

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, May 22, 2017, 7:00 PM, CITY HALL

Purpose: The City Council meets on the 2nd and 4th 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 May 8, 2017 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 61,492.92.**
4. **Public Hearing:**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve City of Cascade Locks' Participation in the Hood River County Energy Plan.**
 - c. **Approve Contract Extension for Contract Staff for the Tourism Committee.**
 - d. **Contract vs. Staff for Control of Vegetation Underneath Utility Lines Down River.**
 - e. **Renew Contract for City Attorney.**
 - f. **Appointment of ACT Member.**
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: Tourism Committee**
 - b. **Hood River County:**
 - a. **John Roberts, Marla Harvey: Energy Plan.**
 - b. **Sheriff Matt English.**
 - c. **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 7:01 PM. CM's Randall, Fitzpatrick (via Phone), Walker, Busdieker, Zerfing, and Mayor Cramblett were present. CM Groves was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Brenda Wood, Debbie Fine and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** CA Zimmerman said agenda item 7.b. would be tabled to another meeting.
3. **Adoption of Consent Agenda.**
 - a. **Approval of April 24, 2017 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 185,668.64.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Walker, to approve the Consent Agenda. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** CA Zerfing said there is an opening on the Tourism Committee, the Planning Commission, and a Citizen Member for the Joint Work Group.
 - b. **Adopt Waste Water Treatment Facilities Plan.** CA Zimmerman said the Council would have to adopt the Plan at some point but he just received some information regarding ph levels being raised in the effluent. He said this will be required with the new NPDES permit. CA Zimmerman said Council could wait until we get the costs for this before approving the Plan or go ahead and adopt. CM Walker suggested Council wait for the one or two months. There was consensus of Council.
 - c. **Approve Contract Extension with Sofia Urrutia-Lopez as Contract Staff for the Tourism Committee.** CA Zimmerman said the Council received a letter from Sofia explaining the work she does for the Tourism Committee. He said Caroline Park drafted a budget sheet for Council's review showing increased revenues with decreased expenses.

Tourism Committee Chair Debbie Fine said she is available to answer any questions the Council may have regarding Sofia's duties. CM Zerfing noticed that Sofia had listed several things in her letter to the Council and a big one is the website. He explained when he searched, "Cities to visit in Oregon" on Google Cascade Locks did not come up. CM Busdieker said the search engine optimization needs to be increased. She explained that search engines have analytic options that can be added to track key words within the website. CM Zerfing said Sofia should know how to do this and she's getting paid for 20 hours a week. He said to set up a web page takes a lot of time but it doesn't take a lot of time to maintain the website. CM Busdieker said she held that job at one time and said that person does a lot more than maintain a website. She listed several things that person does. Chair Fine added to the list of duties. CA Zimmerman said you can also pay to get more exposure on the search engines but explained that Cascade Locks is at or near capacity during the summer months. CM Zerfing said maybe the City doesn't need the staff then. He said information is out if the motels are full.

CM Busdieker said the Tourism Committee controls their own budget and if they choose to spend money on staff they should be able to. Chair Fine said the Tourism Committee

members work for 40 hours a week and no one would have the time to do all that needs to be done. She said she wouldn't know what they would without the staff person.

CM Zerfing said he should be able to pull up Cascade Locks on his phone. CM Busdieker suggested different words to search, such as, "Places to visit in the Gorge." CM Zerfing said there should be enough key words on the website to have pulled it up.

CA Zimmerman said the direction of the Tourism Committee has been to try to get people to come to Cascade Locks during the shoulder seasons and mentioned the Strategic Plan they have been working on. Mayor Cramblett said that Tourism should be attending Council Meetings to let Council know what is going on. He said a Strategic Plan should have been brought to Council for approval. Mayor Cramblett said Council may not agree with the Tourism's direction. Chair Fine said that a Visitor's Center seems to be key and that is something that the Tourism Committee is talking about. She said the Tourism Committee set money aside in the budget this year toward a Visitor's Center.

Mayor Cramblett said our businesses need the tourists during the off season. He said the freeway is busy all the time and the City needs to capture them. CM Zerfing said that Portage Days is no longer an event here and have heard that there may not be fireworks anymore. Chair Fine said that Sofia is also working on events. CM Randall said that tourists are now staying in motels in the winter and commuting to the mountain to ski. CA Zimmerman said that weather and the price of gas also plays a part in tourism.

Council suggested that Sofia attend the next Council meeting.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Brenda Wood said she received a noise complaint regarding the music at her business. She said she came to the City Hall to clarify the ordinance with CR Woosley. She said 60 decibels is not very loud and she plays 50's and 60's music at her business. Brenda explained that she downloaded a couple of noise decibel applications on her phone to find that normal conversation is above 60 decibels. Brenda said she was told by CR Woosley that only the Council can make changes to an ordinance. She said she owns a home on Forest Lane across the street from ODOT Maintenance Buildings. She said their trucks make noise all night long during the winter and measured that noise at 90 decibels. Brenda said she researched some other noise levels on Google to find that vacuum cleaners measure 85 decibels and an alarm clock is 80.

CM Busdieker said in her experience you would measure the noise from the residential unit that is complaining. Brenda explained there is no insulation in the building. She said she measured 78-80 decibels from the alley where the source is. Brenda said the noise level would be above 60 decibels even if there was a daycare business there. She said noise is always going to be a problem if there is a business with the residential unit in that building.

Brenda said the city-wide yard sales were a success. She said there were 27 participants. She said she collected gift certificates donated by local business to raffle to the participating sellers in order to try to get participants.

7. **Reports and Presentations.**
 - a. **City Committees.** None.
 - b. **Contracting vs. Staff to Mow and Trim Downriver (tabled).**

c. **City Administrator Zimmerman Report.** CA Zimmerman reported on the Water Exchange process and the building and planning that is going on in the City right now, and that we are at 145% of normal rainfall. He reported the City is waiting on approval to publish the bid announcement for the Water Project and hope to announce bid award in June. CA Zimmerman said the State has approved Scot Siegel as the Planning Contractor to finish the update of the Community Development Code that was started two years ago.

CA Zimmerman said the dumpsters for Dumpster Days were full (120 yards) by Saturday morning at 9:30 AM. He explained that residents are allowed to dump three yards free. He said a problem the last two years has been commercial "residents" who claim multiple rental addresses and dump three yards for each address. He said this is outside the spirit of the event. CA Zimmerman said commercial enterprises should cart their debris to the landfill as a cost of doing business. He said the City will be reviewing the rules and seeking approval from the City Council to make changes to Dumpster Days.

CA Zimmerman said EMT Nick Stevens has indicated that he needs to give up his position at the City but is willing to stay until the City can find a replacement. He asked Council for approval to advertise for an EMT position. There was consensus of Council.

CA Zimmerman said John Grimm will not be able to continue to work on the Corrosion Control Project. He said Troy Baker with Anderson Perry is an engineer that is willing to work on that and Curran-McLoed can also do that work. He asked Council which firm to utilize for this work. Consensus of Council was to have Troy Baker with Anderson Perry to be the engineer for this project.

CA Zimmerman said the Council has been invited to the Pi-Ume-Sha Dinner at Kah-Nee-Ta Resort and needed to know who wanted to attend so that he could reserve a space for them. CM's Busdieker, Zerfing, and Mayor Cramblett said they would like to attend.

8. **Mayor and City Council Comments.** CM Walker said he volunteered to be on the Hood River County Energy Plan Committee but they hold the meetings at 1:30 in the afternoon and due to his job and family he has not been able to attend. He said he would like to recommend Glenda Groves attend those meetings. Mayor Cramblett said he would recommend Carl Zerfing attend those meetings because it is important to have someone there to ask questions. CM Busdieker said she also volunteered and that CM Zerfing has already made up his mind. Mayor Cramblett said having a skeptic is valuable and the City needs representation. CA Zimmerman said the County would be present at the next meeting with more information and then the Council can decide if they want to continue to participate.

CM Busdieker reported that this weekend is the first sailing event. She reminded everyone to call their moms on Sunday.

CM Randall thanked Debbie for attending the meeting. CM Busdieker thanked the Tourism Committee for everything they are doing.

9. **Other matters.**

10. **Executive Session.** None.

- 11. Adjournment. Motion:** CM Busdieker moved, seconded by CM Randall, to adjourn. The motion passed unanimously by CM's Randall, Fitzpatrick, Walker, Busdieker, Zerfing, and Mayor Cramblett. The meeting was adjourned at 8:19 PM.

Submitted by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
5/12/2017	PR	\$ 38,599.59
5/5/2017	A/P	\$ 22,893.33

GRAND TOTAL \$ 61,492.92

APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8235	05/17	05/05/2017			Void Check			.00 V
Total 8235:								.00
8236	05/17	05/05/2017	6966	01410018RE	American Messaging	Paging Service	5140562110	74.62
Total 8236:								74.62
8237	05/17	05/05/2017	4910	211901606 5	Bridget Lischwaski	Refund Deposit	5121130	243.84
Total 8237:								243.84
8238	05/17	05/05/2017	560	65105	C.M. & W.O. SHEPPARD	screw, rewind sta	0140462520	26.85
Total 8238:								26.85
8239	05/17	05/05/2017	6979	APRIL 2017	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 8239:								1,000.00
8240	05/17	05/05/2017			Void Check			.00 V
Total 8240:								.00
8241	05/17	05/05/2017	740	80396	CASELLE, INC.	Contract Support	0140162082	1,875.00
Total 8241:								1,875.00
8242	05/17	05/05/2017	1120	A159821	COLUMBIA HARDWARE, LLC	glass for window repair	0140462520	11.40
8242	05/17	05/05/2017	1120	B165795	COLUMBIA HARDWARE, LLC	floor wax, cleaner, mop	0140462540	30.25
Total 8242:								41.65
8243	05/17	05/05/2017	1420	2020	DENNIS V. SNYDER JR. CONTRACTO	Dig Hole for pole at Bridale Veil	5141662009	450.00
Total 8243:								450.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8244	05/17	05/05/2017	1480	2017-18	Dept. of Environmental Quality	certificate renewal fee for s.pice	3140562030	160.00
Total 8244:								160.00
8245	05/17	05/05/2017	1620	1447	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services April 2017	5140562139	750.00
Total 8245:								750.00
8246	05/17	05/05/2017	7012	16562	Fisher RPM Electric Motor, Inc.	test pump	3140562560	100.00
Total 8246:								100.00
8247	05/17	05/05/2017	4910	300160403 5	Gorget Art Gallery & Gifts	Refund Deposit	5121130	156.61
Total 8247:								156.61
8248	05/17	05/05/2017	2570	4171006	HOOD RIVER NEWS	Notice of PH WWFP	3140562030	76.00
Total 8248:								76.00
8249	05/17	05/05/2017	3070	1500457962	LESS SCHWAB TIRE CENTER	Tire change over	0540562360	40.53
Total 8249:								40.53
8250	05/17	05/05/2017	3150	050217	MARIANNE BUMP	Reimburse Mileage	0140162020	21.40
Total 8250:								21.40
8251	05/17	05/05/2017	3380	KPDX APRIL	Meredith Corporation	Retransmission	4140562740	148.80
8251	05/17	05/05/2017	3380	KPTV APRIL	Meredith Corporation	Retransmission	4140562740	310.00
Total 8251:								458.80
8252	05/17	05/05/2017	3770	22-201704	NET ASSETS	Title Search	0140162110	61.00
Total 8252:								61.00
8253	05/17	05/05/2017	3820	20825767	Norco, INC	oxygen	0540562351	98.95

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8253:								
8254	05/17	05/05/2017	6769	04-17-444	PARC Resources, LLC	general planning	0140262075	451.50
8254	05/17	05/05/2017	6769	04-17-444	PARC Resources, LLC	City Planning	0140262090	1,170.39
Total 8254:								
8255	05/17	05/05/2017	4640	APRIL 2017	PITNEY BOWES INC	Postage	0140162055	150.00
Total 8255:								
8256	05/17	05/05/2017	4650	L905969	PLATT ELECTRIC SUPPLY	electric supplies	3140562560	11.98
8256	05/17	05/05/2017	4650	L906169	PLATT ELECTRIC SUPPLY	Flu Fluke	5140563700	106.00
Total 8256:								
8257	05/17	05/05/2017	7031	5494	Porter W. Yett Company	Misc. Paving	2140562560	204.75
8257	05/17	05/05/2017	7031	5494	Porter W. Yett Company	Misc. Paving	3140562560	204.75
Total 8257:								
8258	05/17	05/05/2017	6886	APRIL 2017	Sindair Television Group, Inc.	Programming	4140562740	272.80
Total 8258:								
8259	05/17	05/05/2017	6965	48	Sofia Urrutia-Lopez	Contract Support	0840562110	760.00
Total 8259:								
8260	05/17	05/05/2017	5510	8044214979	STAPLES CONTRACT & COMMERCIA	Paperclips, pens, paper and toner	0140162010	126.30
Total 8260:								
8261	05/17	05/05/2017	7032	4815	Swell City Carpets	flooring for fire station remodel	0540563000	1,757.92
Total 8261:								
8262	05/17	05/05/2017	6834	042617	Zach Prosser	Refund over payment for electrical work	5130543701	1,390.40

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8262:								
8263	05/17	05/05/2017	670	100001500 5	CASCADE LOCKS LIGHT CO.	Fire Station	0540562439	295.37
8263	05/17	05/05/2017	670	100030200 5	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
8263	05/17	05/05/2017	670	10003500 5/	CASCADE LOCKS LIGHT CO.	Res. No. 2	2140562070	28.30
8263	05/17	05/05/2017	670	100038200 5	CASCADE LOCKS LIGHT CO.	Wall House	2140562070	1,470.29
8263	05/17	05/05/2017	670	100379100 5	CASCADE LOCKS LIGHT CO.	Treatment Plant	3140562070	2,218.98
8263	05/17	05/05/2017	670	100381300 5	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	39.82
8263	05/17	05/05/2017	670	100381300 5	CASCADE LOCKS LIGHT CO.	Warehouse	3140562070	39.82
8263	05/17	05/05/2017	670	103742700 5	CASCADE LOCKS LIGHT CO.	Wasco Creek Lift Station	3140562070	47.75
8263	05/17	05/05/2017	670	200120000 5	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	28.30
8263	05/17	05/05/2017	670	300155100 5	CASCADE LOCKS LIGHT CO.	Main Lift Station	3140562070	1,199.08
8263	05/17	05/05/2017	670	300155900 5	CASCADE LOCKS LIGHT CO.	Museum	0140762630	189.26
8263	05/17	05/05/2017	670	300171800 5	CASCADE LOCKS LIGHT CO.	Mail Lighting	5140562800	40.61
8263	05/17	05/05/2017	670	300183900 5	CASCADE LOCKS LIGHT CO.	Moody Lift Station	2140562070	31.63
8263	05/17	05/05/2017	670	301961200 5	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	11.38
8263	05/17	05/05/2017	670	600138900 5	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162582	1,271.84
8263	05/17	05/05/2017	670	600138900 5	CASCADE LOCKS LIGHT CO.	87 Ruckle	3140562070	50.54
8263	05/17	05/05/2017	670	600149800 5	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	86.03
8263	05/17	05/05/2017	670	601369800 5	CASCADE LOCKS LIGHT CO.	Radio Tower	0540562439	62.19
8263	05/17	05/05/2017	670	SSS 5/17	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	227.00
Total 8263: 7,386.49								
5051701	05/17	05/05/2017	3650	17041499	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	3,284.80 M
Total 5051701: 3,284.80								
Grand Totals: 22,893.33								

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	5,709.80-	5,709.80-
01-401-62010	126.30	.00	126.30
01-401-62020	21.40	.00	21.40
01-401-62055	150.00	.00	150.00
01-401-62082	1,875.00	.00	1,875.00
01-401-62110	61.00	.00	61.00
01-401-62552	1,369.25	.00	1,369.25
01-402-62075	451.50	.00	451.50
01-402-62090	1,170.39	.00	1,170.39
01-404-62520	38.25	.00	38.25
01-404-62540	30.25	.00	30.25
01-407-62630	189.26	.00	189.26
01-408-62025	227.00	.00	227.00
05-21010	.00	2,254.96-	2,254.96-
05-405-62350	40.53	.00	40.53
05-405-62351	98.95	.00	98.95
05-405-62439	357.56	.00	357.56
05-405-63000	1,757.92	.00	1,757.92
08-21010	.00	760.00-	760.00-
08-405-62110	760.00	.00	760.00
17-21010	.00	28.30-	28.30-
17-405-62551	28.30	.00	28.30
21-21010	.00	1,774.79-	1,774.79-
21-405-62070	1,570.04	.00	1,570.04
21-405-62560	204.75	.00	204.75
31-21010	.00	4,137.20-	4,137.20-
31-405-62030	236.00	.00	236.00
31-405-62070	3,584.47	.00	3,584.47
31-405-62660	316.73	.00	316.73
41-21010	.00	4,016.40-	4,016.40-
41-405-62740	4,016.40	.00	4,016.40
51-21010	.00	4,212.08-	4,212.08-
51-21130	400.45	.00	400.45
51-305-43701	1,390.40	.00	1,390.40
51-405-62110	74.62	.00	74.62
51-405-62139	750.00	.00	750.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62800	40.61	.00	40.61

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-405-63700	106.00	.00	106.00
51-416-62009	450.00	.00	450.00
Grand Totals:	<u>22,893.33</u>	<u>22,893.33-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail

CASCADE LOCKS STAFF REPORT

Date Prepared: April 17, 2017

For City Council Meeting on: April 24, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Renewal of Hood River Energy Plan participation

SYNOPSIS: Please see the attached information.

CITY COUNCIL OPTIONS: The Council may approve or reject the request to participate for a second year in the Hood River County Energy Plan.

Mr. John Roberts, Hood River County Planning, and Marla Harvey, Energy Plan Coordinator will be with us.

For your information, the City of Cascade Locks participates in energy rebates including:

1. Residential Clothes/Washer/Dryer Rebate
2. Residential Heat Pump Water Heater Rebate
3. Residential HVAC with PCTS Rebate
4. Residential Manufactured Home Insulation Rebate
5. Energy Star Manufactured Rebate
6. Residential Site Built and Multi-Family Insulation Rebate
7. Residential Window and Door Rebate.

RECOMMENDED MOTION: "I move to approve the City of Cascade Locks participation in the Hood River County Energy Plan with a contribution of \$2,250 for our portion."

FINANCIAL REVIEW: This money would be taken from the Electric Department budget.

CASCADE LOCKS STAFF REPORT

Date Prepared: May 16, 2017

For City Council Meeting on: May 22, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Extension of Tourism Committee Contract Staff

SYNOPSIS: At the May 1 meeting of the Tourism Committee, the Committee reviewed the work of the contract staff that supports the committee activities. After the review, which was very positive, the Committee voted to recommend to the Council that the contract with staff be renewed for another year. The support position is included in the 2017-18 budget at 20 hours per week at \$19 per hour. If approved by the Council, the City Attorney can draw up the contract extension (last year's extension attached).

Since the May 2 meeting, I have added the letter from Sofia Urritia-Lopez and the spreadsheet from Caroline Park.

CITY COUNCIL OPTIONS: Accept or reject the recommendation from the Tourism Committee.

RECOMMENDED MOTION: "I move to approve a one year contract extension with Sofia Urrutia-Lopez as contract staff for the Tourism Committee as budgeted."

May 8, 2017

Dear City Council Members,

Hello, my name is Sofia Urrutia-Lopez and I am the Cascade Locks Tourism Committee's Support Staff. Unfortunately, I had other obligations tonight and am unable to attend in person. However, Gordon Zimmerman encouraged me to write a letter explaining the role the Tourism Committee and duties as a Support Staff contractor generates TRT dollars.

It is no doubt that the TRT dollars the city of Cascade Locks receives via hotels, motels, and camping sites is pertinent to the success of the city. The TRT dollars have increased in the past few years due to tourism influx in part by partnerships with Travel Oregon, Travel Portland, West Columbia Gorge Chamber of Commerce, Port of Cascade Locks, Skamania Chamber of Commerce and many more! Not only have these entities advocated for Cascade Locks but the Tourism Committee in the past few years have held continuing relationships with all of the above organizations. The Committee has directed myself to work closely with those partners by joining meetings, sponsorship opportunities, tabling at events including working with local businesses, grant accessibility to local businesses and organizations. By working with these partners, it keeps Cascade Locks front and center in their minds meaning they will recommend Cascade Locks (and its businesses, including hotels, motels and camping) when asked where to visit in the Gorge. This is not only priceless but also extremely important to keep these relationships in good standing no matter the time of year.

Due in part to the work and advocacy of the Tourism Committee, they have increased numbers on social media followers including Facebook, Instagram, and Twitter. In one year alone, Facebook likes increased from 802 likes on May 8, 2015 to 2,929 to today. The range of visitors include persons from Portland to New York to Germany. These numbers mean that people are interested in Cascade Locks whether it's a day trip, overnight trip or a week long trip.

Other work that the Tourism Committee and myself have done in the past few years is create a Cascade Locks centric brochure that includes all

businesses, attractions, hiking trails and an aesthetically pleasing design. These brochures are distributed to the Portland Airport, downtown Portland, businesses throughout the Gorge including Chamber of Commerces. This past year the Port of Cascade Locks has asked for brochures to be given to the Bridge of the Gods, something that has not been asked for in the past. The brochures have flown off the shelves which means tourists are either picking these up and/or businesses/organizations are handing them out to tourists. Last year alone, there were 10,000 brochures distributed throughout the area, an increase from year's past due to demand. There also has been an increase in adwork placed in several regional magazines including Travel Oregon's visitor's guide, a revolving advertisement placed at Multnomah Falls which sees thousands upon thousands of visitors and an increase in ads via social media.

Another entity that has allowed tourists to learn more about Cascade Locks is a cohesive website. On the website, it includes businesses, attraction, grant documents and a contact form to reach myself. Throughout the three years I have been on board as a contractor, the past year and a half, I have personally seen an increase in emails requesting brochures, magazine and general information to be mailed to tourists who will be visiting Cascade Locks in the near or distant future. Most questions are in regards to lodging and hiking.

It is my belief that through the direction of the Cascade Locks Tourism Committee, the increase of tourists is moderately attributed to our social media presence, ad work, brochure, and website. While it may not be measurable via lodging, there quite honestly is no way to measure that, the increase in tourists is evident. The increase of "heads and beds" is evident. The Best Western alone has seen an increased number of tourists, with some weekends already being sold out early in the season. I believe that without the advocacy for all of the above, Cascade Locks would become a city to "pass through".

Lastly, the Cascade Locks Tourism Committee has been working for several month on a Strategic Plan. This Strategic Plan lays out the foundation for a strong committee to continue to increase tourism in Cascade Locks by continuing partnerships, creating new partnerships, providing a world class

experience to tourists, and much more. The Tourism Committee is inviting the public to a “Strategic Plan Mixer” on Wednesday, May 24th at 6:00 PM. A presentation will be given by the members at 7:00 PM with a question and answer session afterwards including a chance to provide feedback. To further the understand of the work involved, I encourage City Council members to join us on the 24th. The mixer is being held at Bridgeside.

Please feel free to directly contact me at tourism@cascade-locks.or.us if you have any further questions or concerns. I'd love to chat in more detail about the work of the Committee and myself.

Thank you for your time,
Sofia Urrutia-Lopez

FISCAL YEAR	2016 - 2017	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013	2011 - 2012	2010 - 2011
Revenues	<i>As of Jan 2017</i>						
Beginning Balance	\$69,380.00	\$40,149.00	\$14,883.00	\$19,078.00	\$15,503.42	\$31,078.00	\$49,265.00
Room Assessment	\$41,589.00	\$65,808.00	\$53,142.00	\$48,413.00	\$43,186.16	\$38,207.00	\$40,501.00
Interest	\$371.00	\$303.00	\$129.00	\$110.00	\$119.00	\$148.00	\$200.00
Garage Sale	0	\$0.00	\$0.00	\$385.00	\$195.00	\$210.00	\$380.00
Misc.	\$1,080.00	\$1,334.00	\$2,401.00	\$66.00	\$2,214.00	\$1,355.00	\$20.00
Total Tourism Revenues	\$112,420.00	\$107,594.00	\$70,555.00	\$68,052.00	\$61,217.58	\$70,998.00	\$90,366.00
Expenses							
Total Materials & Services	\$23,506.00	\$36,714.00	\$28,406.00	\$52,669.00	\$42,139.60	\$55,495.00	\$56,828.00
Capital Reserve	\$10,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,461.00
Total Expenditures	\$33,506.00	\$38,714.00	\$30,406.00	\$52,669.00	\$42,139.60	\$55,495.00	\$59,289.00

FY Estimated Recommended Adopted

	2017 - 2018	2017 - 2018	2017 - 2018
Revenues			
Beginning Balance	\$100,000.00		
Room Assessment	\$80,000.00		
Interest	\$1,000.00		
Garage Sale	\$0.00		
Misc.	\$2,000.00		
Total Tourism Revenues	\$183,000.00		
Expenses			
Total Materials & Services	\$85,920.00		
Capital Reserve	\$53,000.00	\$14,000.00	
Contingency	\$0.00		
Other	\$0.00		
Total Expenditures	\$138,920.00		
	\$44,080.00		

2016 - 2017, we budgeted \$122,000 in expenditures. As of Jan 2017, we have only spent \$33,506.

CASCADE LOCKS STAFF REPORT

Date Prepared: May 16, 2017

For City Council Meeting on: May 22, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Contract vs Staff for Control of Vegetation Underneath Utility Lines Downriver.

SYNOPSIS: For many years Electric Department Staff used the City Brush Rig to keep the vegetation under control beneath the power lines. We have come to a point where we need to make a decision about how to maintain the vegetation in the future.

We currently have a New Holland 1998 TS110 tractor that needs the following repairs and the estimated cost to repair:

Fuel System Cleaning	
Hydraulic System Cleaning	
New Rear Tires	\$ 3,400
New Front Tires	\$ 1,600
Replace left cylinder	\$ 400
Replace end cylinder rod	\$ 300
Hydraulic Oil Cooler Hose	\$ 200
Left Steering Cylinder	\$ 250
Fan Belt	\$ 100
Batteries	\$ 250
Possible Rear End Damage	\$ 4,000
Repair oil leak in braking system	<u>\$ 4,000</u>
Total	\$14,500

In the end we will have a brush rig that can do the majority of the work needed, but we will still have the tough areas to do which the brush rig cannot reach. These areas included lines which are accessible only on foot and would need to be completed manually. This work needs to be done at least bi-annually.

A used tractor and brush rig similar to our current rig would cost an estimated \$90,000.

We do have a contract proposal from Dennis Snyder for the vegetation control as follows:

Mowing without fire protection before fire season starts	\$4,950
Mowing with fire protection after fire season starts	\$5,950

We did not budget for this task this year. Mr. Snyder does have the appropriate equipment to do an excellent job for both the machine and manual work.

Mr. Snyder has indicated that he would be willing to trade the first year's vegetation control contract in exchange for the old, unrepaired tractor. If that is satisfactory, we would include the bi-annual contract in the appropriate budget.

CITY COUNCIL OPTIONS:

1. Fix the Brush Rig, continue to use employees to clear the vegetation
2. Fix the Brush Rig, sell it, and contract for the vegetation control
3. Trade the Brush Rig to Snyder Construction for the first year vegetation control and contract for future years

RECOMMENDED MOTION: Council discussion item.

AGENDA ITEM NO: 5.e.

CASCADE LOCKS STAFF REPORT

Date Prepared: May 16, 2017

For City Council Meeting on: May 22, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of City Attorney Contract

SYNOPSIS: Ruben Cleaveland has been the City Attorney for about 6 years. The attached contract is to continue our relationship with Ruben Cleaveland and the firm for which he is currently working.

CITY COUNCIL OPTIONS: Approve, modify, or reject the proposed contract.

RECOMMENDED MOTION: "I move to approve the personal services contract with the law firm of Annala, Carey, Thompson, VanKoten & Cleaveland, P.C. in Hood River to provide municipal law services for the City of Cascade Locks."

FINANCIAL REVIEW: The proposed contract continues the financial structure which was budgeted for in the 2016-17 budget.

CASCADE LOCKS STAFF REPORT

Date Prepared: May 16, 2017

For City Council Meeting on: May 22, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Appointment of ACT Member

SYNOPSIS: The Area Commission on Transportation bylaws are a little vague on the appointment of new members. They state:

“Each county will solicit nominations for its respective business/labor and stakeholder members according to the following: Hood River County will develop a coordinating committee or other mechanism to solicit and nominate candidates.”

So while the County Commission itself is not necessarily required to approve nominations, the County is essentially held responsible for finding candidates through some form of county coordinating committee.

The Area Commission on Transportation was established two years ago. The stakeholder positions are rotated between the Cities of Hood River and Cascade Locks and the Ports of Hood River and Cascade Locks. The 2015-17 term was held by the Hood River City Councilor (Peter Cornelison) and the Port of Cascade Locks was held by Jess Groves, Commission President. The 2017-2019 term should be filled by Cascade Locks City Council and Port of Hood River. That does not require a member of the governing body be appointed, only that the governing body appoints the member it wishes to represent their interests.

Mr. Groves has expressed an interest in continuing his seat on the Area Commission on Transportation.

To accomplish that intent, either the City has to defer its stakeholder turn to the Port of Cascade Locks, assuming that the Port will reappoint Mr. Groves to the position, or the City Council could appoint Mr. Groves as its representative. The City Council could also appoint its own stakeholder representative.

CITY COUNCIL OPTIONS:

1. Appoint Jess Groves as the City Council Representative.
2. Allow the Port of Cascade Locks to continue to hold the stakeholder position for Hood River County.
3. Appoint someone else as the City Council Representative.

RECOMMENDED MOTION: Council decision.