

# CITY of CASCADE LOCKS

## AGENDA

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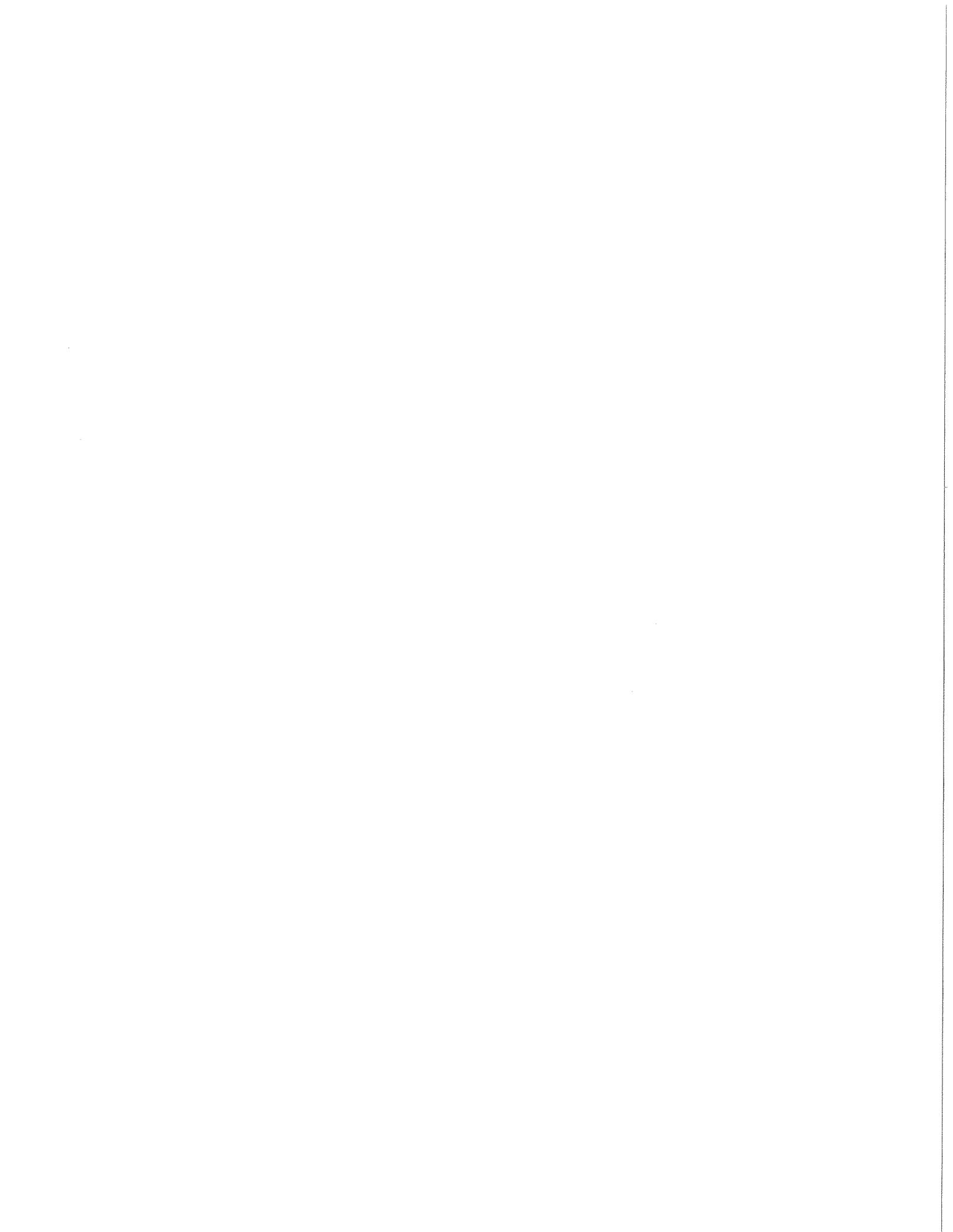
### CITY COUNCIL MEETING, Monday, May 23, 2016, 7:00 PM, CITY HALL

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**Purpose:** The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month to conduct city business.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of May 9, 2016 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 53,658.30.**
  - c. **Approve Port of Cascade Locks Noise Ordinance Waiver for Movies in the Park.**
4. **Public Hearings.**
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Extension of Tourism Committee Contract Staff**
  - c. **Approve Resolution No. 1355 Authorizing a Budget Amendment to Move the Debt Service for Digger Derrick from Electrical Capital Reserve to Electrical Fund, Making Appropriation and Authorizing Expenditures.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
  - a. **City Committees.**
  - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Randall, Fitzpatrick (via phone), Walker, Busdieker, and Mayor Cramblett were present. CM Rutherford was absent. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Holly Wells, Ray Cless, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
  - a. **Approval of April 25, 2016 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$204,900.35.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Groves, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett.
4. **Public Hearings.** None.
5. **Action Items:**
  - a. **Appointment to Committees.** None.
  - b. **Approve Heat Pump for Fire Station.** Mayor Cramblett asked if the new heat pump is the same brand as the old one. CA Zimmerman said yes, but a different model. He said the heat pump will only heat the offices and training room. **Motion:** CM Randall moved, seconded by CM Walker, to approve the expenditure of \$8,700 for the new heating system in the Fire Hall with half of the expenditure in this fiscal year and half in the next fiscal year.

CM Busdieker asked how the expenditure would affect the budget. CA Zimmerman said the expense was budgeted. CM Randall asked if the heating system was a newer model. CA Zimmerman said it is a new system. CM Busdieker asked the life span of the new system. CA Zimmerman said there is a five year warranty. CM Randall said he is glad the Council is considering this. He said it is important to maintain the Fire Hall. CM Fitzpatrick said it is an expenditure that needs to be made. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Holly Wells said she has been keeping an eye on things in Cascade Locks. She said, in her professional guess, no matter which way the vote turns out on the measure that there will be upset people. She said people will be feeling powerless and angry. She said she wants a town of 1200 people to be able to work and deal with each other. She said she will be here watching and would be able to help with mediation to teach better ways to communicate.
7. **Reports and Presentations.**
  - a. **City Committees:**
  - b. **City Administrator Zimmerman Report.** CA Zimmerman reminded Council of the Parking Management Workshop on May 16<sup>th</sup>. He urged any Councilor to let him know if they plan to attend the LOC Conference in September as arrangements need to be

made July 1<sup>st</sup>. He reported that the engineering and bid documents are still with the State and Federal agencies awaiting approval. CA Zimmerman said the Auditor met with Staff last week and noted that the inconsistencies outlined in the letter are “immaterial”. He said the Auditor will work with the State Department of Revenue to reach a resolution without having to issue a new audit. CA Zimmerman said he and Holly Howell will be traveling to Salem on Wednesday to give a presentation to the OPR Commission and request \$125,000 to match the City’s \$50,000 to create a bike hub in Overlook Park. CA Zimmerman said the Port is requesting a noise waiver for a band in the park on July 4<sup>th</sup>. There was consensus of Council to permit the noise waiver to the time requested. CA Zimmerman said the order has been placed for the new City Light Truck. He said delivery is 90-120 days from the date of the order. He said Staff will be requesting a change in the budget to move the money from this fiscal year to the next.

8. **Mayor and City Council Comments.** CM Walker urged everyone to take the time to vote, to engage, and be a part of the process. He said there is a lot of information on Ballot Measure 14-55 and urged everyone to look at the facts and decide for themselves.

CM Busdieker thanked Holly for the follow up and thanked CM Walker for always being the voice of reason. Her comments are attached as Exhibit A.

CM Randall said he stands by what he has said. He said CM Busdieker has no clue about his personal life. He said the Hood River County Commissioners have seen through this and the potential damage that this amendment will do in the future. He said he is happy that the Hood River County Commissioners are going to go to the Oregon Department of Justice and ask this to be thrown out if it passes. CM Randall said he has heard three years of testimony on this. He said it is insulting when someone belittles others about their personal lives and does not appreciate that at all. CM Randall thanked Staff for all their hard work.

CM Groves thanked all for coming to the Angela Coe Rainy Day Walk. She said it was a beautiful day and everyone had a good time. She thanked all the businesses for their donations. CM Groves urged everyone to vote no on BM 14-55. She said there are many misstatements about this issue and made with hatred voices. She said she ran and was elected on her belief that she could work together with others and help make a difference for our community and its citizens. She said personal attacks on her and her family will not change that belief. She said the majority of this Council believe in community, friends and neighbors and are working hard to keep utilities and emergency services affordable to this community. CM Groves said again, issues have separated our community and hopes that when this all clears up that her friends and neighbors are still there. She said if they are not, then they weren’t her friends.

Mayor Cramblett said he appreciated the efforts of CM Groves for the Angela Coe Rainy Day Walk Event. He said this is a great place for it and appreciates the reason for such an event. CM Groves said all the proceeds from the walk go to the Children’s Cancer Association in Portland. She said they want to keep it local and Angela was very involved with kids.

Mayor Cramblett said the opposition started out by saying there was no doubt about where the water came from. He said they said it came from Mt. Hood, and then said it came from the Hood River Valley. He said there is a lot of rhetoric out there and they are wrong on several of the issues and doesn't see how they can back up any of their claims at all. He said they don't seem to have a problem with staying wrong. Mayor Cramblett said the City has the science, as best as anyone knows that the water source comes from a basin that only feeds Cascade Locks. He said it is not appropriate to speak for the Natives. He said the Natives have been given misinformation and as he sees that a water bottling facility would be a benefit to them. He said the same water that feeds Oxbow Springs is the same water that we drink and is the same water that will be pumped up to Oxbow Springs in the summer time when it needs it most. Mayor Cramblett said if we are going to limit the amount of water that it would take to water a golf course then we should shut everything down. He said the City won't be moving anything along economically at all because we can't use any more water than what we are using. Mayor Cramblett said we have a state government that is trying to push economic development, growth, and push the use of our natural resources to be sustainable. He said a water bottling facility here would be sustainable. He said the majority of the Council is doing the right things and asking the right questions to do the best for our community and for our resource.

Mayor Cramblett said he grew up here and has seen a lot of issues. He said the people in Cascade Locks will figure it out and get over it. He said there will be people, just as in any other city, that will have trouble getting over it and there isn't a lot anyone can do about that.

Mayor Cramblett said he appreciated CM Randall's comment. He asked if Hood River County should be in this. He said they should not and the Hood River County Commissioners agree with that. He said there is a lot of information coming out and a lot of bad information. He said there are more people stepping up now and agreeing that the initiative is not the right thing to do. He urged Council to move ahead and continue to do their due diligence.

9. **Other matters.** None.
10. **Executive Session:** None.
11. **Adjournment. Motion:** CM Busdieker moved, seconded by CM Randall, to adjourn the meeting. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett. The meeting was adjourned at 7:29 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Mayor

YOU KNOW WHAT'S EMBARRASSING?

Name calling and hyperbole instead of factual arguments and rational discussion

YOU KNOW WHAT'S EMBARRASSING?

Claiming to "never be a part of anything destructive to our Native brother's and sister's way of life and culture," but appearing completely oblivious to their issues.

1. They have treaties we need to honor
2. Oxbow Springs is sacred
3. You do not sell water. Period.

Anyone who thinks the Local Water Alliance riled up the natives also has no clue how things actually happened. The fact is: they energized us.

YOU KNOW WHAT'S EMBARRASSING?

Confusing the issue by talking about every nearby hatchery except the one in question. And honestly, I'm more worried about the fish that don't have the benefit of ideal hatchery conditions. They never seem to be talked about.

YOU KNOW WHAT'S EMBARRASSING?

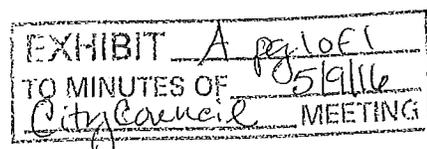
Claiming to be performing due diligence yet refusing to consider any independent research.

The fact remains we only know the bare minimum about the source of our water. The scientists who study drought all say things are likely to get worse before they get better. We simply don't have enough information to make really informed decisions, and when it comes to water, the risk is too great. The climate has been and continues to change rapidly here in the west. (90 degrees in April? First time in more than 20 years, if ever)

Don't let yourself be lulled into apathy by the illusion of unlimited water. Oxbow Springs is not a few quarts in the Olympic-size swimming pool called the Columbia River or Nichi Wana. It is part of a living breathing ecosystem, which has been damaged enough already. I'm begging every one of you to think about making sure your children and grandchildren have access to fresh clean water instead of contaminating it in plastic bottles. Make no mistake, bottled water is neither healthy nor environmentally safe. The real loss of control is signing hundreds of millions of gallons away to Nestle.

VOTE YES ON 14-55

WE CAN DO BETTER!!!



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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
5/13/2016	PR	\$ 36,636.15
5/6/2016	A/P	\$ 17,022.15

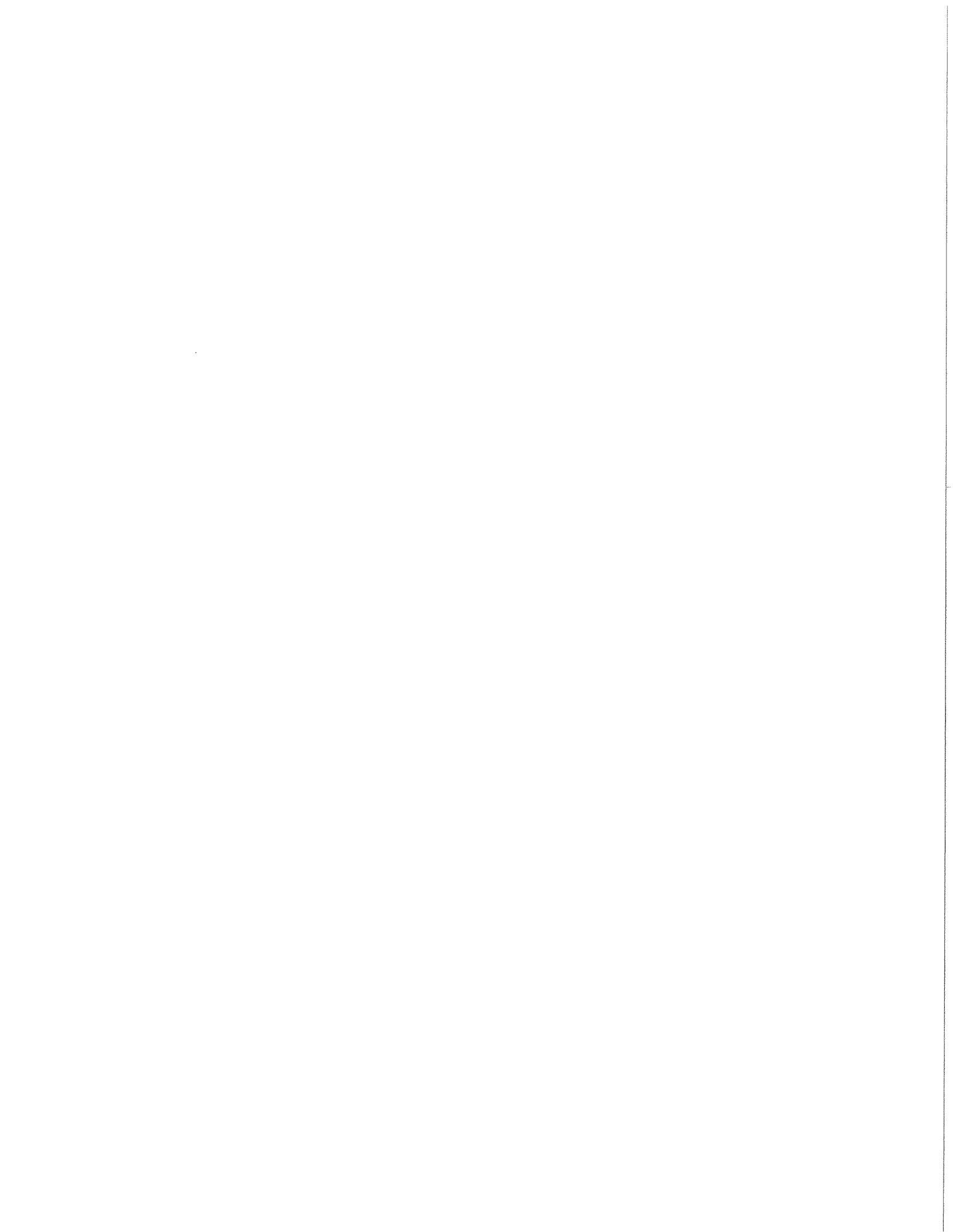
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GRAND TOTAL \$ 53,658.30

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APPROVAL:

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Mayor



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7032	05/16	05/06/2016	6842	2013-4262	Bonneville Environmental Foundation	2014 Green Power Program Agreement	5140562030	1,000.00
Total 7032:								1,000.00
7033	05/16	05/06/2016	6997	BP29030	Brown Printing	Quit Block Brochures	0840562160	1,098.00
Total 7033:								1,098.00
7034	05/16	05/06/2016	6993	050216	Caroline Park	reimburse for Gov's Conf. Room Charge	0840562020	196.10
Total 7034:								196.10
7035	05/16	05/06/2016	6979	APRIL 2016	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 7035:								1,000.00
7036	05/16	05/06/2016	670	100001500 5	CASCADE LOCKS LIGHT CO.	Fire Station	0540562439	424.07
7036	05/16	05/06/2016	670	100003500 5	CASCADE LOCKS LIGHT CO.	Res. No. 2	2140562070	28.30
7036	05/16	05/06/2016	670	100030200 5	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
7036	05/16	05/06/2016	670	100038200 5	CASCADE LOCKS LIGHT CO.	Well House	2140562070	1,708.55
7036	05/16	05/06/2016	670	100379100 5	CASCADE LOCKS LIGHT CO.	Treatment Plant	3140562070	1,724.05
7036	05/16	05/06/2016	670	100381300 5	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	34.53
7036	05/16	05/06/2016	670	100381300 5	CASCADE LOCKS LIGHT CO.	Warehouse	3140562070	34.53
7036	05/16	05/06/2016	670	200120000 5	CASCADE LOCKS LIGHT CO.	cemetery water	1740562551	28.30
7036	05/16	05/06/2016	670	300155100 5	CASCADE LOCKS LIGHT CO.	Main Lift Station	3140562070	891.08
7036	05/16	05/06/2016	670	300155900 5	CASCADE LOCKS LIGHT CO.	Museum	0140762630	152.92
7036	05/16	05/06/2016	670	300171800 5	CASCADE LOCKS LIGHT CO.	Mall Lighting	5140562800	40.61
7036	05/16	05/06/2016	670	300183900 5	CASCADE LOCKS LIGHT CO.	Moody Lift Station	2140562070	60.94
7036	05/16	05/06/2016	670	301961200 5	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	11.38
7036	05/16	05/06/2016	670	600135000 5	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	1,205.77
7036	05/16	05/06/2016	670	600136900 5	CASCADE LOCKS LIGHT CO.	87 Ruckie	3140562070	35.09
7036	05/16	05/06/2016	670	600149800 5	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	86.03
7036	05/16	05/06/2016	670	601369800 5	CASCADE LOCKS LIGHT CO.	Radio Tower	0540562439	55.47
7036	05/16	05/06/2016	670	SSS 5/16	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	227.00
Total 7036:								6,776.92

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7037	05/16	05/06/2016	6996	515331	Certified Folder	May 2016 Brochure Distribution	0840562160	41.59
Total 7037:								41.59
7038	05/16	05/06/2016	1120	A108502	COLUMBIA HARDWARE, LLC	trimmer line	0140462520	58.23
7038	05/16	05/06/2016	1120	A108573	COLUMBIA HARDWARE, LLC	bypass looper	0340562560	7.50
Total 7038:								65.73
7039	05/16	05/06/2016	1620	1077	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services April 2016	5140562139	750.00
Total 7039:								750.00
7040	05/16	05/06/2016	1760	ORHOD4660	FASTENAL	Gloves, safety glasses, duct tape, locate	2140562560	72.14
7040	05/16	05/06/2016	1760	ORHOD4660	FASTENAL	Gloves, safety glasses, duct tape, locate	3140562560	72.13
Total 7040:								144.27
7041	05/16	05/06/2016	6854	APRIL 2016	Gordon Zimmerman	CA Expense	0140162094	113.82
Total 7041:								113.82
7042	05/16	05/06/2016	2570	4161001	HOOD RIVER NEWS	Notice of Budget Meeting	0140162030	48.00
7042	05/16	05/06/2016	2570	4161002	HOOD RIVER NEWS	state revenue sharing	0140162030	40.00
Total 7042:								88.00
7043	05/16	05/06/2016	2590	156434-3	HOOD RIVER SUPPLY ASSOC.	trimmer line	0140462520	32.99
Total 7043:								32.99
7044	05/16	05/06/2016	6874	APRIL 2016	LIN Television Corporation	programming	4140562740	235.95
Total 7044:								235.95
7045	05/16	05/06/2016	3380	KPDX APRIL	Meredith Corporation	Retransmission	4140562740	143.00
7045	05/16	05/06/2016	3380	KPTV APRIL	Meredith Corporation	Retransmission	4140562740	314.60
Total 7045:								457.60

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7046	05/16	05/06/2016	4330	2016	OHA DWS	2015 Water Survey	2140562030	675.00
Total 7046:								
7047	05/16	05/06/2016	4130	0110276-IN	OREGON CORRECTIONS ENTERPRIS	Book Case 64x18x30	5640563941	766.00
7047	05/16	05/06/2016	4130	0110276-IN	OREGON CORRECTIONS ENTERPRIS	Shipping and handling	5640563941	135.00
Total 7047:								
7048	05/16	05/06/2016	6813	2016 FIRE S	Oregon Trail Fire Training Assoc.	Spring Fire School	0540562020	150.00
Total 7048:								
7049	05/16	05/06/2016	6935	82600	Oregon Travel Experience	mult falls kiosk panel	0840562160	75.00
Total 7049:								
7050	05/16	05/06/2016	6769	03-16-324	PARC Resources, LLC	City Planning	0140262075	24.75
7050	05/16	05/06/2016	6769	03-16-324	PARC Resources, LLC	Vanderpool, Port. Hou. Forest Lane, Win	0140262090	891.00
Total 7050:								
7051	05/16	05/06/2016	6886	APRIL 2016	Sindair Television Group, Inc.	Programming	4140562740	314.60
Total 7051:								
7052	05/16	05/06/2016	6965	22	Sofia Urrutia-Lopez	Contract Support	0840562110	836.00
Total 7052:								
7053	05/16	05/06/2016	5600	1924062	STRYKER SALES CORPORATION	batteries for cot	0540562351	988.51
Total 7053:								
7054	05/16	05/06/2016	6070	961390	TWGW, INC NAPA AUTO PARTS	drill bit	5140562900	20.99
Total 7054:								
7055	05/16	05/06/2016	6923	1395710	Wood's Logging Supply	chain saw maintenance	2140562560	96.13
7055	05/16	05/06/2016	6923	1395711	Wood's Logging Supply	chain saw maintenance	0340562560	48.20

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7055:								144.33
Grand Totals:								17,022.15

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	2,891.89-	2,891.89-
01-401-62030	88.00	.00	88.00
01-401-62094	113.82	.00	113.82
01-401-62562	1,303.18	.00	1,303.18
01-402-62075	24.75	.00	24.75
01-402-62090	891.00	.00	891.00
01-404-62520	91.22	.00	91.22
01-407-62630	152.92	.00	152.92
01-408-62025	227.00	.00	227.00
03-21010	.00	55.70-	55.70-
03-405-62560	55.70	.00	55.70
05-21010	.00	1,618.05-	1,618.05-
05-405-62020	150.00	.00	150.00
05-405-62351	988.51	.00	988.51
05-405-62439	479.54	.00	479.54
08-21010	.00	2,246.69-	2,246.69-
08-405-62020	196.10	.00	196.10
08-405-62110	836.00	.00	836.00
08-405-62160	1,214.59	.00	1,214.59
17-21010	.00	28.30-	28.30-
17-405-62551	28.30	.00	28.30
21-21010	.00	2,675.59-	2,675.59-
21-405-62030	675.00	.00	675.00
21-405-62070	1,832.32	.00	1,832.32
21-405-62560	168.27	.00	168.27
31-21010	.00	2,785.18-	2,785.18-
31-405-62070	2,713.05	.00	2,713.05
31-405-62560	72.13	.00	72.13
41-21010	.00	1,008.15-	1,008.15-
41-405-62740	1,008.15	.00	1,008.15
51-21010	.00	2,811.60-	2,811.60-
51-405-62030	1,000.00	.00	1,000.00
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
51-405-62900	20.99	.00	20.99
56-21010	.00	901.00-	901.00-
56-405-63941	901.00	.00	901.00

GL Account	Debit	Credit	Proof
Grand Totals:	17,022.15	17,022.15-	.00

Report Criteria:  
Report type: GL detail

Port of Cascade Locks  
355 Wa Na Pa  
Cascade Locks, OR 97014  
05/12/2016

City of Cascade Locks  
140 SE Wanapa St  
Cascade Locks, OR 97014

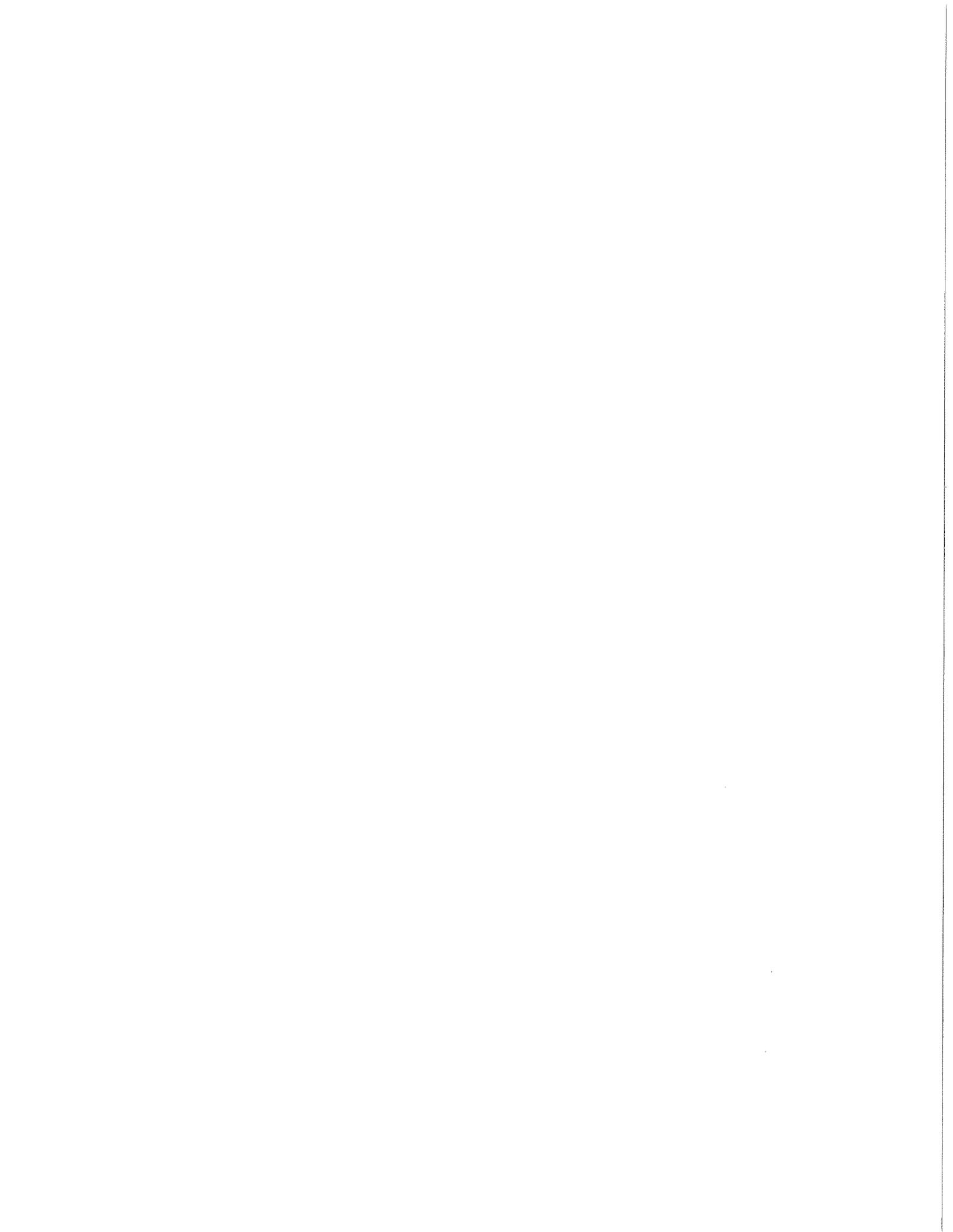
Dear City of Cascade Locks:

This letter is to request approval of a Noise Extension Permit from 9:00pm-11:00pm on July 8<sup>th</sup>, 29<sup>th</sup>, August 12<sup>th</sup>, 26<sup>th</sup> and September 3<sup>rd</sup>, 2016. The Port of Cascade Locks is hosting 5 Movies in the Park with film projected on to a large blow up screen and amplified sound in the Cascade Locks Marine Park. This event expects to entertain around 100 visitors to the Marine Park at each screening. The on-site contact person is Mayah Frank. Her phone number is 971-235-5357. Please contact the Port directly at 541-374-2405 or email [mfrank@portofcascadelocks.org](mailto:mfrank@portofcascadelocks.org) with a decision authorizing or declining the noise extension for the dates and times specified above.

Sincerely,

A handwritten signature in black ink that reads "Paul". The signature is written in a cursive style and is followed by a long horizontal line that extends to the right.

Paul Koch  
General Manager  
Port of Cascade Locks



AGENDA ITEM NO: 56

## **CASCADE LOCKS STAFF REPORT**

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**Date Prepared: May 3, 2016**

**For City Council Meeting on: May 23, 2016**

**TO: Honorable Mayor and City Council**

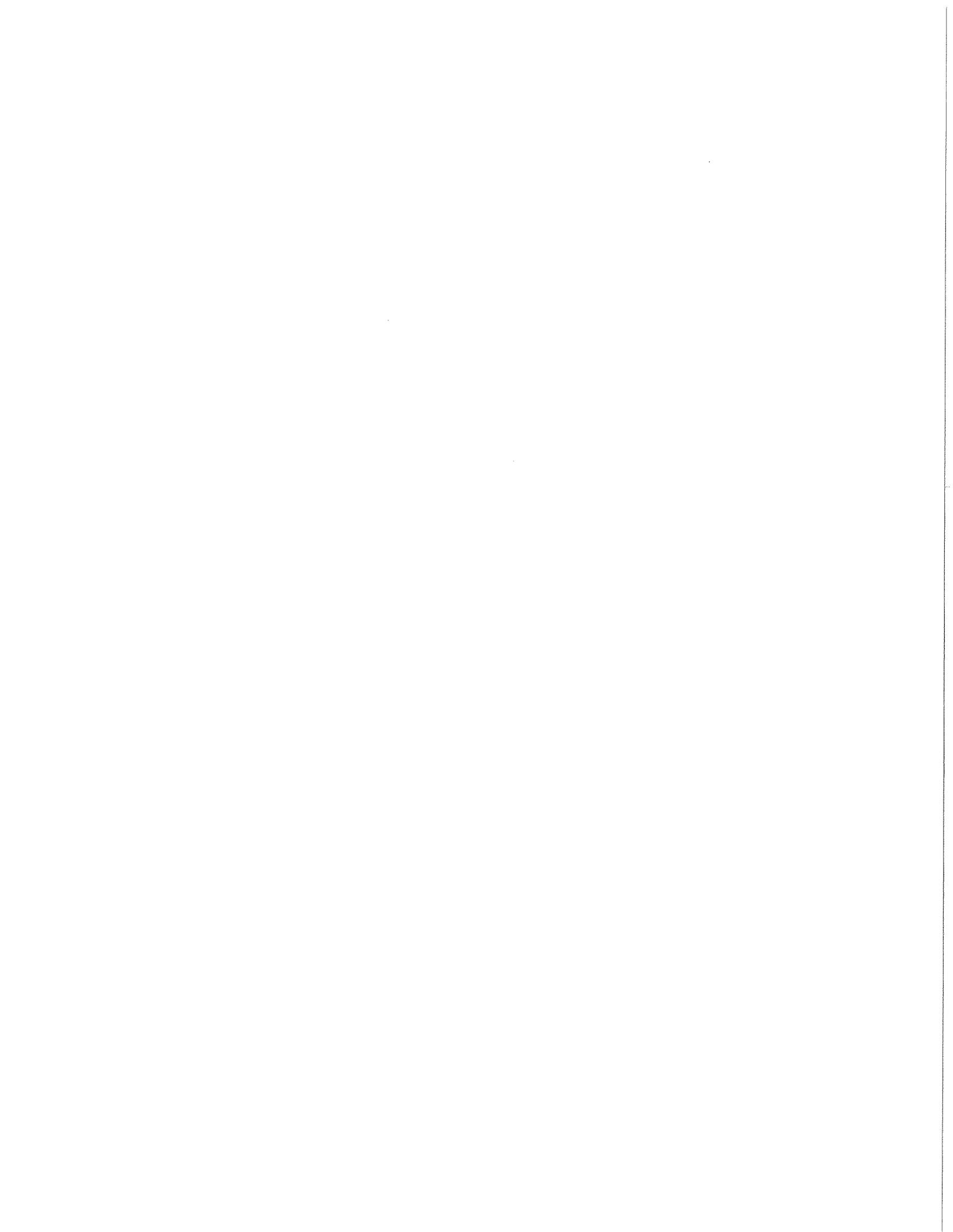
**PREPARED BY: Gordon Zimmerman, City Administrator**

**SUBJECT: Extension of Tourism Committee Contract Staff**

**SYNOPSIS:** At the May 2 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 2016-17 budget at 20 hours per week at \$19 per hour. If approved by the Council, the City Attorney can draw up the contract extension.

**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."





accordance with the renewal or extension, and except to the extent the renewal or extension provides otherwise.

**5. Compensation:**

a. Contractor shall be paid at the rate of \$19.00 per hour for services. Contractor shall not exceed 20 hours of work per week without prior authorization from the City Administrator.

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

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

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

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

**9. Independent Contractor Status:**

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

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

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

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

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

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

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

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

CONTRACTOR

CITY

\_\_\_\_\_  
By: Sofia Urrutia-Lopez                      Date  
Contractor

\_\_\_\_\_  
By: Gordon Zimmerman                      Date  
City Administrator

Approved as to form:

\_\_\_\_\_  
By: Ruben Cleaveland                      Date  
Asst. City Attorney

## EXHIBIT A

JOB TITLE: TOURISM SUPPORT STAFF

JOB FUNCTION: Assist the Tourism Committee in Promotion, Marketing, Projects and Committee Support.

### PROJECT DELIVERABLES AND SPECIFICATIONS

Contracted Services with the following categories:

#### **General Tourism Committee Support:**

- Minutes taking (back up to committee secretary)
- Document Creation and Duplication
  - Monthly Flash Report
  - Agendas (in conjunction with committee chair)
- Tourism Correspondence (in conjunction with committee chair)
- Grant Writing and Administration
- Responding to tourism inquiries via phone, mail, email and fax

#### **Promotion:**

- Website management and Updates
- Online calendar and ORB updates
- Backup to booth staffing for outreach events
- Writing and distribution of press releases
- Identifying promotional opportunities

#### **Marketing:**

- Social media posts
- Advertisement design in-house or in communication with designer
- Identify and coordinate advertising opportunities
- Coordinate marketing with other Chambers of Commerce and Visitor Associations
- Alignment with Travel Oregon

#### **Tourism Facilities:**

- Special Project Administration and Implementation

**STAFF REPORT**

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**Date Prepared: 5/13/2016**

**For City Council Meeting on: May 23, 2016**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Marianne Bump**

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

**SUBJECT: Letter received from the Oregon Audits Division regarding the recent audit for FY 2014-2015.**

**SYNOPSIS:** The city received a letter on April 18, 2016 indicating that the Long Term Debt was not included on the Government Wide Statement of Net Position and that the Debt for the Digger Derrick should be reflected in the Fund that owns the debt.

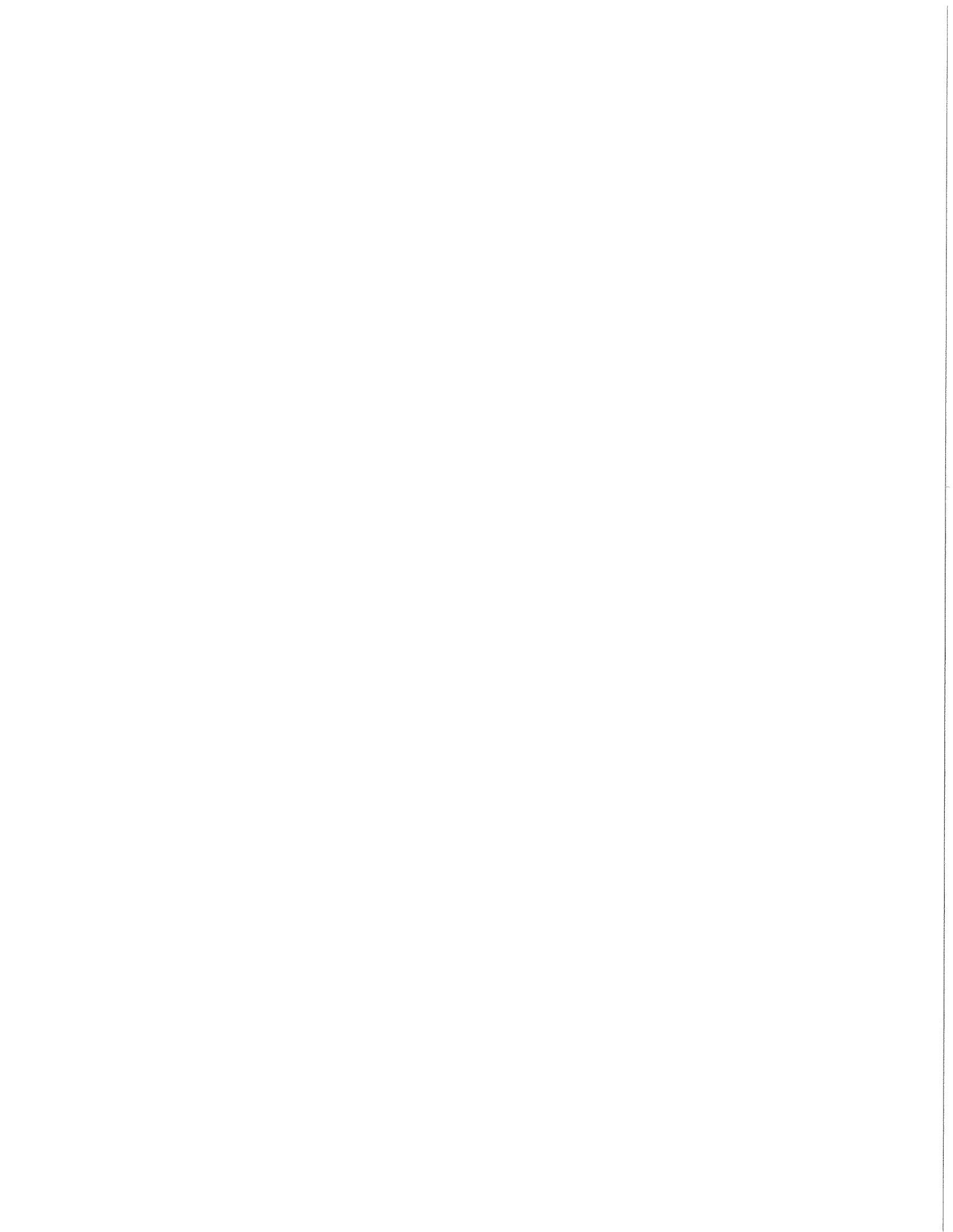
**CITY COUNCIL OPTIONS:**

1. Approve Resolution #1355.
2. Take No Action
3. Provide Other Direction for Staff

**RECOMMENDATION: That City Council, by motion, approve Resolution #1355, transferring the Digger Derrick debt to the Electrical Fund from the Capital Reserve Fund.**

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

**Financial review and status:** Transferring \$15,524 debt from Capital Reserve to Electrical Department for Electrical Department Vehicle purchase.



**RESOLUTION No. 1355**

**A RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO MOVE THE DEBT SERVICE FOR DIGGER DERRICK FROM ELECTRICAL CAPITAL RESERVE TO ELECTRICAL FUND MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

**WHEREAS**, on April 18, 2016 the City received a letter from the Oregon Audits Division regarding the recent audit for FY 2014-2015. The letter reflected that Long Term Debt for the Digger Derrick was not included on the Government Wide Statement of Net Position; and

**WHEREAS**, after meeting with the City's auditor, the principle and interest should be in the Debt Service Category of the Operating Fund that owns the Debt; and

**WHEREAS**, the total amount to be transferred from Capital Reserve to Electrical Fund is \$15,524.

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

**Section 1.** Authorizing Budget Amendments.

<u>FUND/DEPT</u>	<u>BUDGET</u>	<u>ADJUSTMENT</u>	<u>FINAL</u>	<u>ACCOUNT</u>
<b><u>Capital Reserve Elec.</u></b>				
Capital Outlay	570,000	-15,524	554,476	56-451-63941
Beginning Balance	1,124,425	-15,524	1,108,901	56-305-40010
<b><u>Electrical Dept.</u></b>				
Debt Service-Principal	0	+13,952	13,952	51-405-66001
Debt Service-Interest	0	+ 1,572	1,572	51-405-66002
Transfer from Capital Reserve	0	+15,524	15,524	51-305-40085

**Section 2. Effective Date.** This resolution shall become effective upon adoption by the City Council and approved by the mayor and shall remain in effect until the completion of FY 2015-2016 audit.

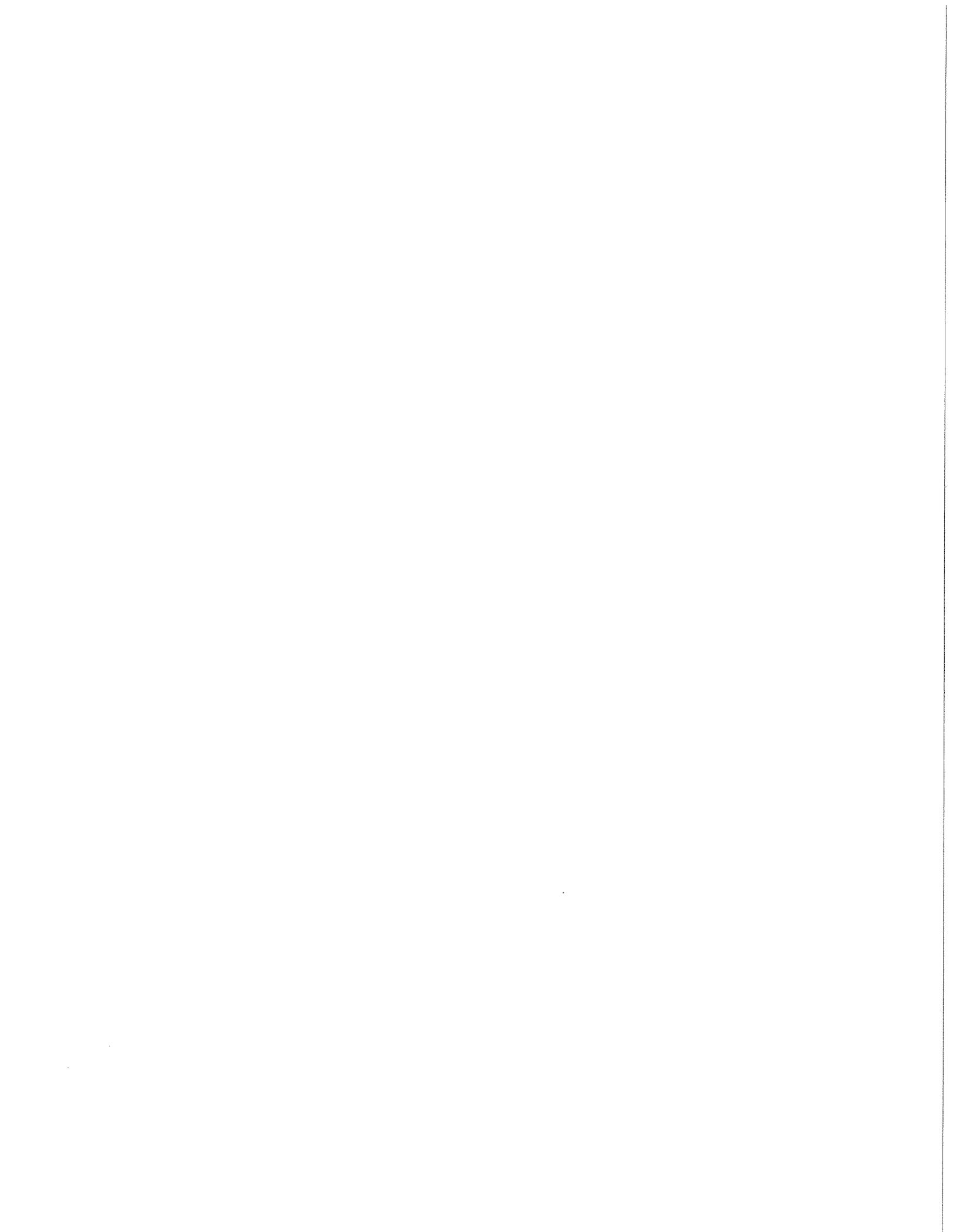
**Adopted** by the City Council this 23<sup>rd</sup> day of May, 2016.

**Approved** by the Mayor this 23<sup>rd</sup> day of May, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder



# CITY of CASCADE LOCKS – Tourism Committee Meeting Agenda

TOURISM COMMITTEE MEETING, Monday, May 2, City Council Chambers

1. **Call Meeting to Order & Roll Call.** The meeting was called to order by Chairman Fine at 7:01 pm. Attending: TM Baseman, TM Park, TM Shelley, TM Daniel, TM Troeger. Also attending: Tourism Staff Support Sofia Urrutia-Lopez, Holly Howell and Mayah Frank from Port of Cascade Locks, Michael Peterson
2. **Amendments to the Agenda.** Added Sharon Dean for July 23rd HRCH Celebration to 10B
3. **Comments by the General Public.**
4. **Discussion/Declaration of Potential Conflicts of Interest.**
5. **Approval of Minutes Presented.** Motion by TM Baseman, second by TM Shelley, to approve the minutes of April 4, 2016 as presented. Motion carried unanimously.
6. **Approval of Financials.**
7. **Approval of Bills.**
8. **Staff Support Report.** Sofia Urrutia-Lopez. Support Staff updated the Committee with the Facebook ad that has been running since April 5th. There have been 300 new Facebook page likes with the most visitors being women, ages 55-64. The Dalles have been the most engaged along with other Northwest cities. Support Staff suggested running an ad for specific events such as REI Mountain Biking Workshop, Gem & Mineral Show, etc. The ad cost can be set by a specific amount for a specific time as well as dates. Park suggested looking at non-profit events like Sternwheeler Days, Museum events or brand new events rather than promoting events that have a marketing/advertising budget. She suggested Support Staff to come back with potential events at the June meeting. Support Staff updated the Committee about the Travel Oregon Governor's Conference that her and TM Park attended this past week. Support Staff really valued the networking and meeting new potential partners. From the Governor's Conference she feels that coming up with a Strategic Plan would be greatly beneficial to the Committee and would like to see it move forward. Support Staff will meet with TM Park and Port staff, Frank to compare notes. TM Park recommended more of a presence from the Committee members at next year's Governor's Conference taking place May 10-12 2017 in Salem, Oregon. Support Staff updated the Committee about mugs, she is hoping to get them ordered and delivered within the next two weeks. Support Staff said the Quilt Block Brochures turned out well and the Bridge of the Gods Quilters were very pleased. Support Staff says she is still working on the info for Crack and Peel stickers, she's hoping they will be ready and delivered by Mid-May.
9. **Port Report.** Holly Howell, Mayah Frank. Howell reported that there are signs when coming off Exit 44 in either direction has "Welcome to Historic Cascade Locks, Oregon" there will be a sign welcoming tourists on the Bridge of the Gods, as well. Howell stated that all ads for co-op marking are done for the season. She stated there was an article done by Hood River news covering the Gorge Hubs Bike pump. Howell reiterated that there is overflow campaign area for hikers and bikers if the regular campground is full, campground will be open for reservations on May 15th. Frank handed out an updated event list for the 2016 summer season. She highlighted upcoming events. She also stated she would share possible advertising opportunities for tourism centric events.
10. **Old Business**
  - A. **Michael Peterson Presentation.** Peterson presented a photo slideshow along with video. TM Shelley requested for the photo slideshow to be included on the website. Peterson quoted approximately \$250.00 for a specific event photoshoot which could vary due to time at the event. He stated that he would provide 6-20 photos of the event again depending on the assignment. He requested for more specific photographs the Committee would like to see. TM Park suggested getting photos done that focus more on Cultural Heritage perhaps during the Fall Salmon run.

- B. **HRCH Car Tour.** Dean handed out a Press Release for the HRCH Car Tour event to take place on July 23, 2016. She stated there will be door prizes for the guests from businesses in Cascade Locks. There will also be tables for the Historical Museum, Tourism Committee, Lions and a few more to display information and to talk to guests. She is requested volunteers from the Tourism Committee with approx. a 2-4 hour time commitment. She is also going to be filling out a grant application to subsidize some of the costs to be submitted at the end of May for June approval.
- C. **Multnomah Falls Kiosk.** The Committee came to a census for Support Staff to come back in June with flyboarding photo and with events included on a mockup. TM Park stated she will forego her double ad if Cascade Country Store and Locks of Dogs & Treats will advertise in May and June with a at no cost ad to the Historical Museum.
- D. **Green Drinks - Food Contribution.** Support Staff suggested ordering fruit plates for upcoming Gorge Owned Green Drinks event on May 16th. TM Troeger motioned to order three fruit plates, not to exceed \$60.00, TM Shelley seconded. Unanimously approved. TM Park abstained.
- E. **Tourism Brochures.** Support Staff recommended ordering new brochures as there are only one and half boxes left in storage from the last run. Dean indicated that the brochures are certainly going out the door to various people. TM Troeger suggested changing the photo on the front cover. The Committee came to a general consensus to try to use the Flyboarding photos from Michael Peterson with the Sternwheeler in the background. Howell asked how to tell the difference between the two brochures. It was suggested to add a date on the back to know the difference of the two. Motion by TM Park to incorporate changes with the new print run for 20,000 brochures, TM Baseman seconded. Unanimously approved.
- F. **Strategic Plan.** Chairman Fine stated the point of a Strategic Plan would include where the Tourism Committee would like to go and where funds should be allocated. Zimmerman stated a workshop would be best in deciding upon a Strategic Plan. TM Park stated TRT amounts are up, the Committee currently has excess funds and felt the Committee should make sure to put it to good use. Some thoughts for the Strategic Plan TM Park felt could be addressed: what is the vision as a tourism entity, would it support shoulder seasons, cultural assets, highlighting community through video and more. It would be helpful to have a goal in mind. TM Park asked Support Staff to organize dates for workshop as well as examples of manifesto/strategic plans from other Oregon communities.

## 11. New Business

- A. **Travel Oregon's Town Hall.** Support Staff indicated that the TRT will be raised from 1.0% to 1.8% starting in July. Zimmerman indicated the funds will be given to Travel Oregon which then will be allocated accordingly. Park stated this is a great opportunity to lobby for Cascade Locks to receive funds. The Town Hall makes place in The Dalles on May 10th and registration is required. Fine stated she would like help registering and would like to attend, Support Staff volunteered to help.
- B. **Measure 14-55.** TM Shelley requested to make a statement about measure 14-55. Zimmerman stated TM Shelley would be unable to speak about it if it were to expand any funds or make recommendations to council. Zimmerman said there could be no resolution made unless a person is an elected leader, not appointed such as the Tourism Committee. TM Shelley said he would like to make statement for the record as his own opinion in regards to tourism and Nestle. He stated he does not support truck traffic in the city of Cascade Locks, he feels the truck traffic would hinder tourism.
- C. **Support Staff Contract.** Fine offered to extend Support Staff's contract another year upon approval of City Council.

## 12. Upcoming Events.

- A. Travel Oregon Town Hall - May 10th, The Dalles
- B. GO! Green Drinks - May 18th, Marine Park Pavilion

**13. Tourism Committee Member Reports.**

**A. Debbie Fine.** Apologized for not making it to the Governor's Conference, hopes to attend next year.

**B. Cindilee Baseman.** Thanked everyone for a great meeting.

**C. Caroline Park.** Reiterated the Governor's Conference was an excellent event and congratulated the Committee Members on a job well done this past year. She thanked Support Staff for the work she's put in the past year. Park stated the main take away from the conference was reinforcing strategic partnerships statewide and in the community.

**D. Harry Troeger.** None

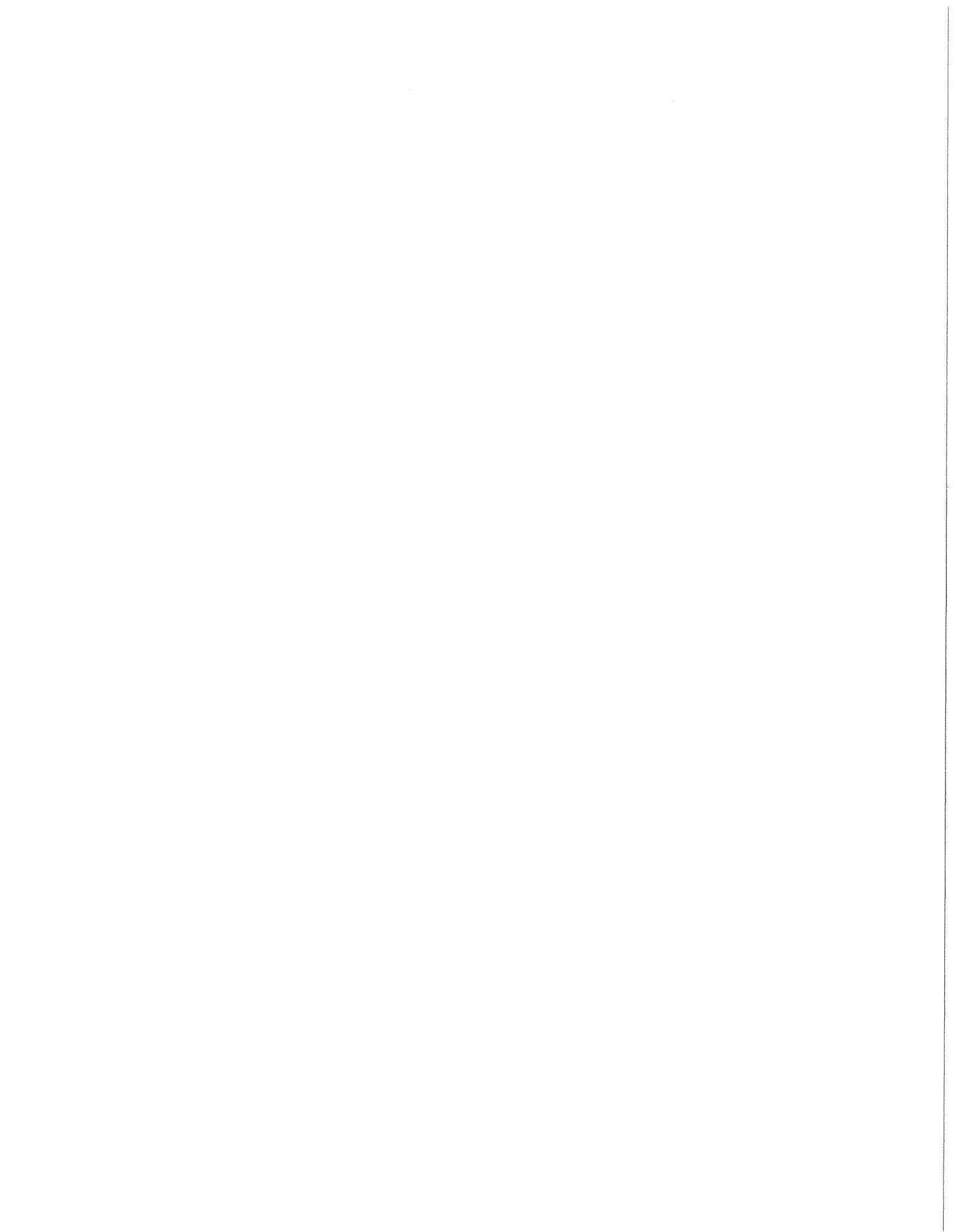
**E. Joseph Shelley.** Bandanas have been delayed and stated that perhaps next year he will be ordering them. He will let the Committee when the time comes. Shelley reiterated his vote on 14-55 as yes. He stated that he is looking at it from a tourism perspective and feels the truck traffic could have a significant impact on tourists visiting Cascade Locks. He is against the truck traffic and feels that children getting ice cream, cyclists seeing truck traffic does not promote tourism. TM Park and TM Troeger agree with TM Shelley.

**F. Barbie Daniel.** None

**14. Next Meeting Date & Time.** June 6, 2016

**15. Adjournment.** Motion made by TM Park, second by TM Baseman, to adjourn the meeting. Motion carried unanimously. Meeting was adjourned by Chairman Fine at 9:30 pm.

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.



Hood River County Sheriff's Office  
 Statistical Information  
 City of Cascade Locks  
 April 2016

Case Numbers associated with Cascade Locks				Call Breakdown
Case #	Date	Officer	Classification	
S160302	04/01/16		SAR	0 Alarms
S160303	04/01/16	22	Theft	4 Animal Control
S160305	04/02/16	26	Assault	3 Assault
S160313	04/05/16	11	Suspicious activity	1 Burglary
S160314	04/05/16	11	Follow-up	3 Civil Issue
S160318	04/06/16	14	Welfare check	1 Disturbance / Nuisance
S160324	04/08/16	89	Assist other gency	1 Domestic Situation
S160325	04/08/16	89	Assist other gency	0 Drug Activity
S160333	04/11/16	27	Order violation	1 Harassment
S160334	04/13/16	14	Office initiated	1 Hit & Run
S160340	04/15/16	14	Suspicious activity	2 Juvenile Problem - MIP, Missing, etc.
S160347	04/17/16	22	Stolen vehicle	3 Marine
S160364	04/21/16	12	Prowler	0 Mental / Suicide
S160362	04/21/16	14	Burglary	1 Missing Person
S160371	04/24/16	14	Vehicle stop	15 MVC / Traffic Complaint / Assist
S160376	04/25/16	13	Assault	1 Order Violation - Restraining, No Contact, etc.
S160378	04/25/16	12	MVC	0 Property - Lost/Found
S160381	04/26/16	19	MVC	5 Paper Service & Attempts
S160385	04/27/16	12	Suspicious activity	6 Request for Assistance / 911 Hangups/Welfare
S160390	04/29/16	22	Theft	0 Robbery
S160393	04/29/16	14	Hit & Run	0 Sex Crimes / Rape
S160396	04/30/16	22	Juvenile	0 Subject Stop
<b>Total</b>	<b>22</b>			20 Suspicious Activity / Prowler / UEMV

Total Number of Cascade Locks patrols

86

Total Calls for Service

(includes followup, OFCR initiated, agency assist, SAR, etc.)

164

Hours worked by Deputy Harvey

/ 21.30

Hours worked by other personnel

/ 22.77

0	Alarms
4	Animal Control
3	Assault
1	Burglary
3	Civil Issue
1	Disturbance / Nuisance
1	Domestic Situation
0	Drug Activity
1	Harassment
1	Hit & Run
2	Juvenile Problem - MIP, Missing, etc.
3	Marine
0	Mental / Suicide
1	Missing Person
15	MVC / Traffic Complaint / Assist
1	Order Violation - Restraining, No Contact, etc.
0	Property - Lost/Found
5	Paper Service & Attempts
6	Request for Assistance / 911 Hangups/Welfare
0	Robbery
0	Sex Crimes / Rape
0	Subject Stop
20	Suspicious Activity / Prowler / UEMV
9	Theft (inc SV/UMV)
46	Traffic Stops
5	Trespass / Unwanted Subject
0	Unattended Deaths
0	Vandalism
0	Warrant Service & Attempts
0	Weapons / Shots Fired
<b>128</b>	<b>Total</b>

*Brian Rockett*

Brian Rockett, Chief Deputy

