

CITY of CASCADE LOCKS

AGENDA

City Council WORKSESSION 6:00 PM/REGULAR MEETING 7:00 PM
Monday, November 24, 2025, City Hall

WORK SESSION

1. **Discussion on City Hall Operational Hours**

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 November 10, 2025.**
 - b. **Ratification of the Bills in the Amount of \$ 182,858.86.**
 - c. **Approval of Santo Spirito LLC/Buona Notte OLCC License.**
 - d. **Approval of Landmass Wines OLCC Special Event License.**
4. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda)
5. **Special Reports:**
 - a. **Sheriff's Office – Sheriff English**
 - b. **DLCD Housing Code Grant – Jaime Crawford, Bell Design**
6. **Public Hearings**
 - a. **Proposed Supplemental Budget for Fiscal Year 2025-2026**
7. **Action Items:**
 - a. **Approve Resolution No. 1525 – Garbage Rates**
 - b. **Approve Resolution No. 1526 – FY 25-26 Supplemental Budget**
 - c. **Approve Letter of Support for Hood River-White Salmon Bridge**
8. **Reports and Presentations.**
 - a. **Committee Reports – None**
 - b. **Community Liaison Jake Ross-Bright**
 - c. **City Administrator Bennett Report**
9. **Mayor and City Council Comments.**
10. **Executive Session.** ORS 192.660 (2)(a) Employment of specific public officers, employees and agents and under limited circumstances and ORS 192.660 (2)(h) Legal Counsel re: litigation likely to be filed.
11. **Adjournment.**

Public access to the meeting is available via YouTube [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: November 17, 2025

For City Council Meeting on: November 25, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Discussion on City Hall Operational Hours

CITY STRATEGIC GOALS:

Downtown Revitalization

Public Services

Communication Enhancement

Affordable/Workforce Housing

Code Improvements

BACKGROUND

At the November 10th meeting, Council scheduled a work session to discuss the hours of operation for Cascade Locks City Hall. While this topic has been raised in previous meetings, no formal discussion has taken place until now.

On August 14th, 2023, Council approved a six-month trial of a four-day work week, which began on October 2nd, 2023. City Hall operational hours were set to 7:30 a.m. to 6:00 p.m., Monday through Thursday. All administrative staff worked four ten-hour days matching those hours with a 30-minute lunch break. Public Works and Electric Department staff worked from 6:00 a.m. to 4:30 p.m., also with a 30-minute lunch break.

On March 11th, 2024, Council made the four-day work week permanent by reviewing and adopting an updated Employee Handbook, which detailed work schedules, holiday schedules, and other changes related to the new schedule.

Why the Change

The change to a four-day work week was requested for four primary reasons:

1. **Community Needs:** Cascade Locks is a bedroom community. The vast majority of residents of Cascade Locks do not work in Cascade Locks. Previous office hours, 9:00 a.m. to 5:00 p.m., limited the City's availability to meet with residents who left for work before 9:00 a.m. and returned after 5:00 p.m. The extended hours were intended to meet the residents where they are at.
2. **Operational Efficiency:** Depending on the type of work and the work setting a 4-day work week was intended to save time and increase efficiency. It is most pronounced in the Public Works and Electric Department. Again dependent upon the work each department takes 30-60 minutes to mobilize and demobilize each day. In a five day a week eight hour a day

schedule that leaves only 6-7 hours of work each day, a total of 30-35 hours of work per week. In a 4/10 schedule, the mobilization and demobilization times does not change but the number of times does. In a 4/10 schedule staff are working on a project 32-36 hours. The process within an office setting is not as dramatic but saves roughly two hours per week.

3. **Staff Recruitment, Retention, and Morale:** Due to the City's location, lack of housing and comparatively lower salaries—especially for salaried positions and within the Electric Department—staff recommended moving to a four-day work week to attract applicants with the benefit of a three-day weekend and to assist in retaining current staff.
4. **Lack of Friday Traffic:** For six weeks staff tracked foot and phone traffic leading up to the change to a four-day work week. On average each of those Fridays saw one person physically visit City hall and less than Five phones.

Additional benefits included lower facility operating costs, lower fuel costs, less wear and tear on equipment, and alignment in operating procedures with other cities, particularly with public works and electric.

Results of the change

1. **Community Needs:** The extended hours have provided more opportunities for residents, however, usage has been mixed. On average, fewer than 10 people per week visit City Hall before 9:00 a.m. or after 5:00 p.m., with most visits occurring between 8:00 a.m. and 9:00 a.m.
2. **Operational Efficiency:** Although anticipated, The extra hours to work on projects in the field and in the office has been a huge a bigger benefit than expected. It has allowed for more focused uninterrupted time. In the field it has resulted in many projects not being left unfinished over night or the weekend. In the office, it has allowed staff more time to work on projects for several hours without interruptions. It has also allowed an extra hour or more at the end of the day to tie up loose ends or prepare for the next project or day. Final benefit that is hard to quantify is the creation of a “false” sense of urgency. By not working Fridays it has actually motivated staff to work more efficiently knowing they is one less day to put the work off.
3. **Staff Recruitment, Retention, and Morale:** This is the biggest success of the change to a 4-day work week. Staff morale has sky rocketed. Staff are able to use the extra day off to schedule and complete personal tasks without asking for time off resulting in more productivity. The four day work week has been a great tool in recruiting for the positions of Utility Technician, Finance Clerk, Finance Director, and Working Foreman and now Utilities Director. Both new and long-term staff have appreciated the schedule, which allows them to complete personal tasks on their extra day off without needing

additional time away from work. Staff who travel into Cascade Locks save time and fuel on one day less of travel.

4. **Lack of Friday Traffic:** Staff have not received any concerns or complaints from residents, business partners or vendors via in-person, email, phone or social media that not being open Friday has caused a disruption in services. A complaint or concern we continually receive is to improve our digital offers and require less in-person processes, i.e. account setup.

CURRENT COUNCIL CONCERNS AND DISCUSSION

During the informal discussions the current Council has had on City Hall operations three major points/concerns have come up:

1. Number of days City Hall is open to the public
2. Remote work arrangements
3. Number of days staff are physically in the office

There appears to be general agreement among councilors that City Hall should be open to the public five days a week. Anecdotal data suggests that the extended hours did not see any significant increase in foot and phone traffic at City Hall. However, there is also data that the City saw minimal traffic on Fridays and zero complaints from all stakeholders.

Council has also discussed the effectiveness of remote work within City Hall operations. There is general consensus to reduce or eliminate remote work. The position in question, Finance Director, is currently 85-90% remote, a condition approved during recruitment at the end of 2024 and a major factor in attracting top candidates. However, based on the current needs of the City the City Administrator agrees that remote work needs to be reduced to ensure the work is getting done properly.

The final item—number of days staff are in the office—remains the most divisive among Council. Returning to a five-day work week would require substantial administrative work, including updates to the Employee Handbook and Caselle payroll settings.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1

- Operational hours and staff schedules staff as they currently are
 - City Hall is open to the public from 7:30am to 6:00pm Monday through Thursday
 - Staff would maintain the current 4/10 schedule of 7:30 a.m. to 6:00 p.m. Monday through Thursday with a 30-minute lunch break

Pros: Continued high staff morale and a tool to recruit for high level candidates

Cons: Possible exposure to overtime for public works and electric staff

Option 2

- City Hall would be open to the public from 9:00 a.m. to 5:00 p.m., Monday through Friday.
- Staff would maintain the current 4/10 schedule (7:30 a.m. to 6:00 p.m., four days per week, with a 30-minute lunch break), with offset workdays to ensure coverage all five days.
- Remote work would need to be drastically reduced or eliminated to ensure effective coverage.

Pros: Continued high staff morale and a tool to recruit for high level candidates, City Hall is open 5 days a week

Cons: Loss of extended hours for residents who work out of town, difficult to ensure good coverage with three front office staff, some staff will need to adjust their schedule

Option 3

- City Hall would be open to the public from 9:00 a.m. to 5:00 p.m., Monday through Friday.
- Staff would return to a traditional 5/8 schedule (8:00 a.m. to 5:00 p.m., five days per week, with a one-hour lunch break).

Pros: City Hall open to public 5 days a week

Cons: A deep cut in staff morale, loss of recruiting/retention tool, loss of work efficiency, several employees were recruited and took a job based off the 4-day work week schedule, may result in the loss of employees or candidates

There are many other options that would include reduced hours city hall is open to the public. Examples being closed to public Fridays but staff in the office like Stevens or 9am-Noon and 1-4pm Monday through Friday like Maupin.

IMPLEMENTATION TIMELINE

Any decision by Council will require 2–3 months of preparatory work before changes take effect. This will allow time for updates to the Employee Handbook, Caselle payroll system, the City website, messaging to residents and stakeholders, and for staff to adjust appointments or other personal commitments.

office hours for the City Administrator will be switching to Monday through Thursday 8am to 5pm and Friday from 8am to 3pm at City Hall unless otherwise directed by the Council.

**Action Minutes
City Council
November 10, 2025**

1. Call to Order/Pledge of Allegiance/Roll Call. Mayor Wood called the meeting to order at 7:00 PM. CM's Marianne Bump, Pete Happy, Courtney Keilman, Tiffany Pruit, Bernard Seeger (Zoom), and Mayor Brenda Wood were present. CM Eric Keller was excused. Also present were City Administrator Jordon Bennett, Administrative Services Director Kathy Woosley, Finance Director Chantia Clarke (Zoom), Jim Winterbottom, James Ross-Bright, Nan Noteboom, and Jessica Luther-Haynes (Zoom).

2. Additions or Amendments to the Agenda. City Administrator Bennett asked for 5.c. to be removed from the agenda.

3. Adoption of Consent Agenda.

a. Approval of Action Minutes of October 27, 2025.

b. Ratification of the Bills in the Amount of \$ 134,106.25.

Motion: CM Pruit moved, seconded by CM Happy, to approve the Consent Agenda. The motion passed with CM's Bump, Happy, Keilman, Pruit, Seeger, and Mayor Wood voting in favor.

4. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. James Ross Bright spoke to Council.

5. Special Reports:

a. Audit Status – Aldrich and Associates

b. Hood River Garbage – Jim Winterbottom

c. Tri-County Hazardous Waste and Recycling – Kristina Fiebig (deleted).

6. Public Hearings. None.

7. Action Items:

a. Approve Contract with BPA. Motion: CM Happy moved, seconded by CM Keilman, to approve the Provider of Choice contract between Bonneville Power Administration and the City of Cascade Locks. The motion passed with CM's Bump, Keilman, Happy, Pruit, Seeger, and Mayor Wood voting in favor of the motion.

b. Approve CL Main Street Letter of Support. Motion: CM Happy moved, seconded by CM Pruit, to approve the letter of support for the Cascade Locks Main Street Organization's month long The Bridge of the Gods Centennial Celebration. The motion passed unanimously by CM's Bump, Keilman, Happy, Pruit, Seeger, and Mayor Wood.

c. Adopt Work Plan. Motion: CM Pruit moved, seconded by CM Bump, to not approve the work plan. CM Pruit rescinded her motion.

d. Approve Tourism Contract Extension/RFP/Staff Position. Motion: CM Pruit moved, seconded by CM Keilman, to approve Option 3 accepting secondary counteroffer of a one-month extension. The motion passed with CM's Bump, Keilman, Pruit and Mayor Wood voting in favor. CM's Happy and Seeger opposed the motion.

e. Resolution No. 1524 – Approve updated Council Procedures. Motion: CM Happy moved, seconded by CM Pruit, to approve Resolution No. 1524 amending the Council Procedures. The motion passed with CM's Bump, Keilman, Happy, Pruit, Seeger, and Mayor Wood voting in favor.

8. Reports and Presentations.

a. Committee Reports – None

b. City Administrator Bennett Report

9. Mayor and City Council Comments.

10. Executive Session. None.

Action Minutes
City Council
November 10, 2025

- 11. Adjournment. Motion:** CM Pruitt moved, seconded by CM Happy, to adjourn the meeting. The motion passed with CM's Bump, Keilman, Happy, Pruitt, Seeger, and Mayor Wood voting in favor.

Prepared by
Kathy Woosley, ASD

APPROVED:

Brenda Wood, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE: 11/24/2025 DESCRIPTION: AMOUNT: \$ 182,858.86

11/14/2025	Payroll	\$ 28,408.61
	MASA* 16765	\$ 28.00
	AFLAC* 16763	\$ 430.02
	OR DOR Taxes	\$ 3,470.32
	PERS	\$ 14,974.56
	OSGP*	\$ 25.00
	IRS	\$ 11,531.34
	Union Due: 16764	\$ 148.57
	ASI Flex*	\$ -

11/12/2025 **AP** \$123,842.44
AP

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* Voluntary Employee Elections
Party Fund* \$ 39.00

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
16725	11/25	11/04/2025	600	I-372-1	Carson Valley Heating and Air LLC	Mini Split Install	3140562700	6,000.00	
Total 16725:								6,000.00	
16726	11/25	11/04/2025	4210	Q4 2024 OE	Oregon Employment Department	Missing PL and unemployment contributi	0140161080	17,632.81	
Total 16726:								17,632.81	
16727	11/25	11/12/2025	7240	17VN-1VQR-	Amazon Capital Services	Supplies	0140162010	120.53	
16727	11/25	11/12/2025	7240	17VN-1VQR-	Amazon Capital Services	Supplies	0140462520	91.98	
16727	11/25	11/12/2025	7240	17VN-1VQR-	Amazon Capital Services	Supplies	2140562560	122.77	
16727	11/25	11/12/2025	7240	1D39-6Q3X-	Amazon Capital Services	supplies	0540562010	16.85	
16727	11/25	11/12/2025	7240	1D39-6Q3X-	Amazon Capital Services	supplies	0540562010	12.04	
16727	11/25	11/12/2025	7240	1D39-6Q3X-	Amazon Capital Services	supplies	0540562055	27.02	
16727	11/25	11/12/2025	7240	1D39-6Q3X-	Amazon Capital Services	supplies	0540562350	51.25	
16727	11/25	11/12/2025	7240	1D39-6Q3X-	Amazon Capital Services	supplies	0540562350	281.08	
16727	11/25	11/12/2025	7240	1D39-6Q3X-	Amazon Capital Services	supplies	0540562440	64.35	
16727	11/25	11/12/2025	7240	1D39-6Q3X-	Amazon Capital Services	supplies	0540562441	16.09	
16727	11/25	11/12/2025	7240	1D39-6Q3X-	Amazon Capital Services	supplies	0540562441	3.05	
16727	11/25	11/12/2025	7240	1D39-6Q3X-	Amazon Capital Services	supplies	0540562441	4.99	
16727	11/25	11/12/2025	7240	1MHC-YQXC	Amazon Capital Services	monitors	0140162010	179.98	
16727	11/25	11/12/2025	7240	1VKQ-HDR9-	Amazon Capital Services	multifold towels	0540562440	30.82	
16727	11/25	11/12/2025	7240	9177450218	Amazon Capital Services	Amazon Prime membership	0140162110	129.00	
Total 16727:								1,151.80	
16728	11/25	11/12/2025	7021	281898	Blue Mountain Networks LLC	internet	0140162050	265.00	
16728	11/25	11/12/2025	7021	281898	Blue Mountain Networks LLC	internet and phone	0540562050	134.00	
16728	11/25	11/12/2025	7021	281898	Blue Mountain Networks LLC	internet and phone	3140562050	99.99	
Total 16728:								498.99	
16729	11/25	11/12/2025	6839	85982629	Bound Tree Medical	Medical supplies	0540562351	487.64	
Total 16729:								487.64	
16730	11/25	11/12/2025	6812	S18002 1112	Business Oregon/OBDD	Safe drinking water fund	2340566710	12,893.25	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16730	11/25	11/12/2025	6812	S18002 1112	Business Oregon/OBDD	Safe drinking water fund	2340566720	3,642.00	
16730	11/25	11/12/2025	6812	Y19001 1112	Business Oregon/OBDD	Waste water fund	3340566730	16,092.46	
16730	11/25	11/12/2025	6812	Y19001 1112	Business Oregon/OBDD	Waste water fund	3340566735	5,219.00	
Total 16730:								37,846.71	
16731	11/25	11/12/2025	900	1151	Cascade Locks, City of	Copies for tourism committee	0840562113	71.45	
Total 16731:								71.45	
16732	11/25	11/12/2025	740	INV-12861	Caselle Inc	Contract Support	0140162110	1,950.00	
Total 16732:								1,950.00	
16733	11/25	11/12/2025	7300	1358022	Clifford & Martin	5 gallon water & service Fee	2140562110	20.90	
16733	11/25	11/12/2025	7300	1362263	Clifford & Martin	Cooler Rent	2140562110	12.00	
Total 16733:								32.90	
16734	11/25	11/12/2025	1120	45516	Columbia Ace Hardware	fitting brush	2140562560	5.39	
16734	11/25	11/12/2025	1120	45616	Columbia Ace Hardware	Blank cover	0540562440	9.04	
16734	11/25	11/12/2025	1120	45706	Columbia Ace Hardware	Gloves, decal "exit"	0140462520	75.54	
16734	11/25	11/12/2025	1120	46869	Columbia Ace Hardware	Batteries	0140462520	43.18	
16734	11/25	11/12/2025	1120	47077	Columbia Ace Hardware	auger plastic	0540562440	21.59	
Total 16734:								154.74	
16735	11/25	11/12/2025	7028	25.10-1710	Curran-McLeod Inc Consulting Engineer	Gorges site visit, Herman Creek Plan rev	0140262091	1,545.00	
16735	11/25	11/12/2025	7028	25.10-1710	Curran-McLeod Inc Consulting Engineer	Forest lane utility bore and easement	5140562091	4,753.75	
16735	11/25	11/12/2025	7028	25.10-1870	Curran-McLeod Inc Consulting Engineer	Wheeler, Sunset, Venture	0740562137	5,415.00	
Total 16735:								11,713.75	
16736	11/25	11/12/2025	1420	2732	Dennis V. Snyder Jr. Contractors	Construction services	5130543701	750.00	
Total 16736:								750.00	
16737	11/25	11/12/2025	8201	CR LBORN 1	Durran or Laura Born	Deposit refund on utility account	5121130	41.11	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16737:								41.11	
16738	11/25	11/12/2025	1620	00027243	Efficiency Services Group	monthly admin fee	5140562139	1,029.67	
Total 16738:								1,029.67	
16739	11/25	11/12/2025	6795	1342322-1	Ferguson Enterprises	Spray mark paint	3140562560	102.60	
16739	11/25	11/12/2025	6795	1342482-1	Ferguson Enterprises	Herman Creek Lane supplies	2130543701	1,204.24	
16739	11/25	11/12/2025	6795	1342482-1	Ferguson Enterprises	Herman Creek Lane supplies	3130543701	133.00	
16739	11/25	11/12/2025	6795	1342714	Ferguson Enterprises	Ranger coups	2140562560	432.00	
16739	11/25	11/12/2025	6795	1348322	Ferguson Enterprises	Meter washer	2140562560	72.70	
Total 16739:								1,944.54	
16740	11/25	11/12/2025	2020	1529618	General Pacific	rod ground copper	5140562560	898.90	
16740	11/25	11/12/2025	2020	1529618	General Pacific	underground wire	5140563670	2,525.25	
Total 16740:								3,424.15	
16741	11/25	11/12/2025	7130	283706	Gorge Auto Parts	Radiator and condenser	5140562201	772.79	
16741	11/25	11/12/2025	7130	283706	Gorge Auto Parts	Radiator and condenser	5140662201	515.20	
16741	11/25	11/12/2025	7130	283980 CM	Gorge Auto Parts	Credit for radiator and condenser	5140562201	564.56-	
16741	11/25	11/12/2025	7130	283980 CM	Gorge Auto Parts	Credit for radiator and condenser	5140662201	376.38-	
Total 16741:								347.05	
16742	11/25	11/12/2025	2128	150	Gorge Interpreting & Translating	In person interpretation	0140162110	71.25	
16742	11/25	11/12/2025	2128	150	Gorge Interpreting & Translating	In person interpretation	0540562110	71.25	
Total 16742:								142.50	
16743	11/25	11/12/2025	2022	0000063	GorgeGals	ABC maintenance and hydrotest	0140462520	1,038.00	
Total 16743:								1,038.00	
16744	11/25	11/12/2025	2626	36033746-00	HERC Rentals, Inc.	Trailer Vacuum Exc System	0340562560	3,000.00	
16744	11/25	11/12/2025	2626	36033746-00	HERC Rentals, Inc.	Trailer Vacuum Exc System	2140562560	876.00	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16744:								3,876.00	
16745	11/25	11/12/2025	8203	CR WINDEM	Kim Pauly or Windermere/Glenn Taylor R	Deposit refund on utility account	5121130	144.40	
Total 16745:								144.40	
16746	11/25	11/12/2025	3490	37564	MCEDD	Grant application assistance	0140162110	870.00	
Total 16746:								870.00	
16747	11/25	11/12/2025	3770	22-202510	Net Assets	Title Search	0140162110	16.00	
Total 16747:								16.00	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL PW BH	0140462530	76.47	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL PW E261220	0140462530	77.06	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL PW E278788	0340562530	118.70	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL FIRE DEPT EB97	0540562420	71.51	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL FIRE DEPT EC90	0540562420	150.77	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL FIRE DEPT E218108	0540562420	205.84	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL E220685	0540562420	82.08	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL FIRE DEPT E93	0540562420	49.87	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL FIRE DEPT E94	0540562420	185.86	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL PW E261220	2140562530	77.05	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL FIRE DEPT E215591	2140562530	80.67	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL Electic Dept E270866	5140562200	242.80	
16748	11/25	11/12/2025	4020	ME134456	ODOT Fuel Sales	FUEL Electic Dept E270866	5140662200	161.86	
Total 16748:								1,580.54	
16749	11/25	11/12/2025	4070	5100326	One Call Concepts	Locates: Call Before You Dig Center	5140562110	20.02	
Total 16749:								20.02	
16750	11/25	11/12/2025	4110	26164	Oregon Department of Forestry	Annual fire protection cost	5140662880	497.35	
Total 16750:								497.35	
16751	11/25	11/12/2025	4845	MSP-108570	Radcomp Technologies	IT Services	0140162082	4,236.49	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16751:								4,236.49	
16752	11/25	11/12/2025	7203	JUNELOOMI	Robert Loomis	Deposit refund on utility acct 601304206	5121130	157.13	
Total 16752:								157.13	
16753	11/25	11/12/2025	5125	1001960320	SAIF Corporation	workers comp ins	0121052	137.34	
16753	11/25	11/12/2025	5125	1001960320	SAIF Corporation	workers comp ins	0140862023	2.75	
16753	11/25	11/12/2025	5125	1001960320	SAIF Corporation	workers comp ins	0321052	126.12	
16753	11/25	11/12/2025	5125	1001960320	SAIF Corporation	workers comp ins	0521052	503.01	
16753	11/25	11/12/2025	5125	1001960320	SAIF Corporation	workers comp ins	0540561060	27.45	
16753	11/25	11/12/2025	5125	1001960320	SAIF Corporation	workers comp ins	1721052	13.09	
16753	11/25	11/12/2025	5125	1001960320	SAIF Corporation	workers comp ins	2121052	91.58	
16753	11/25	11/12/2025	5125	1001960320	SAIF Corporation	workers comp ins	3121052	39.25	
16753	11/25	11/12/2025	5125	1001960320	SAIF Corporation	workers comp ins	5121052	392.48	
Total 16753:								1,333.07	
16754	11/25	11/12/2025	7026	8012480398	Shred-it	Copy paper	0140162110	102.77	
Total 16754:								102.77	
16755	11/25	11/12/2025	7115	INV467258	Solutions Yes	Kyocera usage-copies	0140162110	195.33	
Total 16755:								195.33	
16756	11/25	11/12/2025	5510	6045917710	Staples Contract & Commercial	toner	0140162010	422.65	
Total 16756:								422.65	
16757	11/25	11/12/2025	8204	CR SCOULT	Susan Coulter	Deposit refund on utility account	5121130	30.43	
Total 16757:								30.43	
16758	11/25	11/12/2025	6921	O06823	True North Equipment	Annual Pump Test	0540562448	425.00	
Total 16758:								425.00	
16759	11/25	11/12/2025	6050	CR DTURKI	Turkington, Derrick	Reimbursement for radiator	5140562201	182.11	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16759	11/25	11/12/2025	6050	CR DTURKI	Turkington, Derrick	Reimbursement for radiator	5140662201	121.40	
Total 16759:								303.51	
16760	11/25	11/12/2025	7092	16475	VanKoten & Cleaveland	General Attorney's Fees	0140162100	1,200.00	
Total 16760:								1,200.00	
16761	11/25	11/12/2025	8202	CR WICKWI	Wickwire Contracting	Deposit refund on hydrant meter	5121130	642.00	
Total 16761:								642.00	
16762	11/25	11/12/2025	7040	3620	Yates Line Co.	Line crew foreman	5140562110	4,480.48	
16762	11/25	11/12/2025	7040	3620	Yates Line Co.	Line crew foreman	5140662110	6,918.27	
16762	11/25	11/12/2025	7040	3640	Yates Line Co.	Line crew	5130543701	10,025.69	
Total 16762:								21,424.44	
11132501	11/25	11/05/2025	6697	INV-XPR029	Xpress Bill Pay	web pay services	0140162082	107.50	M
Total 11132501:								107.50	
11132502	11/25	11/10/2025	2135	IN710436755	GoTo Communications, Inc.	Phone System	0140162050	180.00	M
11132502	11/25	11/13/2025	2135	IN710436755	GoTo Communications, Inc.	Phone System	0140162050	180.00	V
11132502	11/25	11/10/2025	2135	IN710436755	GoTo Communications, Inc.	Phone System	0540562050	121.15	M
11132502	11/25	11/13/2025	2135	IN710436755	GoTo Communications, Inc.	Phone System	0540562050	121.15	V
Total 11132502:								.00	
Grand Totals:								123,842.44	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	180.00	30,766.63-	30,586.63-
01-21052	137.34	.00	137.34
01-401-61080	17,632.81	.00	17,632.81
01-401-62010	723.16	.00	723.16
01-401-62050	445.00	180.00-	265.00
01-401-62082	4,343.99	.00	4,343.99
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	3,334.35	.00	3,334.35
01-402-62091	1,545.00	.00	1,545.00
01-404-62520	1,248.70	.00	1,248.70
01-404-62530	153.53	.00	153.53
01-408-62023	2.75	.00	2.75
03-21010	.00	3,244.82-	3,244.82-
03-21052	126.12	.00	126.12
03-405-62530	118.70	.00	118.70
03-405-62560	3,000.00	.00	3,000.00
05-21010	121.15	3,053.60-	2,932.45-
05-21052	503.01	.00	503.01
05-405-61060	27.45	.00	27.45
05-405-62010	28.89	.00	28.89
05-405-62050	255.15	121.15-	134.00
05-405-62055	27.02	.00	27.02
05-405-62110	71.25	.00	71.25
05-405-62350	332.33	.00	332.33
05-405-62351	487.64	.00	487.64
05-405-62420	745.93	.00	745.93
05-405-62440	125.80	.00	125.80
05-405-62441	24.13	.00	24.13
05-405-62448	425.00	.00	425.00
07-21010	.00	5,415.00-	5,415.00-
07-405-62137	5,415.00	.00	5,415.00
08-21010	.00	71.45-	71.45-
08-405-62113	71.45	.00	71.45
17-21010	.00	13.09-	13.09-
17-21052	13.09	.00	13.09
21-21010	.00	2,995.30-	2,995.30-
21-21052	91.58	.00	91.58
21-305-43701	1,204.24	.00	1,204.24

GL Account	Debit	Credit	Proof
21-405-62110	32.90	.00	32.90
21-405-62530	157.72	.00	157.72
21-405-62560	1,508.86	.00	1,508.86
23-21010	.00	16,535.25-	16,535.25-
23-405-66710	12,893.25	.00	12,893.25
23-405-66720	3,642.00	.00	3,642.00
31-21010	.00	6,374.84-	6,374.84-
31-21052	39.25	.00	39.25
31-305-43701	133.00	.00	133.00
31-405-62050	99.99	.00	99.99
31-405-62560	102.60	.00	102.60
31-405-62700	6,000.00	.00	6,000.00
33-21010	.00	21,311.46-	21,311.46-
33-405-66730	16,092.46	.00	16,092.46
33-405-66735	5,219.00	.00	5,219.00
51-21010	940.94	35,303.09-	34,362.15-
51-21052	392.48	.00	392.48
51-21130	1,015.07	.00	1,015.07
51-305-43701	10,775.69	.00	10,775.69
51-405-62091	4,753.75	.00	4,753.75
51-405-62110	4,500.50	.00	4,500.50
51-405-62139	1,029.67	.00	1,029.67
51-405-62200	242.80	.00	242.80
51-405-62201	954.90	564.56-	390.34
51-405-62560	898.90	.00	898.90
51-405-63670	2,525.25	.00	2,525.25
51-406-62110	6,918.27	.00	6,918.27
51-406-62200	161.86	.00	161.86
51-406-62201	636.60	376.38-	260.22
51-406-62880	497.35	.00	497.35
Grand Totals:	<u>126,326.62</u>	<u>126,326.62-</u>	<u>.00</u>

GL Account	Debit	Credit	Proof
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Report Criteria:
Report type: GL detail

AGENDA ITEM NO 3.c.

STAFF REPORT

Date Prepared: 11/13/25

For City Council Meeting on: 11/24/25

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, Administrative Services Director

APPROVED BY: Jordon Bennett, City Administrator

SUBJECT: Approve 2025 OLCC Liquor License Renewals.

SYNOPSIS: Annual Liquor License Renewal letters were mailed to City businesses asking them to pay the annual license renewal fee to the City by August 28th.

Santo Spirito paid their renewal fee to the City in October.



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Santo Spirito LLC
Proposed Trade Name: Buona Notte
Premises Address: 160 Herman Creek Lane Unit: Suite 102
City: Cascade Locks County: Hood River Zip: 97014
Application Type: New License Application Change of Ownership Change of Location
License Type: Winery - Consumption Additional Location for an Existing License

Application Contact Information

Contact Name: Graham Markel Phone: 303-818-3525
Mailing Address: 246 NE Thomspon st
City: Portland State: Oregon Zip: 97212
Email Address: graham@buonanottewines.com

Business Details

Please check all that apply to your proposed business operations at this location:

- Manufacturing/Production
- Retail Off-Premises Sales
- Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

- Indoor Consumption Outdoor Consumption
- Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Santo Spirito LLC

Proposed Trade Name: Buona Notte

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed *by the local government* for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

AGENDA ITEM NO 3.d.

STAFF REPORT

Date Prepared: 11/17/25

For City Council Meeting on: 11/24/25

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, Administrative Services Director

APPROVED BY: Jordon Bennett, City Administrator

SUBJECT: Approve 2025 OLCC Special Event License.

SYNOPSIS: This Special Event License application was turned in earlier this month. They may not be able to hold event depending on OLCC's turn around time for the license.



Local Government Recommendation – Special Event License

Section 1 – Submission - To be completed by Applicant:

License Information

Applicant Name(s): Landmass Wines Annual Licensee
Event Name: Winter Wine Release
Event Address: 160 Herman Creek Lane Ste: 101
City: Cascade Locks County: OR Zip: 97014
License Type: Winery At Existing Licensed Premises

Application Contact Information

Contact Name: Malia Myers Phone: 3038420952
Mailing Address: 3923 NE 63rd Ave.
City: Portland State: OR Zip: 97213
Email Address: malia@landmasswines.com

Event Details

Event Dates: November 29th, 2025
Event Times: 11pm-4pm
Expected Daily Attendance: 150 Peak Expected Attendance: 100
To the best of your knowledge, is this the only special event application for this event? Y/N? Y

Please check all that apply to your proposed event:

Off-Premises Sales: Beer/Wine/Cider Distilled Spirits
Tastings only: Beer/Wine/Cider Distilled Spirits
On-Premises Consumption: Beer/Wine/Cider Distilled Spirits
 Indoor Consumption Outdoor Consumption
Food Service Available: YES
 Proposing to Allow Minors

Section 1 Continued on next page



Local Government Recommendation – Special Event License

Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name: Landmass Wines

Event Name: Winter Wine Release

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Recommendation - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

- Recommend this license be granted**
- Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

CASCADE LOCKS STAFF REPORT

Date Prepared: November 17, 2025

For City Council Meeting on: November 24, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Approve Resolution

BACKGROUND

The City of Cascade Locks is proposing a supplemental budget to allocate \$1,000,000 in funds from the Oregon Department of Transportation (ODOT) to pay off the principal of a loan from the Oregon Transportation Infrastructure Bank. This loan was originally obtained to complete the powerline relocation project at McCord Creek Bridge.

In addition, expenditures (\$28,578) originally allocated for interest payment on the loan will be reallocated to Contingency.

Finally, expenditures (\$248,103) set for Personnel within the Electric Department will be reallocated to Materials and Service. This will allow for the funds to be used to hire contracted services while the City continues to recruit and onboard staff.

Electric Fund (51) - Revenue

	Adopt FY25/26 Budget	Adjustment	Supplemental FY25/26 Budget
Revenue	\$ 7,088,462	\$ 1,000,000	\$ 8,088,462
Total	\$ 7,088,462	\$ 1,000,000	\$ 8,088,462

Electric Fund (51) - Expenses

	Adopt FY25/26 Budget	Adjustment	Supplemental FY25/26 Budget
Personnel	\$ 1,077,983	\$ (248,103)	\$ 829,880
M&S	\$ 3,297,547	\$ 248,103	\$ 3,545,650
Debt Service	\$ 55,780	\$ 971,422	\$ 1,027,202
Contingency	\$ 49,733	\$ 28,578	\$ 78,311
Total	\$ 4,481,043	\$ 1,000,000	\$ 5,481,043

CASCADE LOCKS STAFF REPORT

Date Prepared: November 17, 2025

For City Council Meeting on: November 24, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Approve Resolution No. 1525 – Garbage Rates

CITY STRATEGIC GOALS:

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

BACKGROUND

Hood River Garbage (Waste Connections, Inc.) has requested a rate adjustment averaging approximately 2.58% for solid waste collection services in Cascade Locks, effective January 1, 2026. Regional Director Jim Winterbottom presented the request to Council on November 10th. The adjustment is intended to offset rising operational costs, including health care, equipment repair, fuel, and container expenses. The request is supported by benchmarking against the Consumer Price Index (CPI) for the Standard Metropolitan Statistical Area (West-C), which increased 3.04% from July to July. Additionally, the Wasco County Landfill will increase its gate rate and Household Hazardous Waste tax by 2.58% effective January 1, 2026.

STAFF RECOMMENDATION

Staff recommends approval of the proposed rate increase. The adjustment comes in below with the regional Consumer Price Index (CPI) and matches the increase implemented at the regional landfill. Hood River Garbage has consistently demonstrated outstanding partnership with the City, providing exceptional support whenever requested including keep rate increases as low as possible.

SUPPORTING DOCUMENTS

Attached for review are Resolution 1525 and Exhibit A, a full schedule of rate changes.

CITY COUNCIL OPTIONS:

- 1) Approve Resolution 1525
- 2) Amend and Approve Resolution 1525
- 3) Not Approve Resolution 1525

RECOMMENDED MOTION: “I move to approve Resolution 1525 adjusting the solid waste collection rates for Hood River Garbage within the Cascade Locks city limits effective January 1, 2026.”

RESOLUTION NO. 1525

A RESOLUTION AUTHORIZING WASTE CONNECTIONS, INC., TO COLLECT SOLID WASTE AND RECYCLING WITHIN THE CITY OF CASCADE LOCKS; SETTING CHARGES AND RATES FOR PROVIDING SUCH SERVICES; AND REPEALING RESOLUTION NO. 1513.

WHEREAS, Waste Connections, Inc., has requested an increase in rates charged for garbage collection services to offset changes in services offered and increased costs; and

WHEREAS, the City Council has reviewed the plans for services and rates proposed by Waste Connections, Inc., and required changes be made to those proposals; and

WHEREAS, Waste Connections, Inc. plans include providing uniform heavy-duty garbage and recycling wheeled containers for use by customers; and

WHEREAS, the City Council has determined that the following services and rates shall be set, based upon the conditions listed in this resolution;

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

SECTION 1. License Fee. Waste Connections, Inc. shall pay to the City of Cascade Locks a license fee of \$1,000.00 annually, payable on the first day of August.

SECTION 2. Recycling and Recycling Education. Waste Connections, Inc., shall continue bi-weekly curbside recycling pickup. Waste Connections, Inc. shall implement a recycling education and promotion program for the citizens and businesses of Hood River County. Not less than \$2,500 shall be expended on this recycling education program, and shall be expended in such a manner as to promote recycling in Hood River County.

SECTION 3. Provision of Dumpsters for Spring Clean Up and Fall Clean Up. Waste Connections, Inc. shall provide to the City at no cost, five (5) thirty-yard dumpsters for each Spring Clean Up and each Fall Clean Up event, as part of its garbage service to the City.

SECTION 4. Waste Collection Services and Fees. Waste Connections, Inc. is hereby permitted to charge the fees for services shown on **Exhibit "A"** to this Resolution.

SECTION 5. Adherence to the Provisions of Ordinance No. 457. Waste Connections, Inc. shall abide by the provisions of Cascade Locks Ordinance No. 457.

SECTION 6. Repeal of Prior Resolutions. Resolution No. 1513 is hereby repealed.

SECTION 7. Effective Date. This resolution, upon adoption by the Mayor and City Council, shall become **effective on January 1, 2026**.

SECTION 8. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 24th day of **November, 2025**.

APPROVED by the Mayor this 24th day of **November, 2025**.

ATTEST:

Kathy Woosley, ASD

Brenda Wood, Mayor

**Waste Connections of Oregon, Inc.
dba Hood River Garbage
Proposed City of Cascade Locks Rates
Effective January 1, 2026**

SERVICE	CURRENT RATE	2.58%	2.58%	TOTAL INCREASE	NEW RATE
		TOTAL LF INCREASE	BUSINESS INCREASE		
RESIDENTIAL					
35 GALLON CART					
Weekly					
- Curbside	\$25.54	\$0.11	\$0.55	\$0.66	\$26.20
EOW					
- Curbside	\$20.95	\$0.07	\$0.47	\$0.54	\$21.49
Monthly					
- Curbside	\$15.64	\$0.03	\$0.37	\$0.40	\$16.04
65 GALLON CART					
Weekly					
- Curbside	\$51.08	\$0.06	\$1.26	\$1.32	\$52.40
SPECIAL CHARGES					
- Overweight/full	\$5.37	\$0.01	\$0.13	\$0.14	\$5.51
- Extra bag/box	\$5.37	\$0.01	\$0.13	\$0.14	\$5.51
- Washer/dryer/stove	\$15.54	\$0.00	\$0.40	\$0.40	\$15.94
- Water heater	\$15.54	\$0.00	\$0.40	\$0.40	\$15.94
- Sofa/chair	\$14.20	\$0.00	\$0.37	\$0.37	\$14.57
- Mattress	\$14.20	\$0.00	\$0.37	\$0.37	\$14.57
- Return trip	\$12.02	\$0.00	\$0.31	\$0.31	\$12.33
- Recycle bin replacement	\$27.11	\$0.00	\$0.70	\$0.70	\$27.81
- Account set up fee	\$7.70	\$0.00	\$0.20	\$0.20	\$7.90
- NSF	\$40.36	\$0.00	\$1.04	\$1.04	\$41.40
- Delinquent fee	\$17.51	\$0.00	\$0.45	\$0.45	\$17.96

Low Income/Elderly/Disabled persons (qualified by MCCAC) will receive a \$6.15/month discount

**Waste Connections of Oregon, Inc.
dba Hood River Garbage
Proposed City of Cascade Locks Rates
Effective January 1, 2026**

SERVICE	CURRENT RATE	2.58%	2.58%	TOTAL INCREASE	NEW RATE
		TOTAL LF INCREASE	BUSINESS INCREASE		
COMMERCIAL					
32 GALLON CAN					
Weekly					
- Curbside	\$21.46	\$0.11	\$0.44	\$0.55	\$22.01
- Carry out	\$28.70	\$0.11	\$0.63	\$0.74	\$29.44
* Each addl 25 ft	\$4.07	\$0.00	\$0.11	\$0.11	\$4.18
EOW					
- Curbside	\$16.86	\$0.07	\$0.37	\$0.44	\$17.30
- Carry out	\$22.98	\$0.07	\$0.53	\$0.59	\$23.57
* Each addl 25 ft	\$3.02	\$0.00	\$0.08	\$0.08	\$3.10
Monthly					
- Curbside	\$11.55	\$0.03	\$0.27	\$0.30	\$11.85
- Carry out	\$15.19	\$0.03	\$0.36	\$0.39	\$15.58
* Each addl 25 ft	\$1.82	\$0.00	\$0.05	\$0.05	\$1.87
SPECIAL CHARGES					
- Overweight/full	\$5.37	\$0.01	\$0.13	\$0.14	\$5.51
- Extra bag/box	\$5.37	\$0.01	\$0.13	\$0.14	\$5.51
- Washer/dryer/stove	\$15.54	\$0.00	\$0.40	\$0.40	\$15.94
- Water heater	\$15.54	\$0.00	\$0.40	\$0.40	\$15.94
- Sofa/chair	\$14.20	\$0.00	\$0.37	\$0.37	\$14.57
- Mattress	\$14.20	\$0.00	\$0.37	\$0.37	\$14.57
- White goods	\$15.54	\$0.00	\$0.40	\$0.40	\$15.94
- Return trip	\$12.02	\$0.00	\$0.31	\$0.31	\$12.33
- Lock charge	\$4.78	\$0.00	\$0.12	\$0.12	\$4.90
- Access charge	\$4.78	\$0.00	\$0.12	\$0.12	\$4.90
- Recycle bin replacement	\$27.11	\$0.00	\$0.70	\$0.70	\$27.81
- Account set up fee	\$7.70	\$0.00	\$0.20	\$0.20	\$7.90
- NSF	\$40.36	\$0.00	\$1.04	\$1.04	\$41.40
- Delinquent fee	\$17.51	\$0.00	\$0.45	\$0.45	\$17.96
- Non curb weekly	\$7.25	\$0.00	\$0.19	\$0.19	\$7.44
- Non curb monthly	\$3.67	\$0.00	\$0.09	\$0.09	\$3.76
1 - 1 1/2 Yd Containers					
- EOW	\$72.92	\$0.39	\$1.49	\$1.88	\$74.80
- 1XPW	\$130.37	\$0.78	\$2.59	\$3.37	\$133.74
- 2XPW	\$220.30	\$1.56	\$4.13	\$5.69	\$225.99
- 3XPW	\$306.53	\$2.34	\$5.58	\$7.92	\$314.45
2 - 1 1/2 Yd Containers					
- EOW					
- 1XPW	\$243.37	\$1.56	\$4.73	\$6.29	\$249.66
- 2XPW	\$486.77	\$3.12	\$9.46	\$12.58	\$499.35
- 3XPW	\$730.21	\$4.68	\$14.19	\$18.87	\$749.08
3 - 1 1/2 Yd Containers					
- EOW					
- 1XPW	\$356.37	\$2.34	\$6.87	\$9.21	\$365.58
- 2XPW	\$712.84	\$4.68	\$13.74	\$18.42	\$731.26
- 3XPW	\$1,069.12	\$7.02	\$20.61	\$27.63	\$1,096.75

Waste Connections of Oregon, Inc.
dba Hood River Garbage
Proposed City of Cascade Locks Rates
Effective January 1, 2026

SERVICE	CURRENT RATE	2.58%	2.58%	TOTAL INCREASE	NEW RATE
		TOTAL LF INCREASE	BUSINESS INCREASE		
4 - 1 1/2 Yd Containers					
- EOW					
- 1XPW	\$469.34	\$3.12	\$9.01	\$12.13	\$481.47
- 2XPW	\$938.85	\$6.24	\$18.02	\$24.26	\$963.11
- 3XPW	\$1,408.45	\$9.36	\$27.04	\$36.40	\$1,444.85
5 - 1 1/2 Yd Containers					
- 2XPW	\$1,101.89	\$7.80	\$20.68	\$28.48	\$1,130.37
- 3XPW	\$1,747.19	\$11.70	\$33.45	\$45.15	\$1,792.34
1 - 2 Yd Containers					
- EOW	\$97.21	\$0.52	\$1.99	\$2.51	\$99.72
- 1XPW	\$173.81	\$1.04	\$3.45	\$4.49	\$178.30
- 2XPW	\$293.76	\$2.08	\$5.51	\$7.59	\$301.35
- 3XPW	\$408.69	\$3.12	\$7.44	\$10.56	\$419.25
1 - 3 Yd Containers					
- EOW	\$145.71	\$0.78	\$2.98	\$3.77	\$149.48
- 1XPW	\$260.78	\$1.56	\$5.18	\$6.74	\$267.52
- 2XPW	\$440.56	\$3.12	\$8.27	\$11.39	\$451.95
- 3XPW	\$613.09	\$4.68	\$11.16	\$15.85	\$628.94
SPECIAL CHARGES					
- Delivery charge per cont	\$38.66	\$0.00	\$1.00	\$1.00	\$39.66
- Extra loose yard	\$20.20	\$0.12	\$0.40	\$0.52	\$20.72
- Return trip	\$12.99	\$0.00	\$0.34	\$0.34	\$13.33
- Access charge	\$12.99	\$0.00	\$0.34	\$0.34	\$13.33
- Roll out over 15 ft	\$4.78	\$0.00	\$0.12	\$0.12	\$4.90
- Roll out over 20 ft	\$7.71	\$0.00	\$0.20	\$0.20	\$7.91
- Off day pu	\$9.45	\$0.00	\$0.24	\$0.24	\$9.69
- Rent-a-Bin (1.5 yards)	\$83.92	\$0.18	\$1.99	\$2.17	\$86.09
- Rent-a-Bin (2 yards)	\$111.69	\$0.24	\$2.64	\$2.89	\$114.58
- On call container (1.5 yards)	\$41.45	\$0.18	\$0.89	\$1.07	\$42.52
- On call container (2 yards)	\$55.06	\$0.24	\$1.18	\$1.42	\$56.48
- Mileage 15 miles RT from LF	\$4.33	\$0.00	\$0.11	\$0.11	\$4.44
COMPACTORS					
- Swap	\$186.68	\$0.00	\$4.82	\$4.82	\$191.50
- CP extra ydg	\$29.31	\$0.61	\$0.15	\$0.76	\$30.07

Waste Connections of Oregon, Inc.
dba Hood River Garbage
Proposed City of Cascade Locks Rates
Effective January 1, 2026

SERVICE	CURRENT RATE	2.58%	2.58%	TOTAL INCREASE	NEW RATE
		TOTAL LF INCREASE	BUSINESS INCREASE		
DROP BOXES					
- Delivery (per trip)	\$87.60	\$0.00	\$2.26	\$2.26	\$89.86
- Moving fee (per trip)	\$87.60	\$0.00	\$2.26	\$2.26	\$89.86
- DB swap	\$166.27	\$0.00	\$4.29	\$4.29	\$170.56
- Compactor swap	\$179.85	\$0.00	\$4.65	\$4.65	\$184.50
- Excess weight (per trip)	\$89.70	\$0.00	\$2.32	\$2.32	\$92.02
- Ex miles (over 15 mi rt)	\$4.33	\$0.00	\$0.11	\$0.11	\$4.44
- Daily DM (over 96 hrs)	\$7.40	\$0.00	\$0.19	\$0.19	\$7.59
- Monthly DM (max)	\$174.31	\$0.00	\$4.50	\$4.50	\$178.81
- Special DB (per day) lid/screen/winch	\$6.41	\$0.00	\$0.17	\$0.17	\$6.58
- Special DB (per month max)	\$193.20	\$0.00	\$4.99	\$4.99	\$198.19
- Waiting time (per min)	\$2.25	\$0.00	\$0.06	\$0.06	\$2.31
- Overweight charge	\$89.70	\$0.00	\$2.32	\$2.32	\$92.02
TS tip fee per yard (loose)	\$20.21	\$0.22	\$0.30	\$0.52	\$20.73
TS tip fee per yard (compacted)	\$28.89	\$0.61	\$0.14	\$0.75	\$29.64
MISC EQUIP RENTAL PER HOUR					
- Rear loader	\$170.20	\$0.00	\$4.40	\$4.40	\$174.60
- Roll off	\$150.15	\$0.00	\$3.88	\$3.88	\$154.03
- Extra labor	\$39.26	\$0.00	\$1.01	\$1.01	\$40.27
- Labor OT	\$58.86	\$0.00	\$1.52	\$1.52	\$60.38

CASCADE LOCKS STAFF REPORT

Date Prepared: November 17, 2025

For City Council Meeting on: November 24, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Approve Resolution

CITY STRATEGIC GOALS:

Downtown Revitalization

Public Services

Communication Enhancement

Affordable/Workforce Housing

Code Improvements

BACKGROUND

The City of Cascade Locks received \$1,000,000 from the Oregon Department of Transportation (ODOT) to pay off the principal of a loan from the Oregon Transportation Infrastructure Bank. This loan was originally obtained to complete the powerline relocation project at McCord Creek Bridge. The supplemental budget is necessary to formally allocate this new revenue, adjust expenditures, and ensure compliance with state budget law.

In addition, expenditures (\$28,578) originally allocated for interest payment on the loan will be reallocated to Contingency.

Finally, expenditures (\$248,103) set for Personnel within the Electric Department will be reallocated to Materials and Service. This is due to the department not being fully staff and allowing additional expenses within the contract services GL code.

All adjustments are within Fund 51, Electric. Attached is a breakdown of all the adjustments in each GL code.

PUBLIC NOTICE AND HEARING

A public hearing per Oregon budget law was held during the Council meeting on November 24th, 2025.

STAFF RECOMMENDATION

Staff recommend that City Council adopt Resolution No. 1526 as presented, ensuring responsible financial management and compliance with state requirements.

CITY COUNCIL OPTIONS:

- 1) Approve Resolution 1526
- 2) Amend and Approve Resolution 1526
- 3) Not Approve Resolution 1526

RECOMMENDED MOTION: "I move to approve Resolution No. 1526, approving the supplemental budget for Fiscal Year 2025/2026 as outlined."

RESOLUTION NO. 1526

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2025/2026, FOR THE PURPOSE OF ALLOCATING NEW REVENUE FROM THE OREGON DEPARTMENT OF TRANSPORTATION, ALLOCATING THE EXPENDITURE OF THE REVENUE AND REALLOCATING EXISTING EXPENDITURES BETWEEN PERSONNEL, MATERIALS AND SERVICES AND CONTINGENCY ALL WITHIN THE ELECTRIC FUND.

WHEREAS, the City received \$1,000,000 from the Oregon Department of Transportation to pay off the loan the City received from the Oregon Transportation Infrastructure Bank to complete the powerline relocation project at McCord Creek Bridge; and

WHEREAS, the City will allocate the expenditure of the funds from the Oregon Department of Transportation to Pay off the principal loan amount from the Oregon Transportation Infrastructure Bank; and

WHEREAS, two positions within the Electric Department will not be filled until after January 1, 2026 and expenditures for those positions, including benefits will be transferred to Materials and services to cover contracted services; and

WHEREAS, expenditures allocated to loan interest for the loan from Oregon Transportation Infrastructure Bank will be reallocated to contingency; and

WHEREAS, notice of the Supplemental Budget and a Public Hearing on the Supplemental Budget was published in the November 19th, 2025 issue of the Hood River News.

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

SECTION 1. Adopting a Supplemental Budget for Fiscal Year 2025/2026 for the purpose of allocating new revenue and expenditures and reallocating expenditures in the Electric Fund. The Cascade Locks City Council hereby adopts the following supplemental budget, and the appropriation of funds to:

Electric Fund (51) - Revenue

	Adopt FY25/26 Budget	Adjustment	Supplemental FY25/26 Budget
Revenue	\$ 7,088,462	\$ 1,000,000	\$ 8,088,462
Total	\$ 7,088,462	\$ 1,000,000	\$ 8,088,462

Electric Fund (51) - Expenses

	Adopt FY25/26 Budget	Adjustment	Supplemental FY25/26 Budget
Personnel	\$ 1,077,983	\$ (248,103)	\$ 829,880
M&S	\$ 3,297,547	\$ 248,103	\$ 3,545,650
Debt Service	\$ 55,780	\$ 971,422	\$ 1,027,202
Contingency	\$ 49,733	\$ 28,578	\$ 78,311
Total	\$ 4,481,043	\$ 1,000,000	\$ 5,481,043

SECTION 2. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 3. Expiration. This resolution shall remain in effect until completion and acceptance of the FY 25/26 audit.

ADOPTED by the City Council this **24th** day of **November, 2025.**

APPROVED by the Mayor this **24th** day of **November, 2025.**

Mayor

ATTEST:

City Recorder

Fiscal Year 2025-2026 Supplemental Budget GL Code Breakdown

REVENUE

		Adpt Budget	Supp Budget	Adjustment
Revenue	51-306-43891 OTIB LOAN - MCCORD CREEK RELOCATE	\$ -	\$ 1,000,000	\$ 1,000,000
Revenue Grand Total		\$ -	\$ 1,000,000	\$ 1,000,000

EXPENSES

Personnel	51-405-61050 FICA	\$ 30,178	\$ 21,557	\$ (8,622)
	51-405-61060 WORKER'S COMP	\$ 10,651	\$ 7,608	\$ (3,043)
	51-405-61065 WORKER'S BENEFIT FUND	\$ 87	\$ 62	\$ (25)
	51-405-61070 HEALTH INSURANCE	\$ 75,398	\$ 37,699	\$ (37,699)
	51-405-61080 PERS (PENSION)	\$ 122,528	\$ 87,524	\$ (35,004)
	51-405-61090 UNEMPLOYMENT	\$ 394	\$ 282	\$ (113)
	51-405-61092 Paid Leave Oregon Payroll Tax	\$ 3,945	\$ 2,818	\$ (1,127)
	51-405-61120 WORKING FORMAN	\$ 118,636	\$ 59,318	\$ (59,318)
	51-405-61122 JOURNEYMAN LINEMAN	\$ 106,762	\$ 53,381	\$ (53,381)
	51-406-61050 SB FICA	\$ 8,114	\$ 5,958	\$ (2,156)
	51-406-61060 SB WORKER'S COMP	\$ 2,864	\$ 2,103	\$ (761)
	51-406-61065 SB WORKER'S BENEFIT FUND	\$ 22	\$ 16	\$ (6)
	51-406-61070 SB HEALTH INSURANCE	\$ 19,219	\$ 9,610	\$ (9,610)
	51-406-61080 SB PERS (PENSION)	\$ 32,943	\$ 24,191	\$ (8,752)
	51-406-61090 SB UNEMPLOYMENT	\$ 106	\$ 78	\$ (28)
	51-406-61092 SB Paid Leave Oregon Payroll Tax	\$ 1,061	\$ 779	\$ (282)
	51-406-61120 SB WORKING FORMAN	\$ 29,659	\$ 14,829	\$ (14,829)
	51-406-61122 SB JOURNEYMAN LINEMAN	\$ 26,695	\$ 13,347	\$ (13,347)
personnel Total		\$ 589,263	\$ 341,161	\$ (248,103)
M&S	51-405-62110 CONTRACT SVC MISC	\$ 36,000	\$ 160,052	\$ 124,052
	51-406-62110 SB CONTRACT SVC.MISC.	\$ 48,000	\$ 172,052	\$ 124,052
M&S Total		\$ 84,000	\$ 332,103	\$ 248,103
Debt Srvc	51-40666010 OTIB Loan Repayment (McCord Creek) - Prin	\$ 17,457	\$ 1,000,000	\$ 982,543
	51-406-66011 OTIB Loan Repayment (McCord Creek) - Int	\$ 38,323	\$ 27,202	\$ (11,120)
Debt Srvc Total		\$ 55,780	\$ 1,027,202	\$ 971,423
Conting	51-405-65010 CONTINGENCY	\$ 49,733	\$ 78,310	\$ 28,577
Contingency Total		\$ 49,733	\$ 78,310	\$ 28,577
Expense Grand Total		\$ 778,776	\$ 1,778,776	\$ 1,000,000

CASCADE LOCKS STAFF REPORT

Date Prepared: November 17, 2025

For City Council Meeting on: November 24, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Approve Letter of Support for Hood River-White Salmon Bridge

CITY STRATEGIC GOALS:

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

BACKGROUND

The Hood River-White Salmon Interstate Bridge, which connects Oregon and Washington across the Columbia River Gorge, is over a century old and is nearing the end of its useful life. The bridge currently has narrow lanes, no shoulders, and experiences regular closures that disrupt travel, commerce, and access to essential services. The Hood River-White Salmon Bridge Authority has submitted an application to the U.S. Department of Transportation’s Bridge Investment Program (BIP) for \$532 million in funding to replace the bridge. The project has completed environmental review and is positioned to move into final design and construction in 2027. The Bridge Authority has asked the City of Cascade Locks for a letter of support for their application.

IMPORTANCE TO CASCADE LOCKS

The bridge is a vital link for Cascade Locks and the surrounding region. It connects our community to essential services, employment opportunities, and regional markets on both sides of the Columbia River. The bridge also supports local tourism and recreation, which are key drivers of our economy.

STAFF RECOMMENDATION

Staff recommends that the City Council formally support the Hood River-White Salmon Interstate Bridge Replacement Project and the Bridge Authority’s application for federal funding. This project will strengthen the region’s economy, support families, and improve the movement of freight and goods across the region.

CITY COUNCIL OPTIONS:

- 1) Approve Letter of Support
- 2) Amend and Approve Letter of Support
- 3) Not Approve letter of Support

RECOMMENDED MOTION: “I move to approve the letter of support for the Hood River-White Salmon bridge replacement project application to the U.S. Department of Transportation’s Bridge Investment Program.”



City of Cascade Locks
PO Box 308 140 SW WaNaPa
Cascade Locks, OR 97014
www.cascade-locks.or.us

(541) 374-8484 Fax: (541) 374-8752
TTY 711

November 24, 2025

The Honorable Secretary Sean Duffy
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, D.C. 20590

Re: Support for Hood River-White Salmon Interstate Bridge Replacement Project Bridge Investment Program Application

Dear Secretary Duffy:

We write in support of the application submitted by the Hood River-White Salmon Bridge Authority for funding from the U.S. Department of Transportation's Bridge Investment Program (BIP). The requested funds would finish the job of replacing the century-old Hood River-White Salmon Interstate Bridge connecting the rural economies of Oregon and Washington in the Columbia River Gorge. This crossing is critical to the region's families, economic prosperity, freight mobility, and emergency response.

The existing bridge is nearing the end of its useful life, has narrow lanes, no shoulders, and experiences regular closures that disrupt travel, commerce, and access to essential services. A new bridge will meet modern safety and seismic standards and restore reliability for residents, workers, and freight moving through the Columbia River Gorge. The project has completed environmental review, with a Record of Decision imminent, positioning it to move into final design and begin construction in 2027.

The Hood River-White Salmon Interstate Bridge is a vital link for Cascade Locks and the region, connecting our community to essential services, employment opportunities, and regional markets on both sides of the Columbia River. Residents of Cascade Locks rely on the bridge for daily commutes, access to healthcare, and participation in regional commerce. The bridge also supports local tourism and recreation, which are key drivers of our economy.

This \$532 million BIP grant request, in addition to federal funds already raised, will leverage state and local investments to fund construction of the new bridge. The States of Washington and Oregon are doing their parts, with the full \$250 million share already committed between the two states. Local contributions in the form of toll payments are adding up to round out the funding package.

This project will strengthen the region's economy, support families, and improve the movement of freight and goods across the region. With strong local and state partnership, it stands as a model of efficient, locally driven infrastructure investment ready to deliver lasting results for the American economy. We urge you to give this funding request your full consideration and support, and help us deliver a bridge that will serve the region for generations to come.

Thank you for your consideration.

Sincerely,

Brenda Wood
Mayor

CASCADE LOCKS STAFF REPORT

Date Prepared: November 19, 2025 **For City Council Meeting on:** November 24, 2025

TO: Honorable Mayor and City Council and Jordon Bennett, City Administrator **PREPARED BY:** Jake Ross-Bright, Community Liaison

SUBJECT: Update from Community Liaison Jake Ross-Bright

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 | |

Overview

Since beginning work on September 15, 2025, I have addressed multiple complaints and concerns related to noise, parking, lighting, and property conditions. Below is a summary of actions taken and current status.

Noise Complaints

- **Forest Lane (Trailer Park), Slagel Lane, Wa Na Pa Street:** Multiple noise complaints were investigated, including late-night checks (10:00–11:00 p.m.) over several weeks. No violations were substantiated. Complaints have ceased except for one caller at the Trailer Park, whose concerns involve law enforcement matters outside Code Enforcement’s purview.
- **Collaboration:** Working with the Sheriff’s Office to improve response times for noise complaints. A dosimeter has been purchased to provide accurate, reportable noise-level data for future cases.
- **Current Status:** No active noise complaints. Seasonal Gorge noise reports appear to have ended.

Property Concerns

- **Wa Na Pa Street:** Contacted Adult Protective Services (APS) on October 9 for a status update regarding reported property issues. No response as of October 20; will follow up with Hood River County.
- **Troubled Downtown Property:** Ongoing communication with APS regarding assistance for elderly residents. Case remains open; follow-up scheduled this week.

Lighting Issues

- **Columbia Gorge Hotel:** Initial in-person request on September 20 to correct improperly aimed lights. After no action, a letter was sent. As of October 20, lights were still misaligned; a formal notice was prepared.
Update: Lights have now been re-aimed downward.

Parking Violations

- **Forest Lane (near Katani):** Letters sent to residents regarding illegal parking. Most concerns resolved; one vehicle at 721 Forest will be marked and towed due to non-response.
- **Lewis Circle:** Significant improvement observed; no illegally parked vehicles during seven inspections.
- **Clark Street:** One SUV reported as abandoned has current tags and has moved several times; no violation confirmed.
- **Shalala Area:** Complaint about a large black truck near an intersection was investigated. Vehicle consistently observed more than 25 feet from the intersection; no violation.

Animal Complaints

- **Windsong:** Barking dog complaint investigated; no further issues reported.

Signage and Lighting

- **Taco Stand LED Lighting and Signage:** Unable to confirm LED light use; monitoring continues. Observed temporary marquee sign; preparing a letter in Spanish with assistance due to language barrier.

Other Actions

- **Motorhome Complaint:** Investigated motorhome parked near hotel. Determined to be temporary housing for a former hotel guest. Verbal notice given; formal letters to follow. Advised complainant that allegations of criminal activity (e.g., drug use) must be reported to law enforcement, as these are outside Code Enforcement authority.

Next Steps

- Issue formal notice to Columbia Gorge Hotel if lighting issue persists.
- Follow up with APS and Hood River County regarding Wa Na Pa property and downtown elder assistance case.
- Continue monitoring Taco Stand signage and lighting.
- Prepare towing for unresolved parking violation at 721 Forest.
- Maintain coordination with Sheriff's Office for noise complaints.

CITY COUNCIL OPTIONS: Discussion Only

RECOMMENDED MOTION: N/A



(541) 374-8484

Fax: (541) 374-8752 TTY: 711

**City Administrator Report to the City Council
 Monday, November 24, 2025**

Past Meetings

6-Nov	Networking with East Multnomah County City Managers - minimal overlap in issues however it build great relationships for the city and learn from other seasoned administrators
12-Nov	Debrief and next step on food tax with Chief Logan - We discussed the issues that businesses present, how to address them and what to present at the town hall for residents
12-Nov	Department Head Meeting - Monthly department head meeting - much of the discussion revolved around the possible city hall changes
12-Nov	1-on-1 with Councilor Pruitt - Standing monthly meeting
14-Nov	Daughters dental surgery - all is well!
14-Nov	EDA Project Bid Packet Updates - Construction bid documents are scheduled to complete by 11/21 and transformer acquisition bid documents by 11/28
17-Nov	Oregon Human Development Corp - They are a state wide Community Action Council, similar to MCACC. They were interested in providing the same energy assistance program. Billing Specialist Goben and I are researching. Our biggest concern is confusion residents by having two providers. No decision has been made.
17-Nov	DLCD Housing Grant - Myself, Jaime Crawford and Rachel from DLCD meet to discuss next steps and what was need from the City. The next step is developing/refining the scope of work.
18-Nov	Denist - My teeth are stellar(ish)!
18-Nov	Audit Assistance discussion - Meeting with Mayor Wood, Councilor Seeger, Directors Clarke and Woosley to discuss best steps forward to get audits completed
18-Nov	Travel Oregon - Meeting with Museum staff and Travel Oregon staff on stratgies on how we can help tge Tourism Committee build an RFP for renewing the support services.

Future Meetings - A light Thanksgiving Week

19-Nov	OCCMA Manager Luncheon - Monthly meeting among Oregon City Managers to discuss issues we are facing
19-Nov	Follow up meeting with Museum Staff to plan how to assist Tourism Committee
20-Nov	Grid Resilience Grant - Meet with MCEDD to plan out application for wildfire monitoring equipment and new meters
20-Nov	Garbage Franchise Fee - Meeting with Regional Manager Jim Winterbottom to start discussion
25-Nov	Monthly Lunch Meeting with County Administrator Williams
2-Dec	Kickoff Bridge of the Gods Advisory Committee - The Port is put together a committee to review options for the future of the bridge, this is the initial kick off meeting
3-Dec	Monthly check in with EDA Rep - this will be the first meeting after the government shutdown
4-Dec	Networking with East Multnomah County City Managers - minimal overlap in issues however it build great relationships for the city and learn from other seasoned administrators
4-Dec	OMEU Quarterly Meeting - Oregon Municipal Electrical Utilities quarterly meeting to adopt budget for next fiscal year

Food Tax

Following feedback from local businesses, I have reached out to Ashland and Cannon Beach to learn more about their experiences. Staff is currently developing a comprehensive report for both businesses and Council, which will be completed in January. Additionally, I am working with Chief Logan to schedule a town hall for residents in January. The tentative date is **Wednesday, January 7th at 7:00 p.m. in the Council Chambers.**

EDA Project

As noted in my meeting roundup, all bid documents will be submitted by Thanksgiving. City staff and MCEDD staff will review and forward them to EDA for approval to proceed with bidding.

- **Bid 1:** Acquisition and transport of the transformer only. This approach was chosen because purchasing the transformer separately is more cost-effective than including it in the construction bid.
 - **Bid 2:** Construction and installation of the transformer and all associated distribution lines.
-

Electric Department and On-Call

Operations Specialist Turkington will be on vacation during Thanksgiving week. Alan Fox, a contractor with Yates Electric, will be on call during this period. I will meet with him daily to ensure all work is completed as scheduled.

Treatment Plant UV Light

The UV lights at the treatment plant are malfunctioning. While this has not impacted the City's ability to meet permit requirements, it requires attention. TEC (plant operators) and PW Supervisor Price are working with vendors to identify a cost-effective solution.

Tourism Committee – Overlook Park and Picnic Tables

The Tourism Committee, after consultation with the City Administrator and Public Works staff, approved the purchase of **four picnic tables** for Overlook Park and the Downtown Plaza (two at each location, including one ADA-compliant table per site). Public Works will secure the tables to prevent theft.

The committee also authorized staff to explore interest from the Port and other parties in contracting janitorial services for Overlook Park and the Downtown Plaza. Initial inquiries have been made, but no significant progress has occurred yet.

Letter of Support – Port of Cascade Locks

With the Mayor's approval, I submitted a letter of support for the Port of Cascade Locks' grant request to complete work on the CLIMB Network. The letter is attached.

BPA Surcharge

Bonneville Power Administration (BPA) will implement its surcharge policy due to reserves falling below a critical threshold, primarily caused by three consecutive years of below-average water in the Columbia Basin.

- **Impact:** The City will be charged a total of **\$16,417** between now and September 2026.
 - **Current Approach:** Cascade Locks will absorb the cost unless Council decides to adjust rates. The amount represents approximately **0.004% of projected sales**. A detailed breakdown is attached.
-

All-Staff Christmas Party

An all-staff Christmas party will be held on **Wednesday, December 17th**. This will be an offsite dinner event. City Hall will close at **5:00 p.m.** that day.

TLT Report

The City has received the latest Transient Lodging Tax (TLT) report from the state. It is attached for review.

Work Plan Subcommittee

The first meeting of the Work Plan Subcommittee is scheduled for **Friday, December 5th**.



City of Cascade Locks
PO Box 308 140 SW WaNaPa
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TTY 711

November 10, 2025

Oregon Parks and Recreation Department
Recreational Trails Program Review Committee
725 Summer Street NE, Suite C
Salem, OR 97301

Subject: Letter of Support for the "Cascade Locks CLIMB Trail System, Phase 3" Project

Dear Recreational Trails Program Review Committee Members,

The City of Cascade Locks is pleased to express its strong support for the Northwest Trail Alliance's (NWTa) application to the OPRD Recreational Trails Program for the Cascade Locks CLIMB Trail System Phase 3 project. This initiative represents a collaborative effort between NWTa, the U.S. Forest Service, and the Port of Cascade Locks to expand sustainable, non-motorized recreation opportunities in the Columbia River Gorge.

Phase 3 improvements will complete a critical segment of the Cascade Locks Trail System, including approximately three miles of new multi-use trails and the construction of a new bridge over Dry Creek. These enhancements will provide safe, connected access between our community and the surrounding National Forest, creating exceptional hiking and biking experiences for residents and visitors alike.

The City supports this project because it delivers meaningful benefits for Cascade Locks and the region. Specifically, the trail system will:

- Encourage healthy outdoor recreation and foster a deeper connection to nature;
- Support local businesses and strengthen tourism-based economic development;
- Offer family-friendly and accessible recreation options close to home; and
- Demonstrate strong environmental stewardship through careful planning and sustainable design.

Importantly, this project aligns with the City of Cascade Locks' strategic goals of increasing tourism and enhancing outdoor recreation opportunities that attract visitors and support our local economy. The Cascade Locks CLIMB Trail System reflects years of collaboration among public agencies, nonprofit partners, and dedicated volunteers. This project aligns with Oregon's statewide goals to expand equitable access to outdoor recreation and to develop trail systems that connect communities with public lands.

We commend the Northwest Trail Alliance and the U.S. Forest Service for advancing this well-planned, high-quality project. The City of Cascade Locks strongly encourages the Oregon Parks and Recreation Department to approve and fund its completion.

Thank you for your consideration.

Sincerely,

Jordon Bennett
City Administrator

FY 2026 Power FRP Surcharge Estimates by PF Customer net Low Density Discount (LDD)												
<i>(the amounts below may differ from billed amounts due to rounding)</i>												
BESID	Preference Customer	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Total
10015	Asotin County PUD #1	\$495	\$522	\$416	\$455	\$352	\$456	\$466	\$415	\$425	\$330	\$4,332
10024	Benton County PUD #1	\$173,181	\$182,720	\$145,611	\$159,183	\$123,368	\$159,659	\$163,068	\$145,145	\$148,892	\$115,633	\$1,516,460
10025	Benton REA	\$47,896	\$50,534	\$40,271	\$44,025	\$34,120	\$44,156	\$45,099	\$40,142	\$41,179	\$31,980	\$419,402
10027	Big Bend Elec Coop	\$48,392	\$51,058	\$40,688	\$44,481	\$34,473	\$44,614	\$45,566	\$40,558	\$41,605	\$32,311	\$423,746
10029	Blachly Lane Elec Coop	\$13,891	\$14,656	\$11,679	\$12,768	\$9,895	\$12,806	\$13,080	\$11,642	\$11,943	\$9,275	\$121,635
10044	Canby, City of	\$17,505	\$18,469	\$14,718	\$16,090	\$12,470	\$16,138	\$16,482	\$14,671	\$15,050	\$11,688	\$153,281
10046	Central Electric Coop	\$64,843	\$68,415	\$54,521	\$59,602	\$46,192	\$59,780	\$61,057	\$54,346	\$55,749	\$43,296	\$567,801
10047	Central Lincoln PUD	\$129,851	\$137,003	\$109,179	\$119,355	\$92,501	\$119,712	\$122,268	\$108,829	\$111,639	\$86,701	\$1,137,038
10055	Albion, City of	\$343	\$362	\$288	\$315	\$244	\$316	\$323	\$287	\$295	\$229	\$3,002
10057	Ashland, City of	\$16,469	\$17,377	\$13,848	\$15,138	\$11,732	\$15,184	\$15,508	\$13,803	\$14,160	\$10,997	\$144,216
10059	Bandon, City of	\$6,584	\$6,947	\$5,536	\$6,052	\$4,691	\$6,070	\$6,200	\$5,519	\$5,661	\$4,396	\$57,656
10061	Blaine, City of	\$7,539	\$7,954	\$6,338	\$6,929	\$5,370	\$6,950	\$7,098	\$6,318	\$6,481	\$5,034	\$66,011
10062	Bonners Ferry, City of	\$4,585	\$4,837	\$3,855	\$4,214	\$3,266	\$4,227	\$4,317	\$3,843	\$3,942	\$3,061	\$40,147
10064	Burley, City of	\$12,122	\$12,790	\$10,192	\$11,142	\$8,635	\$11,176	\$11,414	\$10,160	\$10,422	\$8,094	\$106,147
10065	Cascade Locks, City of	\$1,875	\$1,978	\$1,576	\$1,723	\$1,336	\$1,729	\$1,765	\$1,571	\$1,612	\$1,252	\$16,417
10066	Centralia, City of	\$21,007	\$22,164	\$17,663	\$19,309	\$14,965	\$19,367	\$19,780	\$17,606	\$18,061	\$14,026	\$183,948
10067	Cheney, City of	\$13,633	\$14,384	\$11,463	\$12,531	\$9,712	\$12,569	\$12,837	\$11,426	\$11,721	\$9,103	\$119,379
10068	Chewelah, City of	\$2,160	\$2,279	\$1,816	\$1,985	\$1,539	\$1,991	\$2,034	\$1,810	\$1,857	\$1,442	\$18,913
10070	Declo, City of	\$310	\$327	\$260	\$284	\$220	\$285	\$291	\$259	\$266	\$207	\$2,709
10071	Drain, City of	\$1,627	\$1,717	\$1,368	\$1,496	\$1,159	\$1,500	\$1,532	\$1,364	\$1,399	\$1,087	\$14,249
10072	Ellensburg, City of	\$20,670	\$21,809	\$17,380	\$19,000	\$14,725	\$19,056	\$19,463	\$17,324	\$17,771	\$13,802	\$181,000
10074	Forest Grove, City of	\$22,998	\$24,265	\$19,337	\$21,139	\$16,383	\$21,202	\$21,655	\$19,275	\$19,772	\$15,356	\$201,382
10076	Heyburn, City of	\$4,152	\$4,381	\$3,491	\$3,817	\$2,958	\$3,828	\$3,910	\$3,480	\$3,570	\$2,772	\$36,359
10078	McCleary, City of	\$3,188	\$3,363	\$2,680	\$2,930	\$2,271	\$2,939	\$3,002	\$2,672	\$2,741	\$2,128	\$27,914
10079	McMinnville, City of	\$72,284	\$76,266	\$60,777	\$66,442	\$51,493	\$66,640	\$68,063	\$60,582	\$62,146	\$48,264	\$632,957
10080	Milton, Town of	\$5,712	\$6,027	\$4,803	\$5,250	\$4,069	\$5,266	\$5,378	\$4,787	\$4,911	\$3,814	\$50,017
10081	Milton-Freewater, City of	\$8,008	\$8,449	\$6,733	\$7,361	\$5,704	\$7,383	\$7,540	\$6,711	\$6,885	\$5,347	\$70,121
10082	Minidoka, City of	\$99	\$105	\$84	\$91	\$71	\$92	\$94	\$83	\$85	\$66	\$870
10083	Monmouth, City of	\$7,208	\$7,605	\$6,061	\$6,626	\$5,135	\$6,646	\$6,787	\$6,041	\$6,197	\$4,813	\$63,119
10086	Plummer, City of	\$2,186	\$2,307	\$1,838	\$2,009	\$1,557	\$2,015	\$2,058	\$1,832	\$1,879	\$1,460	\$19,141
10087	Port Angeles, City of	\$27,700	\$29,226	\$23,291	\$25,461	\$19,733	\$25,537	\$26,083	\$23,216	\$23,815	\$18,495	\$242,557
10089	Richland, City of	\$89,824	\$94,772	\$75,525	\$82,564	\$63,988	\$82,811	\$84,579	\$75,283	\$77,226	\$59,975	\$786,547
10091	Rupert, City of	\$8,105	\$8,552	\$6,815	\$7,450	\$5,774	\$7,472	\$7,632	\$6,793	\$6,968	\$5,412	\$70,973
10094	Soda Springs, City of	\$2,389	\$2,521	\$2,009	\$2,196	\$1,702	\$2,202	\$2,249	\$2,002	\$2,054	\$1,595	\$20,919
10095	Sumas, Town of	\$3,140	\$3,313	\$2,640	\$2,886	\$2,237	\$2,895	\$2,957	\$2,632	\$2,700	\$2,097	\$27,497
10097	Troy, City of	\$1,716	\$1,811	\$1,443	\$1,578	\$1,223	\$1,582	\$1,616	\$1,438	\$1,476	\$1,146	\$15,029
10101	Clallam County PUD #1	\$62,067	\$65,485	\$52,186	\$57,050	\$44,214	\$57,220	\$58,442	\$52,019	\$53,361	\$41,442	\$543,486
10103	Clark County PUD #1	\$141,694	\$149,499	\$119,137	\$130,241	\$100,938	\$130,631	\$133,420	\$118,755	\$121,821	\$94,609	\$1,240,745
10105	Clatskanie PUD	\$28,745	\$30,329	\$24,169	\$26,422	\$20,477	\$26,501	\$27,067	\$24,714	\$24,092	\$19,193	\$251,709
10106	Clearwater Power	\$18,937	\$19,980	\$15,922	\$17,406	\$13,490	\$17,458	\$17,831	\$15,871	\$16,281	\$12,644	\$165,820
10109	Columbia Basin Elec Coop	\$8,740	\$9,221	\$7,349	\$8,034	\$6,226	\$8,058	\$8,230	\$7,325	\$7,514	\$5,836	\$76,533
10111	Columbia Power Coop	\$2,564	\$2,705	\$2,156	\$2,357	\$1,827	\$2,364	\$2,414	\$2,149	\$2,204	\$1,712	\$22,452
10112	Columbia River PUD	\$50,208	\$52,973	\$42,215	\$46,149	\$35,766	\$46,287	\$47,276	\$42,080	\$43,166	\$33,524	\$439,644
10113	Columbia REA	\$29,821	\$31,463	\$25,073	\$27,410	\$21,243	\$27,492	\$28,079	\$24,993	\$25,638	\$19,911	\$261,123
10116	Consolidated Irrigation District #19	\$196	\$207	\$165	\$180	\$140	\$185	\$185	\$164	\$169	\$131	\$1,718
10118	Consumers Power	\$36,612	\$38,629	\$30,783	\$33,653	\$26,081	\$33,753	\$34,474	\$30,685	\$31,477	\$24,446	\$320,593

Local Lodging Quarterly Report

Revenue Period July 1, 2025, through September 30, 2025

City of Cascade Locks

The following table contains the local lodging tax distribution for City of Cascade Locks. This distribution includes revenues received from July 1, 2025, through September 30, 2025.

Net Receipts	DOR Administrative Fee	Dollars Directed to Local
(93,656.53)	200.00	(93,456.53)

The following information comes from all returns filed July 1, 2025, through September 30, 2025. While this information mainly reflects the filing activity for the Q2 2025 tax return period, it may include late returns, amended returns, and audits from various filing periods.

Return Information

Original Returns Filed	16
# of Taxpayers	20
Amended Returns	0
Failure to File Assessment	4
Audits	0

Demographic Information

Hotels	15
Motels	3
B&B	0
RV/Campground	2
Vacation Rental	9
Other	0

Owner Operator	10
Managing Agent	2
Transient Lodging Intermediary	8

A state lodging return may include multiple rental locations located in City of Cascade Locks on one return. This means that the number of rental locations may not equal the number of returns.

Local Tax Information

Gross receipts reported on returns	1,602,322.95
Exemptions claimed on returns	198,232.00
Net Taxable Receipts reported on returns	1,404,090.95
Local tax reported on returns	95,505.08
Tax deficiency/unpaid tax	(2,133.02)
Penalty and Interest Received	284.53
Audit Payments Received	-

Penalties and interest also apply to deficiencies but are not included in this figure.

These values may not always tie to the amounts distributed due to system tolerances, and/or penalty/interest waiver requests. Payments are first applied to penalty/interest, and then to tax.