), they will first attempt to engage in good faith negotiations in an effort to find a solution that serves their respective and mutual interests, including their continuing business/professional relationship. Party-principals agree to participate directly in the negotiations. Unless otherwise agreed in writing, the Parties shall have five (5) business days from the date the questioning party gives Notice (defined below) of the particular issue to begin these negotiations and 15 business days from the Notice date to complete these negotiations concerning the Dispute.

If the negotiations do not take place within the time provided above, or if the negotiations do not conclude with a mutually agreed upon solution within that time frame (or its agreed upon extension), the Parties agree to mediate any Dispute. If the Parties cannot agree upon a mediator, each shall select one name from a list of mediators maintained by any bona fide dispute resolution provider or other private mediator; the two selected shall then choose a third person who will serve as mediator. The Parties agree to have the principals participate in the mediation process, including being present throughout the mediation session(s). The Parties shall have 45 days within which to commence the first mediation session following the conclusion of their good faith negotiations or expiration of the time within which to negotiate (as stated above). The Parties agree that any mediated settlement agreement may be converted to an arbitration award or judgment (or both) and enforced according to the governing rules of Oregon civil procedure. The Parties further confirm their motivating purpose in selecting mediation is to find a solution that serves their respective and mutual interests, including their continuing business/professional relationship.

City of Cascade Locks, Oregon

Hood River County Library District

Lance Masters
Mayor of Cascade Locks

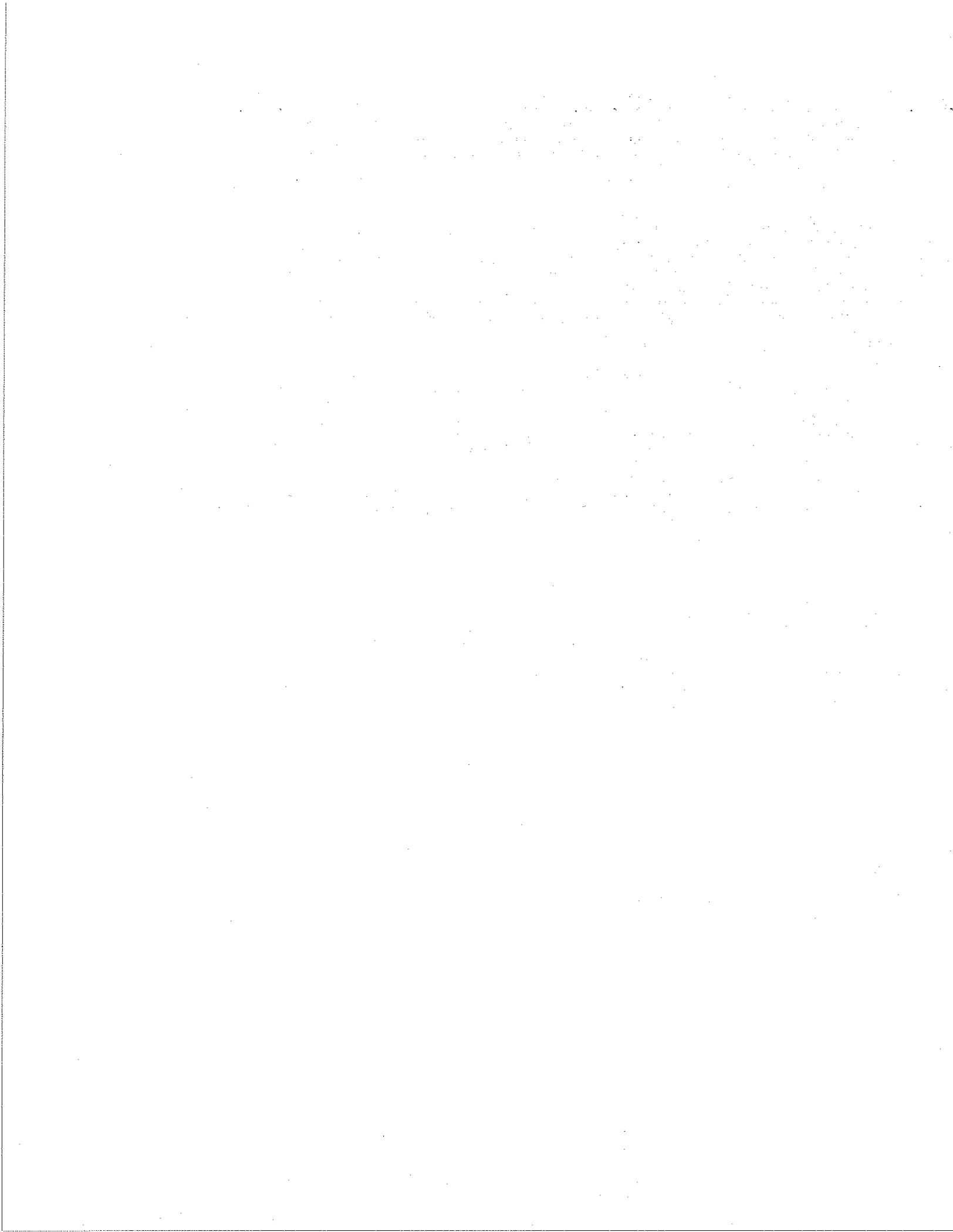
Sara Duckwall Snyder
Board President, Hood River County Library District

Date: _____, 2012

Date: _____, 2012

Attest: _____

Attest: _____



City of Cascade Locks
Downtown Steering Committee
Magnet School Concept
3/20/12

The Cascade Locks Community School Concept

(Approved March 29, 2012 by the DRSC)

Purpose: To make greater use of local school facilities to educate citizens of all ages, to meet job training needs and to take advantage of all resources available to the community while enhancing the quality of life in the community for citizens of all ages. **Initial focus will be on children and families.**

1. Get the Downtown Revitalization Steering Committee to include the school and education in the community VISION process and statement.
2. Under the umbrella of the Downtown Revitalization Steering Committee, create a "Community School" concept.
3. Create a "Sub-Committee" of the Steering Committee to take the lead to create a plan and program to make more positive use of the school resources.
4. Bring MHCC, CGCC, CGRA (sailing), the SBDC's, environmental groups, the Hood River County School District Community Education Program, Hood River County Health Department, Commission on Children and Families, Boys and Girls Club, FFA, 4H, Scouts, Work Source Oregon (employment service), Hood River County United Way, County Library District, City Recreation Program, SMART and other resources into a sub-committee effort to design the program and services.
5. Meet with all the resources and design the action plan.
6. Bring a proposal back to the Steering Committee for action.
7. Publicize and promote the services and programs throughout the community.

How We Will Measure Success: 1. The school will better utilized. 2. Programs and services will be provided for citizens of all ages. 3. School use will enhance downtown revitalization. 4. The community will have a written plan for the school and grounds.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) dated December 20, 2009 is by and between HOOD RIVER COUNTY, a home rule county and political subdivision of the State of Oregon (the "County") and the City of Cascade Locks, a municipal corporation of the State of Oregon (the "City") for the purpose of setting forth the parties' understanding of their respective rights and obligations pursuant to the provisions of ORS 198.870 relating to withdrawal of territory from a district. County and City are referred to herein as the Parties.

RECITALS:

- A. The County intends to form a county-wide library district pursuant to ORS Chapter 198 and ORS Chapter 357, whose boundaries would include the cities of Hood River and Cascade Locks;
- B. ORS 198.835 provides that if any part of the territory subject to formation of a district is within a city, the order initiating formation of the district shall be accompanied by a certified copy of a resolution of the governing body of the city approving the order;
- C. The County has requested such a resolution from the City, recognizing that the City's consent is required for inclusion in the proposed library district;
- D. The City has expressed reservation that its citizens would be subject to assessments and taxes levied by the district without any guarantee that it would continue to receive library services from the district at its local branch;

- E. The County understands the City's concerns regarding the future of its library services and has therefore offered to enter into this MOU to acknowledge the City's right to withdraw from the district in the event the City no longer received library services from the district.

NOW THEREFORE, THE PARTIES ACKNOWLEDGE AND AGREE AS FOLLOWS:

1. If the City adopts the resolution consenting to formation of the proposed library district, and the district decided to close the Cascade Locks branch at some future date, Cascade Locks could be withdrawn from the district pursuant to ORS 198.870 and would thereafter be free from assessments and taxes levied by the district.
2. Pursuant to the requirements set forth in ORS 198.755(3), a petition for withdrawal must be signed by not less than 15 percent of the electors, or 100 electors, whichever is the lesser, registered within the district, or in the alternative, 15 owners of land or the owners of 10 percent of the acreage, whichever is the greater number of signers, within the district. The petition would be filed with the County board.
3. Pursuant to the criteria set forth in ORS 198.870(4), the County must approve the petition "[i]f it has not been, or is not or would not be, feasible for the territory described in the petition to receive services from the district."
4. The County recognizes that closure of the library branch in Cascade Locks would satisfy these criteria.
5. The City recognizes that an election on a withdrawal petition may or may not be required pursuant to the provisions of ORS 198.875.
6. The Parties recognize that if withdrawn, the City's electors would thereafter be free from assessments and taxes levied by the district pursuant to the provisions of ORS 198.880

and ORS 198.882.

7. The County further agrees to consult with the City should a dispute over allocation of resources or level of service at the Cascade Locks branch arise between the City and the district.

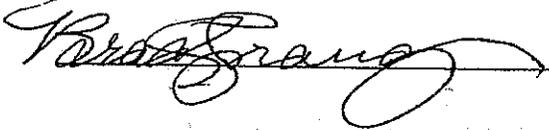
8. This MOU constitutes a statement of the current intent of the Parties, who acknowledge that it does not create a binding agreement and may not be relied upon as a basis for a contract by estoppel or serve as a basis for a claim based on detrimental reliance or any other theory.

9. Either party may terminate this MOU in writing stating the reasons for such termination.

10. This MOU shall be effective as of the date and year written above.

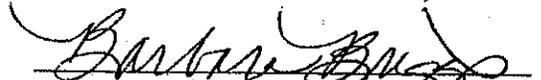
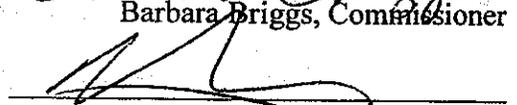
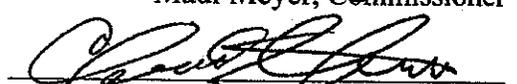
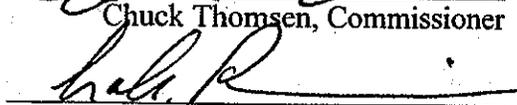
AGREED AND APPROVED:

City of Cascade Locks



Hood River County

Ron Rivers, Chair


Barbara Briggs, Commissioner
Maui Meyer, Commissioner
Chuck Thomsen, Commissioner
Les Perkins, Commissioner

STAFF REPORT

Date Prepared: May 8, 2012

For City Council Meeting on: May 14, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator

PK

APPROVED BY: N/A

SUBJECT: Establishing a process to review and discuss proposals for the Old Fire Station

SYNOPSIS: On February 16, 2012 the City Council took formal action to authorize a development approach to the Old Fire Station. City Council received a report and four different options to try to make something happen regarding the Old Fire Station. After lengthy discussion the City Council approved the development approach (option 4) and directed staff to recruit brokers from the Portland area. In March, the City held an open house and invited four Portland and one Hood River Broker to attend and tour the facility.

In response to the tour, the City provided an outline for prospective proposals and set April 30 as the deadline for proposals. In all, four different proposals were received. They are:

1. **Whiskey Flats Brewery**-A proposal to construct a brew pub to be located in the existing building and utilizing the old fire truck as an amenity. No estimated price listed.
2. **Sandy River Boat Works (Canoe and boat building and retail sales)**- A proposal by an architect to relocate his canoe and boat building business to Cascade Locks. Would retain the existing structure and make necessary repairs over time. This proposal includes a price to purchase the facility from the City with terms.
3. **Macadam Forbes Broker**-A proposal to serve as the official broker for the City to market and sell the facility.
4. **Columbia Property Group-Seder Architects Development**-A proposal to market, develop and or sell the facility as a completed development. This proposal includes working with other interested parties to prepare a final development plan.

In addition, a major Portland area developer (Robert Ball) has taken an interest in this facility and the community and has offered to come to town and visit with City Council and talk about development options for the Old Fire Station and downtown in general.

OPTIONS: The City Council has at least the following options.

1. Reject one or all of the proposals and start over.
2. Set the date and time for a special Council work session with all firms.
3. Take other action desired by the City Council.

RECOMMENDATION: That the City Council direct the following process be implemented for the review and discussion of all proposals presented.

1. Set a date and time for a special City Council work session to meet with and review the proposals.
 - A. Invite the Portland Developer to visit with and counsel City Council on development ideas and approaches.
2. Invite all firms submitting proposals on the Old fire Station to attend and discuss their proposal.
3. Make a decision on which proposal best meets the goals of the City.
4. Negotiate with the firm selected.

LEGAL REVIEW AND OPINION: Not necessary at this step. The City Attorney will be required in the negotiating portion of the recommended process.

FINANCIAL REVIEW AND STATUS: This is unknown at this time. The sales price, owner or tenant repairs and other financial aspects of any offer would be developed over time once a proposal has been selected and negotiated.

BACKGROUND INFORMATION:

1. A copy of the proposals is included in the City Council packet.
2. The original four options work sheet is attached for City Council information.

City of Cascade Locks
Fire Hall Appraisal Issue
Feb. 13, 2012

Four options for this issue:

1. Approve the hiring of an appraiser now for a cost not to exceed \$3,400.

- A. Funds to come from Emergency Services Department Budget Contingency (There is \$14,356. in the approved budget for Contingency. If approved, there will be a follow up resolution brought to Council for formal action at a later date.)
- B. Following receipt of the appraisal, meet with 3-4 Portland area brokers and select one to help the City sell the building/property.
- C. Retain one broker to market, sell and close a deal.

2. Do not hire an appraiser, meet with 3-4 brokers instead.

- A. Determine which broker to list with.
- B. Retain one broker to market, sell and close a deal.
- C. When you have a potential sale, then negotiate the cost of the "required to finance" appraisal. It may be possible to have the buyer pay for this or to share the cost.

3. Do nothing on this issue at this time.

4. The development approach.

- A. Authorize the expenditure of \$5,000 from Emergency Services Contingency to assist in creating a development plan for the property.
- B. Do this in partnership with The Port of Cascade Locks.
- C. Work with The Port to seek proposals from brokers/developers to work with the City and Port.

- D. Interview potential brokers/developers to assist in putting together a development plan for the property. (Use the \$5,000 here to help)
- E. Consider a public/private development approach based on the plan.
- F. Determine in the partnership such issues as what do we want, how we can enhance downtown, increase the value of the land and sales price.

NOTE: Most cities do the appraisal first when selling or buying land and use it as an independent base line for future decisions regarding the sale of property.

STAFF REPORT

Date Prepared: May 8, 2012**For City Council Meeting on:** May 14, 2012**TO:** Honorable Mayor and City Council**PREPARED BY:** Paul Koch, Interim City Administrator

PK

APPROVED BY: N/A**SUBJECT:** Discussion regarding the rescheduling of the May 28, 2012 City Council meeting.

SYNOPSIS: The next regularly scheduled City Council meeting falls on May 28, which is Memorial Day this year. The City offices will be closed in observance of this national holiday.

City Council should discuss this issue and determine when the Council would like to schedule this meeting.

In the past, Council has used a variety of choices. Many City Council's reschedule holiday meetings such as this to the next business day. There are already pre-set meetings established on May 29, 30 and 31. The agenda forecast appears to be light so some date in June might work.

OPTIONS: The City Council has at least the following options.

1. Reschedule the May 28 meeting for May 29, 30 or 31. (There are already conflicts on the calendar)
2. Reschedule the meeting for June 4. (The Tourism Committee meeting date)
3. Reschedule for June 5, or 8. (The Budget Committee meets June 6 and possibly June 7)
4. Do not reschedule but conduct any business at the regular June 11 City council meeting.
5. Any number of options that City Council may want to select.

RECOMMENDATION: That City Council determine what date and day to reschedule the May 28 City Council meeting.

