

CITY of CASCADE LOCKS

AGENDA

City Council WORK SESSION 6:30PM
City Council REGULAR MEETING 7:00PM
Monday, August 11, 2025, City Hall

WORK SESSION

1. **Water Rate Discussion**

REGULAR MEETING

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 routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Action Minutes of July 28, 2025**
 - b. **Ratification of the Bills in the Amount of \$ 142,891.43.**
4. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda)
5. **Public Hearings.** None.
6. **Action Items:**
 - a. **Fill Council Vacancy**
7. **Reports and Presentations.**
 - a. **Committee Reports – None**
 - b. **Audit Update**
 - c. **City Administrator Bennett Report**
8. **Mayor and City Council Comments.**
9. **Executive Session.** ORS 192.660 (2)(a) Employment of specific public officers, employees and agents and under Limited Circumstances
10. **Adjournment.**

Public access to the meeting is available via YouTube using the link below.

[YouTube - Cascade Locks - Live Stream](#)

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.

CASCADE LOCKS STAFF REPORT

Date Prepared: August 4, 2025

For City Council Meeting on: August 11, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Discussion on Water Rate

CITY STRATEGIC GOALS:

- Downtown Revitalization
- Communication Enhancement
- Code Improvements
- Public Services
- Affordable/Workforce Housing

SYNOPSIS: Trilogy LLC has completed the rate analysis for the City’s water distribution system. They have determined that we are over collecting on the debt service for the system improvement but under collecting on rates to operate the system. A work session was held on July 14. Council requested additional information and further discussion. Attached are breakdowns of the three rate change options they are proposing for the typical residential customer.

The rate changes have been updated to be even increases each year. The affects on a total years’ sales has been added with deltas.

A question has also came up regarding Council’s ability to increase the Meter Base Fee without violating the 2008 Charter Amendment. I asked our attorney and he provided the below response:

“That is an excellent question that could be discussed ad infinitum. Past Councils have interpreted the Charter provision requiring a vote as exempting "rates" because rates are not specifically enumerated in the Charter Amendment. The Council is the body that has authority to interpret the Charter and such interpretation will be held up in courts unless the interpretation is clearly afoul of the plain language of the Charter.

Ord. Ch. 52 provides that "Rates for the use or consumption of water or the provision of any service related thereto shall be set by resolution of the Council." Ord. 52.36. This makes things difficult. It could be read that this applies directly to "use or consumption" which implies that it is based on the AMOUNT of water passing through the meter. It could also be read that a base rate is directly tied to such use or consumption. I think the former is the most obvious and defensible position; however, the latter interpretation is also plausible.”

CITY COUNCIL OPTIONS: Discussion and Consensus Only

RECOMMENDED MOTION: N/A

Calculations for Average Residential Customer with 5/8-inch Line
In all three scenarios the Meter Maintenance and Fire Flow fees stay the same.

Option 1

Cut debt service fee by 44% to amount needed to cover annual payment and raise water usage rate by 49%, \$1.22 per 1,000 gallons and the meter base fee by 33.7%, \$3.20, to increase operating revenue. The rate and fee increase will be in one single year. However, the average customer will see a negligible increase in their water bill.

	Current	11/21/2025	11/21/2026	11/21/2027
Water Usage Rate Per 1,000 Gallons	\$ 2.50	\$ 3.72	\$ 3.72	\$ 3.72
Meter Base Fee	\$ 9.50	\$ 12.70	\$ 12.70	\$ 12.70
Meter Maintenance Fee	\$ 0.88	\$ 0.88	\$ 0.88	\$ 0.88
Fire Flow Fee	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Debt Service Fee	\$ 20.00	\$ 11.10	\$ 11.10	\$ 11.10

Option 2

A partial cut, 21.65%, to the debt service fee that will still allow the city to collect more than the amount needed to cover the annual payment and save the city \$298,500 in interest. Water rates and fees will increase over two years. The water usage rate will increase \$0.625 each year for two years for a total increase of 50%, \$1.25. The meter base fee will increase \$1.65 each year for two years for a total increase of 35%, \$3.30.

	Current	11/21/2025	11/21/2026	11/21/2027
Water Usage Rate Per 1,000 Gallons	\$ 2.50	\$ 3.13	\$ 3.75	\$ 3.75
Meter Base Fee	\$ 9.50	\$ 11.15	\$ 12.80	\$ 12.80
Meter Maintenance Fee	\$ 0.88	\$ 0.88	\$ 0.88	\$ 0.88
Fire Flow Fee	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Debt Service Fee	\$ 20.00	\$ 15.67	\$ 15.67	\$ 15.67

Option 3

No change to the debt service fee that will allow the city to pay off the debt sooner and save the city \$470,000 in interest payment. Water rates and fees will increase over a three-year period. The water usage rate will increase \$0.46 each year. The total increase over the three years will be 55%, \$1.38. The meter base fees will increase \$1.23 each year for a total increase of 39%, \$3.69.

	Current	11/21/2025	11/21/2026	11/21/2027
Water Usage Rate Per 1,000 Gallons	\$ 2.50	\$ 2.96	\$ 3.42	\$ 3.88
Meter Base Fee	\$ 9.50	\$ 10.73	\$ 11.96	\$ 13.19
Meter Maintenance Fee	\$ 0.88	\$ 0.88	\$ 0.88	\$ 0.88
Fire Flow Fee	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Debt Service Fee	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00

Residential Water sales from August 2024 through July 2025

1,000 Gallons = 1 Unit	Total Units Sold = 57,735	Total Billed = \$144,337.50
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Current	Year 1	Year 2	Year 3	3 Year Total
Rate/Unit	\$2.50	\$2.50	\$2.50	
Total Billed	\$144,337.50	\$144,337.50	\$144,337.50	\$433,012.50

Option 1	Year 1	Year 2	Year 3	3 Year Total
Rate/Unit	\$3.72	\$3.72	\$3.72	
Total Billed	\$214,774.20	\$214,774.20	\$214,774.20	\$644,322.60

Option 2	Year 1	Year 2	Year 3	3 Year Total
Rate/Unit	\$3.13	\$3.75	\$3.75	
Total Billed	\$180,710.55	\$216,506.25	\$216,506.25	\$613,723.05

Option 3	Year 1	Year 2	Year 3	3 Year Total
Rate/Unit	\$2.96	\$3.42	\$3.88	
Total Billed	\$170,895.60	\$197,453.70	\$224,011.80	\$592,361.10

Deltas	Year 1	Year 2	Year 3	3 Year Total
Current to Option 1	\$70,436.70	\$70,436.70	\$70,436.70	\$211,310.10
Current to Option 2	\$36,373.05	\$72,168.75	\$72,168.75	\$180,710.55
Current to Option 3	\$26,558.10	\$53,116.20	\$79,674.30	\$159,348.60
Option 1 to Option 2	-\$34,063.65	\$1,732.05	\$1,732.05	-\$30,599.55
Option 1 to Option 3	-\$43,878.60	-\$17,320.50	\$9,237.60	-\$51,961.50
Option 2 to Option 3	-\$9,814.95	-\$19,052.55	\$7,505.55	-\$21,361.95

Residential Water Meter Base Fee August 2024 through July 2025

600 Meters x 12 months = 7200

Current	Year 1	Year 2	Year 3	3 Year Total
Rate	\$9.50	\$9.50	\$9.50	
Total Billed	\$68,400.00	\$68,400.00	\$68,400.00	\$205,200.00

Option 1	Year 1	Year 2	Year 3	3 Year Total
Rate	\$12.70	\$12.70	\$12.70	
Total Billed	\$91,440.00	\$91,440.00	\$91,440.00	\$274,320.00

Option 2	Year 1	Year 2	Year 3	3 Year Total
Rate	\$11.15	\$12.80	\$12.80	
Total Billed	\$80,280.00	\$92,160.00	\$92,160.00	\$264,600.00

Option 3	Year 1	Year 2	Year 3	3 Year Total
Rate	\$10.73	\$11.96	\$13.19	
Total Billed	\$77,256.00	\$86,112.00	\$94,968.00	\$258,336.00

Deltas	Year 1	Year 2	Year 3	3 Year Total
Current to Option 1	\$23,040.00	\$23,040.00	\$23,040.00	\$69,120.00
Current to Option 2	\$11,880.00	\$23,760.00	\$23,760.00	\$59,400.00
Current to Option 3	\$8,856.00	\$17,712.00	\$26,568.00	\$53,136.00
Option 1 to Option 2	-\$11,160.00	\$720.00	\$720.00	-\$9,720.00
Option 1 to Option 3	-\$14,184.00	-\$5,328.00	\$3,528.00	-\$15,984.00
Option 2 to Option 3	-\$3,024.00	-\$6,048.00	\$2,808.00	-\$6,264.00

Current	Usage Rate	Base Fee	Maint Fee	Fire Flow	CCTP	WSIP
5/8"	\$2.50	\$9.50	\$0.88	\$1.00	\$2.00	\$20.00
3/4"	\$2.50	\$14.12	\$1.10	\$1.00	\$2.97	\$29.72
1"	\$2.50	\$23.34	\$1.42	\$2.00	\$4.91	\$49.13
1.5"	\$2.50	\$46.40	\$2.82	\$6.00	\$9.76	\$97.65
2"	\$2.50	\$74.07	\$3.96	\$8.00	\$15.59	\$155.88
2" Turbine	\$2.50	\$74.07	\$6.04	\$10.00	\$15.59	\$155.78
3" Turbine	\$2.50	\$161.70	\$7.78	\$15.00	\$34.03	\$340.31
3" Compound	\$2.50	\$161.70	\$15.60	\$20.00	\$34.03	\$340.31
4" Compound	\$2.50	\$290.55	\$25.20	\$25.00	\$61.15	\$611.48

Year 1

Option 1	Usage Rate	Base Fee	Maint Fee	Fire Flow	CCTP	WSIP
5/8"	\$3.72	\$12.70	\$0.88	\$1.00	\$2.00	\$11.10
3/4"	\$3.72	\$19.05	\$1.10	\$1.00	\$2.97	\$16.65
1"	\$3.72	\$31.75	\$1.42	\$2.00	\$4.91	\$27.75
1.5"	\$3.72	\$63.50	\$2.82	\$6.00	\$9.76	\$55.50
2"	\$3.72	\$101.60	\$3.96	\$8.00	\$15.59	\$88.80
2" Turbine	\$3.72	\$101.60	\$6.04	\$10.00	\$15.59	\$88.80
3" Turbine	\$3.72	\$190.50	\$7.78	\$15.00	\$34.03	\$166.50
3" Compound	\$3.72	\$190.50	\$15.60	\$20.00	\$34.03	\$166.50
4" Compound	\$3.72	\$317.50	\$25.20	\$25.00	\$61.15	\$277.50

Year 1

Option 2	Usage Rate	Base Fee	Maint Fee	Fire Flow	CCTP	WSIP
5/8"	\$3.46	\$11.15	\$0.88	\$1.00	\$2.00	\$15.67
3/4"	\$3.46	\$15.24	\$1.10	\$1.00	\$2.97	\$23.51
1"	\$3.46	\$25.40	\$1.42	\$2.00	\$4.91	\$39.18
1.5"	\$3.46	\$50.80	\$2.82	\$6.00	\$9.76	\$78.35
2"	\$3.46	\$81.28	\$3.96	\$8.00	\$15.59	\$125.36
2" Turbine	\$3.46	\$81.28	\$6.04	\$10.00	\$15.59	\$125.36
3" Turbine	\$3.46	\$152.40	\$7.78	\$15.00	\$34.03	\$235.05
3" Compound	\$3.46	\$152.40	\$15.60	\$20.00	\$34.03	\$235.05
4" Compound	\$3.46	\$254.00	\$25.20	\$25.00	\$61.15	\$391.75

Year 2

Option 2	Usage Rate	Base Fee	Maint Fee	Fire Flow	CCTP	WSIP
5/8"	\$3.75	\$12.80	\$0.88	\$1.00	\$2.00	\$15.67
3/4"	\$3.75	\$19.23	\$1.10	\$1.00	\$2.97	\$23.51
1"	\$3.75	\$32.04	\$1.42	\$2.00	\$4.91	\$39.18
1.5"	\$3.75	\$64.08	\$2.82	\$6.00	\$9.76	\$78.35
2"	\$3.75	\$102.52	\$3.96	\$8.00	\$15.59	\$125.36
2" Turbine	\$3.75	\$102.52	\$6.04	\$10.00	\$15.59	\$125.36
3" Turbine	\$3.75	\$192.23	\$7.78	\$15.00	\$34.03	\$235.05
3" Compound	\$3.75	\$192.23	\$15.60	\$20.00	\$34.03	\$235.05
4" Compound	\$3.75	\$320.38	\$25.20	\$25.00	\$61.15	\$391.75

Year 1

Option 3	Usage Rate	Base Fee	Maint Fee	Fire Flow	CCTP	WSIP
5/8"	\$2.96	\$10.73	\$0.88	\$1.00	\$2.00	\$20.00
3/4"	\$2.96	\$15.24	\$1.10	\$1.00	\$2.97	\$29.72
1"	\$2.96	\$25.40	\$1.42	\$2.00	\$4.91	\$49.13
1.5"	\$2.96	\$50.80	\$2.82	\$6.00	\$9.76	\$97.65
2"	\$2.96	\$81.28	\$3.96	\$8.00	\$15.59	\$155.88
2" Turbine	\$2.96	\$81.28	\$6.04	\$10.00	\$15.59	\$155.78
3" Turbine	\$2.96	\$152.40	\$7.78	\$15.00	\$34.03	\$340.31
3" Compound	\$2.96	\$152.40	\$15.60	\$20.00	\$34.03	\$340.31
4" Compound	\$2.96	\$254.00	\$25.20	\$25.00	\$61.15	\$611.48

Year 2

Option 3	Usage Rate	Base Fee	Maint Fee	Fire Flow	CCTP	WSIP
5/8"	\$3.42	\$11.96	\$0.88	\$1.00	\$2.00	\$20.00
3/4"	\$3.42	\$17.73	\$1.10	\$1.00	\$2.97	\$29.72
1"	\$3.42	\$28.96	\$1.42	\$2.00	\$4.91	\$49.13
1.5"	\$3.42	\$57.91	\$2.82	\$6.00	\$9.76	\$97.65
2"	\$3.42	\$92.66	\$3.96	\$8.00	\$15.59	\$155.88
2" Turbine	\$3.42	\$92.66	\$6.04	\$10.00	\$15.59	\$155.78
3" Turbine	\$3.42	\$173.74	\$7.78	\$15.00	\$34.03	\$340.31
3" Compound	\$3.42	\$173.74	\$15.60	\$20.00	\$34.03	\$340.31
4" Compound	\$3.42	\$289.56	\$25.20	\$25.00	\$61.15	\$611.48

Year 3

Option 3	Usage Rate	Base Fee	Maint Fee	Fire Flow	CCTP	WSIP
5/8"	\$3.88	\$13.19	\$0.88	\$1.00	\$2.00	\$20.00
3/4"	\$3.88	\$19.80	\$1.10	\$1.00	\$2.97	\$29.72
1"	\$3.88	\$33.01	\$1.42	\$2.00	\$4.91	\$49.13
1.5"	\$3.88	\$66.02	\$2.82	\$6.00	\$9.76	\$97.65
2"	\$3.88	\$105.63	\$3.96	\$8.00	\$15.59	\$155.88
2" Turbine	\$3.88	\$105.63	\$6.04	\$10.00	\$15.59	\$155.78
3" Turbine	\$3.88	\$198.06	\$7.78	\$15.00	\$34.03	\$340.31
3" Compound	\$3.88	\$198.06	\$15.60	\$20.00	\$34.03	\$340.31
4" Compound	\$3.88	\$330.10	\$25.20	\$25.00	\$61.15	\$611.48

**Action Minutes
City Council
July 28, 2025**

1. Call to Order/Pledge of Allegiance/Roll Call. Mayor Brenda Wood called the meeting to order at 7:00. CM's Marianne Bump, Eric Keller, Tiffany Pruit, and Bernard Seeger were present. CM Pete Happy was excused. Also present were City Administrator Jordon Bennett, City Recorder Kathy Woosley, Courtnee Keilman, NW Event Partners (Zoom), and Nan Noteboom (Zoom).

2. Additions or Amendments to the Agenda. Motion: CM Pruit moved, seconded by CM Seeger, to amend the agenda to add Executive Session ORS 192.660 2. (a) Employment of Public Officers, Employees, and Agents. The motion passed with CM's Bump, Keller, Pruit, Seeger, and Mayor Wood voting in favor.

3. Adoption of Consent Agenda.

a. Approval of Action Minutes of July 14, 2025

b. Approval of Action Minutes of July 16, 2025

c. Ratification of the Bills in the Amount of \$ 665,374.82.

d. Approve OLCC application for NW Event Producers, LLC.

e. Approve OLCC application for JettyLight, LLC.

Motion: CM Pruit moved, seconded by CM Seeger, to approve the Consent Agenda removing 3.c. for further discussion. The motion passed with CM's Bump, Keller, Pruit, Seeger, and Mayor Wood voting in favor.

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

5. Public Hearings. None.

6. Action Items:

a. Approve IGA Amendment with MCEDD – Electrical System Upgrade Project. Motion: CM Keller moved, seconded by CM Seeger, to approve the IGA amendment with MCEDD for the Electrical System Upgrade Project. The motion passed unanimously by CM's Bump, Keller, Pruit, Seeger, and Mayor Wood.

3. c. Ratification of the Bills in the Amount of \$665,374.82. Motion: CM Pruit moved, seconded by CM Seeger, to ratify the bills in the amount of \$665,374.82. The motion passed with CM's Bump, Keller, Pruit, Seeger, and Mayor Wood voting in favor.

7. Reports and Presentations.

a. Committee Reports – None

b. Audit Update

c. City Administrator Bennett Report

8. Mayor and City Council Comments.

9. Executive Session ORS 192.660 2.(a) Employment of Public Officers, Employees, and Agents (added). Motion: CM Pruit moved, seconded by CM Keller, to move into Executive Session. CM's Bump, Keller, Pruit, Seeger, and Mayor Wood were present. Also present were City Administrator Bennett and City Recorder Kathy Woosley. **Motion:** CM Pruit moved, seconded by CM Keller, to adjourn Executive Session. CM's Bump, Keller, Pruit, Seeger, and Mayor Wood voted in favor.

**Action Minutes
City Council
July 28, 2025**

10. Adjournment. Motion: CM Pruitt moved, seconded by CM Keller, to adjourn Regular Session. The motion passed with CM's Bump, Keller, Pruitt, Seeger, and Mayor Wood voting in favor.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Brenda Wood, Mayor

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	8/11/2025	DESCRIPTION:	AMOUNT:	\$	142,891.43
8/8/2025		Payroll 16489	\$	27,987.20	
		MASA*	\$	28.00	
		AFLAC*	\$	356.08	
		OR DOR Taxes	\$	3,558.42	
		PERS	\$	11,828.57	
		OSGP*	\$	25.00	
		IRS	\$	11,471.30	
		Union Due: 16491	\$	148.57	
		ASI Flex	\$	50.00	
7/30/2025		AP		\$87,082.21	
7/31/2025		AP	\$	356.08	

* Voluntary Employee Elections
Party Fund* \$ 37.00

APPROVAL:

Mayor Brenda Wood

Council Member

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16465	07/25	07/30/2025	8177	6001382.05	21st Mortgage Corp	deposit refund	5121130	195.38	
Total 16465:								195.38	
16466	07/25	07/30/2025	6839	85854518	Bound Tree Medical	Medical supplies	0540563030	153.54	
Total 16466:								153.54	
16467	07/25	07/30/2025	6900	VIO1578	BSK Associates	WATER SAMPLES	2140562150	55.00	
16467	07/25	07/30/2025	6900	VIO1579	BSK Associates	WATER SAMPLES	2140562150	55.00	
Total 16467:								110.00	
16468	07/25	07/30/2025	630	19961	Cascade Fire Equipment Co	adapters	0540562350	539.72	
Total 16468:								539.72	
16469	07/25	07/30/2025	900	175	Cascade Locks, City of	6013045.08	0140862027	150.00	
16469	07/25	07/30/2025	900	176	Cascade Locks, City of	1004732.14	0140862027	150.00	
Total 16469:								300.00	
16470	07/25	07/30/2025	790	1451 070725	CenturyLink	wwtp	3140562050	373.88	
16470	07/25	07/30/2025	790	3997 070725	CenturyLink	wellhouse	2140562050	90.26	
16470	07/25	07/30/2025	790	5538 070725	CenturyLink	telemetry	2140562050	393.00	
16470	07/25	07/30/2025	790	5538 070725	CenturyLink	telemetry	3140562050	392.99	
16470	07/25	07/30/2025	790	8414 070725	CenturyLink	Lift Station	3140562050	287.07	
Total 16470:								1,537.20	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	Medical insurance	0121070	8,589.00	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	Medical insurance	0121075	166.70	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	Medical insurance	0321070	268.08	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	Medical insurance	0321075	1.68	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	medical insurance	0521070	5,303.65	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	Medical insurance	0521075	114.02	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	Medical insurance	2121070	2,145.95	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	medical insurance	2121075	7.60	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	Medical insurance	3121070	121.91	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	medical insurance	3121075	.75	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	Medical insurance	5121070	2,310.49	
16471	07/25	07/30/2025	870	CIS AUGUST	CIS	Medical insurance	5121075	122.57	
Total 16471:								19,152.40	
16472	07/25	07/30/2025	1120	44707	Columbia Ace Hardware	brake parts cleaner	2140562560	27.83	
16472	07/25	07/30/2025	1120	44906	Columbia Ace Hardware	spray paint, silicone	0540562441	27.06	
Total 16472:								54.89	
16473	07/25	07/30/2025	6795	1323873-1	Ferguson Enterprises	Meter blu nib gasket kit	2140562560	49.50	
Total 16473:								49.50	
16474	07/25	07/30/2025	7116	47402058	First-Citizens Bank & Trust Co	Folding machine lease	5140562110	161.00	
Total 16474:								161.00	
16475	07/25	07/30/2025	2870	CR 072725	Goben, Kari	Mileage reimbursement	0140162020	28.00	
Total 16475:								28.00	
16476	07/25	07/30/2025	2420	12056	Hood River County	monthly deputy service	0141962250	12,859.00	
16476	07/25	07/30/2025	2420	42955	Hood River County	Copies	0140162110	.50	
16476	07/25	07/30/2025	2420	CR 071725 H	Hood River County	Back pay to HRC Sheriff Office	0141962250	11,723.75	
Total 16476:								24,583.25	
16477	07/25	07/30/2025	2700	IIMC 071025	IIMC	Membership Dues	0140162030	195.00	
Total 16477:								195.00	
16478	07/25	07/30/2025	8176	CR 071025 J	Johnathan Johnson	refund gym user fee	0130143501	30.00	
Total 16478:								30.00	
16479	07/25	07/30/2025	7118	98745	Lane Council of Governments	April - June Bargaining IBEW Local 125	5140562110	6,764.50	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16479	07/25	07/30/2025	7118	FY26 LCOG	Lane Council of Governments	FY 26 Membership Dues	0140162030	650.00	
Total 16479:								7,414.50	
16480	07/25	07/30/2025	3820	0043231597	Norco	CREDIT APPLIED TO 0043231597	0540562351	15.18-	
16480	07/25	07/30/2025	3820	0043482186	Norco	006 AND/K/J/T/S/DEY	0540562351	51.60	
16480	07/25	07/30/2025	3820	0043727800	Norco	006 AND/K/J/T/S/DEY	0540562351	53.32	
Total 16480:								89.74	
16481	07/25	07/30/2025	7189	003	Pinnacle Mt. Hood	Monthly retainer for May	5140662110	4,950.00	
Total 16481:								4,950.00	
16482	07/25	07/30/2025	4810	206627	Print It!	Envelopes	0140162010	1,664.00	
Total 16482:								1,664.00	
16483	07/25	07/30/2025	6970	1568-118027	Suburban Propane	TANK RENTAL	0540562421	1.00	
Total 16483:								1.00	
16484	07/25	07/30/2025	7290	985661531 0	T-Mobile USA	phone	0140162050	48.77	
16484	07/25	07/30/2025	7290	985661531 0	T-Mobile USA	phone	0540562050	195.10	
Total 16484:								243.87	
16485	07/25	07/30/2025	6110	UB 073025	US Postal Service	Mail utility bills	0140162055	466.94	
Total 16485:								466.94	
16486	07/25	07/30/2025	7040	3401	Yates Line Co.	Outage Columbia Gorge Way	5140562110	7,982.28	
Total 16486:								7,982.28	
16487	07/25	07/30/2025	6028	2103	Treatment Equipment Company	WWTP Operations	3140562700	17,180.00	
Total 16487:								17,180.00	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Grand Totals:								<u>87,082.21</u>	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	36,721.66-	36,721.66-
01-21070	8,589.00	.00	8,589.00
01-21075	166.70	.00	166.70
01-301-43501	30.00	.00	30.00
01-401-62010	1,664.00	.00	1,664.00
01-401-62020	28.00	.00	28.00
01-401-62030	845.00	.00	845.00
01-401-62050	48.77	.00	48.77
01-401-62055	466.94	.00	466.94
01-401-62110	.50	.00	.50
01-408-62027	300.00	.00	300.00
01-419-62250	24,582.75	.00	24,582.75
03-21010	.00	269.76-	269.76-
03-21070	268.08	.00	268.08
03-21075	1.68	.00	1.68
05-21010	15.18	6,439.01-	6,423.83-
05-21070	5,303.65	.00	5,303.65
05-21075	114.02	.00	114.02
05-405-62050	195.10	.00	195.10
05-405-62350	539.72	.00	539.72
05-405-62351	104.92	15.18-	89.74
05-405-62421	1.00	.00	1.00
05-405-62441	27.06	.00	27.06
05-405-63030	153.54	.00	153.54
21-21010	.00	2,824.14-	2,824.14-
21-21070	2,145.95	.00	2,145.95
21-21075	7.60	.00	7.60
21-405-62050	483.26	.00	483.26
21-405-62150	110.00	.00	110.00
21-405-62560	77.33	.00	77.33
31-21010	.00	18,356.60-	18,356.60-
31-21070	121.91	.00	121.91
31-21075	.75	.00	.75
31-405-62050	1,053.94	.00	1,053.94
31-405-62700	17,180.00	.00	17,180.00
51-21010	.00	22,486.22-	22,486.22-
51-21070	2,310.49	.00	2,310.49
51-21075	122.57	.00	122.57

GL Account	Debit	Credit	Proof
51-21130	195.38	.00	195.38
51-405-62110	14,907.78	.00	14,907.78
51-406-62110	4,950.00	.00	4,950.00
Grand Totals:	<u>87,112.57</u>	<u>87,112.57-</u>	<u>.00</u>

Report Criteria:
Report type: GL detail

Report Criteria:
 Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16488	07/25	07/31/2025	38	356728	AFLAC	Replace check # 16356	0121075	153.83	
16488	07/25	07/31/2025	38	356728	AFLAC	Replace check # 16356	0321075	1.11	
16488	07/25	07/31/2025	38	356728	AFLAC	Replace check #16356	2121075	65.32	
16488	07/25	07/31/2025	38	356728	AFLAC	Replace check # 16356	3121075	57.56	
16488	07/25	07/31/2025	38	356728	AFLAC	Replace check #16356	5121075	78.26	
Total 16488:								356.08	
Grand Totals:								356.08	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	153.83-	153.83-
01-21075	153.83	.00	153.83
03-21010	.00	1.11-	1.11-
03-21075	1.11	.00	1.11
21-21010	.00	65.32-	65.32-
21-21075	65.32	.00	65.32
31-21010	.00	57.56-	57.56-
31-21075	57.56	.00	57.56
51-21010	.00	78.26-	78.26-
51-21075	78.26	.00	78.26
Grand Totals:	<u>356.08</u>	<u>356.08-</u>	<u>.00</u>

Report Criteria:
Report type: GL detail

CASCADE LOCKS STAFF REPORT

Date Prepared: August 4, 2025

For City Council Meeting on: August 11, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Filling Council Vacancy

CITY STRATEGIC GOALS:

- | | |
|--|---|
| <input type="checkbox"/> Downtown Revitalization | <input checked="" type="checkbox"/> Public Services |
| <input type="checkbox"/> Communication Enhancement | <input type="checkbox"/> Affordable/Workforce Housing |
| <input type="checkbox"/> Code Improvements | |

SYNOPSIS: Denise Emmerling-Baker as resigned from her position on the Council. The position’s term is set to expire on December 31, 2026 and is up for election on the November 3, 2026 ballot. At the July 14 meeting, Council selected to open applications to qualified residents to fill the vacancy starting July 15th and close on August 4th. Council selected to hold in-person interviews of applicants and appoint a replacement at August 11 meeting.

The city received two applications.

Shirelle Price
Courtnee Keilman

Their applications are attached for review. Staff have reviewed each applicant to ensure they meet the required qualifications.

CITY COUNCIL OPTIONS:

- 1) Appoint one of the applicants
- 2) Not appoint one of the applicants

RECOMMENDED MOTION: “I move to appoint _____ to the vacant council position with the term ending December 31, 2026.”

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: _____

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission _____ Tourism Committee _____ Other ^x _____

NAME: Courtnee Keilman _____

HOME PHONE: _____

MAILING ADDRESS: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

Do you live within the city limits? Yes ^x _____ No _____

How long have you lived in the City? 6.5 years _____

1. Why are you interested in serving?

I am very passionate about the vitality of Cascade Locks, future and present. While I was canvassing during the most recent election season I received positive feedback from many in our community, and I would like to represent those people by serving on City Council.

2. Do you feel that you can meet the schedule required by the City Council?

I have been attending a majority of Council meetings for the better part of two years, I believe I can continue that schedule.

3. What experiences have you had with City Committees, Boards, or Commissions?

I was chair person of the recent Cascade Locks Charter Review Committee, and am currently on the Budget Committee and Planning Commission.. I have served on Safety Committees, as well as the Policy Council for the Head Start program.

4. What special skills or interests do you think you bring to this effort?

I have strong communication skills, and the ability to see issues from many perspectives. I work effectively with others to achieve mutually beneficial goals. I care about Cascade Locks and its residents, and want to help our city prosper.

APPLICANT SIGNATURE: _____

DATE: 7/23/2025

Thank you. We appreciate your willingness to serve.

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: _____

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission _____ Tourism Committee _____ Other _____

NAME: Shirelle Price

HOME PHONE: NA

MAILING ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

Do you live within the city limits? Yes No _____

How long have you lived in the City? 40 years

1. Why are you interested in serving?

I am committed to serving my hometown by collaborating with the council and staff to improve our city's financial health. With nearly 20 years in the public sector, I am passionate about learning and sharing knowledge about city functions and planning for

2. Do you feel that you can meet the schedule required by the City Council?

Yes

3. What experiences have you had with City Committees, Boards, or Commissions?

I have previously served on the Budget Committee and am currently a member.

4. What special skills or interests do you think you bring to this effort?

I possess extensive knowledge in government finance and utility functions. I have worked as an Accounting Clerk for the City of Cascade Locks and Tualatin Hills Parks and Recreation District. Currently, I am employed by the City of Gresham.

APPLICANT SIGNATURE _____

DATE: 07/25/25

Thank you. We appreciate your willingness to serve.



City Administrator Report to the City Council Monday, August 11, 2025

National Night Out Surveys

I was able to collect 23 surveys. While discussing the future of city hall there was agreement that an update was due. However, general disagreements on saving the building versus building a new one. For the survey, there were clear leaders in what additional amenities and program folks would like to see. The clear top three were library, food bank and post office. The next group consisted of community garden, sports complex, public transit hub and both small and large conference rooms.

The survey will be available at city hall and the mayor will be handing them out during yard debris drop off.

City Hall and Master Facilities Plan

After talks with other city managers and architects the best path forward is to take a step back and instead of focusing on just city hall, we complete a master facilities plan for all buildings and lands. I am working to develop a draft scope of work and get quotes to gauge how much the plan development would cost.

Tourism Committee

City staff, the tourism committee and tourism support staff are discussing and reviewing options to revamp or rebuild how tourism is run in/by the City. Due to the low number of committee members, the committee meets inconsistently which delays progress. There is also a gap in the work the committee members expect to do vs what they are actually tasked. Even when full, our committee system slows down progress and enthusiasm. Nothing is set in stone, all options are on the table. We hope to present to council a plan forward in September.

Grant Applications

The city is currently working on the below grant applications.

Oregon Dept of Energy for the construction of solar panel at the fire station - \$TBD

Business Oregon and Oregon Health Authority for a water system Leak detection study - \$20,000

Business Oregon and Oregon Health Authority for a security and risk assessment of our water system - \$20,000

Oregon Dept Land Conservation and Develop to review the housing portion of our Community Development Code - \$100,000

Submitted by,

Jordon Bennett

Jordon Bennett
City Administrator

Hood River County Sheriff's Office
 Statistical Information
 City of Cascade Locks
 JULY , 2025

Case Numbers associated with Cascade Locks				Call Breakdown
Case #	Date	Call Type	Deputy	
S250519	07/16/25	AC	33	4 911
S250540	07/26/25	AC	15	3 AC
S250541	07/26/25	BURG	17	5 ALARM
S250497	07/09/25	DIST	28	5 AOA
S250510	07/13/25	DOM	32	1 ASSIST
S250524	07/18/25	DRUG	17	1 BURG
S250521	07/17/25	INFO	21	4 CIVIL
S250550	07/31/25	JUV	21	5 DIST
S250499	07/09/25	MVC	15	2 DOM
S250534	07/24/25	MVC	15	2 DRUG
S250492	07/08/25	OFCR	10	2 FU
S250489	07/05/25	OV	27	5 HARA
S250530	07/21/25	PROP	28	3 INFO
S250488	07/05/25	SAR	91	1 JUV
S250522	07/17/25	SAR	88	3 MAR
S250491	07/06/25	TC	21	5 MVC
S250523	07/18/25	THEFT	17	4 NUIS
S250544	07/28/25	THEFT	16	11 OFCR
				2 OV
				1 PROP
				9 PS
				1 REPO
				1 RFA
				3 SAR
				1 SUIC
				10 SUSP
				4 TC
				4 THEFT
				2 TRES
				1 VAND
				24 VEH STOP
				7 WELF
Total			18	
Total Number of Cascade Locks patrols			65	
Total Calls for Service			136	
Hours worked by HRSO			129.28	136 Total



911
AC Animal Control
ALARM
AOA Assist other agency
ASLT Assault
ASSIST
BURG Burglary
CE Code Enforcement
CIVIL Civil issue
CRITPD Columbia River InterTribal Police
DIST Disorderly Conduct
DOM Domestic Assault
DRUG Drug Activity
FU Follow-up
HARA Harassment
HR Hit and run
HV Home visit (Parole & Probation Dept)
INFO Information
JUV Juvenile
MAR Marine
MENT Mental health
MP Missing person
MSG Message
MVC Motor vehicle crash
NUIS Nuisance complaint
OFCR Officer initiated
OV Order violation
PROP Property lost/found
PROWLER
PS Paper service
RFA Request for assistance
ROB Robbery
SAR Search and Rescue
SEX Sex abuse/assault
SUIC Suicide
SUSP Suspicious activity
SV Stolen vehicle
TA Traffic assist
TC Traffic complaint
THEFT
TRES Trespass
VAND Vandalism
VEH STOP
WEAP Weapons
WELF Welfare check
WS Warrant service
XPATROL Extra patrol request