

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, August 11, 2014, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of July 28, 2014 City Council Minutes.**
 - b. **Ratification of the Bills in the Amount of \$.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Resolution No. 1308 Adopting Guidelines for the Development of New Programs or the Acquisition of New Equipment.**
 - c. **Approve Resolution No. 1309 Adopting the CDBG Section 3 Plan.**
 - d. **Approve Resolution No. 1310 Declaring CATV Surplus Material.**
 - e. **Approve Resolution No. 1311 Declaring Old Ambulance as Surplus.**
 - f. **Discuss Fire Department Volunteer Program.**
 - g. **Approval of New Electric Service to the Head End Room.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick (via phone), Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Station Captain Jesse Metheny, Dave Palais, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda.** Mayor Cramblett said he would like to have discussion regarding the new Public Works Department selected employee. The Executive Session would be under 192.660 (2) (a) Employment of Public Officers, Employees and Agents.

3. **Adoption of Consent Agenda.**

a. **Approval of July 14, 2014 City Council Minutes.**

b. **Ratification of the Bills in the Amount of \$ 150,383.72.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Walker moved, seconded by CM Busdieker, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

4. **Public Hearings.** None.

5. **Action Items:**

a. **Appointment to Committees.** None.

b. **Approve Resolution No. 1308 Adopting Guidelines for the Development of New Programs or the Acquisition of New Equipment.** CA Zimmerman said he made the changes to the resolution as discussed at the last meeting. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve Resolution No. 1308 establishing guidelines for the approval by Council of new policies or equipment purchases.

CM Busdieker said she still wasn't happy with the wording of the 3rd diamond on the second page outlining process. CM Fitzpatrick said he agreed with the wording because the City could benefit from someone else's knowledge. He said why should the City try if someone else tried and it didn't work. CM Busdieker said nothing in the process asks if it is a long term or a one-time proposal or if it is under or over a certain dollar amount. She said it doesn't allow for available grants or consideration of other resources. She said she really has a problem with "if other local governments are successfully doing it". She said we may be able to figure it out and do it better. CA Zimmerman said questions could always be asked and this is just a guideline for Council to use. He suggested some different language and said the item could be tabled to a future meeting. CM's Helfrich and Randall withdrew the motion and the second. CM Randall asked if this could be finalized at the next meeting. CM Helfrich suggested the draft be forwarded to the Council so that if there were further questions or concerns CA Zimmerman could consider those for the resolution before it comes back to Council.

c. **Discuss Fire Department Volunteer Program and Options.** SC Metheny said the biggest problem is the small pool of volunteers. The Council discussed the different options as listed in the staff report. SC Metheny said there are two paid staff paramedics, two paramedic volunteers, one intermediate, four EMT Basics, one EMR, and two firefighters. He said that eight of the ten volunteers are trained in firefighting. CA Zimmerman said maybe an option to add a little of each could be molded into a program to bring back to Council. Mayor Cramblett said there are questions that would need to be answered regarding the cost of equipment, etc. CM Randall said he would like to see some incentives for the rest of the team that also responds. CM Walker said

historically there have been issues with overtime. He said he would like to know an estimated amount of time. CM Walker told SC Metheny that he appreciated all the work he was doing. Mayor Cramblett thanked SC Metheny for the well written staff report.

d. Finance Committee Recommendation Regarding the Sale of the Old Fire Hall. CA Zimmerman said the staff report lists options for Council's consideration. CM Randall suggested choosing an option after pending situations have been dealt with. CA Zimmerman said he could talk to interested parties to let them know that the City is interested in listing the building and maybe that would motivate them. He said he knew a board decision of an interested party would not be until November. There was consensus of Council to put a For Sale by Owner sign on the old fire hall.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. Dave Palais said that Business Oregon is hosting a forum in The Dalles on August 14th to talk to different regions about what role they play in communities. He said the following week there is a quarterly meeting of the Commission for Oregon Water Resources Department. He said the final proposed order regarding the forfeiture of the water rights challenge by Food and Water Watch would be on the agenda. He informed Council of his office hours this week in Cascade Locks. Mayor Cramblett asked about the water rights issue. Dave explained the water transfer exchange process. He said there is chance for further appeal and that this is just one more step in the process.

7. Reports and Presentations.

a. City Committees. None.

b. City Administrator Zimmerman Report. CA Zimmerman said the City received a letter stating that ODOT has lifted the truck length restriction. He said City Attorney Sosnkowski will be on leave for nine months but that City Attorney Cleaveland could handle everything and could contact her if a need should arise. He reported on the communications tower and that one power pole has been placed in the Industrial park. CA Zimmerman informed Council that the upcoming Town Hall meeting could not be broadcast live. He said we could record and broadcast later. CM Walker suggested holding the Town Hall in the pavilion instead of the City Hall gym. There was consensus of Council to hold the Town Hall in the pavilion if it is available and for CA Zimmerman to present. Council also suggested having deteriorated pipes or actual pictures of the system available for the public to see.

8. Mayor and City Council Comments. CM Fitzpatrick thanked SC Metheny for the well written report and options. CM Walker congratulated Gyda Haight on her appointment to the Port Commission. He also thanked SC Metheny for the well written proposals and thanked all the guys for doing a great job. CM Randall thanked SC Metheny and said he knows the Emergency Services Department is doing the best they can do with what they've got. He said he appreciated SC Metheny's options on increasing coverage and volunteers.

Mayor Cramblett said he spoke with City Attorney Cleaveland about the Council not waiting for someone to challenge the amendment in the Charter. He said every Council can decide on an interpretation of the Charter. He said he asked Ruben if the Council could get a ruling from a judge. He said Ruben estimated the cost to be \$5,000 - \$10,000. He asked for consensus of Council to get a proposal from Ruben as to what that might look like. CM Helfrich asked about the cost of the attorney for the proposal. CA Zimmerman said we could ask for it to be done over

a couple months in order to not go over the \$1,200 per month retainer. There was consensus of Council.

9. **Other matters.** None.

10. **Executive Session per ORS 192.660 (2) (a) re: Employment of Public Officers, Employees and Agents.** Mayor Cramblett recessed Regular Session at 8:25 PM and entered into Executive Session at 8:31 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were CA Zimmerman and CR Woosley.

Mayor Cramblett re-entered Regular Session at 8:37. There was consensus of Council to hire John Stipan as the new Public Works Utility Worker 1.

11. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Randall, to adjourn. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:38 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
8/8/2014	Payroll	\$ 33,994.98
7/30/2014	A/P	\$ 67,855.36

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GRAND TOTAL \$ 101,850.34

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APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4948	07/14	07/30/2014	20	V140054	ADDYLAB	Water Sample Testing	2140562150	45.00
Total 4948:								
4949	07/14	07/30/2014	6839	81485186	Bound Tree Medical, LLC	Meds/supplies	0540562351	664.23
4949	07/14	07/30/2014	6839	81486833	Bound Tree Medical, LLC	Meds/supplies	0540562351	14.40
4949	07/14	07/30/2014	6839	81488246	Bound Tree Medical, LLC	Meds/supplies	0540562351	4.80
Total 4949:								
4950	07/14	07/30/2014	650	JUNE 2014	CASCADE LOCKS CHEVRON (DBA)	Propane	0140462530	35.80
Total 4950:								
4951	07/14	07/30/2014	790	313230273 7	CENTURYLINK	Fire Department Phones	0540562050	146.28
4951	07/14	07/30/2014	790	313401451 7	CENTURYLINK	telemetry	3140562050	116.27
4951	07/14	07/30/2014	790	313470082 7	CENTURYLINK	City Hall Phones	0140162050	390.19
4951	07/14	07/30/2014	790	313785538 7	CENTURYLINK	telemetry	2140562050	130.37
4951	07/14	07/30/2014	790	313785538 7	CENTURYLINK	telemetry	3140562020	130.37
4951	07/14	07/30/2014	790	313891134 7	CENTURYLINK	Emergency After Hours	5140562050	55.93
4951	07/14	07/30/2014	790	313891134 7	CENTURYLINK	Emergency After Hours	5140662050	13.98
4951	07/14	07/30/2014	790	314228414 7	CENTURYLINK	Lift Station	3140562050	37.53
4951	07/14	07/30/2014	790	320153997 7	CENTURYLINK	well house dialer	2140562050	7.82
Total 4951:								
								1,028.74
4952	07/14	07/30/2014	1120	A61059	COLUMBIA HARDWARE, LLC	roller frame	0340562560	4.98
4952	07/14	07/30/2014	1120	A61059	COLUMBIA HARDWARE, LLC	Misc supplies	2140562560	17.19
4952	07/14	07/30/2014	1120	A61662	COLUMBIA HARDWARE, LLC	cement	2140562560	44.28
4952	07/14	07/30/2014	1120	A61966	COLUMBIA HARDWARE, LLC	wood	5640563941	25.90
4952	07/14	07/30/2014	1120	A62131	COLUMBIA HARDWARE, LLC	screwdriver set	5140563690	12.78
4952	07/14	07/30/2014	1120	B76117	COLUMBIA HARDWARE, LLC	bushings	2140562560	19.96
4952	07/14	07/30/2014	1120	B76830	COLUMBIA HARDWARE, LLC	screws and bits	0140462520	3.87
4952	07/14	07/30/2014	1120	B76830	COLUMBIA HARDWARE, LLC	paint	0340562560	99.76
4952	07/14	07/30/2014	1120	B76830	COLUMBIA HARDWARE, LLC	paint roller	0340562560	18.47
4952	07/14	07/30/2014	1120	B76830	COLUMBIA HARDWARE, LLC	nails	2140562560	14.47

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4952:								261.66
4953	07/14	07/30/2014	1530	JULY 2014	DISH NETWORK	Programming	4140562740	400.00
Total 4953:								400.00
4954	07/14	07/30/2014	6878	JUNE 2014	Gannett Co., Inc	programming	4140562740	153.60
Total 4954:								153.60
4955	07/14	07/30/2014	2020	1223308	GENERAL PACIFIC INC.	Bulbs, Light Fixtures	5140562800	1,092.64
Total 4955:								1,092.64
4956	07/14	07/30/2014	2420	7440	HOOD RIVER CO. - FINANCE	July 2014 Deputy Service	0141962250	8,217.50
Total 4956:								8,217.50
4957	07/14	07/30/2014	6834	001	Joe Shelley	PCT bandanas	0840562180	200.00
Total 4957:								200.00
4958	07/14	07/30/2014	4910	100052905	Mack L. Hayes	Refund Deposit	5121130	232.36
Total 4958:								232.36
4959	07/14	07/30/2014	3160	72314	MARIANNE BUMP/PETTY CASH	sanitary supplies	0140162010	33.92
4959	07/14	07/30/2014	3160	72314	MARIANNE BUMP/PETTY CASH	office supplies	0140462540	64.45
Total 4959:								98.37
4960	07/14	07/30/2014	3490	1684	MID-COLUMBIA ECONOMIC	Annual Dues	0140162030	521.00
4960	07/14	07/30/2014	3490	1727	MID-COLUMBIA ECONOMIC	582 HR EDWOG	0140162030	250.00
Total 4960:								771.00
4961	07/14	07/30/2014	6898	411985	Moen Machinery	hedge trimmer	0140462520	133.32
4961	07/14	07/30/2014	6898	411985	Moen Machinery	hedge trimmer	0340562560	133.32
4961	07/14	07/30/2014	6898	411985	Moen Machinery	hedge trimmer	2140562560	133.32

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4961	07/14	07/30/2014	6898	411988	Moen Machinery	saw parts	0140462520	3.19
4961	07/14	07/30/2014	6898	411988	Moen Machinery	saw parts	2140562560	3.19
Total 4961:								406.34
4962	07/14	07/30/2014	4020	ME114654	ODOT-FUEL SALES	Fuel	0140462530	113.25
4962	07/14	07/30/2014	4020	ME114654	ODOT-FUEL SALES	Fuel	0340562530	167.11
4962	07/14	07/30/2014	4020	ME114654	ODOT-FUEL SALES	Fuel	0540562420	843.63
4962	07/14	07/30/2014	4020	ME114654	ODOT-FUEL SALES	Fuel	0840562020	16.06
4962	07/14	07/30/2014	4020	ME114654	ODOT-FUEL SALES	Fuel	2140562530	172.77
4962	07/14	07/30/2014	4020	ME114654	ODOT-FUEL SALES	Fuel	3140562530	240.88
4962	07/14	07/30/2014	4020	ME114654	ODOT-FUEL SALES	Fuel	5140562200	445.04
4962	07/14	07/30/2014	4020	ME114654	ODOT-FUEL SALES	Fuel	5140662200	370.94
Total 4962:								2,369.68
4963	07/14	07/30/2014	4060	BUMP 7/14	OMFOA	Mariann's Dues 2014	0140162030	105.00
4963	07/14	07/30/2014	4060	WEBB 7/14	OMFOA	Megan's Dues 2014	0140162030	105.00
Total 4963:								210.00
4964	07/14	07/30/2014	4180	HUYNH 2014	Oregon Dept. of Revenue	Huyh Municipal Court Fines	0140362870	45.00
Total 4964:								45.00
4965	07/14	07/30/2014	4630	400917300	PAPR MACHINERY	fluid excavator rental	5140562205	1,265.00
Total 4965:								1,265.00
4966	07/14	07/30/2014	4640	JULY 2014	PITNEY BOWES INC	Postage	0140162055	240.03
4966	07/14	07/30/2014	4640	JULY 2014	PITNEY BOWES INC	Postage	0840562055	9.97
Total 4966:								250.00
4967	07/14	07/30/2014	6780	18528410	Ricoh Americas Corporation	Lease	0140162120	236.80
4967	07/14	07/30/2014	6780	5031410769	Ricoh Americas Corporation	Copies	0140162110	74.48
Total 4967:								311.28
4968	07/14	07/30/2014	5510	8030541167	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	259.22

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4968:								
4969	07/14	07/30/2014	6887	E1230972	Witmer Public Safety Group, Inc.	Rope and Webbing	0540563025	533.25
Total 4969:								
4970	07/14	07/30/2014	6690	72514	WOOSLEY, KATHY	Reimburse Mileage	0140162020	22.40
Total 4970:								
4971	07/14	07/30/2014	940	JUNE 2014	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	380.00
Total 4971:								
4972	07/14	07/30/2014	4910	600135801 7	Jeff Pritchler	Refund Deposit	5121130	300.00
4972	07/14	07/30/2014	4910	600135801 7	Jeff Pritchler	Refund Deposit	9911033	556.54
Total 4972:								
4973	07/14	07/30/2014	6110	JULY 2014	U.S. POSTAL SERVICE	UB Postage	0140162055	272.78
Total 4973:								
7301401	07/14	07/30/2014	6080	JUNE 2014	U S BANK	Bank Fees	0140162110	273.63
Total 7301401:								
7301402	07/14	07/30/2014	6090	2305 7/14	U S BANK CC	tool and supplies	5140562030	29.99
7301402	07/14	07/30/2014	6090	2305 7/14	U S BANK CC	hydraulic supplies	5140562201	7.82
7301402	07/14	07/30/2014	6090	2305 7/14	U S BANK CC	tool and supplies	5140563700	146.41
7301402	07/14	07/30/2014	6090	2305 7/14	U S BANK CC	supplies for new shop	5645163941	184.98
Total 7301402:								
7301403	07/14	07/30/2014	6090	8773 7/14	U S BANK CC	misc.	0140362870	49.95
Total 7301403:								
7301404	07/14	07/30/2014	6090	2974 7/14	U S BANK CC	ipad data plan	0540562050	14.99

M = Manual Check, V = Void Check

Check Number	GI Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7301404:								
7301405	07/14	07/30/2014	440	JUN14-PWR	BPA	June Power Bill	5140562820	33,640.00 M
7301405	07/14	07/30/2014	440	JUN14-PWR	BPA	June Power Bill	5140662820	6,792.00 M
Total 7301405:								
7301406	07/14	07/30/2014	440	JUN14-TRNO	BPA	June Transmission Bill	5140562821	5,258.00 M
7301406	07/14	07/30/2014	440	JUN14-TRNO	BPA	June Transmission Bill	5140662821	1,061.00 M
Total 7301406:								
Grand Totals:								67,855.36

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	11,450.78-	11,450.78-
01-401-62010	293.14	.00	293.14
01-401-62020	22.40	.00	22.40
01-401-62030	981.00	.00	981.00
01-401-62050	390.19	.00	390.19
01-401-62055	512.81	.00	512.81
01-401-62110	348.11	.00	348.11
01-401-62120	236.80	.00	236.80
01-403-62870	94.95	.00	94.95
01-404-62520	140.38	.00	140.38
01-404-62530	149.05	.00	149.05
01-404-62540	64.45	.00	64.45
01-419-62250	8,217.50	.00	8,217.50
03-21010	.00	423.64-	423.64-
03-405-62530	167.11	.00	167.11
03-405-62560	256.53	.00	256.53
05-21010	.00	2,601.58-	2,601.58-
05-405-62050	161.27	.00	161.27
05-405-62111	380.00	.00	380.00
05-405-62351	683.43	.00	683.43
05-405-62420	843.63	.00	843.63
05-405-63025	533.25	.00	533.25
08-21010	.00	226.03-	226.03-
08-405-62020	16.06	.00	16.06
08-405-62055	9.97	.00	9.97
08-405-62160	200.00	.00	200.00
21-21010	.00	588.37-	588.37-
21-405-62050	138.19	.00	138.19
21-405-62150	45.00	.00	45.00
21-405-62530	172.77	.00	172.77
21-405-62560	232.41	.00	232.41
31-21010	.00	525.05-	525.05-
31-405-62020	130.37	.00	130.37
31-405-62050	153.80	.00	153.80
31-405-62530	240.88	.00	240.88
41-21010	.00	553.60-	553.60-
41-405-62740	553.60	.00	553.60
51-21010	.00	50,718.89-	50,718.89-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-21130	532.36	.00	532.36
51-405-62030	29.99	.00	29.99
51-405-62050	55.93	.00	55.93
51-405-62200	445.04	.00	445.04
51-405-62201	7.82	.00	7.82
51-405-62205	1,265.00	.00	1,265.00
51-405-62800	1,092.64	.00	1,092.64
51-405-62820	33,640.00	.00	33,640.00
51-405-62821	5,253.00	.00	5,253.00
51-405-63690	12.78	.00	12.78
51-405-63700	146.41	.00	146.41
51-406-62050	13.98	.00	13.98
51-406-62200	370.94	.00	370.94
51-406-62820	6,792.00	.00	6,792.00
51-406-62821	1,061.00	.00	1,061.00
56-21010	.00	210.88-	210.88-
56-405-63941	25.90	.00	25.90
56-451-63941	184.98	.00	184.98
99-11033	556.54	.00	556.54
99-21010	.00	556.54-	556.54-
Grand Totals:	67,855.36	67,855.36-	.00

Report Criteria:
 Report type: GL detail

CASCADE LOCKS STAFF REPORT

Date Prepared: July 9, 2014 - Revised: July 18, 2014 – Revised: July 29, 2018

For City Council Meeting on: August 11, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of Resolution 1308 Establishing a Policy for New Equipment or Program

SYNOPSIS: The Finance Committee recommended codifying a policy for the establishment of a new program or purchasing a piece of new equipment. The attached resolution attempts to provide staff with a structure to evaluate and determine when a policy or purchase requires approval by Council.

At the July 14th Council meeting some suggestions were made regarding wording of this policy. The following changes were made to the Resolution:

1. The word "Used" was inserting into the resolution title.
2. A new "whereas" statement was added ("new equipment can also be defined as used equipment new to the City.")
3. The third diamond previously asked "Are other local governments doing it?" The following has replaced that question. "(Are) Other local governments successfully doing it?"

July 29, 2014 Revision: After the local governments decision, I inserted the potential to "Research Other Options."

After the question about the budget, I inserted the question "Are other resources available?" This would include grants, partnerships, donations, etc. If the policy or equipment is in the budget, but other resources are not available, can the purchase or implementation wait for the next planning cycle?

July 31, 2014 Revision: Councilor Busdieker made an excellent point about the "Research Other Options." It is not a decision point, but a process. So the revision you now see includes and expands the research to cover the two key questions "Does it address a pressing public need?" and "Are other local governments successfully doing it?" In order to adequately answer those questions, research must be done including what are the needs being addressed and what are the resources required to meet those needs. We also need to answer the question

about the potential for other funding sources outside our own resources. All of these questions can help clarify the new/used equipment purchase or policy implementation.

I hope this captures what the Council wanted.

CITY COUNCIL OPTIONS: Accept, modify, or reject the policy.

RECOMMENDED MOTION: "I move to approve Resolution No. 1308 establishing guidelines for the approval by Council of new policies or equipment purchases."

RESOLUTION NO. 1308

**A RESOLUTION ADOPTING GUIDELINES FOR THE DEVELOPMENT OF NEW PROGRAMS
OR THE ACQUISITION OF NEW/USED EQUIPMENT**

WHEREAS the City of Cascade Locks wants its employees to be creative and proactive in the performance of their jobs; and

WHEREAS the City wants its employees to improve job performance; and

WHEREAS the City understands that the job is performed better when the right equipment is used to do the job right; and

WHEREAS new equipment can also be defined as used equipment new to the City; and

WHEREAS the expected result is that employees will, by using the correct program or equipment, be more efficient and effective; and

WHEREAS the staff will be able to do more with less;

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

SECTION 1: Decision Tree: City staff will use the decision tree attached as a guideline for the development of any new program or the acquisition of any new/used equipment.

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

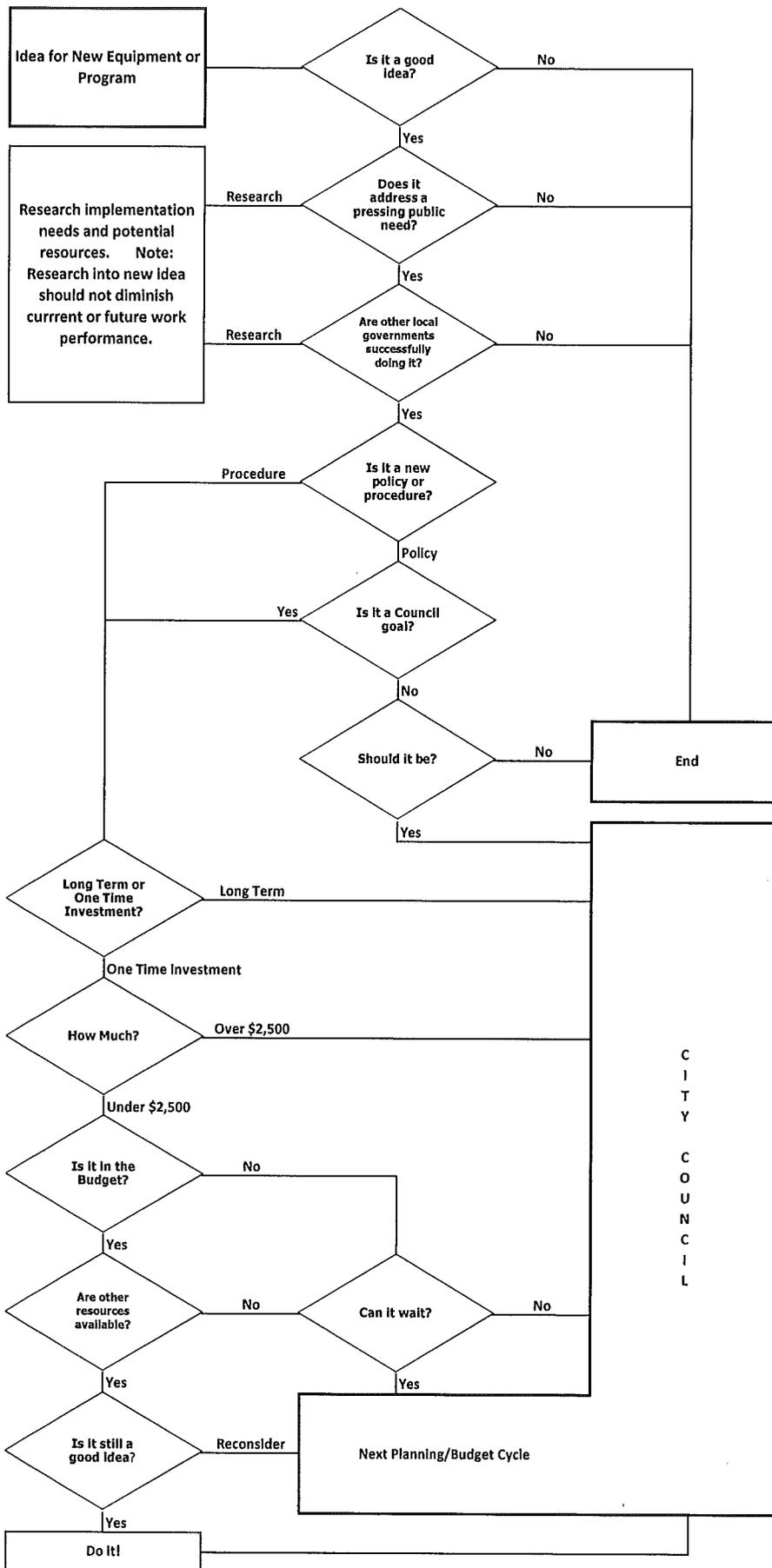
SECTION 3: Expiration: This resolution shall remain in effect until repealed by the Council.

ADOPTED by the City Council this 11th day of August, 2014.

APPROVED by the Mayor this 11th day of August, 2014.

Tom Cramblett, Mayor

Kathy Woosley, City Recorder



CASCADE LOCKS STAFF REPORT

Date Prepared: August 4, 2014

For City Council Meeting on: August 11, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution No. 1309 Adopting a CDBG Section 3 Plan.

SYNOPSIS: As part of the Community Development Block Grant (CDBG) the City received for the Wastewater Master Plan, we are required to adopt a policy that insures that local residents receive benefit from that federally funded project. This is referred to as a Section 3 Plan. Please see the General Policy Statement on Page 3 for an explanation of how the City plans to achieve the recruitment of local low and very low income people and to avoid discrimination. This plan has been approved by the Infrastructure Finance Authority and now needs the Council's approval.

CITY COUNCIL OPTIONS: Approve, modify, or reject the Section 3 Plan.

RECOMMENDED MOTION: "I move to approve resolution No. 1309 adopting a Section 3 Plan."

**CITY OF CASCADE LOCKS
RESOLUTION NO. 1309**

**A RESOLUTION ADOPTING THE SECTION 3 PLAN TO COMPLY WITH 24 CFR, PART 135 OF THE
UNITED STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 3.**

WHEREAS, the United States Congress passed Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) to further the goal of ensuring that federal funds benefit the residents of projects funded wholly or in part by those funds, and

WHEREAS, Part 135 of Section 3 is to establish the standards and procedures to be followed to ensure that the objectives of Section 3 are met; and

WHEREAS, the City of Cascade Locks has developed a Section 3 Plan in adherence to 24 CFR, Part 135 that more comprehensively addresses the standards and procedures prescribed in the Act;

NOW, THEREFORE, BE IT RESOLVED THAT by the City Council of the City of Cascade Locks, Oregon, as follows: to adopt and implement the Section 3 Plan to ensure compliance with Federal Law and Community Development Block Grant projects and to designate the City Administrator, or person designated by the City Administrator, as the Section 3 Coordinator for the City of Cascade Locks.

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

Expiration: This resolution shall remain in effect until repealed by the Council.

ADOPTED by the City Council this 11th day of August, 2014.

APPROVED by the Mayor this 11th day of August, 2014.

Tom Cramblett, Mayor

Kathy Woosley, City Recorder

SECTION 3 PLAN
for
City of Cascade Locks, Oregon

Adopted: _____

OFFICE OF ECONOMIC OPPORTUNITY
FAIR HOUSING EQUAL OPPORTUNITY
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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General Policy Statement

It is the policy of City of Cascade Locks, Oregon to require its contractors to make a good faith effort to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

In addition, City of Cascade Locks, Oregon has adopted a Section 3 plan to establish policy that ensures economic opportunities for low and very low income persons residing in City of Cascade Locks. City of Cascade Locks implements this policy through the awarding of contracts that create employment and business opportunities for qualified low- and very low-income persons residing in City of Cascade Locks.

The policy will ensure that in good faith the City of Cascade Locks will have a reasonable level of success in the recruitment, employment, and utilization of Section 3 residents and other eligible persons and Section 3 business concerns working on contracts partially or wholly funded with the United States Department of Housing and Urban Development (HUD) monies. The City of Cascade Locks shall examine and consider a contractor's, professional service provider/consultant or vendor's potential for success by providing employment and business opportunities to Section 3 residents and business concerns prior to acting on any proposed contract award.

Section 3 Purpose

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the City of Cascade Locks ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very-low income persons.

Section 3 Contracting Policy and Procedure

City of Cascade Locks will include Section 3 policy in all procurements generated for use with HUD funding.

This policy and procedure contains goal requirements for awarding contracts to Section 3 Business Concerns.

All contractors/businesses seeking Section 3 preference must, before submitting bids/proposals to the City or its subrecipients, be required to complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required by this section. Such certifications shall be adequately supported with appropriate documentation as referenced in the form.

Procurement Documents

To promote good faith efforts to enhance Section 3 Compliance, all procurement documents must meet the following:

1. Each bidder/proposer must include a Section 3 Opportunities Plan (Exhibit 3) which indicates its commitment to meet City of Cascade Locks' Section 3 resident hiring requirements.
2. If a bidder/proposer fails to submit a Section 3 Opportunities Plan and the related data along with the bid/proposal, such bid/proposal will be declared as "non-responsive."
3. For Invitations for Bids ("IFB") where awards are made to the lowest, responsive and responsible bidder, the bidder's commitment to satisfy City of Cascade Locks' resident hiring requirements may be a factor used in determining whether the bidder is "responsive."

What if my Business Does Not Qualify as a Section 3 Business?

City of Cascade Locks and its subrecipients will, to the greatest extent feasible, offer contracting opportunities to Section 3 business concerns. However, in the event no Section 3 business bids on a contract, or bids but is not able to demonstrate to the City's satisfaction that it has the ability to perform successfully under the terms and conditions of the proposed contract, then that contract will be awarded to a non-Section 3 business concern that can meet the terms and conditions of the proposed contract through the competitive bidding process.

That business concern must meet, as all businesses must (including Section 3 businesses), the general conditions of compliance (refer to Section 3 Clause).

This will include:

1. Submitting a list of all positions necessary to complete contract, name of employees who will fill those positions, names of all other employees.
2. Posting notices of any vacant positions, including training and/or apprenticeship positions, qualifications for positions, place where applications will be received and starting date of employment.
3. To the greatest extent possible, making vacant positions, including training and/or apprenticeship positions, available to Section 3 residents (all categories) in order of priority.
4. As positions are vacated during completion of contract, following guidelines enumerated in numbers 2 and 3 above.
5. Submitting Compliance Reports as required.
6. If notified of non-compliance, correcting non-compliance within allowable time period.

Section 3 Employment & Training Goals

It is the policy of City of Cascade Locks, Oregon to utilize residents and other Section 3 eligible persons and businesses in contracts partially or wholly funded with monies from the U.S. Department of Housing and Urban Development (HUD). The City has established employment and training goals that contractors and subcontractors should meet in order to comply with Section 3 requirements as referenced in 24 CFR 135.30. The numerical goal is thirty percent (30%) of the aggregate number of new hires in any fiscal year.

It is the responsibility of contractors to implement progressive efforts to attain Section 3 compliance. Any contractor that does not meet the Section 3 numerical goals must demonstrate why meeting the goals was not feasible. All contractors submitting bids or proposals to City of Cascade Locks or its subrecipients are required to certify that they comply with the requirements of Section 3.

The Section 3 Contract Clause specifies the requirements for contractors hired for Section 3 covered projects. The Section 3 Clause must be included in all Section 3 covered projects. The Section 3 Contract Clause is included as a part of this plan.

Section 3 Program Resident/Participant Certification Procedure

Section 3 Residents Are:

1. Residents of Public and Indian Housing residing in the City of Cascade Locks; or
2. Individuals that reside in the metropolitan area or nonmetropolitan City in which the Section 3 covered assistance is expended and whose income do not exceed the local HUD income limits set forth for low- or very low-income households.

The City of Cascade Locks will certify Section 3 program participants who reside in the City of Cascade Locks and who are seeking preference in training and employment by completing and attaching adequate proof of Section 3 eligibility, as required by the form.

Resident Hiring Requirements

City of Cascade Locks has established a numerical goal for new hires for contractors on Section 3 eligible projects. This goal is thirty percent (30%) of the aggregate number of new hires in any fiscal year.

In addition, City of Cascade Locks has adopted the following fiscal scale for resident hiring that is to be used on all construction contracts, service contracts and professional service contracts that contain a labor component.

RESIDENT HIRING SCALE

TOTAL LABOR DOLLARS AMOUNT FOR SERVICE CONTRACTS	USE TOTAL CONTRACT RESIDENT AS A % OF TOTAL LABOR \$
Labor dollars \$25,000 but less than \$100,000	10% of the labor dollars
\$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	1 – ½% of the labor dollars

With this sliding formula, it is expected that an appropriate number of residents with particular qualifications or willingness to begin unskilled labor will be able to participate in contracted labor efforts. A prime contractor, through its subcontractor(s), may satisfy the City of Cascade Locks resident hiring requirement set forth above in one of the following manners:

1. Subcontract or joint venture with a resident owned business. The business must be 51% of more owned by a qualifying low-income resident, or subcontract/joint venture with a business that employs full-time, 30% or more low and very-income individuals residing within City of Cascade Locks.

2. Direct hiring of City of Cascade Locks low and very low-income neighborhood residents based on the Resident Hiring Scale.

Section 3 Coordinator

In order for City of Cascade Locks to implement the Section 3 plan and maintain compliance with its various components, the City has identified the City Administrator as the Section 3 Coordinator to serve as the liaison between the City, its contractors, subcontractors, HUD and Section 3 residents and business concerns.

Preference for Contracting with Section 3 Business Concerns

A Section 3 Business Concern is one of the following:

1. Businesses that are 51 percent or more owned by Section 3 residents;
2. Businesses whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the firm were Section 3 residents; or
3. Businesses that provide evidence of a commitment to subcontract in excess of 25 percent of the dollar amount of all subcontracts to be awarded to businesses that meet the qualifications described above.

The City of Cascade Locks, in compliance with Section 3 regulations, will require contractors and subcontractors (including professional service contractors) to direct their efforts towards contracts to Section 3 business concerns in the following order to priority:

1. Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section covered project is located.

Contractors and subcontractors are expected to extend to the greatest extent feasible, efforts to achieve the numerical goals established by the City of Cascade Locks. *It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to employ Section 3 program participants before any other person, when hiring additional employees needed to complete proposed work to be performed with HUD (federal) funds.*

Section 3 Business Certification

Any business seeking Section 3 preference in the awarding of contracts or purchase agreements with City of Cascade Locks or its subrecipients shall complete the *Section 3 Business Concern Application*, which can be obtained from the City of Cascade Locks Section 3 Coordinator.

The business seeking Section 3 preference must be able to provide adequate documentation as evidence of eligibility for preference under the Section 3 Program.

Certifications for Section 3 preference for business concerns must be submitted to the Section 3 Coordinator prior to the submission of bids for approval. If the Section 3 Coordinator previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid.

Efforts to Award Contract Opportunities To Section 3 Business Concerns

City of Cascade Locks and its subrecipients will use the following methods to notify and contract with Section 3 business concerns when contracting opportunities exist.

- Advertise contracting opportunities via newspaper, mailings, and/or posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Provide written notice of contracting opportunities to all known Section 3 business concerns. The written notice will be provided in sufficient time to enable business concerns the opportunity to respond to the bid invitation.
- Contact business assistance agencies, Minority and Women's Business Enterprise (M/WBE) contractor associations and community organizations, as appropriate, to inform them of contracting opportunities and to request their assistance in identifying Section 3 businesses.

Contractor's Requirements in Employing Section 3 Residents

Under the City of Cascade Locks Section 3 Program, contractors, subcontractors, professional service providers/consultants, vendors and supplies are required to submit a Section 3 Opportunities Plan and Certification and to:

1. Provide employment opportunities to Section 3 residents/participants to the greatest extent feasible, in the priority order listed below:
 - a. Category 1 – Section 3 Residents from the service area or neighborhood in which the Section 3 covered project is located,
 - b. Category 2 – Section 3 Residents of Section 8 of the local Housing Authority as well as all other residents residing in the service area or neighborhood in which the Section 3 covered project is located. Section 3 residents must meet the income guidelines for Section 3 preference (refer to Section 3 Income Limits).
2. After the award of contracts, the contractor must, prior to beginning work, inform Section 3 participants of the development at which the work will be performed, by providing the following:
 - a. Names of the Section 3 business concerns to be utilized,
 - b. Estimates of the number of employees to be utilized for contract,
3. Contractors must notify the Section 3 Coordinator of their interests regarding employment of Section 3 participants prior to hiring. Additionally, the City will be contacted to ensure that the individuals are not involved in any legal proceedings against/with the City of Cascade Locks.
4. Submit a list of core employees (including administrative, clerical, planning and other positions pertinent to the construction trades) at the time of contract award. Document the performance of Section 3 participants (positive and negative), regarding punctuality, attendance, etc., and provide this information to the Section 3 Coordinator.
5. Immediately notify the Section 3 Coordinator of any problems experienced due to the employment of Section 3 participants.
6. Immediately notify the Section 3 Coordinator if a participant quits, walks off, or is terminated for any reason. The contractor must provide written documentation of all such incidents to support such decisions to the Section 3 Coordinator to determine if an investigation is warranted.
7. Businesses can use the Work Source Oregon – First Source Hiring Agreement in complying with the Section 3 requirements.

Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. Contractor shall complete THE REQUIRED Section 3 report form 60002 and submit it to the City with the final construction pay estimate for the project.

Definitions

Applicant – Any entity which makes an application for Section 3 covered assistance, and includes, but is not limited to, any State, unit of local government, public housing agency or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association.

Assistant – the Assistant Secretary for Fair Housing and Equal Opportunity.

Business Concern – a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

Contractor - any entity which contracts to perform work generated the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

Employment Opportunities Generated by Section 3 Covered Assistance – all employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in Section 135.3 (a) (1)). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

Housing Authority (HA) – Public Housing Agency.

Housing Development – low-income housing owned, developed, or operated by public housing agencies in accordance with HUD's public housing program regulations codified in 24 CFR Chapter IX.

Low-income person – families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.

Metropolitan Area – a metropolitan statistical area (MSA), as established by the Office of Management and Budget.

New Hires – full-time employees for permanent, temporary or seasonal employment opportunities.

Recipient – any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State unit of local government, PHA, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

Section 3 – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 Business Concern – a business concern,

- 1) That is 51 percent or more owned by Section 3 resident: or
- 2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- 3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 above.

Section 3 Covered Assistance –

- 1) public housing development assistance provided pursuant to Section 5 of the 1937 Act;
- 2) public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
- 3) public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;
- 4) assistance provided under any HUD housing or community development program that is expended for work arising in connection with housing rehabilitation, construction, or other public construction project (which includes other buildings or improvements, regardless of ownership).

Section 3 Clause – the contract provisions set forth in Section 135.38.

Section 3 Covered Contracts – a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project.

Section 3 Covered Project - the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

Section 3 Resident – a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low-to very low-income person.

Subcontractor – any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

Very low-income person – families (including single persons) whose income do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

SECTION 3 BUSINESS CONCERN APPLICATION

Exhibit 1

Business Name:		
D.B.A. (if different from above):		
Address:	City:	State/Zip:
Business Phone: ()	Fax: ()	
E-Mail:	Business Website:	
Employer Identification Number:	Owners Social Security Number (if no EIN):	
Contact Person & Title:	Contact Phone:	
Date Business was established: ____ / ____ / ____ <div style="text-align: center;"><i>Month Day Year</i></div>		
Type of Business Entity (check one):		
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Joint Venture Other (Describe): _____		
Has Business worked with City of Cascade Locks in the past? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Is yes, please provide Vendor Number:		
Does Business have any special designation(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If YES, check all that apply: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other _____		

SECTION 3 BUSINESS CONCERN

Resident Business Owner(s)

For business claiming status as a Section 3 resident-owned enterprise

Name of Owner: _____

Home Address: _____

Name of Business: _____

Percentage of Ownership: _____ %

Attached is the following documentation as evidence of status:

- Copy of Resident Lease
- Copy of Public Assistance
- Copy of evidence of participation in public assistance program
- Other evidence

If the business is owned by more than one Section 3 resident, each should submit a separate Resident Business Owner Verification Form. List each owner below:

I certify that the other Section 3 residents listed below collectively own at least 51% of the business.

Name	Position	Percentage of Ownership

I certify that the information provided is true and accurate.

Print Name:	Date:
Signature:	

**SECTION 3 BUSINESS CONCERN
30%+ WORKFORCE**

For Business claiming Section 3 status, claiming at least 30% workforce Section 3

A business can be certified as a Section 3 business concern if at least 30% of its permanent, full-time employees are currently Section 3 residents or were Section 3 residents within three years of the date of employment with the business.

For your firm to be eligible UNDER THIS CRITERIA, you must provide the following information for all permanent FT employees.

Copy this form if necessary.

LIST ALL EMPLOYEES NAME & ADDRESS	DATE HIRED (MM/DD/YYYY)	CHECK IF SECTION 3 RESIDENT	JOB TITLE/TRADE
Name: Address: City/Zip:		<input type="checkbox"/>	
Total Number of Employees:			
Number of Section 3 Residents:			
% of Total Workforce:			

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Print Name: Title: Company Name: Date: Signature: _____
--

**SECTION 3 BUSINESS CONCERN
25%+ SUBCONTRACT**

For Business claiming Section 3 status, claiming at least 25% of the dollar awarded to qualified Section 3 business(es)

Provide a list of Subcontracted Section 3 business(es) and subcontract amount. Copy this form if necessary.

<u>LIST ALL SUBCONTRACTS</u> NAME & ADDRESS	CHECK IF SECTION 3 BUSINESS	SUCONTRACT AMOUNT
Business Name: Address: City/Zip:	<input type="checkbox"/>	

I certify that the information provided is true, complete, and correct to the best of my knowledge and belief.

Print Name: Title: Company Name: Date: Signature: _____
--

**City of Cascade Locks
Resident Eligibility for Preference
Certification Form**

A Section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

Certification for Resident Seeking Section 3 Preference in Training and Employment

I, _____, am a legal resident of the City of Cascade Locks _____ and certify that I meet the income eligibility guidelines for a low- or very-low-income person as published on the reverse.

My permanent address is: _____

I have attached the following documentation as evidence of my status:

- a. Copy of lease demonstrating proof of residency in a public housing development
- b. Copy of receipt of public assistance such as a Section 8 certificate or voucher
- c. Copy of evidence of participation in a public assistance program such as JTPA, Job Corps etc.
- d. Income tax records
- e. Other

Signature: _____

Print Name: _____ Date: _____

Income Eligibility Guideline (FY2014 from HUD.gov)

All residents of public housing developments qualify as Section 3 residents. Additionally, individuals residing in the City of Cascade Locks who meet the income limits set forth below can also qualify for Section 3 status. A picture identification card and proof of current residency is required.

Number in Household	Very Low Income	Low Income
1 individual	\$22300	\$35700
2 individual	\$25500	\$40800
3 individual	\$28700	\$45900
4 individual	\$31850	\$50950
5 individual	\$34400	\$55050
6 individual	\$36950	\$59150
7 individual	\$39500	\$63200
8 individual	\$42050	\$67300

**INSTRUCTIONS FOR COMPLETING THE SECTION 3 OPPORTUNITIES PLAN
(SERVICE & PROFESSIONAL CONTRACTS)**

The purpose of Section 3 is to ensure that jobs and economic opportunities generated by HUD financial assistance for housing and community development programs shall be directed to low and very low income persons, particularly those who are recipients of government assistance for housing and business concerns which provide economic opportunities to low and very low income persons.

Section I

The Section 3 Opportunities Plan is to be completed for construction and professional service contracts. There are several ways in which Section 3 can be fulfilled. They are listed in order of preference:

1. Subcontract or joint venture with a Section 3 resident owned business. The business must be 51% or more owned by Section 3 residents or Subcontractor/joint venture with a business whose permanent full-time employees include persons at least 30% of whom are currently Section 3 residents or within 3 three years of the date of first employment with the business concern were Section 3 residents, or
2. Direct hiring Section 3 residents of the service area or the neighborhood in which the covered project is located.

If a prime contractor is unable to satisfy the Section 3 resident hiring requirements per the above, the requirements may be satisfied through any subcontractors that may be involved in the project:

1. If the (sub)contractor has identified a resident owned business or a business which employs 30% or more Public Housing or Neighborhood residents, this paragraph is to be completed by indicating the number of resident owned businesses that will be used on the contract/spec number shown at the end of the paragraph.
2. If the (sub)contractor plans to hire Public Housing or Neighborhood residents to work for its company, paragraph two (2) must be completed with the contract/spec number and the percentage of compliance in hiring the resident(s).

Section II

The second portion of the Section 3 Opportunities Plan begins with the specification or request for proposal title and number.

Section III

The third section is to be completed by listing current staff to be used to complete the work bid upon.

1. List the job titles,
2. Complete the Needed column if additional staff will be required to fulfill the classification,
3. In the Total column, list the total number of staff plus the number needed,
4. In the low and very low income area residents columns, list the number of current staff who are residents of public housing, or who are low or very low income neighborhood residents,

-
5. In the To Be Filled column, list the number of positions that fit into the low and very low-income public housing residents and low and very low income residents who will be hired.
 6. In the Hiring Goal column, list the number of Public Housing residents or low and very low income residents you intend to hire.

Section IV

The final section is to be completed after the contract has been awarded, interviews have taken place and residents have been hired. The completed Section 3 Opportunities Plan must be submitted to the City of Cascade Locks Section 3 Coordinator.

SECTION 3 OPPORTUNITIES PLAN

Business Opportunities and Employment Training of the City of Cascade Locks' Public Housing Residents (PHR) and Low and Very Low Income Neighborhood Residents (LINR)

Section I. Opportunities Plan

The Contractor has identified _____ Section 3 resident owned business (es) or _____ business (es) which employ 30% or more Section 3 residents to comply with _____ % of its Section 3 requirements covered under Contract# _____. (Option 1)

Alternately, the Contractor hereby agrees to comply to the greatest extent feasible, with all the provisions of Section 3 as set forth in 24 CFR 135.1 and this City of Cascade Locks Section 3 plan implemented through Resolution # _____ dated _____.

The Contractor hereby submits this document to identify employment opportunities for Section 3 public housing residents and low and very low-income area residents, during the term of the contract between the Contractor and the City of Cascade Locks. The Contractor affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services covered under Contract # _____. The Contractor has committed to employ the following in order to comply with _____ % of its Section 3 requirements. (Option 2)

Additionally, The Contractor can participate in training programs that advance low to very low income residents and qualified businesses in gainful employment and business opportunities. (Option 3)

Section II. Labor Survey

Project Title: _____

Job Title: _____

Local Contract/Agreement Number: _____

Job Title	Needed	Number of Positions			To be Filled	Hiring Goal	
		Total	LINR	PHR		LINR	PHR

LINR= Low/Very Low income Neighborhood Residents
 PHR= Public Housing Residents

Section III. Resident List

Section 3 resident employee information (jobs to be filled)

Job Title	Name	Address	Social Security Number

Please check the Option(s) that describe your contracting efforts:

- Option 1: Subcontract with Section 3 Business(es)
- Option 2: Hire Section 3 residents/participants
- Option 3: I have a training program in place and am willing to train _____ residents

Contractor's Signature and Title

Date: _____

SECTION 3 OPPORTUNITIES PLAN CERTIFICATION

NAME OF PRIME CONTRACTOR/ PROFESSIONAL SERVICES PROVIDER:

Local contract/.Agreement #:

CONTRACT Name:

THIS DOCUMENT IS REQUIRED FOR ALL CONSTRUCTION OR LABOR RELATED PROCUREMENTS AND PROFESSIONAL SERVICE AGREEMENTS.

The Contractor hereby agrees to comply, to the greatest extent feasible, with all the provisions of Section 3 as set forth in 24 CFR 135.38 implementing Section 3 requirements. The contractor hereby submits this Section 3 Opportunities Plan.

The Contractor shall provide a status report identifying its progress in meeting the Section 3 goals established in this Section 3 Opportunities Plan on a yearly basis.

Each Bidder/Proposer for a construction or labor related contract and professional services agreement must complete the Section 3 Opportunities Plan and submit all relevant information required herein. A prime contractor, through its' subcontractors may satisfy the Section 3 Resident Hiring Requirements.

Acknowledged by:

(President or Authorized Officer)

Date: _____

STAFF REPORT

Date Prepared: August 1, 2014

For City Council Meeting on: August 11, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: City Property to be Deemed Surplus

SYNOPSIS: A consumption agreement was approved by Council on May 27, 2014 with Gorge.Net. The City's equipment has to be deemed surplus by Council before turning over to Gorge.Net. A list of equipment is included as an attachment to the resolution.

This issue comes to City Council at this time for formal action.

CITY COUNCIL OPTIONS:

1. Deem as surplus property
2. Take no action

RECOMMENDATION: That City Council, by motion, approve Resolution No. 1310, declaring cable television equipment as surplus property.

RESOLUTION NO. 1310

A RESOLUTION DECLARING CABLE TELEVISION EQUIPMENT OF CITY PROPERTY AS SURPLUS; AND AUTHORIZING SALE OF SUCH PROPERTY.

WHEREAS, the City has entered into an agreement on May 27, 2014 with Gorge.Net to assume the City's cable television and broadband service; and

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

SECTION 1. Items Declared to be Surplus. The attached equipment list as of February 11, 2014 (Exhibit A) and any item purchased since that date is declared to be surplus by the City and will become the property of Gorge.Net.

SECTION 2. No Warranties of Guarantees. The City is to receive assurance from purchaser that they understand that the city offers no warranties or guarantees with surplus items. Purchasers should understand that they are purchasing surplus property "as is".

SECTION 3. This resolution is effective immediately upon adoption by the City Council.

ADOPTED by the City Council this 11th day of August, 2014 .

APPROVED by the Mayor this 11th day of August, 2014.

Tom Cramblett, Mayor

ATTEST:

City Recorder

Cable TV Equipment List
Tuesday, February 11, 2014

Equipment Description	Quantity
1 500 mcm w/mess	810 feet
2 500 mcm, foam, Amphenol	60 feet
3 500 mcm, TFC	150 feet
4 750 mcm, foam, Amphenol	5100 feet
5 Adapter, K/S	2
6 Agile IRD-II, Standard	3
7 Agile, 40CLK, Standard	1
8 Amp, Return	3
9 Amp, Return, Magnavox	2
10 Amp, Trunk	2
11 Amplifier, 10dB, RMS	1
12 Amplifier, Commercial HEMT C-Bend	8
13 Analyzer, Digital Stealth, SDA 4040D	1
14 Bracket, extension, AL	50
15 Bracket, Plastic, Black	30
16 Bridger, Magnavox	3
17 Charger, Analyzer w/ battery	1
18 Chassie, 7-MC, Magnavox	3
19 Clamp, Steel with two bolts	43
20 CMTS, Terayon, BW 3240	1
21 CMTS, Total Control, 3com	1
22 Combiner, AV-mini, Idealonics EAS	1
23 Combiner, passive head end, PHC-124 (5)	1
24 Connector, 500 mcm	7
25 Connector, 500 mcm	5
26 Connector, 500 mcm, Foam	7
27 Connector, 500-P3, Gilbert	37
28 Connector, 750 mcm, Air, GRS750-SP-MC2	2
29 Connector, ACC-50 CH	3
30 Connector, ACC500 - CH-T10	8
31 Connector, Foam, 750 mcm, GRS750-N-DU-01	7
32 Connector, Push-on SPP-6Q	30
33 Connector, SPP-11, Stirling	175
34 Control, Auto-Input-Offset, CF/DC	1
35 Control, Complete	4
36 Converter, Digital-Analog, Channel Master	1
37 Dish, parabolic, channel master 3041124	5
38 Downconverter, C-Band	4

Cable TV Equipment List
Tuesday, February 11, 2014

Equipment Description	Quantity
39 Elbow, 500 mcm GRS 90 degree	4
40 Elbow, CAD-1100 Female to Male	12
41 Elbow, Steel, 500 mcm	7
42 Enclosure, Cable guard, plastic CG1000	3
43 Enclosure, Cable tec, plastic	2
44 Extender, Line, Magnavox	2
45 Extender, Line, Phillips	9
46 Extension, 500 mcm	6
47 Faceplate, 11/2	1
48 Faceplate, 11/4	1
49 Faceplate, 14/2	2
50 Faceplate, 14/4	1
51 Faceplate, 17/2	1
52 Faceplate, 17/4	1
53 Faceplate, 20/2	1
54 Faceplate, 20/4	3
55 Faceplate, 23/2	1
56 Faceplate, 23/4	2
57 Faceplate, 26/2	7
58 Faceplate, 26/4	8
59 Faceplate, 29/2	1
60 Faceplate, 29/4	6
61 Faceplate, 8/2	3
62 Faceplate, 8/4	3
63 Faceplate, w/ housing, 4/2	4
64 Filter, all channels (23 excepted)	7
65 Fitting F RG-11	100
66 Fitting, F RG-59	40
67 Fitting, F RG-6	100
68 Generator, Stereo, TVM 450	1
69 Grounding Block, GRB-AR, Hollend	90
70 Hook, Large, Steel	170
71 Hook, Small, Steel	137
72 Housing, Faceplate	28
73 Mainstation, Magnavox	12
74 Modem, broadband, Motorola	5
75 Modulator Bridges, assortment	35
76 Modulator(s), Videocipher,	1

Cable TV Equipment List
Tuesday, February 11, 2014

Equipment Description	Quantity
77 Modulator, Agile, S/A, 9260	1
78 Modulator, Agile, SCM 550 HP	1
79 Modulator, Agile, SCM 550 HP	1
80 Modulator, Agile, SCM 550 HP	1
81 Modulator, Agile, SCM 550 HP	1
82 Modulator, Agile, SCM 550 HP	1
83 Modulator, Agile, SCM 550 HP, Standard	4
84 Modulator, Audio, S/A. 6350	1
85 Modulator, Audio, TVM450, Standard	1
86 Modulator, DSR-4500X	1
87 Modulator, MTV, Drake	1
88 Modulator, MTV, Motorola	1
89 Modulator, S/A, 6350	1
90 Modulator, S/A, 6350	1
91 Modulator, SCM 550 HP	1
92 Modulator, SCM 590 HP	1
93 Modulator, Standard, SCM 550 HP	1
94 Modulator, TUM 450, Audio	1
95 Modulator, TVM450, Standard	1
96 Modulator, Video, Drake	1
97 Modulator, video, Drake, VM2450A	1
98 Modulator, Video, VM 2551, Drake	1
99 Modulator, Video, VM 2551, Drake	7
100 Modulator, Video, VM2551, Drake	1
101 Modulator, VM 245 OA, Drake	1
102 Modulator, VM 2551, Drake	1
103 Module, Audio, TVM450L	1
104 Module, Videocipher GI	1
105 Monitor, Safety Alert, MIP-921S	1
106 Pad, assortment	20
107 Pads, assorted	19
108 Pedestal, plastic	4
109 Penguin Computing	1
110 Processor, Agile, 361 HL, CADC	1
111 R-11 Quad, Amphenol	3700 feet
112 R-11 w/mess, Amphenol	2500 feet
113 Receiver(s), D9850, PowerVu	3
114 Receiver(s), DSR4500X, Motorola	3

Cable TV Equipment List
Tuesday, February 11, 2014

Equipment Description	Quantity
115 Receiver, DP301, TMG	8
116 Receiver, DSR-4402X, Motorola	1
117 Receiver, DSR-4410, Motorola	1
118 Receiver, DSR-4410, Motorola	1
119 Receiver, DSR-4500X	1
120 Receiver, DSR-4500X Motorola	1
121 Receiver, DSR-4500X, Motorola	1
122 Receiver, Dual Decrypt, Powerview, D9852	1
123 Receiver, ESPN, DSR-6100, Motorola	1
124 Receiver, Motorola, DSR-4500X	1
125 Receiver, NBC, Motorola	1
126 Receiver, PowerVu, D9850	1
127 Receiver, PowerVu, D9850	1
128 Receiver, S/A, D9850	1
129 Receiver, S/A, D9850	1
130 Receiver, S/A, D9850	1
131 Receiver, S/A, D9850	1
132 Receiver, S/A, D9850	1
133 RG-11 underground/flooded, Amphenol	700 feet
134 RG-6 Amphenol	1080 feet
135 RG-6 w/mess, Amphenol	800 feet
136 Splice, 1000 mcm, GRS1000 CH-MC2	2
137 Splice, 412, mcm, GRS412-B-A-01	5
138 Splice, 750 mcm	2
139 Splice, 750 mcm, 750-P3	4
140 Splice, 750 mcm, GRS750-CH-MC2	2
141 Splice, GR500 SP-A-01	2
142 Splice, GR500 SP-DO-03	21
143 Splice, PS500 MC2	7
144 Splice, PS750 MC2	10
145 Splitter, 2-3 way, Regal	8
146 Splitter, 2-way	24
147 Splitter, assortment	11
148 Splitter, directional with surge protection	6
149 Supply, Power, APC	1
150 Supply, Power, Switching, Magnavox	2
151 Switch, A-B	2
152 Switch, APC, rack PDU	1

Cable TV Equipment List
Tuesday, February 11, 2014

Equipment Description	Quantity
153 Switch, Cisco 2600	1
154 Switch, Cisco, 2600	1
155 Switch, Commander, C8U-L	1
156 Switch, Micro, Cisco 10/100	1
157 Switch, Relion, 1X Penguin	1
158 Switch, Terayon, BW 3230	1
159 Tag, Marking, Plastic	200
160 Television, Test set, 12"	1
161 Termination cup	100
162 Tie, Plastic, with screw	1000
163 Tool, splicing/termination	7
164 Traveler, AL General Machine	20
165 Tuner, Digital, SIR-T451 Samsung	1
166 UPS-Smart, 1400, APC	1

Underground Equipment

1 Mainstation	6
2 Pedestal	140

Overhead Equipment

1 A/C Power inserter	1
2 Amplifier	11
3 Antenna, pole, wood installation	1
4 DC Coupler	5
5 Faceplate	67
6 Guy/Anchor	15
7 Line Extender	6
8 Mainstation	8
9 Parabolic Dish (large)	2
10 Parabolic Dish (small)	3
11 Shack, Metal, 6X10	1
12 Splitter	31

STAFF REPORT

Date Prepared: August 1, 2014

For City Council Meeting on: August 11, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: City Property to be Deemed Surplus

SYNOPSIS: An ambulance used in the Emergency Services Department is either beyond its service life and not usable by the City any longer, has been replaced by other equipment, or is no longer needed.

An agreement has been entered into with Chamness Actions, LLC for ambulance to be placed in an auction to be held on August 9, 2014 in Hood River.

CITY COUNCIL OPTIONS:

1. Deem vehicle as surplus property

RECOMMENDATION: That City Council, by motion, approve Resolution No. 1311 declaring vehicle as surplus property, and ratify the disposal of vehicle via an auction sale that was held on August 9th.

Financial review and status: All proceeds of the sale will be returned to the Capital Reserve of the Department to which they originally were purchased from.

RESOLUTION NO. 1311

A RESOLUTION DECLARING ONE ITEM OF CITY PROPERTY AS SURPLUS; AND AUTHORIZING SALE OF SUCH PROPERTY.

WHEREAS, the City finds it has surplus property that is no longer needed or used; and

WHEREAS, the City has determined that no public purpose would be furthered by retaining ownership of the surplus property, and that the property should be sold; and

WHEREAS, the City has entered into an agreement with Chamness Auctions, LLC to auction the ambulance (Exhibit A); and

WHEREAS, the City needs to dispose of unused equipment.

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

SECTION 1. Items Declared to be Surplus. The following item is declared to be surplus by the City and will be auctioned off to the highest bidder:

One (1) 1988 Ford Econoline Ambulance, VIN# 1FDHS34M9JHB97986. Odometer reading is 89,047 miles.

SECTION 2. No Warranties of Guarantees. The City is to receive assurance from purchaser that they understand that the city offers no warranties or guarantees with surplus items. Purchasers should understand that they are purchasing surplus property "as is".

SECTION 3. Accounting of Surplus Sale Items. Where the City has described a specific piece of equipment in its Capital Reserve Fund, all monies from sale of surplus items described by a line item in that fund shall be credited to the account of that line item.

SECTION 4. This resolution is effective immediately upon adoption by the City Council.

ADOPTED by the City Council this 11th day of August, 2014 .

APPROVED by the Mayor this 11th day of August, 2014.

Tom Cramblett, Mayor

ATTEST:

City Recorder

Auction Consignment Agreement

This is a legally binding contract. If not understood, seek competent advice.

1. This agreement made and entered into this 30th day of JULY 2014 between CHAMNESS AUCTIONS, LLC. and Owner(s). The above named auctioneer is duly licensed and bonded.
2. Owner(s) grants(s) to auctioneer the exclusive right to sell a t public auction without reserve the personal property described below and made it part of the contract.
3. The auction sale shall be conducted at 3540 West Cascade Ave. Hood River, Oregon 97031. On the following date(s) Saturday August 9th, 2014 at 9:00am.
4. It is understood that Chamness Auctions, LLC. will use their best efforts in advertising and conducting the auction and is responsible for receiving and accounting the proceeds of the auction sale.
5. Owner(s) agree(s) to pay Auctioneer ~~x~~ a flat commission rate of FIVE percent (5%) of the gross proceeds,, or ___ a commissions based on the sliding scale listed on the back of the contract. Owners(s) further agree(s) that the commissions and other expenses listed above shall be deducted from the auction proceeds.
6. Owner(s) represents that Chamness Auctions, LLC. has full power and authority to sell such personal property and that it is free and clear of all lien or other encumbrances.
7. Item Description (continues on back):
1988 Ford Econoline Ambulance VIN 1FDH534M9JHB97986
Miles 89047
8. Owner(s) agrees(s) to indemnify and save harmless Auctioneer, and/or his agents employees against any claims, actions, cause of action, demands, rights, damages losses or cost that may result or occur because of any liens or encumbrance upon such property or because of any warranty or representation made my Owner(s) or Owner(s) agent as to the character or condition of such property at the time of the sale or otherwise.
9. In the event owner(s) default under the contract, owner(s) agree(s) to be liable to Chamness Auctions, LLC. for reasonable damages. The parties agree that Chamness Auctions LLC. may elect either of the following means of computing said reasonable damages (1) triple companies reasonable expenses incurred, including but not limited to, promotional and labor expenses. (2) Ten percent of the fair market value, determined by a neutral third party, of the property listed for sale at the auction.
10. In the event suit is brought be either party in relation to this contract, by the prevailing party shall be tilted to reasonable attorney's fees and court cost at trail or any appeal. Owner(s) also consents to jurisdiction in the circuit or district courts of **HOOD RIVER COUNTY, OREGON.**
11. Owner(s) and Chamness Auctions, LLC. further agree as follows:

It is mutually agrees by and between Chamness Auctions, LLC. and the Owner(s) that this Auction Contract shall be

12. binding upon them and upon their respective heirs, executors, administrators, devisees, legatees, assigns and successors in interest.
13. Owner(s) acknowledge(s) that he/she has read the forgoing contract and agrees to all of the conditions contained herein, and further acknowledges receipt of a copy of the contract.

In witness whereof, the parties have hereunto executed this contract on the date and the place set forth above.

Commission & Fee Schedule

Personal Property Selling Price (per lot):	Commission Rate:
\$ 25.00 or less	35%
\$ 25.01-50.00	30%
\$50.01-100.00	25%
\$100.01-500.00	20%
\$500.01-1,000.00	15%
\$1,000.00-5,000.00	10% <i>56</i>

Personal Property must be sold unreserved. There is a minimum commission of \$2 per lot (a lot is an item of group of items sold for one price). Our commission will be deducted from the auction proceeds.

These commission rates are subject to change for items consigned the week prior to the Auction sale date.

No Sale Fee: \$100 per Item

\$50. w

Titled Vehicles: \$100 Consignment Fee

To be paid in advance, unless the vehicle is sold unreserved. The title to the vehicle must be registered in the consignor's name and be free of any liens holders. This fee is a non-refundable. We charge 10% fee to the buyer, which we retain as our commission. PLEASE NOTE: Your vehicle will bring more at the auction if it is clean (inside & out), starts smoothly and runs well.. To avoid our basic fees, keep at least 5 gallons of fuel in the tank and ensure that the battery is good. If recent mechanic work has been done to the vehicle, put copies of the invoices in the glove compartment. Vehicles sold and consigned under HOOD RIVER RIDES, LLC. DA4113.

CHAMNESS AUCTIONS, LLC.

SELLER/OWNER CITY OF CASCADE LOCKS.

ADDRESS PO BOX 308

CITY/STATE/ZIP CASCADE LOCKS OR 97014

PHONE 541-374-8484

PUBLIC AUCTION

2014 Summer Consignment Sale Saturday, August 9th 9:00 am

3540 West Cascade Ave Hood River, OR 97031

Selling Well Maintained Surplus from the City and County of Hood River, Local Contractors,
Local Farmers, 50+ Vehicles , as well as a Fourth Generation Estate.

Heavy Equipment, Tractors, Trucks, Trailers, Boats, RV's, Cars, Motorcycle's, ATV's, Tools,
Logging Equipment and much more!

**CHAMNESS
AUCTIONS, LLC**

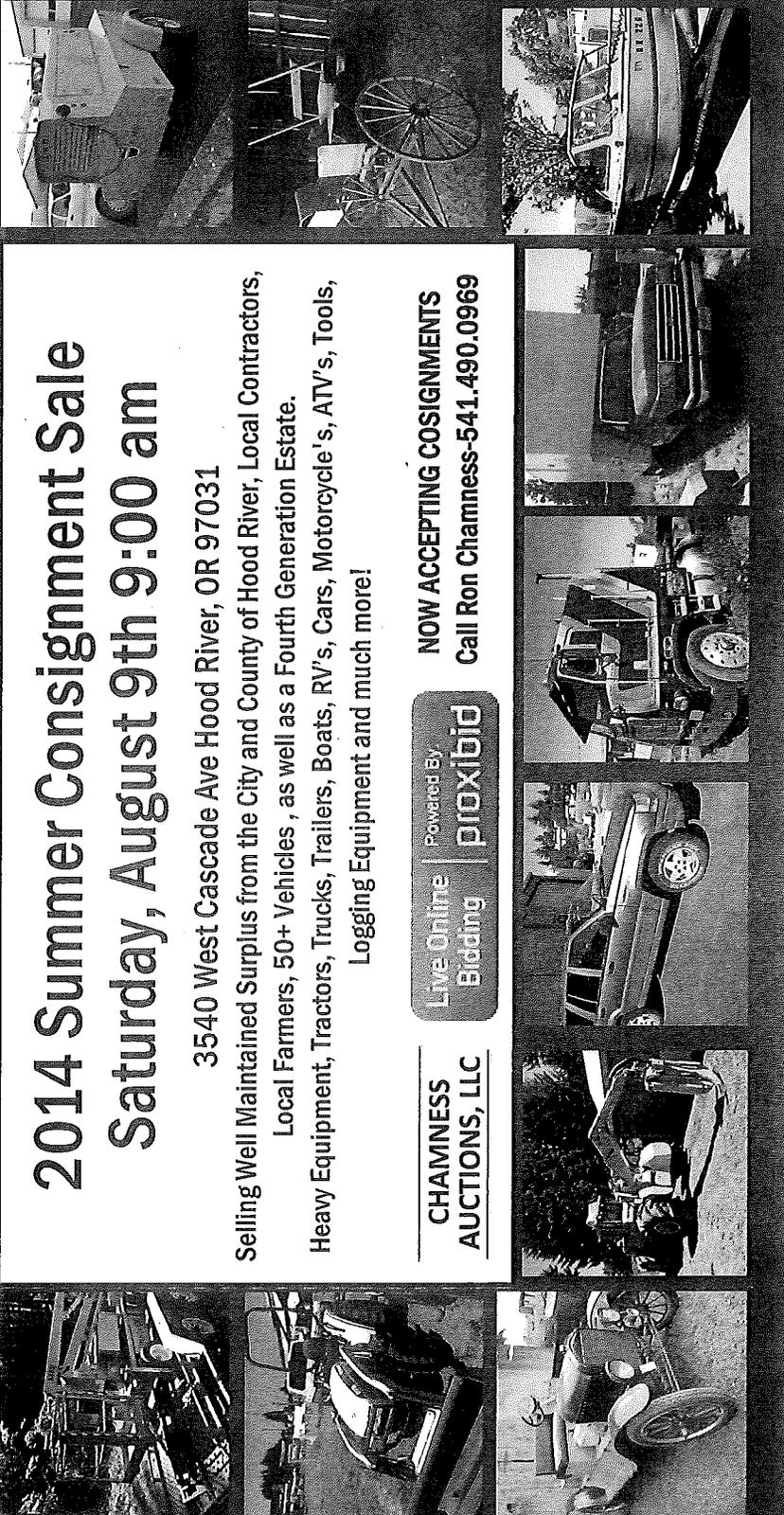
Live Online
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proxibid

NOW ACCEPTING COSIGNMENTS

Call Ron Chamness-541.490.0969



Gordon Zimmerman

From: Jesse Metheny <jmetheny@cascadelocksfire.com>
Sent: Tuesday, July 29, 2014 1:43 PM
To: Gordon Zimmerman
Cc: Bobby Walker; Bruce Fitzpatrick; Deanna Busdieker; Glenda Groves; Jeff Helfrich; Richard Randall; Tom Cramblett; Kathy Woosley; Marianne Bump
Subject: Re: Sale of Old Ambulance

Council,

One clarification I forgot to pass along to Mr. Zimmerman.

I had already negotiated a reduced price on our auction costs. He will only be charging us 5% of the auction price once sold and the \$100.00 fee will only be charged in the unlikely event it doesn't sell, and then we will pay \$50.00 not \$100.00. The contract will be amended to show these changes. Let me know if you have any questions.

Thanks

STATION CAPTAIN JESSE METHENY
CASCADE LOCKS FIRE & EMS
Office (541) 374-8510
Fax (541) 374-8152

DEANNA = OK
JEFF = YES
TOM = YES
BRUCE = YES

The City of Cascade Locks is an equal opportunity employer and service provider.

PUBLIC RECORDS DISCLOSURE: This is a public document. This email is subject to the State Retention Schedule and may be made available to the public.

On 7/29/2014 1:28 PM, Gordon Zimmerman wrote:

Council:

Since we purchased the Ambulance from Hood River, our oldest ambulance is now surplus. We were going to bring a declaration of surplus equipment to you on August 11, but we found we have a problem. The next auction where this vehicle could be sold is August 9. The auctioner just sold a similar vehicle as ours for \$8,900. He estimates he could get between \$2,500 and \$6,000 for our vehicle, but he needs the contract signed by this Friday. His fee is \$100 for the consigned vehicle and 10% of the auction price. Whatever we net in the end is more than we have now.

To do this, I would need at least four of you to say yes to this email, then I will bring an action item forward on August 11 to affirm the direction taken. At that time we would know how much it sold for, if it indeed did sell. The auction will be held in Hood River on August 9.

Thanks for your time. I apologize for doing it this way, but the next auction isn't until next Spring.

Gordon Zimmerman
Cascade Locks City Administrator
541-374-8484
gzimmerman@cascade-locks.or.us

Cascade Locks is where the Bridge of the Gods spans the Heart of the Gorge; where mountain, wind, and water create the best sailing in the Northwest; and where the "CL" on the license plate stands for Cascade Locks, the second largest city in Hood River County!

The City of Cascade Locks is an equal opportunity employer and service provider.

PUBLIC RECORDS DISCLOSURE: This is a public document. This email is subject to the State Retention Schedule and may be made available to the public.

5f.



Cascade Locks Fire & EMS

25 Wa-Na-Pa St. / P.O. BOX 308

Cascade Locks, OR 97014

Station: (541) 374-8510

Fax: (541) 374-8152

Wednesday, July 30, 2014

Subject: Volunteer Recruitment Retention Policy

Councilors and City Administrator,

We have discussed several options regarding ways to enhance our volunteers staffing for Emergency responses in Cascade Locks. After receiving feedback from the council on the July 28th council meeting I have put together an outline for a three part policy to promote volunteerism and increase our available ALS staffing. This is not the actual policy but rather a "white paper" on a direction to proceed.

Part 1: Intern Scholarship

Offer a scholarship to a selected intern candidate. This Person will be a resident of Cascade Locks, available to respond to a minimum of 35% of our calls as well as staff the station when needed, carry out a set of station duties, and attend trainings during their internship. This candidate will be offered up to \$5,000.00 per fiscal year towards school costs to become an Oregon State Certified Paramedic with the idea that they will continue to volunteer with Cascade Locks Fire/EMS for a period of at least one year following certification. These funds will come from the materials and supplies portion of the budget. We would add a budget line item labeled "Paramedic Training." We did not plan on using the categories in this exact regard during budget time so some adjustments may be needed. During this first year's budget we will likely only encounter a \$2-3,000 cost for prerequisite classes if we can select the appropriate candidate. This cost would be offset by reducing other lines items in the Material and Services budget an equivalent amount. Then the following year's budget will bear the full costs of the actual Paramedic program.

Part 2: Stipend

Volunteers who staff an ambulance transport shall be given a nominal fee in the form of a stipend to cover their reimbursable costs as allowed by current labor laws and the Fair Labor Standards Act (FLSA). Any responder who transports a patient to the hospital as either the driver or patient care attendant will receive compensation for their expenses incurred for responding in

the form of a stipend. The volunteers incur many costs including: wear and tear on personal clothes and vehicles, fuel and mileage on personal vehicles, time missed from work and other associated costs with living in the area and being available to respond to emergencies. The ambulance crew would receive \$25 per volunteer, per transport, when the patient is delivered to the hospital by our ambulance. Ambulance staffing levels typically include 2-3 crew members. Paid employees with Cascade Locks Fire/EMS will not be eligible for this stipend. Only volunteers who remain in "active" status, have no disciplinary actions against them within the last 6 months, and have completed their probationary period are eligible for this stipend. With an average of 75 transports per year averaged over the last 8 years, the costs for this program should be less than \$5,000 per year. The "Extra Labor" category will be split into two \$5,000 categories in the budget titled appropriately as "Volunteer Stipend" and "Staff Overtime" to allow for close monitoring. This stipend is to be paid to the volunteers yearly on a time frame yet to be determined.

Part 3: Overtime

In addition to the two parts above, the third component of this program would allow for, and set a limit for paid employees to respond off-shift to calls. The city would be required to pay him/her a minimum of two hours time for responding off-duty as already outlined in our employee handbook. This does not guarantee that the patient will be transported or that any revenue will be generated. However it will increase the level of service we are providing and will, at times, make us able to transport a patient that would have otherwise been transferred to another agency for a higher level of care. This program would be closely watched for efficacy and costs. The goal for this first year would be to stay within the \$5,000 dollar limit set in the new "Staff Overtime" budget line item.

Please consider this 3 part option and let me know your thoughts or concerns.

Respectfully,

Station Captain Jesse Metheny

AGENDA ITEM NO: 50g

CASCADE LOCKS STAFF REPORT

Date Prepared: August 5, 2014

For City Council Meeting on: August 11, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of New Electric Service to Head End Room.

SYNOPSIS: Part of the City's responsibilities in the Cable TV and Broadband sale was to provide sufficient electric service to the Head Room in order to be able to provide power and a separate electric utility billing to Gorge.Net. Please find attached the first quote we have received for the necessary work from Enders Electric, Inc. As of the time of this writing we have not received the other quotes requested. We will bring that information to you at Council meeting. This money will eventually be recouped through the sale of electricity to this new customer.

CITY COUNCIL OPTIONS: Approve or reject the bid.

RECOMMENDED MOTION: "I move to approve the bid from Enders Electric for \$3,390 to install separate electric service in the Head End Room at City Hall."

ENDERS ELECTRIC, INC.

"Since 1976" CCB #26728

Residential • Commercial • Industrial

P.O. Box 1661 • Beaverton, Oregon 97075 • Office (503) 626-4813 • Fax (503) 646-3871

July 29, 2014

Keith Terry
Electric Department Foreman
City Of Cascade Locks
541.374.8489
541.806.4085
Kterry@cascade-locks.or.us

RE: New Phone Service / Pricing –Revised

~Previous Budget \$2,320.00

~Plus Adders:

-Meter with commercial by-pass	\$370.00
-Refeed A/C unit	\$150.00
-Add (1) additional double duplex receptacle on south wall	No Charge
-Add (2) new double duplex receptacles on north wall	\$250.00
-Install a new conduit through existing south wall opening and up to the eve of the roof and install a weather proof GFCI protected receptacle for a heat lamp that melts the ice on the satellite dish during the winter months	\$300.00

Adder Total \$1,070.00

Revised Job Total \$3,390.00

Sincerely
Al Robertson
503.793.5196 cell

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, June 2, 2014, 7:00 PM, City Hall

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:01pm. TM Miller, TM Fine, TM Lorang, and TM Lipps were present. Aurora Del Val, CA Gordon Zimmerman and RARE Rebecca Sergeant were also present. TM Baseman and TM Shelley were absent. Appearances were made during the first hour of the meeting by Rich Mayo and Nicolas of IT Marketing LLC, and also by Russ Roca and Laura Crawford of The Path Less Pedaled.
2. **Amendments to the Agenda** – Added: discussion of cycle tourism with The Path Less Pedaled, Cascade Locks’ Facebook pages, Oregon Travel Council.
3. **Comments by the General Public** – none
4. **Discussion/Declaration of Potential Conflicts of Interest** – none
5. **Approval of Minutes Presented:** May 13th, 2014
Motion: TM Fine motioned, seconded by TM Lorang, to approve the May 5th, 2014 meeting minutes. The motion passed unanimously.
6. **Approval of Financials: Statements Ending April 30, 2014**
Motion: TM Lipps motioned, seconded by TM Lorang, to approve the financial statements ending April 30th, 2014. The motion passed unanimously.
7. **Approval of Bills** – CRGVA Membership dues, tabled.
8. **Old Business:**
 - A. **IT Marketing LLC** – Rich Mayo explained about how the Tourism Committee’s website hosting has changed company names again recently, and also about the offer they are making to upgrade and redesign the website at reduced cost. They currently provide web support and on-site training, and they are interested to learn more about how they can help the committee align with Travel Oregon. The company does not have any similar work to look over because the tourism committee is the only city type of client they serve. IT Marketing will submit contract terms for consideration that includes alignment with Travel Oregon and other marketing features requested by the committee.
 - B. **Cycle Tourism- The Path Less Pedaled** – Laura Crawford said, “Cascade Locks is very cool in the bike subculture of Portland right now.” She and Russ Roca gave some details of their trip. They are working on a video project that may take a couple of years to produce, using some footage taken here in Cascade Locks. When asked what Cascade Locks can do to promote cycle tourism, the two agreed that providing amenities like bike racks and signage would help get the message across. They also recommended including pictures of people biking on the website.
 - C. **Sternwheeler Days application for project/event funding** – The committee reviewed the application from the Lions Club for support with Sternwheeler Days. It was noted that the application was incomplete, and that the most recent financials show our next budget year’s

beginning balance is at risk with expenditures this month. Marie will draft a letter to the event organizers detailing reasons why this application was declined.

- D. Contract Worker for Committee** – The draft list of tasks from last meeting was updated by reorganizing it into categories, namely, General Tourism Committee Work, Promotion, Marketing, and Tourism Facilities. CA Zimmerman talked about the next steps needed and what the timeline would look like in regard to scheduled City Council meetings. TM Miller will use the current draft to create a request for proposal for the position and present it to City Council.
- E. Travel Oregon Marketing Materials & Campaigns/Photo Stock** - The committee discussed the great need for action photography to be used in ads and on the web. Aurora volunteered to make some calls investigating leads toward obtaining quality photography at low or no cost. It was suggested a photo contest be held to obtain additional photos.
- F. Multnomah Falls I-84 Kiosk** –

Motion: TM Fine motioned, seconded by TM Lipps, to spend up to \$200 for design/layout of a 4x4 ad, if the space in the kiosk is still available. The motion passed unanimously.

9. New Business

- A. CGRA Funding Inquiry** – Tabled until more info is available.
- B. Information Update** – Former chair Carron has answered the committee's questions about contacts and materials, but there was not a list of her design products provided. TC Miller will inquire further as to the timeline of the current brochure order that has been paid-in-full to The Bold Orange, and request to see a proof before it goes to print.

In the meantime, old brochures may have to be sent out to those who have made requests. Shirley Carr will be invited to the next meeting to be introduced to new members and inform the committee about her role in the distribution of brochures throughout the state. The committee acknowledged that there are at least two facebook pages in existence for Cascade Locks, Oregon. Ideas were shared about how to possibly streamline local social media efforts.

- C. Upcoming Events** – New member introduction and brief discussion of three upcoming events was had: Volkswalk June 19-22, Fourth of July, and PCT Days Sept 5-7.

10. RARE Report

- A. Wayfinding Signage Grant Project** – RARE Rebecca shared a large map of town with site-specific mockup versions of standard green bike signage displayed on it. Committee members made some suggestions which Rebecca agreed to look into.

Motion: TM Fine motioned, seconded by TM Lipps, authorizing expenditure of up to \$5,000 out of the grant funds received from Cycle Oregon, for wayfinding bike signage in Cascade Locks. The motion passed unanimously.

11. Tourism Committee Member Reports & Events

- A. Fine** – On Thursday some volunteers will be meeting near the cemetery to do some long-needed beautification work.
- B. Baseman** –
- C. Shelley** –
- D. Lipps** – The bike rack program is going great and the racks are being finished now. Will have to do another round because there was so much demand from the businesses.

E. Lorang – none

F. Miller – Encouraged members to attend the upcoming free Travel Oregon 101 seminar on Tuesday June 24th, and the Historic Columbia River Highway Advisory Committee meeting on June 10th.

12. Adjournment –

Motion: TM Lipps motioned, seconded by TM Lorang, to adjourn the meeting at 10:00pm. The motion passed unanimously.

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, July 7, 2014, 7:00 PM, City Council Chambers

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:02pm. TC Miller, TM Fine, TM Lorang, and TM Shelley, and TM Baseman were present. TM Lipps attended the meeting from 7:09pm until 7:58pm and was otherwise excused. TM delVal was not present. RARE Rebecca Sergeant, Shirley Carr, Norman Bourque, Dave Cannard, and Dave Jursik were also present.
2. **Amendments to the Agenda** – CRGVA membership
3. **Comments by the General Public** – comments made by Norman Bourque at the meeting.
4. **Discussion/Declaration of Potential Conflicts of Interest** – none
5. **Approval of Minutes Presented:** June 2nd, 2014
Motion: TM Fine motioned, seconded by TM Lorang, to approve the June 2nd, 2014 meeting minutes. The motion passed unanimously.
6. **Approval of Financials: Statements Ending May 31, 2014**
Clarification was requested by the committee on the financial statements, with plans to discuss with City Finance Officer.
7. **Approval of Bills** –
Motion: TM Fine motioned, seconded by TM Baseman, to purchase a 2014 CRGVA Membership in the amount of \$350. The motion passed unanimously.
Motion: TM Lorang motioned, seconded by TM Lipps, to maintain status with Travel Portland as a “Visitor Marketing Partner” in the amount of \$475. Amendment: TM Lorang motioned, seconded by TM Baseman, to wait on this disbursement until adequate tourism funds become available. The motion, with amendment, passed unanimously.
8. **Old Business:**
 - A. **Brochure/Event Rack Card Distribution** – Delays on the brochure/event card order have kept planned distributions on hold. The committee will ask for expected delivery date on the order. Shirley Carr gave a verbal summary of her typical brochure distribution scope-of-work.
Motion: TM Fine motioned, seconded by TM Lorang, to pay Shirley Carr a total of \$1,500.00 for Gorge area distribution of Cascade Locks brochures in fiscal year 2014/2015. The motion passed unanimously.
 - B. **RFP Contract Work Discussion** – Timeline for posting the ad has been delayed pending clarification on RFP specifics.
 - C. **Multnomah Falls Advertising Panel** – Tabled.
 - D. **Travel Oregon 101 Seminar Report from June 24** – TM delVal is not present to report.
9. **New Business**

A. Columbia Gorge Racing Association Presentation – CGRA Treasurer Dave Jursik presented a short video and summary to the Committee. He thanked the Tourism Committee for being CGRA's primary sponsor for many years. Recent data collected from Gorge sailors revealed that they visit for multiple overnights and bring along 2.5 other visitors, on average.

B. Pacific Crest Trail Days Application –

Motion: TM Fine motioned, seconded by TM Shelley, to reimburse Pacific Crest Trail Days up to \$500.00 for advertising costs, pending submittal of receipts. The motion passed unanimously.

C. Gorgeous Relay Application –

Motion: TM Lorang motioned, seconded by TM Baseman, to table a reimbursement decision until more information is available about what benefits this event will provide to Cascade Locks. The motion passed unanimously.

D. Communications: Website, ORB Event Entries, Facebook Pages – Tabled.

E. Upcoming Events – Tourism Committee will share a table with the Port:

i. Gorge Owned Green Drinks, July 8

ii. Metro Trails Fair, July 30

10. RARE Report – Current Flash Reports passed out. Recently signed up the City of Cascade Locks to be an Oregon Bike Friendly Business. New study of bike tourism released, specific to the Gorge. Contact form on www.cascadelocks.net is now being responded to with good numbers. Web statistics from 4th of July show that our Google search position is critical to tourists finding www.cascadelocks.net.

A. Wayfinding Signage Grant Project – Now in preliminary permit process with ODOT. A meeting with ODOT next week will clarify and give direction. Received a high installation estimate initially, pursuing lower estimates.

B. Strawberry Short Course Festival – Photos of booth passed around. Attracted many folks who haven't been to Cascade Locks in a while, and renewed their interest with information about new businesses and recreation opportunities.

C. Movie WILD/PCT Event Planning – To be ready for potential movie-inspired tourists, attended recent meeting with PCTA rep, Port, and Skamania Chamber. PCTA goals are to gain support for area trail projects. Local tourism goal is to increase shoulder-season visitors. Strategies will be to produce a series of news articles, as well as highlighting local breweries.

11. Tourism Committee Member Reports & Events

A. Fine – Will participate in Metro Trails Fair.

B. Baseman – Will attend Green Drinks. Changed her email address recently.

C. Shelley – Has a new job and will be minimally available for tourism committee functions.

D. Lipps – not present.

E. Lorang – Asked for West Columbia Gorge Chamber info – RARE Rebecca will provide.

F. delVal – not present.

G. Miller – Looking forward to next season and the Committee's new focus.

12. Adjournment – Next meeting will be August 4th 2014.

Motion: TM Miller motioned, seconded by TM Shelley, to adjourn the meeting at 9:47pm. The motion passed unanimously.

Minutes

Joint Work Group on Economic Development

June 27, 2014

1. **Call to Order/Pledge of Allegiance:** Port Commissioner Jess Groves called the meeting to order at 7:04 pm.

Committee Members present were Mayor Tom Cramblett, Port Commissioner Jess Groves, Port Commissioner Joeinne Caldwell and City Councilor Bruce Fitzpatrick.

Also present were Port Interim General Manager Paul Koch, City Manager Gordon Zimmerman, Accounting Clerk Megan Webb, Gyda Ann Haight, Nestle-Dave Palais and Richard Halpern with Ecoapprentice.

2. **Welcome and Self-Introductions:** Everyone introduced themselves.
3. **Adoption of meeting minutes of May 29, 2014:** Mayor Cramblett made a motion to approve the meeting minutes of May 29, 2014. PC Caldwell seconded the motion. The motion passed unanimously.
4. **Citizen Input:** Gyda Anne Haight reported that tonight was the first community sailing event. She said there were approximately 12-15 kids that attended.
5. **Presentation from Richard Halpern, Ecoapprentice:** Mr. Halpern explained what his business is about and what they do. He said he had previously spoken to PC Groves at another gathering and was asked to attend this meeting and make a presentation to the group. He said he was approached about looking into the issue of limited access of bicycle and pedestrian traffic to cross the river. PC Groves suggested holding another meeting and suggested several names to invite to attend. IGM Koch said he would get a list of names together for Mr. Halpern and would work on setting up the next meeting.
6. **City/Port Issues:** (CA Zimmerman/IGM Koch):
 - a. **Energy Committee**

IGM Koch said he is reporting for Committee Member Gary Munkhoff. CA Zimmerman said the City has a contract with BPA until 2028 that puts a limit on the amount of power we can generate out of the BPA system that the City can absorb. There was some discussion about alternative power and the different costs for those.
 - b. **City Infrastructure**

CA Zimmerman reported that the application has been turned in for the Rural Utilities Services Loan. Mayor Cramblett asked if the City is certain where the water leaks are. CA Zimmerman said part of the water project is to develop a water leak protection system program. He said we think most of the leakage is around Dry Creek Reservoir. PC Groves asked when the City was going to start installing the

new utility line at the Industrial Park. CA Zimmerman said the City is waiting for final word from the Port that the surveying is finalized. He said the Communication Tower is very close to being completed and the utility line will be the next project.

c. Port Development

IGM Koch reported that the Port had a meeting with ODOT last week regarding the overcrossing project. He said they seem to be in agreement with locating that overcrossing at Overlook Park and having it drop down just east of Port House #3. He said the Port is very close to a letter of intent from the Puff factory.

d. Transportation Issues

CA Zimmerman said he included information in the agenda packet showing the drawing of how the turning radius could work at the freeway onramp without impacting the wetlands. He said a short term solution would be to send truck traffic down Forest Lane. He said the cost for the overpass project is \$12-14 million. PC Groves suggested talking to Nestle about not running trucks during certain times. He said a good example of that would be during the time the bus picks up the kids for school.

7. Next Meeting: July 31, 2014:

IGM Koch said that Mr. Mann has asked if the group would consider changing the meeting night to a Tuesday or Wednesday. There was a consensus of the group to alternate meeting nights each month between Wednesday and Thursday so Mr. Mann could attend. The next JWGED will be Wednesday, July 30, 2014.

8. Adjournment: PC Groves adjourned the meeting at 8:52 pm.

Approved:

Jess Groves, Port Commission President

Prepared by:
Megan Webb
Accounting Clerk
City of Cascade Locks

1. Call To Order/Pledge of Allegiance. Mayor Cramblett called the meeting to order at 7:02 PM. Mayor Tom Cramblett, City Councilor Bruce Fitzpatrick (via phone), Port President Jess Groves, and Port Commissioner Brenda Cramblett were present. Also present were City Administrator Gordon Zimmerman, Port Interim General Manager Paul Koch, City Recorder Kathy Woosley, Holly Howell, Thomas Zeilman, Les Brown, Amanda Hoey, and Dave Palais.

PIGM Koch said he would like to add agenda item 7. c. Oregon Regional Solutions Priorities.

2. Welcome and Self-Introductions.
3. Adoption of meeting minutes of June 28, 2014. PP Groves moved, seconded by PC Cramblett, to approve the minutes. The motion was passed unanimously.
4. Citizen Input. None.
5. Presentation from Amanda Hoey, Mid-Columbia Economic Development District. Amanda spoke of programs offered and administered by MCEDD and presented handouts to the Work Group (Exhibits A-D). She said her hope is for regular communication. She said it is great partnering and packaging resources together. PP Groves told Amanda that she was doing a great job.
6. Discussion with Columbia River Inter-Tribal Fish Commission (CRITFC), Les Brown and Tom Zeilman.
 - a. Tribal fish sales in Cascade Locks and the City's current street vendor ordinance. Mr. Zeilman said he has been working with the Yakima Nation for 16 years. He handed the Work Group a handout regarding Law Governing to Treaty Indian Fish Sales in Oregon (Exhibit D). Mr. Zeilman said he had some issues with the City's Ordinance and registration for tribal fish sales. He said tribal fish sellers won't have a state license, which is a requirement listed on the City's registration form. He spoke to the Work Group of the Tribes' rights to self-govern. He said they can sell what they hunt and gather with the exception of game. Mayor Cramblett said that if the City can't manage them as street vendors then he would ask Mr. Zeilman to manage the situation. CA Zimmerman asked if Mr. Zeilman could make suggestions for the ordinance and registration form to make it also fit for Tribes selling their fish. Mr. Zeilman said there could be an exception listed in the ordinance but he would review the ordinance and make suggestions.
 - b. Future local economic opportunities. PP Groves said his concern was nuisance and health code issues. He said he wanted to work together to make this a good thing for the community. He said the Port has considered purchasing property and constructing a facility that could be used for vendors that would have restroom facilities, drains, ice, etc.

Les Brown said it has been a pleasure working with the City and it is important to be a good neighbor. He said he has seen a behavior change and works with 400 fishermen. He said he is seeing second generation fishermen. He handed out the Tribal Fisher's Handbook to the Work Group (Exhibit F). He said an important part

of this is getting the right information. He said Tribal Members are being trained on food and water safety and being a good neighbor. He said as in most cases the majority do follow the rules.

c. They will help us better understand tribal rights and pertinent permits. PIGM Koch stated that the Port Commission also established a vendor policy and could be subject to an increase in their insurance due to the way some fishing platforms are constructed on Port property. There was discussion about a particular fishing platform constructed off of Thunder Island. Mr. Zeilman said there are registered fishing sites and the Port could find out if this is a registered fishing site. He said the Port could follow the model of Bonneville Corps of Engineers with signage on their properties and distributing information regarding Tribal Rights for fishing.

PIGM Koch said we can get the solutions needed by working together. Mr. Zeilman said he appreciated the opportunity for communication. Mayor Cramblett said there have been issues but have always been able to work them out. PP Groves said the key is to communicate and solve the issues before they turn into a problem.

CA Zimmerman said a concern came up with the Brigham's spending the money and time to build a business and wouldn't want to see them fail because others are selling out of a tent. Mr. Brown said he thought this to be more of a misconception than a concern. He said his thought is that there are plenty of people that want to purchase fish. He said he receives a lot of phone calls during the fall season from different states and they will travel here to purchase the fish. He said there are other families that just don't have the resources to build a facility like the Brigham's Fish Market. Mr. Brown said ice is being purchased from the Brigham Fish Market by Tribal Fishermen. He said certain steps have to be taken but well taken care of fish can last for 10-14 days.

PC Cramblett asked again about an answer as to who would be liable if a problem arose with the fishing platform on Thunder Island. Mr. Zeilman said the first thing to establish is if it is a registered fishing site. He said he would investigate the issue.

Holly asked who is responsible for maintenance and removal of unused scaffolding. Mr. Zeilman said Tribal Enforcement can remove. Mr. Brown explained that a site could be abandoned for a time and could be investigated if one is being questioned.

7. Other Matters

a. Update on City economic development efforts. CA Zimmerman said the City is waiting on attorney's environmental review for the US Department of Agriculture Rural Utility Services application. He announced the Town Hall Meeting scheduled for August 18th to be held at the pavilion in Marine Park.

b. Update on Port economic development efforts. PIGM Koch said Don Mann is negotiating with the Puff Factory and Smokey Bear is in the final stages of a Letter of Intent. He said negotiations will continue with the Heuker family when they return from fishing in Alaska.

Holly reported that the surveyor will have a preliminary plat to the Port by August 1st and the pre-application meeting with the City will be on August 8th at 3:00 PM. She said then the application for the 8 lot subdivision will go before the Planning Commission within 90 days.

PIGM Koch said the Port is working with the County on the possible purchase of land east of the Fire Station. He said the Port and City are working together on the sale of City and Port owned properties downtown.

c. Oregon Regional Solutions Priorities (added). PIGM Koch handed out a staff report and the list of projects for Regional Solutions. Consensus of the Work Group was to make priorities 1, 2, and 3 into one and to keep Nestlé Water and the Port of Cascade Locks Sail Park Expansion on the list. PIGM Koch and CA Zimmerman would consolidate the information and file with Regional Solutions. PP Groves moved, seconded by PC Cramblett, to pare down priorities 1, 2, and 3 into one and keep Nestlé Water and the Sail Park Expansion on the list. The motion was passed unanimously.

8. Next Meeting: August 28, 2014. PP Groves reiterated the importance of having the full group participate in the meetings as there are going to be a lot of things happening soon. He said that he would mention it at the Port meetings and Mayor Cramblett should mention at the City meetings.

CA Zimmerman asked Mayor Cramblett and CM Fitzpatrick if they would be in support of the old ambulance being put in an auction and explained that the auction is happening before the next meeting. He said the decision could be ratified at the next Council meeting. Mayor Cramblett and CM Fitzpatrick agreed.

PIGM Koch suggested an invitation being made to County Commissioner Joplin to become part of the Work Group. CR Woosley said she is on the email list to receive meeting information.

9. Adjournment. PP Groves moved, seconded by PC Cramblett, to adjourn the meeting. The meeting was adjourned at 9:05 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

MATTHEW T. ENGLISH
SHERIFF

BRIAN ROCKETT
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

CASCADE LOCKS MONTHLY REPORT

July, 2014

1. **TOTAL CALLS FOR SERVICE: 175** (Includes follow-ups, Officer initiated, agency assist, ect.)
2. **TOTAL PRIORITY CALLS: 4**
3. **TOTAL CRIMES/CALLS AGAINST FAMILIES: 0**
4. **TOTAL CASE NUMBERS ISSUED: 17**
5. **TRAFFIC STOPS: 39**
6. **TOTAL ANIMAL CONTROL CALLS/CITATIONS: 8**

Additional Investigative Support: Deputy Anderson, Deputy Cozad, Deputy Smith, Deputy Lerch, Sgt. Castaneda and Reserve Sgt. Renault. Case numbers include: S140633, S140639, S140656, S140657, S140663, S140666, S140675, S140686, S140690, S140698, S140702, S140716, S14030, S140734, S140748, S140749 and S140754.

Deputy Harvey worked 92.86 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 99.29 hours within the City of Cascade Locks, (Deputy Anderson, Deputy Stefanini, Deputy Smith, Deputy Cozad, Reserve Sgt. Renault, Deputy Lerch, Sgt. Hughes, Deputy Paulsen, Deputy Nelson, Reserve Deputy Pivarunas, Chief Deputy Rockett, Sgt. Castaneda, Det. N. Princehouse, Sgt. Flem, Reserve Deputy Stewart and Deputy Guertin.

The information reflected above is supported by the Hood River County Sheriff's Office Monthly report for the City of Cascade Locks. The information in the support documents must be cleansed Per ORS 192.501 & 192.502, but is on file to support this excerpt.

Brian Rockett
Chief Deputy