

CITY of CASCADE LOCKS *AGENDA*

CITY COUNCIL MEETING, Monday, June 11, 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 May 29, 2012 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 134,249.20.**
 - c. **Committee Appointments.**
4. **Public Hearings: 7:00 PM - Proposed Uses of State Revenue Sharing**
5. **Action Items:**
 - a. **Approve Library District IGA.**
 - b. **Approve Resolution No. 1233 Declaring the City's Election to Receive State Revenues.**
 - c. **Approve Resolution No. 1234 Extending the City of Cascade Locks' Workers' Compensation Coverage to Volunteers of the City; and Repealing Resolution No. 1216.**
 - d. **Approve Recommendation to Enter into a Contract with Brown and Kysar for Electric Rate Study.**
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. **Robert Ball – Development Concepts for Old Fire Station Property.**
 - b. **ICA Koch Report (handout).**
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 Masters called the meeting to order at 7:02 PM. CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters were present. CM Cramblett was excused. Also present were City Attorney Ruben Cleaveland, City Recorder Kathy Woosley, Accounting Clerk Shirelle Price, Public Works Field Maintenance Supervisor Sheldon Price, Travis Pardue, Megan and Ricky Webb, Dennis Muilenburg, Don and Roberta Sullenger, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda:** Mayor Masters made an amendment to the agenda allowing for possible return to Regular Session after the Executive Session.
3. **Adoption of Consent Agenda:**
 - a. **Approval of Minutes of May 14, 2012 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 94,959.48.**
 - c. **Approve Annual Amendment with OMI for Operation of Sewer Treatment Plant.**

Mayor Masters read the items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Lorang, to approve the Consent Agenda as presented. The motion passed with CM's Holmstrom, Helfrich, Lewis, Lorang, and Storm voting in favor. Mayor Masters abstained.

4. **Public Hearings:** None.

5. **Action Items:**

a. **Approve Payment to Coburn Electric for \$ 2,534.26.** **Motion:** CM Holmstrom moved, seconded by CM Storm, to approve the payment to Coburn Electric for repairs to the Wastewater Treatment Plant in the amount of \$2,534.26. The motion was passed unanimously by CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters.

b. **Approve Payment to State of Oregon for \$5,000 to Purchase Mower.** PWFMS Price said the existing lawn mower is 25 years old and repairing the rear end on the mower would cost more than it is worth. He said the other mower they are using should not be used for rougher terrain mowing. PWFMS Price said the used mower is 11 years old, used by the City of Wilsonville, and is in very good shape. CM Lewis asked about the City's process for items not being used. CR Woosley stated that there is a list of unusable items being created and will be brought to Council at a future date to declare as surplus. CM Helfrich asked why the City doesn't send their items to the State Surplus Center. CR Woosley explained that was probably due to the expense of getting it to Salem and the fact that the City uses their equipment until it really isn't worth anything. She explained that the normal process for surplussed items was to have a silent auction or sealed bids in order to remove items from the property.

Mayor Masters said the City has been approached by the State Aviation Department about mowing the fields around the airport runway. PWFMS Price said this mower will not be large enough to mow that property. He said that would take a large tractor mower. He said it takes ODOT 10-12 hours to mow and the City doesn't have the time to do that.

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

c. **Approve RFQ for Water and Sewer Master Plans.** Mayor Masters stated the City needs to have updated plans in order to apply for any state or federal funding and this is the first step in improving infrastructure. **Motion:** CM Storm moved, seconded by CM Helfrich, to authorize staff to seek RFQ's for both the water system and the wastewater system as submitted. The motion was passed unanimously by CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community:** None.

7. **Reports and Presentations:**

a. Discuss Ordinance No. 409 Regarding Utility Deposit Amount. CM Lewis said he understood that the remaining balance of an account will use up most of the deposit amount and asked if the remaining balance could be transferred to a new account. AC Price stated she believed there was capability of the utility software to do that but the ordinance doesn't address that. CM Storm asked what other cities do. AC Price said it is all over the board. CM Lorang said he understood the background behind collecting the \$300 deposit but requiring a second \$300 deposit is creating a problem for some citizens. AC Price explained that the deposit is used to pay a final bill and gave an example of someone that recently moved having a \$40 refund after the final bill was paid. CM Lewis said payment arrangements have been made for those that couldn't pay the whole deposit up front. AC Price said this has been done on a case by case basis to work with the citizens moving to the new senior housing. She said there is no provision for this in the ordinance. CM Holmstrom asked if there was another agency helping the seniors. AC Price said the Community Action Program is helping eligible seniors. CM Helfrich asked how much the City collects on uncollectible accounts. AC Price said a very small amount is collected after being turned over to collections. She said the most is collected from citizens that are moving back and having to pay for their unpaid bill when they moved out in order to get a new service in their name.

Mayor Masters said he appreciated the work done on the staff report explaining different scenarios. He said the basic process is that the typical last months bill would approach \$300.00 and opposed to transferring the deposit to a new account that deposit is used to pay the final bill. Mayor Masters asked if there was a case where someone had a \$25.00 utility bill, paying another \$300.00 deposit, and waiting for a refund of their deposit on their first account would create a hardship. AC Price recalled a citizen moving from one apartment to another with a final utility bill of \$50.00. She said this citizen had excellent payment history so an agreement was signed stating the deposit would be transferred when the final utility bill was paid. She said that worked in that case. AC Price recommended a possible change in the ordinance to allow the City Administrator or designee to possibly allow payment arrangements on the utility deposit. Consensus was to have staff present proposed adjustments to the ordinance regarding utility deposits to the Council at a future meeting.

b. ICA Koch Report. Mayor Masters said the report in the packet is dated May 14th and was given to Council at that meeting.

Mayor Masters said the Economic Development Work Group (EDWG) met and approved a work plan and job description. He said they also talked about accessing fiber optic and had internet providers at the meeting. He said there is some interest in creating a private public ownership to enhance what can be offered to customers. Mayor Masters said there was a electric rate comparison provided at that meeting also.

Mayor Masters said there will be a special meeting on June 18th to discuss proposals for the old fire hall.

Mayor Masters read a list of upcoming meetings.

8. Mayor and City Council Comments: CM Lewis said he appreciated FO Bump placing flags in the cemetery. He said no one is designated to do that and it is labor intensive. He said Stevenson puts flags on the edge of the cemetery and not on individual grave sites.

CM Storm thanked the senior volunteers for watering the flowers around the community.

Mayor Masters said the work of the Downtown Revitalization Steering Committee is a tremendous benefit to the downtown. He said the Largest Cleanup Effort in the Western Hemisphere has been finished and the downtown is looking great. He said he continues to receive compliments. Mayor Masters thanked the Port Commission for their donation to the City of paint and work done at the old fire hall property. He thanked them for their continued cooperation and partnership with the City in bringing quality economic development to this community for the benefit of our citizens.

9. **Other matters:** Mayor Masters said Council has asked non-union employees to meet with Council to discuss their benefit package and should schedule a time for that. He asked Council if that could be a part of the tentatively scheduled June 4th Special Meeting. There was consensus of Council to meet before the regular meeting starts on June 4th.

Mayor Masters declared a break before Executive Session at 7:41 PM.

10. **Executive Session: ORS 192.660 (f) Exempt Public Records and ORS 192.660 (h) Legal Counsel.** Mayor Masters entered into Executive Session at 7:54 PM. CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters were present. Also present were City Attorney Cleaveland and City Recorder Woosley.

11. **Regular Session Continued:** Mayor Masters asked for consensus or discussion on a number of issues. He said with the background the community has been through regarding the fire department falling apart, the recall, a new Council, and the efforts to rebuild the fire department and volunteers, there was initiation of a community study by the Public Safety Task Force. He said the City is nearing the end of its budget process and has had discussion regarding revenues, Council policies, and potential cuts to services and programs. He said he would like Council to discuss potential policies, cuts, and potential sources of revenue to consider that will impact the budget process. He said this will assist the Budget Committee in moving forward with a more realistic and reflective budget of what the community wants for services.

Mayor Masters asked if there was consensus for a resolution creating an administrative adjustment to the fire suppression fee, a resolution to create an administrative adjustment to ambulance fees to reflect what Hood River Ambulance charges and how they administer their fees, a resolution to make administrative adjustments to the internal payments in lieu of franchise fees, a resolution to change the internal repayment schedule, and potential action to refer an initiative to correct charter language that is not consistent with Oregon law. He said Council has already decided to have a meeting with the non-union employees to talk about their benefit and wage package and a potential action for a policy on that issue. He said these are the suggested items for the June 4th agenda.

Mayor Masters said these resolutions are coming to the Council for discussion and not necessarily to pass any of them, but ready for Council action if the Council determines it is in the best interest of the community. There was consensus of Council to have these items on the June 4th agenda for a Special City Council Meeting.

12. **Adjournment: Motion:** CM Helfrich moved, seconded by CM Holmstrom, to adjourn the meeting. The motion was passed unanimously by CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters. The meeting was adjourned at 9:45 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Lance Masters, Mayor



BLANKET VOUCHER APPROVAL

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
6/1/2012	Gross Payroll	\$ 44,445.64
5/31/2012	End of Month AP	\$ 89,803.56

GRAND TOTAL \$ 134,249.20

APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
99	05/12	05/31/2012	5220	Z413002144	SENSUS METERING SYSTEMS	Support Renewal	5142162081	.00
Total 99:								.00
2418	05/12	05/31/2012	30	00162607	ADVANCED HYDRAULIC SUPPLY LLC	mower hose	5140662201	32.53
Total 2418:								32.53
2419	05/12	05/31/2012	170	672688	ARROW SAFETY EQUIPMENT	fire ext. refills	5140562110	71.00
Total 2419:								71.00
2420	05/12	05/31/2012	240	WET-009-01	AWMA NORTHWEST OREGON	Waterworks School	2140562020	195.00
Total 2420:								195.00
2421	05/12	05/31/2012	310	440-1041	Belo Management Services Inc.	Programming	4140562740	82.60
Total 2421:								82.60
2422	05/12	05/31/2012	650	041312	CASCADE LOCKS CHEVRON (DBA)	Propane	0140462520	13.56
Total 2422:								13.56
2423	05/12	05/31/2012	790	313470082 5	CENTURYLINK	City Hall Phones	0140162050	126.73
2423	05/12	05/31/2012	790	313470082 5	CENTURYLINK	City Hall Phones	2142162050	169.16
2423	05/12	05/31/2012	790	313470082 5	CENTURYLINK	City Hall Phones	3142162050	81.47
2423	05/12	05/31/2012	790	313470082 5	CENTURYLINK	City Hall Phones	4142162050	62.80
2423	05/12	05/31/2012	790	313470082 5	CENTURYLINK	City Hall Phones	5142162050	125.60
2423	05/12	05/31/2012	790	313785538 5	CENTURYLINK	Sewer	2140562050	223.37
2423	05/12	05/31/2012	790	3142288414	CENTURYLINK	Lift Station	3140562050	34.95
Total 2423:								824.08
2424	05/12	05/31/2012	800	320153997 5	CENTURYLINK COMMUNICATIONS, IN	Business Anytime	2140562050	6.73

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2424:								6.73
2425	05/12	05/31/2012	6772	042112	Children's Cancer Association	Angela Coe Rainy Day Run Donation	0840562115	1,311.16
Total 2425:								1,311.16
2426	05/12	05/31/2012	1000	A11116	Coburn Electric	Valve Repair for WWTP	3140562110	2,534.26
Total 2426:								2,534.26
2427	05/12	05/31/2012	1060	053012	COLUMBIA GORGE LIONS CLUB	Stemwheeler Days Advertisement	0140562022	250.00
Total 2427:								250.00
2428	05/12	05/31/2012	1450	ARK 39733	DEPT OF ADMINISTRATIVE SERVICE	Taps	0340562860	30.00
2428	05/12	05/31/2012	1450	ARK 39733	DEPT OF ADMINISTRATIVE SERVICE	Axes	2140562860	30.00
Total 2428:								60.00
2429	05/12	05/31/2012	1530	8255-9217 5/	DISH NETWORK	transport costs for locals	4140562740	400.00
Total 2429:								400.00
2430	05/12	05/31/2012	1760	ORHOD2701	FASTENAL	misc.	5140562770	2.13
2430	05/12	05/31/2012	1760	ORHOD2728	FASTENAL	misc small bolts and keys	5140562900	17.14
Total 2430:								19.27
2431	05/12	05/31/2012	1930	1057-1015	FISHER COMMUNICATIONS INC	Programming	4140562740	153.40
Total 2431:								153.40
2432	05/12	05/31/2012	2280	051312	Gyda Ann Haight	Reimburse for Flowers	0140562121	19.44
Total 2432:								19.44
2433	05/12	05/31/2012	6766	104997	Henderson Turf & Wear Inc.	pole pruner	5140563690	607.98

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 2433:								
2434	05/12	05/31/2012	2570	0005121002	HOOD RIVER NEWS	Public Notice Budget Meeting	0140162030	14.55
2434	05/12	05/31/2012	2570	0005121002	HOOD RIVER NEWS	Public Notice Budget Meeting	0140262030	13.58
2434	05/12	05/31/2012	2570	0005121002	HOOD RIVER NEWS	Public Notice Budget Meeting	2142162030	3.88
2434	05/12	05/31/2012	2570	0005121002	HOOD RIVER NEWS	Public Notice Budget Meeting	3142162030	3.39
2434	05/12	05/31/2012	2570	0005121002	HOOD RIVER NEWS	Public Notice Budget Meeting	4142162030	1.45
2434	05/12	05/31/2012	2570	0005121003	HOOD RIVER NEWS	Public Hearing State Rev Sharing	0140162030	11.15
2434	05/12	05/31/2012	2570	0005121003	HOOD RIVER NEWS	Public Hearing State Rev Sharing	0140262030	12.12
2434	05/12	05/31/2012	2570	0005121003	HOOD RIVER NEWS	Public Hearing State Rev Sharing	2142162030	11.31
2434	05/12	05/31/2012	2570	0005121003	HOOD RIVER NEWS	Public Hearing State Rev Sharing	3142162030	3.23
2434	05/12	05/31/2012	2570	0005121003	HOOD RIVER NEWS	Public Hearing State Rev Sharing	4142162030	2.83
2434	05/12	05/31/2012	2570	0005121003	HOOD RIVER NEWS	Public Hearing State Rev Sharing	5142162030	1.21
2434	05/12	05/31/2012	2570	043012	HOOD RIVER NEWS	Account Credit	0140162030	9.30
2434	05/12	05/31/2012	2570	043012	HOOD RIVER NEWS	Account Credit	0140262030	19.39-
2434	05/12	05/31/2012	2570	043012	HOOD RIVER NEWS	Account Credit	2142162030	18.10-
2434	05/12	05/31/2012	2570	043012	HOOD RIVER NEWS	Account Credit	3142162030	5.17-
2434	05/12	05/31/2012	2570	043012	HOOD RIVER NEWS	Account Credit	4142162030	4.53-
2434	05/12	05/31/2012	2570	043012	HOOD RIVER NEWS	Account Credit	5142162030	1.94-
2434	05/12	05/31/2012	2570	24489	HOOD RIVER NEWS	Ad	0840562160	14.87-
2434	05/12	05/31/2012	2570	24502	HOOD RIVER NEWS	Garage Sale Ad	0840562161	68.00
2434	05/12	05/31/2012	2570	24513	HOOD RIVER NEWS	Garage Sale Ad	0840562161	42.00
Total 2434:								
								160.00
2435	05/12	05/31/2012	2590	312650	HOOD RIVER SUPPLY ASSOC.	4" Malleable	0340562560	39.98
Total 2435:								
								39.98
2436	05/12	05/31/2012	2680	051612	HJPP JR., TRACY N.	Reimburse Mileage	5140562020	40.52
2436	05/12	05/31/2012	2680	051812	HJPP JR., TRACY N.	Reimburse Mileage	5140562020	49.95
Total 2436:								
								90.47
2437	05/12	05/31/2012	2970	053112	Koch Consulting, INC.	Interim CA Services	0140162093	404.75
2437	05/12	05/31/2012	2970	053112	Koch Consulting, INC.	Interim CA Services	0140262093	125.00
2437	05/12	05/31/2012	2970	053112	Koch Consulting, INC.	Interim CA Services	0340562093	125.00
2437	05/12	05/31/2012	2970	053112	Koch Consulting, INC.	Interim CA Services	0542162093	117.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2437	05/12	05/31/2012	2970	053112	Koch Consulting, INC.	Interim CA Services	2142162093	299.00
2437	05/12	05/31/2012	2970	053112	Koch Consulting, INC.	Interim CA Services	3142162093	299.75
2437	05/12	05/31/2012	2970	053112	Koch Consulting, INC.	Interim CA Services	4142162093	207.00
2437	05/12	05/31/2012	2970	053112	Koch Consulting, INC.	Interim CA Services	5142162093	922.00
Total 2437:								2,500.00
2438	05/12	05/31/2012	3050	12808	LEAGUE OF OREGON CITIES	Deputy Recorder Web Ad	0140162030	6.05
2438	05/12	05/31/2012	3050	12808	LEAGUE OF OREGON CITIES	Deputy Recorder Web Ad	0140262030	5.66
2438	05/12	05/31/2012	3050	12808	LEAGUE OF OREGON CITIES	Deputy Recorder Web Ad	2142162030	1.62
2438	05/12	05/31/2012	3050	12808	LEAGUE OF OREGON CITIES	Deputy Recorder Web Ad	3142162030	1.41
2438	05/12	05/31/2012	3050	12808	LEAGUE OF OREGON CITIES	Deputy Recorder Web Ad	4142162030	.61
2438	05/12	05/31/2012	3050	12808	LEAGUE OF OREGON CITIES	Deputy Recorder Web Ad	5142162030	4.65
Total 2438:								20.00
2439	05/12	05/31/2012	3100	8387490	LIFETIME	Programming	4140562740	141.60
Total 2439:								141.60
2440	05/12	05/31/2012	3160	053112	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162055	.20
2440	05/12	05/31/2012	3160	053112	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462540	29.68
2440	05/12	05/31/2012	3160	053112	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0540562055	18.95
2440	05/12	05/31/2012	3160	053112	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5140562870	14.49
Total 2440:								63.32
2441	05/12	05/31/2012	3380	KPDY-MAY1	Meredith Corporation	Retransmission	4140562740	70.80
2441	05/12	05/31/2012	3380	KPTV-MAY1	Meredith Corporation	Retransmission	4140562740	153.40
Total 2441:								224.20
2442	05/12	05/31/2012	4030	040112	OHA State of Oregon	Ambulance Service Renewal	0540562351	165.00
Total 2442:								165.00
2443	05/12	05/31/2012	4460	052112	Pacific Crest Imprint	50,000 Brochures	0840562160	2,131.00
Total 2443:								2,131.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2444	05/12	05/31/2012	4530	134193	PAPE MACHINERY	Back Hoe Repair	0340562660	270.79
2444	05/12	05/31/2012	4530	134193	PAPE MACHINERY	Back Hoe Repair	2140562660	270.80
2444	05/12	05/31/2012	4530	134193	PAPE MACHINERY	Back Hoe Repair	3140562660	270.80
2444	05/12	05/31/2012	4530	134193	PAPE MACHINERY	backhoe repair	5140562201	812.39
Total 2444:								
2445	05/12	05/31/2012	4670	5188814	PORT OF CASCADE LOCKS	Bridge Tickets - PW	2140562020	30.00
2445	05/12	05/31/2012	4670	5390976	PORT OF CASCADE LOCKS	Tourism Donation for Art in the Park	0840562115	1,000.00
Total 2445:								
2446	05/12	05/31/2012	4910	600143104D	Robert Talbert, II	Refund Deposit	5121130	250.73
Total 2446:								
2447	05/12	05/31/2012	5120	697939	S.D. MYERS, INC.	Substation Oil testing	5140562780	550.00
Total 2447:								
2448	05/12	05/31/2012	5220	ZA13002144	SENSUS METERING SYSTEMS	Support Renewal	2142162081	762.30
2448	05/12	05/31/2012	5220	ZA13002144	SENSUS METERING SYSTEMS	Support Renewal	5142162081	762.30
Total 2448:								
2449	05/12	05/31/2012	5380	SD-30380	SKAMANIA COUNTY PIONEER	Angela Coe Run Ad	0840562160	58.50
2449	05/12	05/31/2012	5380	SD-30524	SKAMANIA COUNTY PIONEER	Garage Sale Ad	0840562161	47.80
Total 2449:								
2450	05/12	05/31/2012	5510	8021893920	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	23.35
2450	05/12	05/31/2012	5510	8021893920	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	2.95
2450	05/12	05/31/2012	5510	8021893920	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	8.52
2450	05/12	05/31/2012	5510	8021893920	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	7.62
2450	05/12	05/31/2012	5510	8021893920	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	2.54
2450	05/12	05/31/2012	5510	8021893920	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	36.96
Total 2450:								
2451	05/12	05/31/2012	6110	05/2012 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	2.42

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2451	05/12	05/31/2012	6110	05/2012 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	24.21
2451	05/12	05/31/2012	6110	05/2012 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	38.74
2451	05/12	05/31/2012	6110	05/2012 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	14.53
2451	05/12	05/31/2012	6110	05/2012 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	162.20
Total 2451:								242.10
2452	05/12	05/31/2012	4910	600143905D	Vera Sanders Tenhet	Refund Deposit	5121130	44.04
Total 2452:								44.04
2453	05/12	05/31/2012	6771	051812	Virginia Fitzpatrick	Landscaping Materials	0140562121	48.26
Total 2453:								48.26
2454	05/12	05/31/2012	6350	0207687-IN	WAGNER-SMITH EQUIPMENT	4 hex key sets	5140562900	44.31
2454	05/12	05/31/2012	6350	0208081-IN	WAGNER-SMITH EQUIPMENT	hard hat suspensions	5140562900	98.87
Total 2454:								143.18
2455	05/12	05/31/2012	6620	11859	WILLAMETTE WEEK	ads	0840562160	3,740.00
Total 2455:								3,740.00
2456	05/12	05/31/2012	6690	052312	WOOSLEY, KATHY	Reimburse Expenses for Conference	0140162020	61.97
2456	05/12	05/31/2012	6690	052312	WOOSLEY, KATHY	Reimburse Expenses for Conference	2142162020	18.19
2456	05/12	05/31/2012	6690	052312	WOOSLEY, KATHY	Reimburse Expenses for Conference	3142162020	12.87
2456	05/12	05/31/2012	6690	052312	WOOSLEY, KATHY	Reimburse Expenses for Conference	4142162020	1.77
2456	05/12	05/31/2012	6690	052312	WOOSLEY, KATHY	Reimburse Expenses for Conference	5142162020	53.10
Total 2456:								147.90
5311201	05/12	05/31/2012	440	APR12-PWR	BPA	Power Bill	5140562820	47,104.00
5311201	05/12	05/31/2012	440	APR12-PWR	BPA	Power Bill	5140662820	9,344.00
Total 5311201:								56,448.00
5311202	05/12	05/31/2012	440	APR12-TRN	BPA	Transmission Bill	5140562821	6,067.00
5311202	05/12	05/31/2012	440	APR12-TRN	BPA	Transmission Bill	5140662821	1,203.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5311202:								
5311203	05/12	05/31/2012	6080	1536020610	U S BANK	Bank Fees	0140162110	52.52 M
5311203	05/12	05/31/2012	6080	1536020610	U S BANK	Bank Fees	0542162110	3.08 M
5311203	05/12	05/31/2012	6080	1536020610	U S BANK	Bank Fees	2142162110	12.34 M
5311203	05/12	05/31/2012	6080	1536020610	U S BANK	Bank Fees	3142162110	14.41 M
5311203	05/12	05/31/2012	6080	1536020610	U S BANK	Bank Fees	4142162110	1.65 M
5311203	05/12	05/31/2012	6080	1536020610	U S BANK	Bank Fees	5142162110	108.44 M
Total 5311203: 192.44								
5311204	05/12	05/31/2012	3650	12040948	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,242.71 M
Total 5311204: 4,242.71								
Grand Totals: 89,803.56								

STAFF REPORT

Date Prepared: June 6, 2012

For City Council Meeting on: June 11, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator

PK

APPROVED BY: N/A

SUBJECT: Conducting a required public hearing on State Revenue Sharing

SYNOPSIS: Annually the City is required to conduct a Public Hearing on its election to receive State Revenue Sharing funds. The public hearing should be opened and local citizens given an opportunity to provide suggestions and ideas to Council for the use of these funds.

The amount of funds the City expects to receive will be between \$6,000 and \$8,000 for the budget year 2012-13. The exact amount of funds to be received is not known at this time.

Formal action to adopt a resolution to accept State Revenue Sharing will occur later in the agenda.

CITY COUNCIL OPTIONS: N/A

RECOMMENDATION: None. This is a Public Hearing.

Legal Review and Opinion: N/A

Financial review and status: The City expects to receive between \$6,000 and \$8,000 for budget year 2012-13 in State Revenue Sharing. The exact expenditure will be documented in the proposed budget still under development.



STAFF REPORT

Date Prepared: June 5, 2012**For City Council Meeting on: June 11, 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 Council received the preliminary draft of the Library Contract update on May 8, 2012. 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. That fee is not going to be changed and will stay in place under the terms of the new IGA.

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. If this move does take place, the City would no longer have the \$1600 per year from the Library District.

This matter was reviewed by City Council in May and now comes to City Council for final approval. Buzzy Nielsen, Library Director will be present at the City Council meeting to answer any questions the Council may have.

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

- A. Take no action on this matter at this time.
- B. Approve the IGA as submitted.
- C. Other action as may be desired by City Council.

RECOMMENDATION: That City Council, by motion, approve the proposed Library District-City IGA.

[Sample Motion: I move that the Library District IGA be approved as submitted]

Legal Review and Opinion: The City Attorney has reviewed this matter and recommends approval of the revised IGA.

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 proposed agreement; 2) A description of the proposed School Re-Use plan and; 3) the original 2009 Memorandum of Understanding between the two jurisdictions.
- B. The Library District is currently in discussions with the Hood River County School District over space opportunities at the school.
- C. The Library Director will be present at the City Council meeting and will have the original document for the Mayor's signature once Council action is finalized.

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 Library 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 could move out of the space at 140 SE Wa-Na-Pa St. prior to expiration of this Agreement.

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, 2012. 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, when tax funds are available in Nov. 2011.
 - 5. ~~provide early opening hours (from July 1, 2011, to December 1, 2011) equal to that provided to Parkdale Branch Library. (Early opening hours are dependent on Foundation and grant funding and open hours will not be determined until funding is known.)~~
 - 7. 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.

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~~4~~ will be \$~~28,895,28,503~~.
- 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~~2~~.

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 ~~George Fischer~~
Mayor of Cascade Locks

Sara Duckwall Snyder
Board President, Hood River County Library District

Date: _____, 2012~~4~~

Date: _____, 2012~~4~~

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.

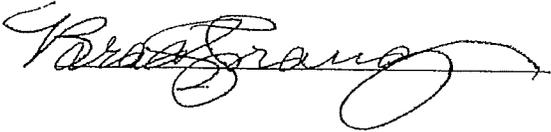
8. This MOU constitutes a statement of the current intent of the Parties, who acknowledge that it does not create a binding agreement and may not be relied upon as a basis for a contract by estoppel or serve as a basis for a claim based on detrimental reliance or any other theory.

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.

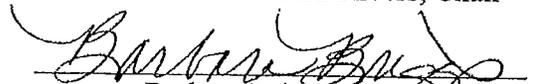
AGREED AND APPROVED:

City of Cascade Locks



Hood River County

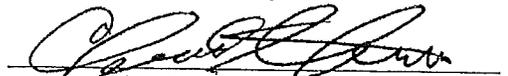
Ron Rivers, Chair



Barbara Briggs, Commissioner



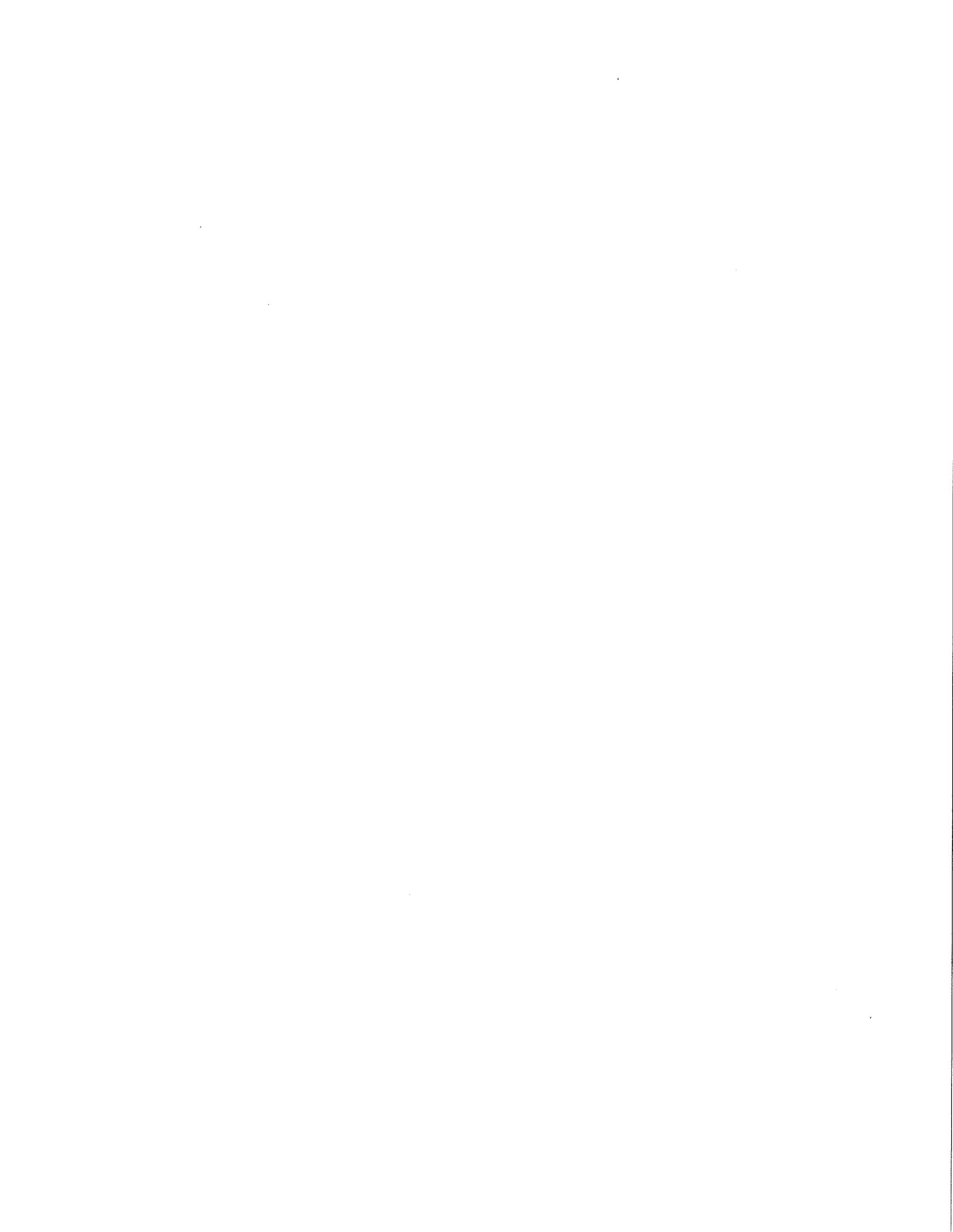
Maui Meyer, Commissioner



Chuck Thomsen, Commissioner



Les Perkins, Commissioner



STAFF REPORT

Date Prepared: 6/6/12

For City Council Meeting on: 6/11/12

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Paul Koch *PK*

SUBJECT: Public Hearing on proposed uses for State Revenue Sharing

SYNOPSIS: The City receives a percentage of State Revenue Sharing that is used to help support various programs. As per ORS 221.770 a public hearing in which citizens have the opportunity to provide written and oral comment to, and ask questions of, the authority responsible for adopting the City of Cascade Locks budget for FY 2012-2013.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1233 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approve Resolution No. 1233 to elect to receive State Revenue Sharing.

Legal Review and Opinion: N/A

Financial review and status: Amounts pertaining to this resolution are included in the FY12-13 budget. The estimate revenue projection is \$6,000-\$8,000.

BACKGROUND INFORMATION:

1. The City has received State Revenue Sharing dollars for many years. Budget committee, during the budget process recommends to the council, programs to receive the funding. At the time of budget, approval by council will determine the programs to be funded.



RESOLUTION NO. 1233

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

WHEREAS, the City offered an opportunity for its citizens to comment on the possible uses of State Revenues at a Public Hearing of the Budget Committee on May 16, 2012; and

WHEREAS, the City offered an opportunity for its citizens to comment on the proposed uses of State Revenues at a Public Hearing of the City Council on June 11, 2012;

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

SECTION 1. City's Election to Receive State Revenues. Pursuant to ORS 221.770, the City of Cascade Locks hereby elects to receive State Revenues for Fiscal Year 2012/2013.

SECTION 2. Effective Date. Upon adoption by the City Council and approval of the Mayor, this resolution shall become effective on July 1, 2012.

SECTION 3. Expiration. This Resolution shall remain in effect and shall expire on June 30, 2013.

ADOPTED by the City Council this **11th** day of **June**, 2012.

APPROVED by the Mayor this **11th** day of **June**, 2012.

Mayor

ATTEST:

City Recorder

I certify that a public hearing before the Budget Committee was held on May 16, 2012, and a public hearing before the City Council was held on June 11, 2012, giving citizens an opportunity to comment on use of State Revenue Sharing.

Budget Officer



STAFF REPORT

Date Prepared: 6/6/12

For City Council Meeting on: 6/11/12

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Paul Koch *PK*

SUBJECT: Extending Workers Compensation Coverage to Volunteers

SYNOPSIS: The City has provided coverage for public safety volunteers with an assumed monthly wage of \$2,500 and volunteer board, commission and/or council for the performance of administrative duties with an assumed wage of \$2,500.

This year staff is recommending lowering the minimum assumed monthly wage for public safety volunteers to \$800 and continuing with \$2,500 for volunteer board, commission and/or council. This could potentially save the city \$2,000 for the year.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1234 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approve Resolution No. 1234.

Legal Review and Opinion: N/A

Financial review and status: Amounts pertaining to this resolution is included in the FY12-13 budget.

BACKGROUND INFORMATION:

1. The City has provided for many years, Workers Compensation Coverage for Public Safety Volunteers, volunteer boards, commission and/or council at an assumed monthly wage of \$2,500.



RESOLUTION NO. 1234

A RESOLUTION EXTENDING THE CITY OF CASCADE LOCKS' WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF CASCADE LOCKS; AND REPEALING RESOLUTION NO. 1216.

WHEREAS, the City of Cascade Locks elects the following:

Pursuant to ORS 656.031, Workers' Compensation Coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Information.

1. An assumed monthly wage of \$800 will be used for public safety volunteers; and
2. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties; and
3. Non-public safety volunteers will keep track of their hours with the assistance of the Finance Officer and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
4. Court-mandated community service workers/inmates on work release may be covered for Workers' Compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between the City of Cascade Locks and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
5. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services may request copies of these rosters during the year-end audit; and
6. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Cascade Locks' coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES to provide for Workers' Compensation Insurance Coverage as indicated above. This resolution will be updated annually.

Resolution No. 1192 is hereby repealed.

ADOPTED by the City Council this **11th** day of **June**, 2011.

APPROVED by the Mayor this **11th** day of **June**, 2011.

ATTEST:

Mayor

City Recorder





citycounty insurance services
www.cisoregon.org

VOLUNTEER ELECTION INFORMATION

Oregon Statute allows public entities to elect workers' compensation coverage for volunteer workers: ORS 656.031, 656.041, and 656.046.

Public entities that elect to cover volunteers for workers' compensation must:

- Pass a resolution designating the categories of volunteer workers, general job duties, estimated number of volunteer workers and assumed wage by classification. A sample resolution is located on the CIS website at www.cisoregon.org.
- Include elected volunteer class codes with the assumed payroll figures at renewal each year and report the actual assumed payroll figures upon audit.
- Maintain a roster of active volunteers in each category. Rosters are required by statute and are required to verify coverage, to calculate benefits and to determine premium/contribution. Rosters may be maintained electronically on CIS website or departmentally.

Monthly versus hourly reporting:

Most public safety volunteers are reported using a monthly assumed wage. Public safety volunteers are easily tracked on CIS electronic volunteer roster (found on the CIS website). You need only list the monthly volunteers by category and make additions and deletions to the roster when changes occur.

All other types of volunteers are generally reported and tracked hourly, using Oregon minimum wage. For hourly volunteers members generally use paper rosters kept departmentally for signing in/out daily.

Rosters must be available at the time of injury or audit for coverage verification and premium payment.

Claims examiners review volunteer resolutions, elections and rosters at the time of injury to determine the intent to provide coverage to a bona fide volunteer worker and to verify the assumed wage. Rosters are reviewed at audit for verification of appropriate contribution for coverage.

CIS' ability to provide broad workers' compensation coverage for volunteers is directly related to each entity's ability to manage the safety and welfare of volunteer workers and to keep verifiable records of the names and hours worked by volunteers.

(A) 1. Public Safety Volunteers (Codes 8411, 8411F, and 8411FC)

This volunteer category includes the following descriptions: ambulance drivers, ambulance technician, crime prevention unit, sheriff, emergency medical technician, explorer scout, police officer, police reserve, probation officer, search and rescue, sheriff's posse (only when used as public safety volunteers) under class code **8411** (see more on Search and Rescue volunteers in the next section). For volunteer firefighters the class code is **8411F** and for volunteer fire chief/assistant fire chief the appropriate code is **8411FC**.

Refer to your Volunteer Resolution for the appropriate amount of assumed payroll to use for this classification. The minimum assumed wage is \$800 per volunteer per month (regardless if one day or 30 are worked) for contribution payment and calculation of benefits; however your entity may have elected a higher amount on the volunteer resolution. This assumed monthly wage may be increased at the entity's discretion in increments of \$100.

You will need to estimate the number of volunteer months for each position. Some volunteers are not active every month, i.e., two volunteer firefighters may be active six months out of the year, two volunteer firefighters may be active 12 months out of the year, etc. Thus, the number of volunteer firefighter months in this scenario would be 36, and the total assumed payroll would be 36 x \$800 (or elected amount) = \$28,800 (see example chart below).

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
John	X	X	X				X	X	X			
Kim	X	X	X	X	X	X	X	X	X	X	X	X
Dale				X	X	X				X	X	X
Bret	X	X	X	X	X	X	X	X	X	X	X	X

(A) 2. Search & Rescue volunteers for counties (Code 8411S)

This payroll class code is to be used by counties in compliance with HB 3021 requiring workers' compensation coverage for volunteer search and rescue personnel. This class of volunteer must be registered with the Sheriff of the county or the Office of Emergency Management, a member of a search and rescue organization registered with the Sheriff and OEM, and acknowledged in writing by the Sheriff and OEM at the scene of a search and rescue. Separate rosters should be kept for certified search and rescue volunteers, apart from other emergency volunteers. The county may use the assumed monthly wage or Oregon's minimum wage for this class of volunteer.

(B) Public officials on unpaid boards, commissions, and councils (Code 8742V)

Workers' compensation can be provided for volunteer boards under this class code if functions performed are strictly administrative, clerical, no manual labor, reimbursed for expenses only and receive no remuneration. For **each** board, commission, and council you elect to cover, regardless of how many officials are on each board, commissions or council the annual assumed payroll amount is \$2500. An example of this would be 3 councils (city council, planning commission, budget commission) at \$2500 per board is \$7500 total.

(C) Public officials performing manual labor (Code 8742V)

You can include public officials who also perform some manual labor such as mowing lawns, landscaping, or other type of work not usual to a public officials administrative duties. Coverage for this exposure is available based on an assumed monthly wage of \$800 per month per public official. Example: Mayor @ 12 (months) X \$800 = \$9600. This amount is then added to the board/commissions/council amount and included as a total under class code 8742V on the online renewal estimate.

(D) Court-Mandated Community Service Workers/Inmates (Code 7720V)

If your entity uses workers from the correctional system (i.e., community service workers, inmates on work release, peer review crews, etc.), it is important to clarify in writing who will provide workers= compensation coverage for these workers prior to work inception. CIS recommends you obtain a Certificate of Coverage for Workers= Compensation from the sentencing court or make arrangements to provide coverage through your own entity. If you are responsible for providing the workers= compensation coverage, be sure to keep monthly time records for these workers and report them **hourly using Oregon minimum wage**. CIS has designated Class Code 7720V for this type of exposure.

(E) All other volunteers (Various codes)

Assumed payroll for all other volunteer elections should be computed using Oregon minimum hourly wage times estimated actual hours worked and reported by classification code.

Unanticipated volunteer projects or exposure can be added throughout the coverage year (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. Coverage of this type cannot be backdated.

Class Code	Volunteer Description
5506V	Street/Road Maintenance
7520V	Waterworks & Drivers
7580V	Sewer & Drivers
8810V	Clerical/Emergency Call Center/Interpreters/Library
9015V	Building Maint/Janitorial/RV Park Maint/Lifeguards (pools)/ Lifeguard (Beaches & Rivers)
9061V	Senior Center
9063V	Community Center/Clubs
9079V	Food Preparation Volunteers
9102V	Park Maintenance & Drivers
9402V	Sewer & Street Cleaning/Snow Removal
9403V	Garbage/Refuse Collection

For those members who do not provide workers' compensation coverage to any volunteer workers, please complete a Statement of Non-Coverage for Volunteers. A sample is provided at the CIS website at www.cisoregon.org.

Please feel free to contact CIS underwriting for questions regarding classification, assumed wages or recordkeeping for volunteer workers.



STAFF REPORT

Date Prepared: June 5, 2012

For City Council Meeting on: June 11, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator PK

APPROVED BY: N/A

SUBJECT: Recommendation regarding the electric rate study

SYNOPSIS: In September of 2011, City Council established a set of priorities that included the electricity rates and tier two impact on rates along with the issue of the sub-station. On December 12, 2011, City Council adopted its grouped priorities. These priorities included the concept of an electric rate study. On February 13, 2012, City Council authorized staff to seek RFQ's (Request for Qualifications) from firms to complete this work in partnership with the City.

The City received two proposals and then representatives from the two firms were interviewed by staff and the City Council Sub-Committee on Economic Development. Due to scheduling issues, only one member of the Sub-Committee and two staff members were able to complete the interviews. The interviews were held on May 22, 2012.

As a result of the interviews, a selection of the preferred firm has been made and comes to City Council for formal action at this time. This rate study is critical to the long term operation of the Electric Department and future rates.

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

- A. Take no action on this matter at this time.
- B. Approve the recommendations as presented.
- C. Cancel the proposed work on the electric rates.
- D. Other options as may be desired by City Council.

RECOMMENDATION: That City Council, by motion, authorize the hiring of Brown and Kysar Engineering and Consulting to work with the City to complete the rate study, study the implications of the sub-station and necessary work. Direct staff to meet with representatives of

the firm to develop the scope of work and return with a proposed contract between the City and Brown and Kysar in an amount not to exceed \$40,000.

[RECOMMENDED MOTION: I move that the City enter into a contract with Brown and Kysar in an amount not to exceed \$40,000 to undertake and complete the rate study and authorize staff to negotiate the contract and scope of work.]

Legal Review and Opinion: None at this time. The City Attorney will develop the contract for this work once the scope of work has been developed..

Financial review and status: The City has set aside \$60,000 in the Electric Department budget (Materials and Services) for this project. The cost of this project will come from the approved FY 2012-13 budget that will be effective as of July 1, 2012..

BACKGROUND INFORMATION:

1. The RFQ was designed to get a firm that would be willing to work with the City to design the scope of work and the cost of this work and to get the end product the City needs.
2. Current city electric use is getting close to the Tier 2 threshold and the City does not have a tier two rate structure.
3. The BPA has been encouraging the City to take over, purchase or somehow acquire a BPA substation. This acquisition needs to be studied and evaluated in order to assist the City to know what to do.
4. The Port of Cascade Locks will be a participant in this effort and will work with the City in designing the scope of work. No determination has yet been made about the Port being a funding partner. Funds from the Port are not guaranteed and may not develop.
5. The two firms responding to the RFQ and being interviewed were ESS out of Seattle and Brown and Kysar from Battle Ground, Washington. ESS had estimated the cost of the work to be \$44,000. Brown and Kysar estimated the cost of the work to not exceed \$40,000.
6. If approved by City Council, staff would meet with representatives of the firm and negotiate both the scope of work and a proposed contract to be approved by City Council.
7. The estimated timeline for the project is:
 - a. June 2012, negotiate the scope of work and proposed contract.
 - b. July city council approval of the scope of work and contract.
 - c. August through November, complete the work.
 - d. November 2012 preliminary review of report findings and recommendations with City Council.
8. The major elements of the scope of work are:
 - a. Analysis and comparison of current rates to cost.
 - b. Researching and integrating tier two rates into the rates structure for electric service charged by the City to customers.
 - c. Review and make recommendations regarding the sub-station issue as it affects rates and operations.
 - d. A community education and involvement component of at least two meetings..

- e. Development of a rate structure geared toward or facilitating economic development.
9. A copy of the initial RFQ is attached for City Council information.



City of Cascade Locks, Oregon

RFQ FOR ELECTRIC RATE STUDY

The City of Cascade Locks, Oregon in partnership with the Port of Cascade Locks invites all qualified individuals and firms to submit qualifications, proposals and experience in providing rural community electric rate studies and recommendations. This is a contract relationship and the City Council desires to seek proposals for completing this work and to help in determining the cost for this study and recommendations along with the full scope of work. The City intends to retain a firm committed to work with the City and its partners in determining appropriate rates, Tier 2 relationships and strategies to encourage economic development.

Estimated Cost for Services: The costs for this rate study and recommendations will be determined as a result of proposals submitted by interested firms. The estimated and projected cost to do this work should be included in the response submitted to this RFQ. The estimated cost to complete this assignment will be considered by City Council in making its selection decision.

Who will pay for this study: The City of Cascade Locks will pay for the cost of this study and its recommendations. The basis for the contract cost will be the submitted proposal and its connection for achieving the desired and recommended rate structure as determined by the City Council.

Work to be done: It is the intent of the City that the following work be completed under the terms of the contract. (Scope of work)

1. Develop background data and identify the project goals and objectives in collaboration with the City and any of its partners.
2. Forecast revenue requirements for the future and allocate costs to customers in a cost of service analysis.
3. Research, study and analyze existing utility rates and recommend changes as required to meet long term needs and economic development requirements of the community. Examine the current rate schedule for adequacy and design rate options for each customer class and schedule.
4. Calculate the current and projected power supply costs based on current customers And operations. Incorporate tiered BPA rates, tier 2 power costs and transmission and ancillary costs as a part of this study.
5. Research study and assist the City determine the appropriate Tier Two rate to

charge. Assist the City in determining the long range facility and generating options as well as facility needs, purchases and other options. Help determine what facilities if any the City should acquire, purchase or build to enhance the electric system.

6. Educate, inform and assist the City Council to better understand electric operations, rates and rate setting.
7. In general assist the City and its partners develop rate and charges that facilitate long term economic development and potentially highly competitive rates.

Qualifications: To be considered, candidates or firms must possess the following qualifications and or experience.

1. Experience and sensitivity to the unique needs and potential of rural communities.
2. Have qualified professional staff with Bachelors and / or Masters Degree from an accredited four year university.
3. At least 5 years experience working successfully with rate analysis and setting.
4. Have successful experience in completing municipal rate studies and making recommendations.
5. Be familiar with the BPA system, economic development implications and other factors of importance to community livability and electric system operations and long term community viability.
6. Be willing to challenge existing assumptions that do not add value or benefit small rural communities.
7. Be willing to travel to the community to assist in successfully completing this project.
8. Make periodic presentations to both City Council and the community to help advance public understanding and acceptance of needs, necessary changes and alterations to the current situation.
9. Be willing to take this unique approach to rate and charges and assist the community develop a system that encourages economic development.

Obligations of the City: The City may provide office space, office furniture and the use of standard office equipment while working on this City assignment. The City will also cover the cost of postage, printing and other supplies necessary to the completion of this project. In addition, the City will be responsible to provide all necessary and required background information as the selected consultant may need to complete this project.

Obligations of the Consultant: The selected consultant shall be responsible for providing all payroll taxes, salaries, workers compensation and any other employees directly needed to complete assignments provided by the city. All off-site facilities shall be the full responsibility of the consultant.

Evaluation: Proposals will be evaluated on the basis of consultant experience, successful work in rural communities, sensitivity to Cascade Locks location within the

Columbia River Gorge and cost per hour. Knowledge of the BPA system, experience in other similar communities and innovation will also be used as selection criteria. Experience or willingness to design the scope of work in partnership with the City.

Submittals: Firms or individuals interested in applying to provide this service should apply to the Interim City Administrator no later than March 16, 2012. The City plans to begin the contract work in April 2012.

Submittals should include the steps to be undertaken in this study, dates and expected results. At least the following elements of work should be included in the response to this RFQ:

1. The steps, due dates and expected results of each element of this study.
2. Proposed costs and project budget for each element proposed by the consultant.
3. A list of all background information and data necessary to completion of the project.
4. A statement by the consultant expressing willingness to work with the City, Port of Cascade Locks and others in completing this project.

EXPECTED RESULT: The City expects to receive a set of recommendations dealing with proposed rates for all classes of customers and factoring into the rate structure the impact of Tier 2 and suggestions for a rate strategy that encourages and facilitates economic development.

Additional Information: The City last increased its utility rates in 2006. In 2008, through a citizen initiative, the City is now required to seek a vote of the community in order to increase any rates for service. Additional information on the community can be accessed through the City web page at www.cityofcascadelocks.or.us

Current Situation:

Currently the community is working with a new company desiring to locate in town that will create 50 jobs. Additional economic development opportunities are constantly being looked at and the City is unsure of the full impact of Tier 2 on the rates. Current rates are reported to be high and the City desires to determine new approaches and strategies.

For additional Information contact:

Paul Koch
Interim City Administrator
City of Cascade Locks, Oregon
541-374-8484
pkoch@cascade-locks.or.us



STAFF REPORT

Date Prepared: June 5, 2012

For City Council Meeting on: June 11, 2012

TO: Honorable Mayor and City Council

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

APPROVED BY: N/A

SUBJECT: Discussion of development concepts with Mr. Robert Ball relative to the Old Fire Station

SYNOPSIS: As a part of the City Council plan to develop the Old Fire Station, City Council selected to seek development proposals. To date, four different proposals have been received and will be reviewed in more depth at the City Council June 18 special work session.

City Council did previously set both June 4 and 18 as optional dates to meet with proponents and then discuss the options to moving forward. In setting up those sessions, Robert Ball, a Portland developer, offered to come to Cascade Locks and spend time sharing development ideas and approaches with the City Council. This June 11 session and time with Mr. Ball is intended to do just that. This experience is designed to give City Council a quick overview of development, how to make development happen and what to watch out for.

Mr. Ball is the President of Astor Pacific a real estate development firm in Portland, Oregon. Mr. Ball is also a reserve police officer in Portland, serves on a number of non-profit boards and has done some major real estate development in Portland.

The outline for the session includes:

- Development ideas for Cascade Locks
- How the City and Community should approach development
- Creating energy to enhance the local economy
- What the City should do and how to do it
- What to look for when reviewing development ideas
- What role should the City play in encouraging development

It is anticipated that this discussion and education session will take from 30 to 45 minutes and is designed to give City Council plenty of time to ask questions.

CITY COUNCIL OPTIONS: This is a discussion and presentation session and there are no options.

RECOMMENDATION: None.

Legal Review and Opinion: N/A

Financial review and status: The City goal is to maximize income from the sale of this property in order to pay down the loan from the Electric Department that was a part of the construction of the new fire station. Under current City Council policy, any funds received for the Old Fire Station are to be used to pay down the loan.

BACKGROUND INFORMATION:

1. The City has received four different proposals for the use or to deal with the sale of the Old Fire Station. They are;

Proposal One: Whiskey Flats Brewery (a brew-pub)

Proposal Two: Sandy River Boat Works (a canoe and boat builder)

Proposal Three: Macadam-Forbes (Broker Services)

Proposal Four: **Columbia Property Group/Seder Architect** (broker and development services)

2. The four developers have been invited to this session with Robert Ball and will be present at your June 18 work session.