

# CITY of CASCADE LOCKS

## AGENDA

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CITY COUNCIL MEETING, Monday, August 12, 2019, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of July 22, 2019 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$225,094.44.**
4. **Public Hearing:**
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Resolution No. 1420 Creating A Census Complete Count Committee**
  - c. **Approval of Contract With David Braun For Assessment of Dry Creek Property**
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 per ORS 192.660 (if 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 7PM. Present were CM's Julie Caldwell-Wagner, Glenda Groves, Sara Patrick, Richard Randall and Bobby Walker. CM Bruce Fitzpatrick joined late via phone. Also present were CA Gordon Zimmerman, Camera Operator Marianne Bump, Deputy Recorder Marilyn Place, Fire Station Captain John Logan, Brenda Wood and Butch Miller.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
  - a. **Approval of July 8, 2019 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 282,829.49. Motion:** CM Walker moved to approve the consent agenda, seconded by CM Groves. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Patrick, Randall, Walker and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
  - a. **Appointment to Committees.** None.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.**
  - a. **City Committees:** None.
  - b. **Emergency Services Department: John Logan, Station Captain.** Mr. Logan introduced himself and said he has volunteered for Westside Fire for seventeen years and rose to the rank of Captain and he was also the Public Safety Manager with Mt. Hood Meadows. He said he was born and grew up in Hood River. CA Zimmerman said Mr. Logan has a couple of applicants for the paramedic position that Council authorized in the budget which allows the City to expand its hours of emergency services coverage.

CM Walker asked what type of volunteer recruitment style Mr. Logan would be doing. Mr. Logan said he has already done tabling at a couple recent events in Cascade Locks and he has been keeping the bay doors open at the fire station to encourage people to come in. He said he would go door to door if he has to. CM Walker asked if Mr. Logan has experienced challenges recruiting volunteers at his former position such as the City has. Mr. Logan said it has been a challenge getting new people to volunteer everywhere in the County because people are very busy with their families. He said perhaps finding a way to incorporate more family events around recruitment would be beneficial.

- c. **Work Order Presentation.** Deputy Recorder Marilyn Place said the official name of the process is Job Order. She said it had been called a couple different things but it's been determined by all the stakeholders to officially call it Job Order from now on. She said each job creates three documents, the Service Order, the Job Order and the Estimate sheet. She said an excel spread sheet was created to track the documents as they come into her office from various places and not at the same time. She said the Job Order sheet has the information used to create the Job Order number which stays with the job throughout the process.

Ms. Place said she meets with Finance Officer Marianne Bump and City Recorder Kathy Woosley regularly to discuss any issues with missing documents or any discrepancies between Service Orders and Job Orders.

CM Walker asked how much time does it take Public Works and the Electric department to get the information in the Job Order before Ms. Place receives it. CA Zimmerman said it really depends on the job. He said the most time consuming part for both departments is the estimate sheet.

Mayor Cramblett said the spread sheet doesn't show dates when documents are received and asked if that'd be something that could be added to the spread sheet. Ms. Place said dates can be added to the spread sheet and they are also uploaded in Caselle. CA Zimmerman added the excel spread sheet is just to keep track of the documents so Public Works and Electric know what is needed from them.

**d. City Administrator Zimmerman Report.** CA Zimmerman reviewed his report. He said there are two issues regarding the third phase of the Water System Improvement Project. He said one issue is the City is \$90,000 short of funds for the estimated costs for the third phase. He said there are Capital Reserve Funds that can help cover the costs. He said the Port will be paying the City back for charges associated with developing the waterline at the Port Industrial Park and that money can go back into the Capital Reserves. He said the second issue is the state requires wells to be 100 feet from each other and the well for the third phase is only 58 feet away from the existing well. He said the City is applying for a variance to allow us to have the wells 58 feet apart.

CA Zimmerman said he had a discussion with the ODOT Rail Division regarding the Quiet Zone to the east on Forest Lane at Herman Creek Lane. He said it was determined there will need to be significant changes to the crossing at Herman Creek before the Quiet Zone could be enacted. He said the City had an engineer take a look at the crossing and he submitted some information to ODOT for consideration. CA Zimmerman said he will pass on information as it becomes available.

8. **Mayor and City Council Comments.** CM Patrick asked why was the decision made to put the Electric Vehicle charging station the east end of town by the cemetery and not closer to the Bridge of the Gods on Wa Na Pa. CA Zimmerman said the only other logical choice for it at the time was the Bridgeside Restaurant which was formerly the Charburger. He said at the time the owners did not want it in their parking lot. He said also private land owners would have to pay for the electricity and maintenance for the charging station and no one would want to do that. He said the land by the cemetery is owned by the City.

CM Caldwell-Wagner said she was glad to hear from Fire Station Captain John Logan. She thanked Ms. Place for her report on the Job Order Process. She reminded everyone about the Museum Member meeting Wednesday, July 24, 2019 at the Port Marine Park Pavilion and passes for yearly memberships are on sale for \$35 dollars.

CM Walker thanked Mr. Logan for coming up and speaking to Council adding he seems to have good ideas for the Fire Department. He thanked Ms. Place and CA Zimmerman on the Job Order process and he noticed the new coffee shop in town and it looks nice.

CM Randall thanked everyone who was involved in the process for hiring Mr. John Logan as Station Captain. He wanted to remind everyone City Ordinances for Cascade Locks can be found on the City's website and referenced how to view them. He said if anyone has questions or concerns regarding Ordinances they can look them up. CM Randall asked CA Zimmerman if there is a difference for parking enforcement on state roads, county roads or city roads. CA Zimmerman said if it's inside the City limits the City has jurisdiction to enforce City ordinances but there are some exceptions. He said the state highway is enforced by the state police. He said the City gives

72 hours notification to the violator for due process. He said the state police can haul your car away anytime. CM Randall thanked Ms. Place for the Job Order process update.

CM Groves thanked everyone who was involved in getting the Job Order process up and running. She said the Port did a good job at the Community Picnic and the Fire Department was there but she didn't see many community members that she knew. She thanked the staff for doing an excellent job.

CM Fitzpatrick welcomed new Station Captain John Logan. He congratulated Emily Sullenger for her trip to South Africa for a global youth wrestling event.

Mayor Cramblett said he noticed there was a large tree house that was built on the vacant lot on the north side of Wa Na Pa east of town towards the freeway. He asked if there were ordinances or permit requirements for that type of structure. CA Zimmerman said if it's just a child's play structure there would be no requirements but if it's something different then there would be.

Mayor Cramblett said in the past he has brought up naming the Fire Department and he is still interested in doing that. CA Zimmerman said he will look into what formality would be required to name the Fire Department. Mayor Cramblett said even though it's been difficult to get volunteers at the fire station it's important to keep trying and do what we can to connect with people. He said hiring Mr. Logan as the Station Captain was a good move forward.

9. **Other matters.** None.

10. **Executive Session as may be required under ORS 192.660.** None.

11. **Adjournment. Motion:** CM Groves moved to adjourn, seconded by CM Walker. The motion passed unanimously by CM Caldwell-Wagner, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett. The meeting adjourned at 8:10PM.

Prepared by  
Marilyn Place

APPROVED:

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Mayor Tom Cramblett



BLANKET VOUCHER APPROVAL

PAGE NO.

1

DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
7/19/2019	Payroll	\$ 64,618.20
7/26/2019	Acct. Payable	\$ 102,846.23
7/31/2019	Acct. Payable	\$ 13,119.06
8/2/2019	Payroll	\$ 44,510.95

GRAND TOTAL \$ 225,094.44

APPROVAL:

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Mayor



Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10726	07/19	07/31/2019	6820	66721	Anderson Perry & Associates Inc	208-03 General Engineering Assisst. 201	0140562091	175.00
10726	07/19	07/31/2019	6820	66722	Anderson Perry & Associates Inc	208-04 Corrosion Control Facility	2141562025	3,528.86
10726	07/19	07/31/2019	6820	66723	Anderson Perry & Associates Inc	208-05 Wastewater System Improvemen	3141562030	156.25
10726	07/19	07/31/2019	6820	66724	Anderson Perry & Associates Inc	208-05 Wastewater System Improvemen	3141562030	612.50
Total 10726:								
10727	07/19	07/31/2019	6839	83288012	Bound Tree Medical LLC	Medications	0540562351	4,472.61
Total 10727:								
10728	07/19	07/31/2019	6900	V902243	BSK Associates	Water Testing	2140562150	39.16
- Total 10728:								
10729	07/19	07/31/2019	590	IN-378131	Carson Oil Company	Bio Diesel	3140562530	900.00
Total 10729:								
10730	07/19	07/31/2019	610	754968	Cascade Columbia Distribution Co	Sodium Hypochlorite	2140562650	127.94
Total 10730:								
10731	07/19	07/31/2019	790	1134 7/19	CenturyLink	Emergency After Hours	5140562050	510.70
10731	07/19	07/31/2019	790	1134 7/19	CenturyLink	Emergency After Hours	5140562050	73.50
10731	07/19	07/31/2019	790	1451 7/19	CenturyLink	Treatment Plant	3140562050	18.37
10731	07/19	07/31/2019	790	3997 7/19	CenturyLink	Well House	2140562050	125.15
10731	07/19	07/31/2019	790	5538 7/19	CenturyLink	Telemetry	2140562050	13.19
10731	07/19	07/31/2019	790	5538 7/19	CenturyLink	Telemetry	3140562050	138.45
10731	07/19	07/31/2019	790	8414 7/19	CenturyLink	Lift Station	3140562050	138.46
Total 10731:								
10732	07/19	07/31/2019	7069	07292019	Columbia Graphics	PCT Supplies	0840562114	622.75
Total 10732:								
Total 10732:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10733	07/19	07/31/2019	1120	B246154	Columbia Hardware LLC	Supplies	0540562440	14.41
Total 10733:								
10734	07/19	07/31/2019	1420	2219 (2)	Dennis V Snyder Jr Contractors	Asphalt grindings	3140562560	70.00
Total 10734:								
10735	07/19	07/31/2019	6795	0788142	Ferguson Enterprises Inc #3011	Hydrant Meter	2140563471	1,445.67
10735	07/19	07/31/2019	6795	SC42021	Ferguson Enterprises Inc #3011	Misc.	2140562560	7.74
Total 10735:								
10736	07/19	07/31/2019	7021	I-1668157	Gorge Networks	Internet and Phones	0140162050	228.20
10736	07/19	07/31/2019	7021	I-1668157	Gorge Networks	Internet and Phones	0140162082	261.79
10736	07/19	07/31/2019	7021	I-1668157	Gorge Networks	Internet and Phones	0540562050	234.94
Total 10736:								
10737	07/19	07/31/2019	2570	19	Hood River News	Fire Fighter Ad	0540562030	240.00
Total 10737:								
10738	07/19	07/31/2019	3910	55337	Northwest Public Power Assoc	Online Job Advertising - Journeyman Lin	5140562030	165.00
Total 10738:								
10739	07/19	07/31/2019	4840	1233	Public Utility Dist #1	Transportation	5140562110	108.69
10739	07/19	07/31/2019	4840	1233	Public Utility Dist #1	Labor - Journeyman	5141562009	325.20
Total 10739:								
10740	07/19	07/31/2019	6970	1568-072490	Suburban Propane	Propane, fuel surcharge, safety fee	0540562421	486.89
Total 10740:								
10741	07/19	07/31/2019	7044	10285866	Trojan UV	Lamps & sleeve	3140562560	884.62
Total 10741:								

Check Number	GL Perfid	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10742	07/19	07/31/2019	6110	07312019	US Postal Service	UB Postage	0140162055	319.92
Total 10742:								
10743	07/19	07/31/2019	6680	07112019	Woodsley, Kathy	Mileage Reimbursement (various)	0140162020	50.46
10743	07/19	07/31/2019	6680	07282019	Woodsley, Kathy	Mileage Reimbursement (various)	0140162020	24.36
Total 10743:								
Grand Totals:								
								74.82
								13,119.06

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	1,059.73-	1,059.73-
01-401-62020	74.82	.00	74.82
01-401-62050	228.20	.00	228.20
01-401-62055	319.92	.00	319.92
01-401-62082	261.79	.00	261.79
01-402-62081	175.00	.00	175.00
05-21010	.00	1,413.13-	1,413.13-
05-405-62030	240.00	.00	240.00
05-405-62050	234.94	.00	234.94
05-405-62351	39.16	.00	39.16
05-405-62421	884.62	.00	884.62
05-405-62440	14.41	.00	14.41
08-21010	.00	500.00-	500.00-
08-405-62114	500.00	.00	500.00
21-21010	.00	6,544.81-	6,544.81-
21-405-62050	151.64	.00	151.64
21-405-62150	900.00	.00	900.00
21-405-62560	7.74	.00	7.74
21-405-62650	510.70	.00	510.70
21-405-63471	1,445.87	.00	1,445.87
21-415-62025	3,528.86	.00	3,528.86
31-21010	.00	2,907.63-	2,907.63-
31-405-62050	379.24	.00	379.24
31-405-62530	127.94	.00	127.94
31-405-62560	1,631.70	.00	1,631.70
31-415-62030	768.75	.00	768.75
51-21010	.00	693.76-	693.76-
51-405-62030	165.00	.00	165.00
51-405-62050	73.50	.00	73.50
51-405-62110	108.69	.00	108.69
51-406-62050	18.37	.00	18.37
51-415-62008	328.20	.00	328.20
<b>Grand Totals:</b>	<b>13,119.06</b>	<b>13,119.06-</b>	<b>.00</b>

City of Cascade Locks

Check Register - By Check No.  
Check Issue Dates: 7/31/2019 - 7/31/2019

Page: 5  
Jul 30, 2019 04:40PM

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: GL detail

M = Manual Check, V = Void Check



Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10706	07/19	07/26/2019	7100	19COCL_01	Annie Van Domelen	Tourism Staff Support	0840562110	895.00
Total 10706:								
10707	07/19	07/26/2019	4910	07192019	Asbestos Abatement Contractor LLC	Refund Deposit Balance	2121130	895.00
Total 10707:								
10708	07/19	07/26/2019	200	07192019	AT&T Mobility	Electric Department Phone	0540562050	93.60
10708	07/19	07/26/2019	200	07192019	AT&T Mobility	Electric Department Phone	5140562050	42.84
10708	07/19	07/26/2019	200	07192019	AT&T Mobility	Electric Department Phone	5140562050	10.72
Total 10708:								
10709	07/19	07/26/2019	7034	925	Bernadette Murray-Macioce	Admin, emails, phone calls, agenda minu	0840562110	147.16
Total 10709:								
10710	07/19	07/26/2019	370	71720	Bio-Med Testing Service	Pre-Employment Drug Screening	0540562063	500.00
Total 10710:								
10711	07/19	07/26/2019	6839	70277516	Bound Tree Medical LLC	Credit - freight	0540562351	40.00
10711	07/19	07/26/2019	6839	83257486	Bound Tree Medical LLC	Medications	0540562351	10.41-
10711	07/19	07/26/2019	6839	83259264	Bound Tree Medical LLC	Medical supplies, Medications	0540562351	55.74
Total 10711:								
10712	07/19	07/26/2019	7024	IN08710	Burrows Equipment LLC	Dixie Chopper - convers & brake kits, oth	0140462520	627.38
Total 10712:								
10713	07/19	07/26/2019	6837	CAS-GASB7	CIS	2018 GASB 75 Valuation - Base Fee 50	0140162080	1,194.58
Total 10713:								
10714	07/19	07/26/2019	6888	07022019	CLIA Laboratory Program	CLIA Laboratory User Fees 01/01/2020-1	0540562860	578.00
Total 10714:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10714:								
10715	07/19	07/26/2019	7028	1906-1710	Curran-McLeod Inc	General Engineering - Gorge Brewing	0140262091	180.00
10715	07/19	07/26/2019	7028	1906-1710	Curran-McLeod Inc	General Engineering - Overlook Park	0740562114	384.00
Total 10715:								
10716	07/19	07/26/2019	2450	07172019	Hood River County	Gorge HUB restrooms & shower facility	0740562114	256.00
Total 10716:								
10717	07/19	07/26/2019	2700	10786 06242	JIMC	Membership Dues	0140162030	640.00
Total 10717:								
10718	07/19	07/26/2019	2870	07172019	Kari Goben	Reimburse for Mileage	0140162020	1,362.46
Total 10718:								
10719	07/19	07/26/2019	6844	108213	Merina & Company LLP	Progress Billing for 2018-19 Audit	0140162081	170.00
Total 10719:								
10720	07/19	07/26/2019	3940	01765	Oregon Assoc of Municipal Recorders	Annual Conference Registration - Woosl	0140162020	23.28
10720	07/19	07/26/2019	3940	01803	Oregon Assoc of Municipal Recorders	Annual Conference Registration - Place	0140162020	10,000.00
Total 10720:								
10721	07/19	07/26/2019	4670	1534266	Port of Cascade Locks	Community Picnic	0140362022	1,022.00
Total 10721:								
10722	07/19	07/26/2019	6780	32120429	Ricoh USA Inc	Lease	0140162120	750.00
10722	07/19	07/26/2019	6780	5057043115	Ricoh USA Inc	Copies	0140162110	179.02
Total 10722:								
10723	07/19	07/26/2019	4910	07182019	Rocky Lynn Brecheisen	Refund Deposit Balance	5121130	147.50
Total 10723:								
								326.62
								55.27

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10723:								
10724	07/19	07/26/2019	7026	8127635688	Shred-it USA	Archives Shred Bins	0140162110	55.27
Total 10724:								
10725	07/19	07/26/2019	8937	390338044	US Bank Equipment Finance	Contract Payment - Principal	5140566001	59.25
10725	07/19	07/26/2019	8937	390338044	US Bank Equipment Finance	Contract Payment - Interest	5140566002	1,274.60
Total 10725:								
7261901	07/19	07/26/2019	440	JUN19-PWR	BPA	June Power Bill	5140562820	1,293.61
7261901	07/19	07/26/2019	440	JUN19-PWR	BPA	June Power Bill	5140662820	63,565.00 M
Total 7261901:								
7261902	07/19	07/26/2019	440	JUN19-TRNO	BPA	June Transmission Bill	5140562821	68,819.00
7261902	07/19	07/26/2019	440	JUN19-TRNO	BPA	June Transmission Bill	5140662821	10,950.00 M
Total 7261902:								
7261903	07/19	07/26/2019	6080	1035 06/19	US Bank	Bank Fees	0140162110	905.00 M
Total 7261903:								
7261904	07/19	07/26/2019	6090	4393 06/19	US Bank CC	Supplies	0140462520	11,855.00
7261904	07/19	07/26/2019	6090	4393 06/19	US Bank CC	Meals	0140862022	388.47
Total 7261904:								
7261905	07/19	07/26/2019	6090	2305 06/19 (	US Bank CC	Office Supplies	0140162010	49.98 M
7261905	07/19	07/26/2019	6090	2305 06/19 (	US Bank CC	Software	0140162092	103.52
7261905	07/19	07/26/2019	6090	2305 06/19 (	US Bank CC	Fuel	2140562630	37.98 M
Total 7261905:								
7261906	07/19	07/26/2019	6090	5243 06/19 (	US Bank CC	Meals	0140162020	19.98 M
7261906	07/19	07/26/2019	6090	5243 06/19 (	US Bank CC	Travel and Training	0140162020	76.50
7261906	07/19	07/26/2019	6090	5243 06/19 (	US Bank CC	Continuing Education	0140162094	121.27 M
Total 7261906:								
								1,351.44 M
								100.00 M

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7261906:								
7261907	07/19	07/26/2019	6090	2974 06/19 (	US Bank CC	Records Check	0548562110	1,572.71
Total 7261907:								
Grand Totals:								
								10.00
								102,846.23

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	16,630.39-	16,630.39-
01-401-62010	37.98	.00	37.98
01-401-62020	2,517.99	.00	2,517.99
01-401-62030	170.00	.00	170.00
01-401-62080	578.00	.00	578.00
01-401-62081	10,000.00	.00	10,000.00
01-401-62082	19.98	.00	19.98
01-401-62094	100.00	.00	100.00
01-401-62110	595.32	.00	595.32
01-401-62120	179.02	.00	179.02
01-402-62091	384.00	.00	384.00
01-404-62520	1,244.56	.00	1,244.56
01-408-62022	803.54	.00	803.54
05-21010	10.41	961.39-	950.98-
05-405-62050	93.60	.00	93.60
05-405-62063	40.00	.00	40.00
05-405-62110	10.00	.00	10.00
05-405-62351	637.79	10.41-	627.38
05-405-62860	180.00	.00	180.00
07-21010	.00	1,618.46-	1,618.46-
07-405-62114	1,618.46	.00	1,618.46
08-21010	.00	1,395.00-	1,395.00-
08-405-62110	1,395.00	.00	1,395.00
21-21010	.00	174.96-	174.96-
21-21130	156.42	.00	156.42
21-405-62530	18.54	.00	18.54
51-21010	.00	82,076.44-	82,076.44-
51-21130	55.27	.00	55.27
51-405-62060	42.84	.00	42.84
51-405-62820	63,565.00	.00	63,565.00
51-405-62821	10,950.00	.00	10,950.00
51-405-66001	1,274.60	.00	1,274.60
51-405-66002	19.01	.00	19.01
51-406-62050	10.72	.00	10.72
51-406-62820	5,254.00	.00	5,254.00
51-406-62821	905.00	.00	905.00

GL Account	Debit	Credit	Proof
Grand Totals:	102,867.05	102,867.05	.00

Report Criteria:  
Report type: GL detail

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: August 5, 2019**

**For City Council Meeting on: August 12, 2019**

**TO: Honorable Mayor and City Council**

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

**SUBJECT: Res. No. 1420 Authorizing 2020 US Census Complete Count Committee**

**SYNOPSIS:** At a recent City Council meeting we heard a presentation from Mark Czornij about the upcoming US Census in 2020. It was suggested that we form a complete count committee to help the US Census Bureau get an accurate count as possible. This resolution provides the broad outline for this committee and the members thereon.

**CITY COUNCIL OPTIONS:** The City Council can participate with this committee to improve the accuracy of the count which affects some City revenues or the Committee may be created outside the structure of the City which might cause problems with communication. There is no budget at this time other than the time needed to put in the work.

Should this resolution pass, the City will reach out to each organization for their suggestions on who to place on the committee. With those names we will set up a time to meet with our Federal partners for the work of the committee.

**RECOMMENDED MOTION: "I move to approve Resolution No. 1420 to create a 2020 US Census Complete Count Committee for the City of Cascade Locks and the associated Job Description for the Committee."**



**RESOLUTION No. 1420**

**A RESOLUTION AUTHORIZING THE CREATION OF A 2020 U.S. CENSUS COMPLETE COUNT COMMITTEE**

**WHEREAS** the U.S. Census Bureau is required by the United States Constitution to conduct a count of all persons; and

**WHEREAS** the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to ensure a complete and accurate count;

**WHEREAS** the 2020 Cascade Locks Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community;

**WHEREAS** the 2020 Cascade Locks Complete Count Committee will work with the Census Bureau and the State of Oregon to strive for an accurate count.

**NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES** that the City of Cascade Locks establishes a 2020 Census Complete Count Committee.

**Adopted** by the City Council this 12<sup>th</sup> day of August, 2019.

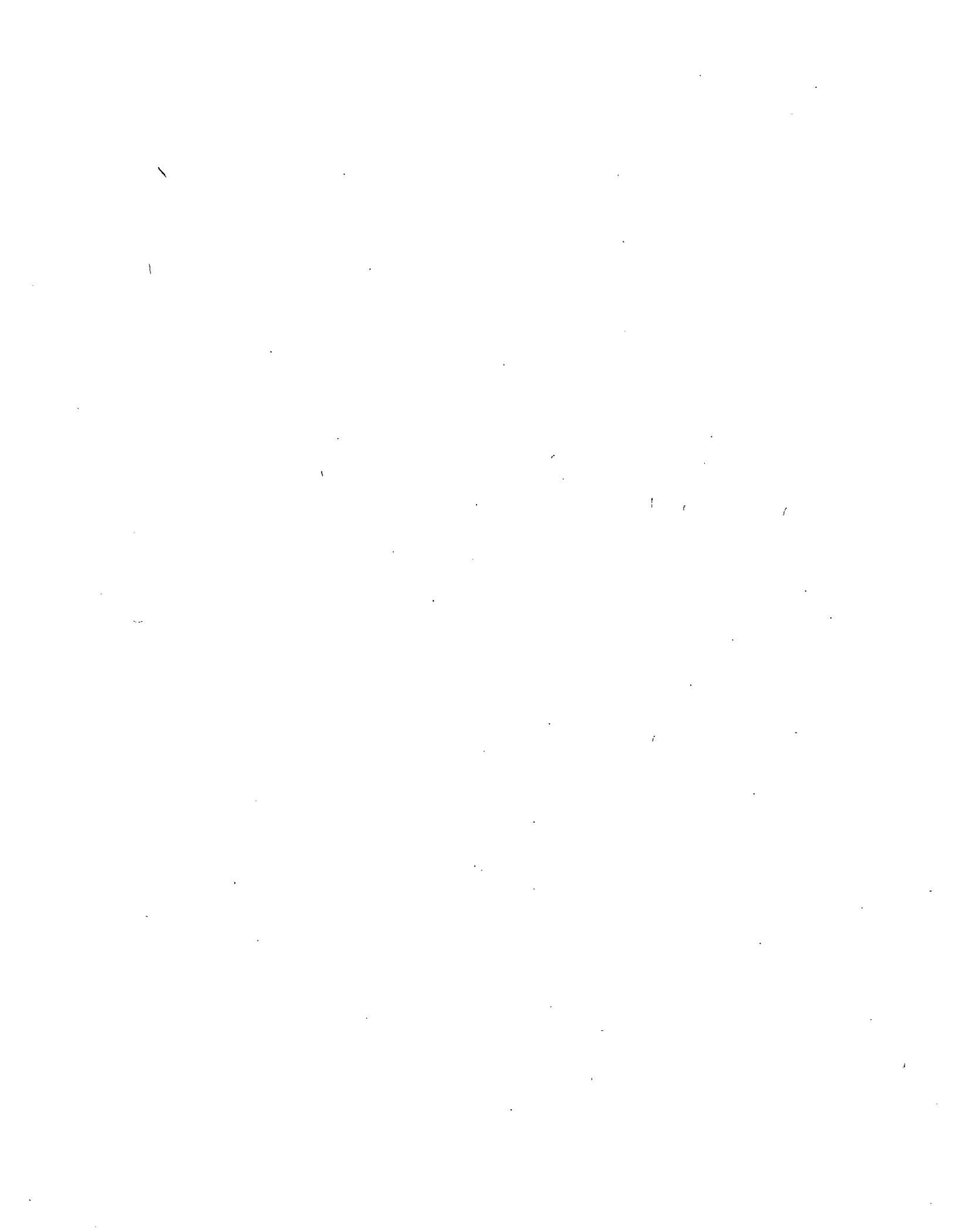
**Approved** by the Mayor this 12<sup>th</sup> day of August, 2019.

ATTEST:

APPROVED:

\_\_\_\_\_  
Kathy Woosley, City Recorder

\_\_\_\_\_  
Tom Cramblett, Mayor



## Job Description for the 2020 Census Complete Count Committee

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**Purpose:** To work together (City, Port, State and Tribal) to increase awareness and motivate residents to respond to the 2020 Census.

**Membership:** Membership of the volunteer Committee shall be appointed by the City Council.

**General Description of Duties:** The following duties generally describe the work to be carried out by this Committee.

1. Set clear, achievable goals and objectives.
2. Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
3. Encourage households to complete the questionnaire online, by phone, or by mail.
4. Implement special events.
5. Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.
6. Increase the response rate for Cascade Locks.

**The term** of the Committee will last approximately through September 2020.

**Suggested Census Complete Count Committee members** are:

1. Mayor or Designee from the City Council,
2. Port Commission President or Designee from the Port Commission
3. Tribal Member Representative
4. Community Action Team Representative
5. Representatives from Faith-Based Organizations
6. Representative from Mt. Hood Community College
7. Cascade Locks Business Association Representative
8. State CCC Representative
9. Hood River County School District Representative.

Ex Officio: City Administrator  
Port General Manager

**Staffed By:** City Recorder/Deputy City Recorder



**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: August 5, 2019**

**For City Council Meeting on: August 12, 2019**

**TO: Honorable Mayor and City Council**

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

**SUBJECT: Approval of Contract with David Braun for Assessment of Dry Creek Property**

**SYNOPSIS:** The logging for the Dry Creek area is going well. When we first took a look at this project, we were wondering about the potential uses for this property. Please find enclosed a contract proposal from the City's arborist which would assess that potential.

Does the Council wish to pursue this option? We would use Park SDC money resulting from the sale of the lumber to pay for this assessment.

**CITY COUNCIL OPTIONS: Accept, modify, or reject the proposal.**

**RECOMMENDED MOTION: "I move to approve the contract with David M. Braun, Consultant, for the assessment of the City's Dry Creek property for potential future uses."**



**Proposed Contract:**

**Consulting Services for Preparing Resource Assessment for  
the City of Cascade Locks Property on Dry Creek  
And Monitoring the Dry Creek Timber Salvage Sale**

*for*

**City of Cascade Locks, Cascade Locks, Oregon**

*by*

**David M. Braun, Consultant  
Braun Arboricultural Consulting LLC,  
Hood River, OR**

**August 2<sup>nd</sup>, 2019**

## Background

The Eagle Creek fire burned through the Dry Creek Property on the north side of Dry Creek Rd., forest land owned by the City of Cascade Locks. It is made up of two parcels: Parcel #6200, 3.25 acres, and Parcel #1100, 37.2 acres. Gordon Zimmerman, City Administrator, asked that I assess the condition of the property and prepare a salvage logging plan to address fuel load, forest health, and recovery of the value remaining in damaged or dead trees.

A proposed contract including the scope of work was sent to Gordon on July 31<sup>st</sup>, 2018 and it was agreed to soon afterwards (**Proposed Contract: Consulting Services for Preparation and Facilitation of the Moody Road and Dry Creek Timber Salvage, July 30<sup>th</sup>, 2018**). The City portion of the contract estimated a range in cost of \$5,500 to \$6,500 for the proposed work at Dry Creek to prepare a natural resource assessment, timber management prescription, and to perform other work tied to the timber sale.

Field work for the resource assessment and timber management prescription was completed over the next 6 months, and the timber management prescription was sent to Gordon on April second, 2019 (**Prescription for Dry Creek Road Timber Salvage City of Cascade Locks, April 1<sup>st</sup>, 2019**). Ed Coogan (Coogan Logging and Excavation) began logging the sale in July 2019. The work completed for the Prescription was invoiced on August 1<sup>st</sup> for \$2,700; the delay in billing was due to a book keeping error.

## Scope

This Proposed Contract incorporates the remaining work described in the Contract from last year: preparing a final draft of the natural resource assessment (for which field work has been done but not billed for yet) and monitoring of the timber sale now in progress. Hardcopies of the assessment will be provided, as well as all data and photographs on electronic media. The contract will be between David M. Braun, Consultant at Braun Arboricultural Consulting LLC (BAC), and the City of Cascade Locks.

### **Key components of the natural resource assessment will include the following:**

- Descriptions of forest types and stand conditions relating to forest health (e.g., locations of fir or hardwood dominated areas, presence of laminated root rot centers, and fuel load);
- Description of various natural land features, such as steep terrain areas, wetlands, Dry Creek, and the spring that feeds it;
- Notes on wildlife signs or observations of wildlife;
- Descriptions of improvements, such as old roadbeds or logging tracks, gravel mining, and the presence of old utilities;
- Discussion of recreational and development opportunities suggested by forest cover, natural features and improvements, and current land uses;
- Discussion of likely future conditions under various management regimes;

- Descriptions of markers and fencing likely to be related to property boundaries that were observed;
- Schematics and photographs that depict various elements of the Assessment.

**Project Cost: Dry Creek Road Property, City of Cascade Locks**

Assess forest conditions, other natural resources and improvements on approximately 40.5 acres to provide a description of same and discussion of management options, to include improving forest health, maintaining other renewable resources, and development opportunities.

Cost.....\$3,000 - \$3,500

The cost in the July 30<sup>th</sup>, 2018 contract gave a range of \$5,500 - \$6,500 for production of both a natural resource assessment report and a timber management prescription and related work; \$2,700 has been invoiced for the timber management portion of the original scoping (which included a timber cruise, marking the sale, a timber management prescription report, notification to ODF, and on site meetings with the logger).

Braun Arboricultural Consulting LLC, by:            Client, by:



David M. Braun, PhD.

Gordon Zimmerman or Representative

Date

**Contacts**

David M. Braun, Consultant	541-806-0347 BAC
Braun Arboricultural Consulting LLC	541-490-9398 David Braun
1193 22 <sup>nd</sup> . St.	<a href="mailto:dave@braunarborcare.com">dave@braunarborcare.com</a>
Hood River, OR 97031	<a href="http://www.braunarborcare.com">www.braunarborcare.com</a>

Gordon Zimmerman, CL City Administrator	541-374-8484 City Hall
Cascade Locks City Hall	<a href="mailto:jameszimmerman@cascade-locks.or.us">jameszimmerman@cascade-locks.or.us</a>
140 SW Wanapa St. (P.O. Box 308)	
Cascade Locks, OR 97014	

Kent Coogan, Owner	916-805-1494
Coogan Excavation and Logging	<a href="mailto:Edcooganlogging@gmail.com">Edcooganlogging@gmail.com</a>
P.O. Box 271	
North Bonneville, WA 98639	

Brian Reel, Stewardship Forester	541-296-4626 ext. 226
Oregon Department of Forestry	<a href="mailto:brian.j.reel@oregon.gov">brian.j.reel@oregon.gov</a>
The Dalles,, OR	

## **Insurance, Licensing, Qualifications, and Limitations**

### **Licensing and Insurance:**

David M. Braun and Braun Arboricultural Consulting LLC, Reg. Num. 354066-93 (Nov. 2007), is insured with a standard business insurance policy through Columbia River Insurance, Hood River, OR. Phone: 541-386-2444. Coverage includes: \$1,000,000 Liability and Medical Expenses, \$2,000,000 Products –Completed Operations, \$1,000,000 Professional Liability Insurance, Workman’s Compensation Insurance, and a \$20,000 surety bond. Residential General Contractor Licenses: Oregon CCB #188757, Washington Registration # BRAUNAC908DQ. Oregon Commercial Pesticide Licenses: Operator License AG-L1017983CPO, Applicator License AG-L1017982CPA, Washington Pesticide Commercial Applicator License: 82597

### **Qualifications:**

Ph.D. Forest Ecology- University of Washington CFR, 1998  
M.F.S. Forest Science- Yale University SFES, 1986  
Certified Arborist, International Society of Arboriculture (ISA) #PN-6114A  
TRAQ (Tree Risk Assessor Qualification) ISA  
Member, American Society of Consulting Arborists (ASCA)

### **Limitations:**

David M. Braun Ph.D., sole proprietor and manager of Braun Arboricultural Consulting LLC shall not be held liable for any damages or losses to persons or property incurred at Dry Creek Road property, City of Cascade Locks, OR (Parcel #1100, #6200) in any way connected to trees or other vegetation that were pruned, cabled, assessed, appraised, treated, or otherwise worked upon or examined that were not foreseeable by David M. Braun as subsequent events, the likelihood of such damages or losses having been communicated to the owner, City of Cascade Locks, or which subsequently occurred due to any actions or inactions by the owner or others contrary to the recommended actions communicated to the owner.

VEGETATION CONDITION CAN CHANGE AT ANY TIME, PRODUCING A DECLINE IN VIGOR OR DEATH, INCREASED FIRE HAZARD, AND INCREASED HAZARD TO PEOPLE OR PROPERTY. BRAUN ARBORICULTURAL CONSULTING, LLC, ITS PRINCIPALS AND AGENTS MAKE NO EXPRESSED OR IMPLIED WARRANTIES OR GUARANTEES CONCERNING THE SURVIVAL OF VEGETATION OR POTENTIAL DAMAGE TO PEOPLE OR PROPERTY CAUSED BY SAID VEGETATION. EVENTS THAT CAN DAMAGE VEGETATION INCLUDE FIRES, INSECT ATTACK, SEVERE STORMS, FLOODING, HIGH WINDS, UNDETERMINABLE CONDITIONS, OR DAMAGING ACTIVITIES BY PEOPLE. IN THE ABSENCE OF SUCH EVENTS, IT IS RECOMMENDED THAT INDIVIDUAL TREES WITH ELEVATED HAZARD BE PROFESSIONALLY INSPECTED ANNUALLY OR MORE OFTEN AS NEEDED; THAT FIRE DANGER BE PROFESSIONALLY ASSESSED AT LEAST ANNUALLY; AND THAT TREES OF LOW HAZARD BE PROFESSIONALLY INSPECTED AT LEAST EVERY FIVE YEARS. IF THE DAMAGING EVENTS MENTIONED ABOVE OCCUR, A PROFESSIONAL INSPECTION SHOULD BE DONE IMMEDIATELY. NOTWITHSTANDING ANYTHING CONTAINED HEREIN OR IN ANY OTHER DOCUMENTS SIGNED BY THE PARTIES, BRAUN ARBORICULTURAL CONSULTING, LLC, ITS PRINCIPALS AND AGENTS SHALL NOT BE LIABLE FOR INDIRECT DAMAGES, SPECIAL DAMAGES, INCIDENTAL DAMAGES, PUNITIVE DAMAGES, FINES, OR LOST PROFITS.

## Time for Completion of the Work and Termination of Contract:

After signature, this Proposed Contract will be a valid Contract in effect for a maximum of thirty (30) days, the work to be done on days agreed upon by the Parties. Braun Arboricultural Consulting LLC will schedule the work at the first opportunity which may be within one to two weeks. If the Client requests work to be done immediately, an additional fee may be charged. Client may extend the life of the Contract by verbal or written agreement.

## Additional Contract Terms

### 1. Assignments

This agreement cannot be assigned.

### 2. Termination

This agreement shall terminate 30 days after the Client signs it, on \_\_\_\_\_ (date) unless cancelled earlier by either of the Parties or extended by additional agreement; the Parties being: David M. Braun, Owner, Braun Arboricultural Consulting LLC, Hood River, and \_\_\_\_\_ (Client) \_\_\_\_\_ (Client). Material Breach of Contract will also terminate this contract.

The contract may be terminated by either party for cause (fundamental or anticipatory breach). Payment is expected for work that was previously agreed on and partially completed. However, in the case of consulting work, conclusions and recommendations may be limited or inconclusive because data collection or analysis may have been incomplete.

### 3. Attorney Fees

In the event either party institutes suit or legal action to procure any remedy for any breach hereof, the prevailing party may recover from the other reasonable attorney fees in such suit or action and on any appeal.

### 5. Waiver of Breaches

No waiver of any breach or default shall operate or be construed to constitute a waiver of any subsequent breach or default.

### 6. Liabilities

David M. Braun, Owner, Braun Arboricultural Consulting LLC, accepts liability relating to meeting his own professional standard in his work product, as well as personal injury, or loss or damage to his property while performing work on the \_\_\_\_\_ (Client) \_\_\_\_\_ (Client) property. David M. Braun carries insurance for his own professional liability, as well as for personal injury or property damage to himself or others relating to work on the assignment. (See Insurance, Licensing, Qualifications, and Limitations, above).

### 7. Breach of Contract

If David M. Braun does not meet all Contract requirements within the agreed upon period of execution of this Contract (See Proposed Work, above) an extension to do so will be offered by \_\_\_\_\_ (Client) \_\_\_\_\_ (Client) if David M. Braun can provide a reasonable cause for the delay; if no extension is offered or if it is and the requirements of the Contract are still not met upon expiration of the extension, David M. Braun may be declared in Material Breach.

### 8. Fair Use

All work product, including notes, other data, and photographs belong to the Port of Cascade Locks (or City of Cascade Locks) and will not be shared with any entity without permission provided by the Port of Cascade Locks (or City of Cascade Locks), except that photographs depicting vegetation may be used by Braun Arboricultural Consulting LLC in professional presentations or marketing without doing so, so long as they are not identifiable as to property owner.

### 9. Site Impacts and Post Work Inspection

No significant impact to the trees assessed is expected by the consulting work.

### 10. Additional Work

Additional work (add-ons) will only be done after discussion and agreement among the Parties or their representatives, resulting in a verbal or written amendment to the scope of work and cost in the Contract. An increase in cost will be based on the fee schedule for consulting work (see above).

