

# CITY of CASCADE LOCKS

# AGENDA

---

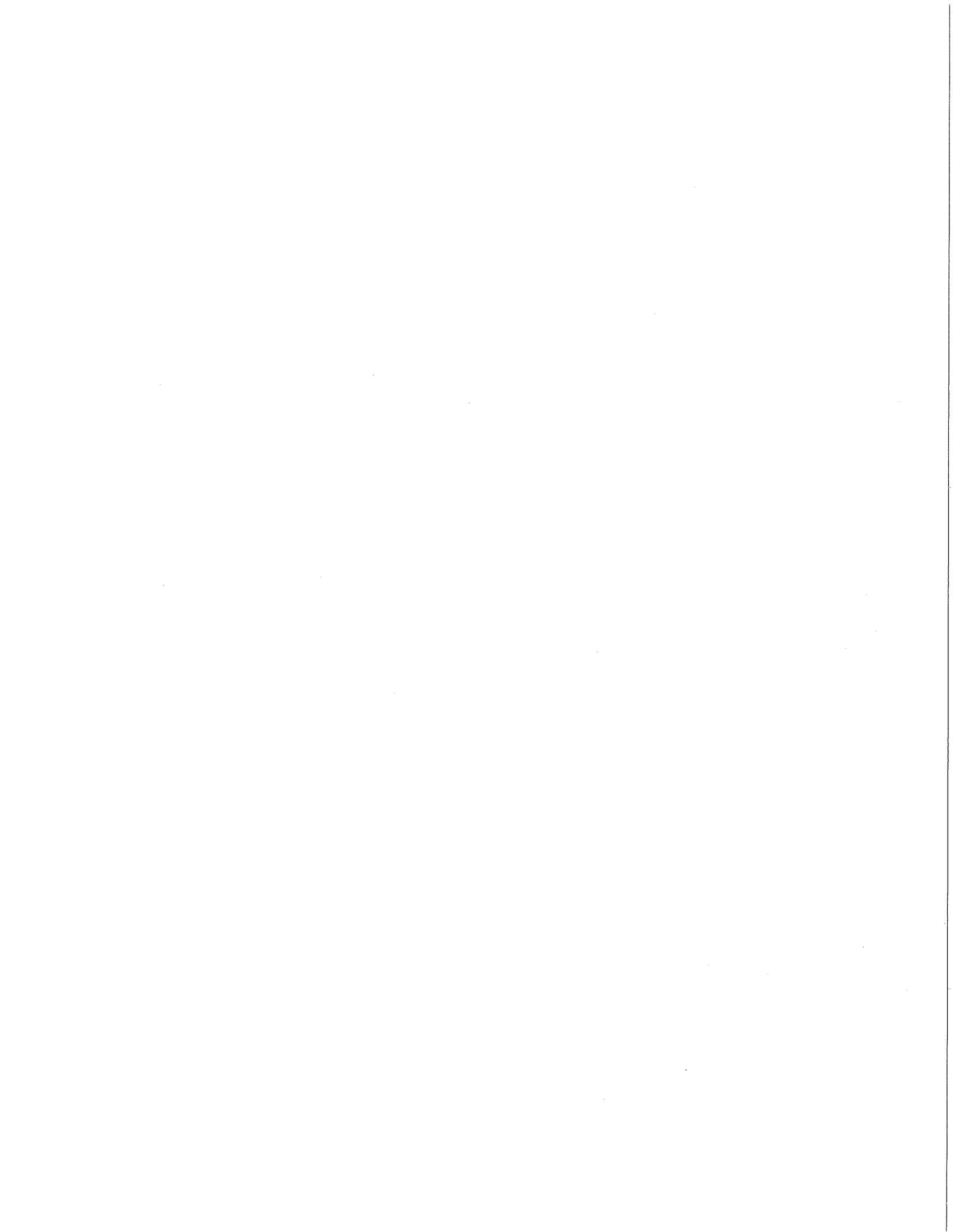
**CITY COUNCIL MEETING, Monday, July 8, 2013, 7:00 PM, CITY HALL**

---

**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 Minutes of June 24, 2013 Council Meeting.**
  - b. **Ratification of the Bills in the Amount of \$100,861.61.**
4. **Public Hearings.**
5. **Action Items:**
  - a. **Appointment to City Council/Committees.**
    1. **Oath of Office.**
  - b. **Approve IGA Between the City and Hood River County Library District Regarding Space for the CL Branch of the Hood River County District Library.**
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. **ODOT Presentation**
  - c. **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, Randall, Walker, Helfrich, and Mayor Cramblett were present. CM Fitzpatrick was excused. Also present were City Administrator Gordon Zimmerman, City Attorney Ruben Cleaveland, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Rare Participant Rebecca Sergeant, Tourism Chair Kayla Carron, Brenda Cramblett, Gary Munkhoff, Deanna Busdieker, Joe Shelley, Buzzy Nielsen, Don and Gyda Haight, Justice of the Peace Cindy Mitchell, Sandra Kelley, Darlene Sullenger, Don Sullenger, Cindilee Baseman, Virginia Fitzpatrick, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda.** CA Zimmerman said he would like to add Resolution No. 1280 between items 5. e. and 5. f. Mayor Cramblett stated that he would like Council's consideration of a letter he wrote to the citizens under Other Matters.

3. **Adoption of Consent Agenda.**

a. **Approval of Minutes of June 10, 2013 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$ 81,059.87.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Groves, to approve the Consent Agenda. CM Walker asked if the two charges for CDL exams for Tracy Hupp included an employee. FO Bump said that was correct. The motion was passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

4. **Public Hearings. 7: 00PM - Budget 2013/2014:** Mayor Cramblett opened the public hearing at 7:04 PM.

Ms. Kelley stated she was the Chair of the Budget Committee and was in favor of the changes that were made in the budget. She said she was disappointed in some of the aspects of the budget. She said the Fire Department failed to acknowledge the hard times. She said the majority of the Budget Committee thought the requests for the budget were appropriate and it was passed. She said she voted against the passing of the budget.

Ms. Kelley said the Budget Committee recommended freezing employee wages for one year. She said she was fully in favor of this. She said other governmental entities in and out of the area have made cutbacks in salaries, staff, and initiating furlough days in order to fund the budgets to make it in these hard times. She said she was disappointed in the attitudes of some of the employees. She said she didn't think the employees were victims and reminded the employees that a lot of these employees were given preferential treatment when they got their jobs. She said the employees are citizens and have the same interests as the rest of the citizens. Ms. Kelley said that some were accused of creating a "them" and "us" situation and said that being unequal is what created the "them" and "us". She said the feeling of "you can't be touched" or "your wages shouldn't be touched" is disappointing. She said she hopes that things will change in the future and that the employees feel that they have good jobs. She said we honor what they do and appreciate what they do but they need to know that they are also affected by the bad times the City is experiencing.

Mrs. Haight said Ms. Kelley said it all. She said we all want the best for our City. She said it is just like a family. She said there are problems with the water and sewer. She said we all have to think about how we can help to get the town going to bring in the industry. Mrs. Haight said we can't just keep giving to one entity. She said we have to work together to close the big gap. She said it isn't picking on anybody. She said things need to be done fairly and with good judgment. She said this has been going on since 2004 when hoping the casino would come. She said we are all going to have to make sacrifices.

Mayor Cramblett closed the public hearing at 7:10 PM.

5. **Action Items:**

a. **Appointment to City Council/Committees.**

1. **Oath of Office**

The Council interviewed Mr. Nielsen and Ms. Busdieker. **Motion:** CM Helfrich moved, seconded by CM Groves, to appoint Buzzy Nielsen to the vacant council position. CM Walker said both are good candidates and thanked them both for applying. CM's Groves, Walker, and Helfrich voted in favor of the motion. CM Randall and Mayor Cramblett opposed. The motion failed due to a lack of four affirmative votes. CM Helfrich asked if the CM Randall and Mayor Cramblett

would like to state why they opposed. CM Randall stated he liked Ms. Busdieker's interest in rural development and also liked the idea of having another female on the Council. CA Zimmerman asked about the Charter provision, "Council vacancies shall be filled by a majority of the remaining members of the Council." City Attorney Cleaveland said the Charter also states in order for a motion to pass there has to be four votes. CA Zimmerman stated that three Councilors were appointed with less than four votes. City Attorney Cleaveland stated that was pre-quorum.

**Motion:** CM Randall moved, seconded by Mayor Cramblett, to appoint Deanna Busdieker. CM Randall and Mayor Cramblett voted in favor. CM's Groves, Walker, and Helfrich opposed the motion. The motion failed. Mayor Cramblett said he ran for office on financial issues and thought that he received "push back" from Mr. Nielsen for where the Council is heading during the Budget Committee meetings. He said Mr. Nielsen is a parliamentarian and the City does not follow Robert's Rules of Order. He said he could see Council getting muddled in a quagmire over parliamentary procedures.

CM Helfrich said it is unfortunate that Mr. Nielsen is an extremely qualified applicant and is being singled out for his knowledge, ability, and credentials, and represents a different voice and view. He said he brings a prospective of the younger mind set and would be extremely valuable. CM Walker said he missed a couple of Budget Committee meetings but didn't get a sense of "push back" from Mr. Nielsen.

**b. Resolution No. 1276 Adopting the 2013/2014 Municipal Corporate Budget, Making Appropriations, Authorizing Expenditures and levying taxes.** CA Zimmerman stated there is one issue regarding liability insurance. He said information was received after Budget Committee regarding cost. He said there may need to be changes made to the budget depending on Council's decision on the insurance issue. CA Zimmerman explained there is \$60,000 budgeted for property and liability insurance. He said when the renewal summary was received it was \$15,000 more due to an increase in the excess earthquake coverage. He said last year the excess earthquake insurance was at a cost of \$2,500. He said this year it is \$15,000. He said if Council chooses not to add the excess earthquake coverage the City will be under budget. If Council chooses to purchase the excess earthquake coverage then we'll have to figure out how to pay for it. **Motion:** CM Walker moved, seconded by CM Groves, to not purchase the additional earthquake insurance. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve Resolution No. 1276 approving the Municipal Corporate Budget for FY 2013/2014, making appropriations, authorizing expenditures and levying taxes, and approving program, service policies and direction. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

**c. Resolution No. 1277 Recognizing Unanticipated Revenue for Museum.** CA Zimmerman explained this resolution authorizes receipt of the unanticipated revenue for Museum wages per the IGA the City entered into with the Port. **Motion:** CM Randall moved, seconded by CM Helfrich, to approve Resolution No. 1277 approving receipt of unanticipated revenue, making appropriations and authorizing expenditures. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

**d. Resolution No. 1278 Approving Year End Budget Adjustments.** CA Zimmerman said these transfers are necessary before the end of the year. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve Resolution No. 1278 authorizing the transfer of funds between categories of various funds, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2013. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

**e. Resolution No. 1279 Authorizing the Inter-fund loan from the General Fund Portion of the Capital Reserve Fund in the Amount of \$22,000 to the CATV Fund for the Purpose of Bringing the Estimated Fund Balance Deficit to Zero.** CA Zimmerman explained that everyone knows that CATV does not pay for itself. He said the CATV Fund cannot be a negative cash fund balance. He suggested borrowing from the Capital Reserve Fund and in November pay back the loan after a few months of incoming revenue. He said this will just stop the bleeding for a while. He said Council has to make a decision and increase the rates or some direction is needed if continuing the service. He said the City is trying to sell it and the company is still doing their due diligence. CM Helfrich said if the system doesn't sell the Council needs to stop the service. CA Zimmerman said this resolution is just to balance the books at the end of the year and then Council needs to decide a direction to take CATV in the future. CA Zimmerman explained that administration expenses

have been taken out of CATV to try to equal revenue to expenses. He said the Council will have to repay the loan and this is just putting the decision to a later date as to what to do with CATV.

CM Helfrich said if the system does not sell the Council needs to stop the service January 1, 2014. CM Helfrich asked for the difference in cost. FO Bump estimated \$12.00 per customer loss and stated that there has also been a drop in customers. **Motion:** CM Helfrich moved to approve Resolution NO. 1279 authorizing the inter-fund loan from the General Fund Capital Reserve to the CATV Fund for the purpose of bringing the estimated fund balance deficit to zero. There was no second to the motion. CA Zimmerman warned the Council that the City would receive a note on the audit and the Secretary of State will ask for a resolution to resolve the issue. FO Bump said it is a budget law violation to have a negative cash fund balance. CM Walker asked if it wasn't a budget law violation to keep going into the hole. CM Helfrich said the system should have been shut down five years ago.

Ms. Kelley, from the audience, said that expensive channels were added in early 2000 and there could be a reduction in channels offered. She said there are a lot of citizens that depend on CATV. Mayor Cramblett said the system is archaic and not a good system and it is the Council's responsibility to make a decision. **Motion:** CM Helfrich moved, seconded by CM Groves, to approve Resolution No. 1279.

CM Groves said Council needs to make it a priority to take care of the CATV issues. CM Helfrich asked for consensus of Council that if the sale of the system fails to shut down the system as of January 1, 2014. CM Groves said the Council needs to review all options. CM Walker said if the City isn't going to have Channel 23 then consideration needs to be given to Reverse 911. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

f. **Resolution No. 1280 Authorizing the Inter-fund Loan from the General Fund Portion of the Capital Reserve Fund in the Amount of \$3,000 to the Emergency Services Fund (added).** CA Zimmerman said the EMS Fund is in the hole and there is no money to move around in categories. He said this resolution authorizes a loan to be paid back with tax revenue in November. He said we've cut as much as we can and only needs are being purchased. **Motion:** CM Helfrich moved, seconded by Mayor Cramblett, to approve Resolution No. 1280 authorizing the inter-fund loan from the General Fund Capital Reserve to the EMS Fund. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett. Mayor Cramblett said this Council has been in place for six months and finances are tough. He said Council needs to remain focused on the finances.

g. **Approval of City/Port IGA Guidelines.** CA Zimmerman said this agenda item is for Council to approve the guidelines for the IGA. He said City Attorney Cleaveland will draft the IGA for adoption by Council at a special meeting on July 15<sup>th</sup>. **Motion:** CM Randall moved, seconded by CM Groves, to approve the guidelines. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

h. **Review Basis for City Attorney Contract.** CA Zimmerman explained there is not an increase in hourly rate but a decrease in hours for retainer time. **Motion:** CM Walker moved, seconded by CM Helfrich, to approve the proposal and direct City Attorney Cleaveland to prepare a contract on terms as presented. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

i. **Approval of Time Study Project.** CA Zimmerman stated the Administration Finance and Operations Committee have asked for a broad time study for the City Recorder, Finance Officer, Utility Billing Clerk, and the Cashier Receptionist. He said this is an advisory committee so is asking direction from Council to implement the study for the months of July and August. CM Randall asked if employees reviewed the time sheet. CA Zimmerman stated that the employees have and have already practiced recording time. **Motion:** CM Groves moved, seconded by CM Randall, to approve the request for an internal time study for July and August.

CM Walker asked if the results of this time study will help implement the work order system. CA Zimmerman said this is totally different and has nothing to do with the work order system. He explained the process and implementation for the work order system.

Mrs. Sullenger, from the audience, said the committee did not recommend a temporary time tracking. She said it has been a recommendation from the auditor to track time and for the employees to develop a system. She said this should be a continuous tracking of time not a temporary thing. She said the auditor has said there is no rhyme or reason as to how the administration charges have been charged to the departments so there has to be something developed to

monitor that. Ms. Kelley said a temporary thing was never discussed. Mayor Cramblett said this is a start and can be modified. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

j. **Approval of Tourism Committee Reimbursement Request.** CA Zimmerman explained this is a request from the Tourism Committee to reimburse the Tourism Committee Fund for a community barbeque that took place in the spring of 2012. Tourism Chair Carron said that she, as a citizen and not as a Tourism Committee member and working with Interim City Administrator Koch and the Downtown Revitalization Committee organized the community barbeque. She said she was told that the City would handle the expense of the barbeque. She said the Tourism Committee didn't know anything about paying for the barbeque. CM Groves asked why it took a year to discover the expense. TC Carron said there was no way for the Tourism Committee to know about it and that they didn't get the information. CA Zimmerman explained that the Tourism Committee receives monthly detail but they didn't notice the expense until the end of the year report. CM Groves asked if this wouldn't have been a tourism related event. TC Carron said it was a community event and not a tourism related event. She said it was not right for the City Administrator to spend the money out of tourism funds. CM Groves said this is something that happened a year ago and now Council is expected to find the money. TC Carron stated that she brought this issue up six months ago. Mayor Cramblett said the process would have been to go through the Tourism Committee for the expense. Ms. Kelley, from the audience, said that the Budget Committee made recommendation to reimburse the Tourism Funds for this expenditure. **Motion:** CM Randall moved, seconded by CM Walker, to approve the request of the Tourism Committee to be reimbursed for \$375.57 spent on a Community Barbeque in May of 2012.

Mayor Cramblett asked CA Zimmerman where the money would come from if the reimbursement is approved. CA Zimmerman said he didn't know. Mayor Cramblett said there is money budgeted for training and governmental functions that wasn't used. CA Zimmerman explained that he would have to review that and reminded Council that those balances are also the beginning balances for the next years' budget. CA Zimmerman explained that the process was in place for Mr. Koch to make the decision. He said if the decision is made to reimburse then the money will come out of next years' budget somewhere. CM's Randall, Walker and Mayor Cramblett voted in favor. CM's Groves and Helfrich opposed the motion. The motion failed due to a lack of four affirmative votes.

k. **Approval of Grant Request for CGRA.** TC Carron said this has already been approved by the previous Council during the budget process. CA Zimmerman said the Council approved the budget but did not approve the writing of the check and \$8,000 is above his limit to approve. He said he has not seen an application from CGRA and the invoice is for an activity in August, which is in the next fiscal year. He said he has not seen any minutes from the Tourism Committee approving the expenditure.

CM Helfrich asked how a chartered meal cruise for 150 guests on board the Sternwheeler is tourism related not to mention spending 2012/2013 money in 2013/2014 fiscal year. TC Carron said during the cruise the Captain is talking about all the things in the Gorge and the history of Cascade Locks. She said there isn't any better marketing than that. CM Helfrich said the marketing was already done to get them here. TC Carron said this will help to bring them back. Ms. Kelley, from the audience, asked if this is an annual grant approved by the Tourism Committee and if this is how CGRA chose to spend it. TC Carron said this is marketing and advertising. Mayor Cramblett agreed with TC Carron. Mrs. Haight, from the audience, said this really is marketing our area. She said these people will talk to other people about Cascade Locks and this is part of the promotion. She said this will be the 3<sup>rd</sup> World Event that has taken place in Cascade Locks.

FO Bump explained that anything in the next fiscal year would be accounts payable in that year. She said the service performed will be in August and there will be a note from the auditor regarding this. CA Zimmerman said this is a great event but hopes that next year the request is backed up by better paperwork.

Mrs. Sullenger said this is a world event and Cascade Locks needs to be good hosts whether the accounting matches up or not. She said this is what we pay our taxes for. She said sailing should be supported. Ms. Kelley, from the audience, said CGRA has been expecting this money since it was budgeted last year. She said not to give it to them now is wrong. She said they do lots of marketing for Cascade Locks.

City Attorney Cleaveland said that this event, as explained tonight, would fall under information and welcoming and be allowed under the law but he couldn't speak to the budget issues.

CM Walker asked for a copy of the application. TC Carron said Council has already seen it. She said she didn't know she had to present it twice. Mrs. Haight said she has a copy of the application at home and would get it. Consensus of Council was to table until the application is brought back.

I. **Approval of Springfield Fire Ambulance Billing Contract.** Motion: CM Walker moved, seconded by CM Randall, to approve the EMS Account Services IGA with the City of Springfield for the 2013/2014 fiscal year. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mr. Munkhoff said Council approved \$15,000 for a forensic auditor. He said he has been watching the City struggle with revenues and expenses. He suggested directing the forensic auditor to check with other cities our size and compare staff and salary range. He said there is a discrepancy from what they do and what we do. He said we seem to be quite a bit higher. He said this comparison would allow the Council to make an intelligent decision on what to do. He said every staff and Council has been reluctant to make any cuts. He said it's always raise rates and have studies. Mr. Munkhoff said the power rates are what keep the City going. He said rather than continuing on a path that gets the City nowhere maybe this information will help solve the crisis.

CM Walker said he has always heard that comparing other cities similar to the size of Cascade Locks isn't comparing apples to apples due to proximity to Portland. He asked if the wages of cities he reviewed near larger cities. Mr. Munkhoff said he has reviewed cities of Athena, Bay City, Coburg, Drain, Gold Hill, Heppner, Lowell, Lions, Port Orford, Siletz, Tangent, Yamhill, and Yoncalla. Mayor Cramblett said this is information that has been requested from the forensic accountant.

Mr. Munkhoff said the auditor should also review the need for three journeymen linemen. He asked how often they work on hot wires. He said they always shut the power off when they need to work on wires. He said it will be interesting to see if it is done enough to justify the third person. He said there could be a working relationship with another entity to get a third person if needed.

Mayor Cramblett declared a break at 9:20 PM and returned to Regular Session at 9:32 PM.

Mrs. Haight said she didn't have the CGRA application. Motion: CM Groves moved, seconded by CM Randall, to approve the CGRA grant request for \$8,000. CM Helfrich said he didn't have a problem with the sailing but it is about not following the process. He said staff is held accountable and so should everyone else. CM Groves said she wanted to see the application. CM Walker asked TC Carron to email the application to Councilors. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett.

7. **Reports and Presentations.**

a. **City Committees.**

b. **Tourism Committee Annual Report.** TC Carron said a desk size statue of a cougar was given to Tourism from Soderberg's. She gave it to CA Zimmerman to be placed in City Hall. TC Carron gave an annual report on activities and events for the 2012/2013 fiscal year.

c. **City Administrator Zimmerman Report.** CA Zimmerman reported on the new employee in the City Light Department. He said Station Captain Metheny and Public Works Field Supervisor Price worked together to address the issues with fire hydrants. He said there are two new candidates going through the process to join the Emergency Services Department and one of them is PWFS Price. He said he attended to visit Drill Night at the Fire Department and observed some fire rescue training. CA Zimmerman reported on the new drop box and its location. He said he attended the LOC Small Cities Region 6 Meeting in Culver.

8. **Mayor and City Council Comments.** Mayor Cramblett thanked PWFS Price for volunteering. CM Walker thanked PWFS Price for taking care of fire hydrant issues and stepping up to be on the Fire Department. He also apologized for missing Budget Committee meetings. CM Randall asked how violations of Ordinance No. 344 are handled. CA Zimmerman explained that ordinance violations are complaint driven. He said he has two active complaints at this time. He explained how he handles the complaints once received. CM Randall said the Tourism Committee gave a good presentation. Mayor Cramblett said there was a good turnout for the kickoff of the sailing program. He said he has

received several calls from citizens regarding the cars for sale at East Gate Parkway. Mayor Cramblett said a citizen at Cascade Meadows wanted to thank the EMS for how a situation was handled there recently. CM Groves thanked SC Metheny for helping with the fire hydrants.

9. **Other matters.** Mayor Cramblett said he wrote a letter and emailed it to Councilors and asked if they would consent to send it to citizens with their utility bills. There was consensus of Council.

CM Walker asked about a city newsletter. CR Woosley explained that the quarterly Locks Tender was cut two or three years ago due to cuts in staff and budget. Mayor Cramblett said Council could discuss this. CM Groves said this also involves staff time but is something that could be reviewed.

**Motion:** CM Helfrich moved, seconded by CM Groves, to extend the meeting to no later than 11:15 PM. Mayor Cramblett stated the Council would be returning to Regular Session after Executive Session.

10. **Executive Session per ORS 192.660 (2)(i) re: Performance Evaluations of Public Officers and Employees.** Mayor Cramblett recessed Regular Session and entered into Executive Session at 10:50 PM. Mayor Cramblett opened Executive Session at 10:55 PM. CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett were present. Also present were CA Zimmerman, City Recorder Woosley, and City Attorney Cleaveland. Executive Session ended at 11:32 PM.

**Return to Regular Session:** CA Zimmerman asked Council for direction regarding a personnel policy. He pointed out Personnel Handbook section regarding **Probationary Period Increase** and **Minimum Increases When Promoted**. He said previous Interim City Administrator Koch promised a 5% increase to Jesse Metheny when leaving the Public Works Department and going to the Station Captain position. CA Zimmerman said he didn't interpret the Personnel Handbook to allow the increase but wanted Council's direction. He said this would also impact the budget.

Consensus of Council was to review the budget again in October or November when he has been in the position for one year. CA Zimmerman reminded Council of the resolution freezing wages. Mayor Cramblett and CM Helfrich said the City could pay for SC Metheny's training to become a Paramedic. Mayor Cramblett said he is all about educating the employees. Consensus of Council was to follow the Personnel Handbook policies and not allow a 5% probationary increase.

11. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Groves, to adjourn. The motion passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett. The meeting was adjourned at 11:53 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
6/28/2013	End of Month AP	\$ 55,485.44
6/28/2013	Gross Payroll	\$ 45,376.17

GRAND TOTAL \$ 100,861.61

APPROVAL:

\_\_\_\_\_  
Mayor

Report Criteria:  
 Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3703	06/13	06/28/2013	40	9910020823	AIRGAS	Cylinder Rental	0540562351	17.64
Total 3703: 17.64								
3704	06/13	06/28/2013	790	313230273 6	CENTURYLINK	Fire Department Phones	0540562050	130.15
3704	06/13	06/28/2013	790	313401451 6	CENTURYLINK	WWTP	3140562050	114.83
3704	06/13	06/28/2013	790	313470082 6	CENTURYLINK	City Hall Phones	0140162050	126.97
3704	06/13	06/28/2013	790	313470082 6	CENTURYLINK	City Hall Phones	2142162050	169.69
3704	06/13	06/28/2013	790	313470082 6	CENTURYLINK	City Hall Phones	3142162050	93.27
3704	06/13	06/28/2013	790	313470082 6	CENTURYLINK	City Hall Phones	4142162050	68.00
3704	06/13	06/28/2013	790	313785538 6	CENTURYLINK	City Hall Phones	5142162050	143.82
3704	06/13	06/28/2013	790	313891134 6	CENTURYLINK	Sewer	2140562050	230.17
3704	06/13	06/28/2013	790	313891134 6	CENTURYLINK	Emergency After Hours	5140562050	39.05
3704	06/13	06/28/2013	790	313891134 6	CENTURYLINK	Emergency After Hours	5140662050	26.04
3704	06/13	06/28/2013	790	314228414 6	CENTURYLINK	Lift Station	3140562050	36.04
Total 3704: 1,178.03								
3705	06/13	06/28/2013	800	320153997 6	CENTURYLINK COMMUNICATIONS, IN	Business Anytime	2140562050	7.81
Total 3705: 7.81								
3706	06/13	06/28/2013	4910	200106102D	Charles and Kristine Beck	Refund Deposit	5121130	225.17
Total 3706: 225.17								
3707	06/13	06/28/2013	1090	062513	COLUMBIA GORGE RACING ASSOCIA	CGRA Sponsorship	0840562170	8,000.00
Total 3707: 8,000.00								
3708	06/13	06/28/2013	4910	103714708D	David Samson	Refund Deposit	5121130	130.94
Total 3708: 130.94								
3709	06/13	06/28/2013	1530	8255-9217 6/	DISH NETWORK	Programming	4140562740	400.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3709:								
3710	06/13	06/28/2013	2570	0006131002	HOOD RIVER NEWS	Revenue Sharing Hearing	0140162030	12.00
3710	06/13	06/28/2013	2570	0006131002	HOOD RIVER NEWS	Revenue Sharing Hearing	0140262030	11.00
3710	06/13	06/28/2013	2570	0006131002	HOOD RIVER NEWS	Revenue Sharing Hearing	2142162030	3.00
3710	06/13	06/28/2013	2570	0006131002	HOOD RIVER NEWS	Revenue Sharing Hearing	3142162030	3.00
3710	06/13	06/28/2013	2570	0006131002	HOOD RIVER NEWS	Revenue Sharing Hearing	4142162030	1.00
3710	06/13	06/28/2013	2570	0006131002	HOOD RIVER NEWS	Revenue Sharing Hearing	5142162030	10.00
Total 3710:								
3711	06/13	06/28/2013	4910	200103213D	Kelly Warden	Refund Deposit	5121130	77.34
Total 3711:								
3712	06/13	06/28/2013	3050	14604	LEAGUE OF OREGON CITIES	Oregon Planning Procedures Training	0140162020	68.00
3712	06/13	06/28/2013	3050	14604	LEAGUE OF OREGON CITIES	Oregon Planning Procedures Training	0140262020	38.00
3712	06/13	06/28/2013	3050	14604	LEAGUE OF OREGON CITIES	Oregon Planning Procedures Training	2142162020	20.00
3712	06/13	06/28/2013	3050	14604	LEAGUE OF OREGON CITIES	Oregon Planning Procedures Training	3142162020	14.00
3712	06/13	06/28/2013	3050	14604	LEAGUE OF OREGON CITIES	Oregon Planning Procedures Training	4142162020	2.00
3712	06/13	06/28/2013	3050	14604	LEAGUE OF OREGON CITIES	Oregon Planning Procedures Training	5142162020	58.00
Total 3712:								
3713	06/13	06/28/2013	6838	061913	Linn-Benton Community College	Incident Safety Officer Training	0540562020	40.00
Total 3713:								
3714	06/13	06/28/2013	3470	62613	MID-COLUMBIA COMMUNITY	Administration Fees 12/13	5140562138	600.00
Total 3714:								
3715	06/13	06/28/2013	4020	ME111648	ODOT-FUEL SALES	Fuel	0140462630	4.27
3715	06/13	06/28/2013	4020	ME111648	ODOT-FUEL SALES	Fuel	0340562530	264.22
3715	06/13	06/28/2013	4020	ME111648	ODOT-FUEL SALES	Fuel	0540562420	273.67
3715	06/13	06/28/2013	4020	ME111648	ODOT-FUEL SALES	Fuel	0840562020	26.22
3715	06/13	06/28/2013	4020	ME111648	ODOT-FUEL SALES	Fuel	3140562350	129.22
3715	06/13	06/28/2013	4020	ME111648	ODOT-FUEL SALES	Fuel	5140562200	203.45
3715	06/13	06/28/2013	4020	ME111648	ODOT-FUEL SALES	Fuel	5140662200	203.45

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3715:								
3716	06/13	06/28/2013	4090	56841	OPERATIONS MANAGEMENT INTERN	July Services	3140562700	7,106.25
Total 3716:								
Total 3717:								
3717	06/13	06/28/2013	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	0140162120	32.76
3717	06/13	06/28/2013	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	0540562120	19.50
3717	06/13	06/28/2013	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	2142162120	19.50
3717	06/13	06/28/2013	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	3142162120	15.60
3717	06/13	06/28/2013	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	4142162121	17.16
3717	06/13	06/28/2013	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	5142162121	42.90
Total 3717:								
3718	06/13	06/28/2013	6824	H131610023	Providence Health & Services	PF Review Resp HX Form	0540562017	16.00
Total 3718:								
Total 3719:								
3719	06/13	06/28/2013	5040	197	ROCKRANCH ENTERPRISES	Contract PW Super	0140262080	9.20
3719	06/13	06/28/2013	5040	197	ROCKRANCH ENTERPRISES	Contract PW Super	0140462080	119.60
3719	06/13	06/28/2013	5040	197	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	211.60
3719	06/13	06/28/2013	5040	197	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	340.40
3719	06/13	06/28/2013	5040	197	ROCKRANCH ENTERPRISES	Contract PW Super	3140562080	239.20
Total 3719:								
3720	06/13	06/28/2013	4910	100434106D	Shawna Sosa	Refund Deposit	5121130	66.24
Total 3720:								
3721	06/13	06/28/2013	4910	100042303D	Toif Knebel	Refund Deposit	5121130	42.73
Total 3721:								
Total 3722:								
3722	06/13	06/28/2013	6110	7/13 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	3.00
3722	06/13	06/28/2013	6110	7/13 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	26.00
3722	06/13	06/28/2013	6110	7/13 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	41.00
3722	06/13	06/28/2013	6110	7/13 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	15.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3722	06/13	06/28/2013	6110	7/1/3 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	173.07
Total 3722:								
3723	06/13	06/28/2013	6210	983882	USA BLUEBOOK	Eyewash Station	0740562560	211.05
Total 3723:								
6281301	06/13	06/28/2013	6080	1536020610	U S BANK	Bank Fees	0140162110	65.00
6281301	06/13	06/28/2013	6080	1536020610	U S BANK	Bank Fees	0542162110	4.00
6281301	06/13	06/28/2013	6080	1536020610	U S BANK	Bank Fees	2142162110	15.00
6281301	06/13	06/28/2013	6080	1536020610	U S BANK	Bank Fees	3142162110	18.00
6281301	06/13	06/28/2013	6080	1536020610	U S BANK	Bank Fees	4142162110	2.00
6281301	06/13	06/28/2013	6080	1536020610	U S BANK	Bank Fees	5142162110	134.19
Total 6281301:								
6281302	06/13	06/28/2013	440	MAY13-PWR	BPA	Power Bill	5140562820	21,729.00
6281302	06/13	06/28/2013	440	MAY13-PWR	BPA	Power Bill	5140662820	4,429.00
Total 6281302:								
6281303	06/13	06/28/2013	440	MAY13-TRN	BPA	Transmission Bill	5140562821	5,664.00
6281303	06/13	06/28/2013	440	MAY13-TRN	BPA	Transmission Bill	5140662821	1,155.00
Total 6281303:								
6281304	06/13	06/28/2013	6090	VISA 4393 6/	U S BANK CC	June visas	0140162020	31.56
6281304	06/13	06/28/2013	6090	VISA 4393 6/	U S BANK CC	June visas	0140262020	17.64
6281304	06/13	06/28/2013	6090	VISA 4393 6/	U S BANK CC	June visas	2142162020	9.28
6281304	06/13	06/28/2013	6090	VISA 4393 6/	U S BANK CC	June visas	3142162020	6.50
6281304	06/13	06/28/2013	6090	VISA 4393 6/	U S BANK CC	June visas	4142162020	.92
6281304	06/13	06/28/2013	6090	VISA 4393 6/	U S BANK CC	June visas	5142162020	26.92
Total 6281304:								
6281305	06/13	06/28/2013	6090	VISA 2974 6/	U S BANK CC	June visas	0540562010	81.36
6281305	06/13	06/28/2013	6090	VISA 2974 6/	U S BANK CC	June visas	0540562110	10.00
6281305	06/13	06/28/2013	6090	VISA 2974 6/	U S BANK CC	June visas	5140562110	10.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6281305:								
6281306	06/13	06/28/2013	6090	VISA 2305 6/	U S BANK CC	June Visas	0740562560	1,136.00
6281306	06/13	06/28/2013	6090	VISA 2305 6/	U S BANK CC	June Visas	5140563700	35.98
Total 6281306: 1,171.98								
6281307	06/13	06/28/2013	6090	VISA 8773 6/	U S BANK CC	June Visas	0140162020	7.12
6281307	06/13	06/28/2013	6090	VISA 8773 6/	U S BANK CC	June Visas	0140262020	3.98
6281307	06/13	06/28/2013	6090	VISA 8773 6/	U S BANK CC	June Visas	2142162020	2.10
6281307	06/13	06/28/2013	6090	VISA 8773 6/	U S BANK CC	June Visas	3142162020	1.47
6281307	06/13	06/28/2013	6090	VISA 8773 6/	U S BANK CC	June Visas	4142162020	.21
6281307	06/13	06/28/2013	6090	VISA 8773 6/	U S BANK CC	June Visas	5140563700	46.98
6281307	06/13	06/28/2013	6090	VISA 8773 6/	U S BANK CC	June Visas	5140663700	46.97
6281307	06/13	06/28/2013	6090	VISA 8773 6/	U S BANK CC	June Visas	5142162020	6.07
Total 6281307: 114.90								
Grand Totals: 55,485.44								

AGENDA ITEM NO: 5.a.

## CASCADE LOCKS STAFF REPORT

---

**Date Prepared:** June 17, 2013

**For City Council Meeting on:** July 8, 2013

**TO:** Honorable Mayor and City Council

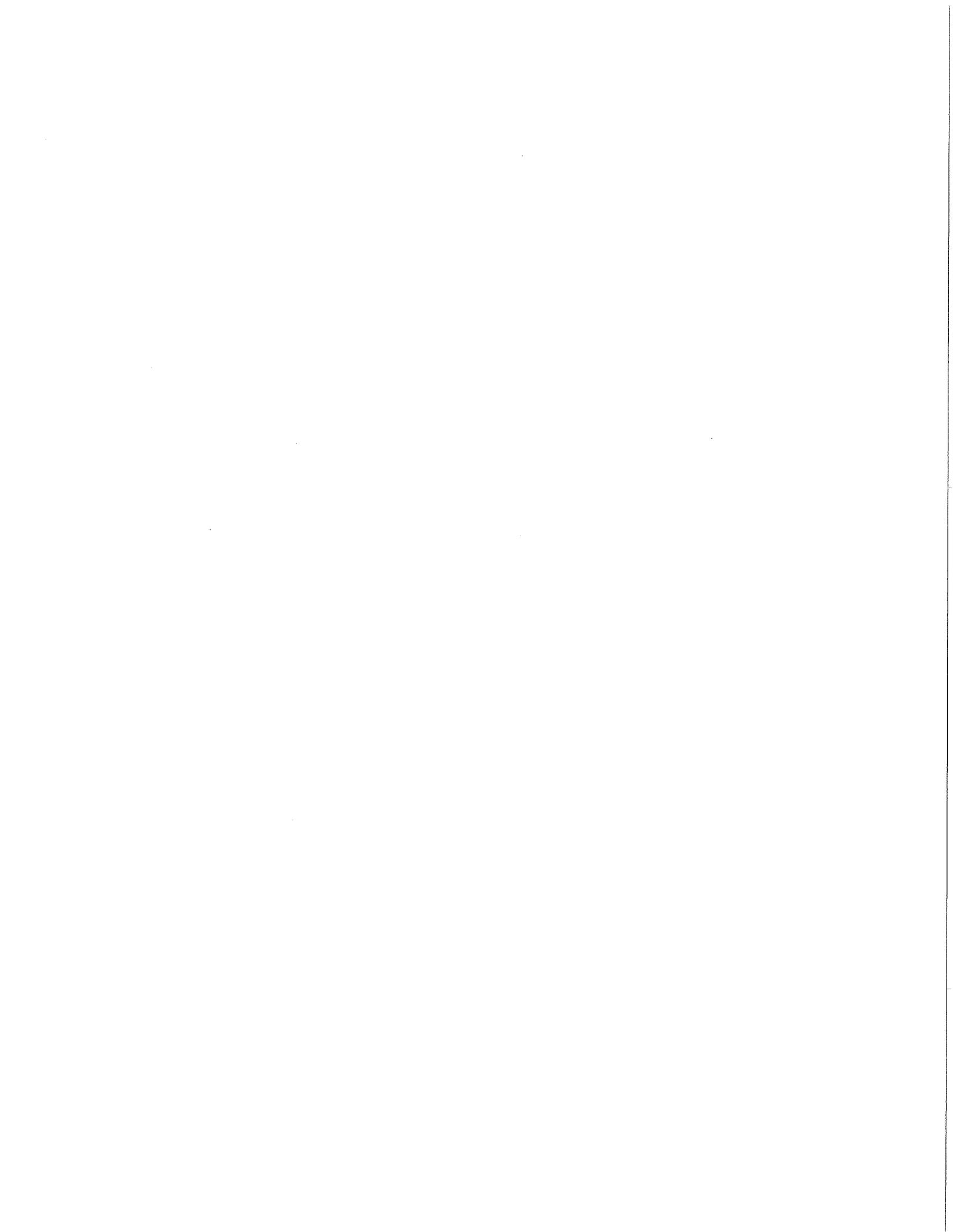
**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Appointment to City Council

**SYNOPSIS:** We have received two applications for the open City Council position from Buzzy Nielsen and Deanna Busdieker. Please find their applications attached. This is the vacancy created when Mr. Cramblett was elected to serve as mayor. The term will end on Dec. 31, 2014.

**CITY COUNCIL OPTIONS:** Appoint Mr. Nielsen or Ms. Busdieker to the City Council or continue to keep searching for replacements for the vacant position.

**RECOMMENDED MOTION:** "I move to appoint \_\_\_\_\_ to serve the remainder of the vacant position on the City Council."



City of Cascade Locks, Oregon

DATE & TIME RECEIVED: \_\_\_\_\_

**Application for City Boards, Commissions, Task Forces and Committees**

(Check one below)

Budget Committee

Planning Commission

Other:

City Council

NAME: Buzzy Nielsen

HOME PHONE: \_\_\_\_\_

HOME ADDRESS: 401 SE Sunset Ave, CL

CELL PHONE: 971-270-0527

EMAIL ADDRESS: buzzy.nielsen@gmail.com

Do you live within the Cascade Locks city limits? Yes  No

How long have you lived in the City? 2 years

1. Why are you interested in serving?

See attached.

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

See attached.

3. What experiences have you had with City committees, boards or commissions?

See attached.

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

See attached.

APPLICANTS SIGNATURE:

Buzzy Nielsen

DATE:

June 5, 2013

**Thank you. We appreciate your willingness to serve.**

## **Addendum to City Council application by Buzzy Nielsen**

1. *Why are you interested in serving?*

I want to see Cascade Locks succeed. As a small town in difficult economic times, Cascade Locks has many challenges ahead of it. I believe that my experience and skills would benefit the city as one of its Councilors, as I can look at things logically and make decisions that serve the greatest good.

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

Yes, I am able to attend the twice-monthly meetings. My work schedule also is generally flexible enough that I can make other Council-related commitments as well.

3. *What experiences have you had with City committees, boards, or commissions?*

I have worked in public libraries for over 17 years and thus have significant experience and understanding of the public sector. My work history has included working for special districts, cities, public and private universities, and the State of Oregon. I have a good understanding of the purpose and structures of public entities, how they are funded, and how they operate. Currently I serve on the City of Cascade Locks Budget Committee. I also am involved in several community organizations in Hood River County including Rotary, the Friends of the Cascade Locks Historical Museum, the Hood River County Cultural Coalition, and the Hood River County Chamber of Commerce.

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

My experience with and understanding of public entities is bolstered by my Master of Public Policy. While studying for this degree, I learned much useful information about state, local, and federal policy, public and nonprofit management principles, and budgeting. As a librarian, I also possess a good understanding of current technology, including the promises and perils it presents. Please see my attached resume for more information.

## MATTHEW "BUZZY" NIELSEN

PO Box 659, Cascade Locks, OR 97014, USA • 971-270-0527 • buzzy.nielsen@gmail.com

---

### EDUCATION

---

#### University of Michigan, Ann Arbor, Michigan, USA

*Master of Science in Information:* Specialization in Library & Information Services. April 2008.

- Coursework in Intellectual Property, Outcome-Based Evaluation, and Community Informatics.

*Master of Public Policy:* Specialization in Public & Nonprofit Management. April 2008.

- Coursework in Economic Development, Nonprofit Policy, Program Evaluation, and State & Local Policy.

#### Lewis & Clark College, Portland, Oregon, USA

*Bachelor of Arts:* Major in Philosophy. Minor in Russian Studies. May 2002.

- Graduated *summa cum laude*. Elected to Phi Beta Kappa in junior year. Studied abroad in St. Petersburg, Russia.

#### Certified Public Library Administrator Program, ALA Allied Professional Association

Accepted as candidate, June 2010.

- Coursework completed in Planning & Managing Buildings and Information Technology Management.

### EXPERIENCE

---

#### Hood River County Library District, Hood River, Oregon, USA

Library Director, June 2011-Present

- *District management:* Oversaw reopening of libraries after a year of closure, spearheading a transition from being a County department to an independent governmental agency. Establish and carry out vision of community library services, as determined by the Board of Directors. Determine service types and levels, including open hours, programming, and collection development. Oversee staff in charge of children's services, teen services, adult services, technical services, collection development, and operations. Supervise and evaluate a staff of 10.25 FTE, including public service assistants, catalogers, librarians, and volunteers. Manage three branch libraries. With Board of Directors, create policies including code of conduct, collection development, computer use, financial management, meeting room use, personnel, and others.
- *Financial management:* Set and oversee \$900,000 annual budget. Review and approve expenditures. Ended first two fiscal years with significantly higher carryover than originally budgeted.
- *Public service:* Work public service desks at all three branches, which including circulation, reference, and reader's advisory. Teach library- and technology-related classes to public and community groups.
- *Outreach:* Represent the library district to the public. Participate in numerous community groups including Rotary, the Chamber of Commerce, and others. Regularly communicate library issues to County governments and community groups. Partner with other entities to offer programs and services. Publicize new library events and policies through newspapers, radio, television, and the web. Web publicity includes use of social media such as Twitter and Facebook. Won a 2013 John Cotton Dana Award from the American Library Association.
- *Technology management:* Create and evaluate the library's Linux-based public workstations. Manage library website, including overall site design and updating and creating new content. Train district staff on technology-related topics. Manage library networks.

#### North Bend Public Library, North Bend, Oregon, USA

Assistant Library Director, August 2008-May 2011

- *Management:* Supervise and evaluate a staff of 10 FTE, including library pages, public service assistants, catalogers, librarians, and volunteers. Set and significantly revised policies, in consultation with the Director, including code of conduct, collection development, computer use, meeting room use, and others.
- *Collection development:* Acquire materials for the collection using a variety of print and online sources. Have primary responsibility for choosing movies, music, and young adult materials. Perform large weeding projects to update collection, including the audiovisual collections, nonfiction, and large print.
- *Public service:* Set schedule for and worked the public service desk, which includes circulation, reference, and reader's advisory responsibilities. Teach library- and technology-related classes to public and community groups.

including a popular class on researching grants.

- *Publicity:* Publicize new library events and policies through newspapers, radio, television, and the web. Web publicity includes use of social media such as Twitter and Facebook.
- *Programming:* Coordinate adult library programming including instructional classes, lectures, partnership programs with local groups, and Chautauqua projects.
- *Technology management:* Evaluate and test the library's Linux-based public workstations. Manage library website, including overall site design and updating and creating new content. Train NBPL and district staff on technology-related topics. Serve on district committee to evaluate an open source ILS.

### **University of Michigan, University Library, Ann Arbor, Michigan, USA**

Special Projects Assistant to the University Librarian: May 2007-December 2009

- *Research assistance:* Gathered, evaluated, and recommended articles from multiple sources on topics including copyright, economics of libraries, digitization and digital preservation, valuation of cultural heritage, and others.
- *Presentation/paper assistance:* Compiled resources, commented on, and assisted in writing of several presentations, papers, and blog posts on topics including scholarly communication, Google Book Search, information literacy, and others.

Information & Reference Center Student Assistant, Harlan Hatcher Graduate Library: September 2005-July 2008

- *Reference services:* Facilitated patron use of library resources in person and over the phone. Guided patrons in using the internet and online databases such as LexisNexis, ProQuest, ISI Web of Science, JSTOR, and PsycInfo.
- *Chat-based reference services:* Performed chat-based reference using IM, OCLC QuestionPoint, and Meebo.

### **Ann Arbor District Library, Ann Arbor, Michigan, USA**

Public Library Associate, Northeast Branch: May 2007-May 2008

- *Collection maintenance:* Evaluated adult fiction, mystery, and audiovisual materials for withdrawal and replacement.
- *Collection assessment:* Compiled and analyzed six years of circulation data. Recommended ways to enhance collections for an expanded branch. Assessed effect of decision to interfile Romance novels with general Fiction.
- *Outreach:* Analyzed demographics for branches to recommend programs & services for underserved populations. Assisted with and taught technology classes to staff and community. Reached out to local immigrant groups.
- *Blogging:* Wrote blog entries on business resources and news, directing readers to library resources & services.
- *Reference services & Technical assistance:* Performed reference and technical duties as described below.

Information Desk Clerk, Access & User Services department, Downtown Branch: January 2006-May 2006

- *Reference services:* Helped patrons locate information and library resources using the OPAC, online databases such as Infotrac, and the internet. Gave reader's advisory for all ages and for an internationally-diverse patron base.
- *Technical assistance:* Aided patrons in using computers, copiers, and microfilm/fiche readers. Facilitated patron internet use with an internally-designed computer management program.

Bookshelver, Circulation department, Downtown Branch: August 2005-January 2006

- *Shelving and processing:* Shelved library materials, including audiovisuals, both alphabetically and by Dewey Decimal number. Processed returned materials. Noted damaged/mislabeled materials. Retrieved patron holds.

### **University of Michigan, Gerald R. Ford School of Public Policy, Ann Arbor, Michigan**

Graduate Student Instructor: September 2006-April 2007

- *Class facilitation:* Facilitated half of the 40-person core curriculum class Values, Ethics, and Public Policy. Led class in discussions on ethical policy issues such as political hardball, torture, professional ethics, and climate change.
- *Resource-gathering:* Compiled class articles (electronic and print) and other supplementary materials.
- *Tutoring and writing consulting:* Tutored students on writing effective philosophical papers and policy memos, including conciseness, organization, clarity, and argumentation. Worked extensively with international students.

### **Oregon State Library, Salem, Oregon, USA**

Intern, Library Development Services department: June 2006-August 2006

- *Legal research:* Researched and compiled website on Oregon laws affecting public libraries, including library, intellectual freedom, and districting laws: <http://www.oregon.gov/osl/ld/resources/laws/>.
- *Early literacy resource-gathering:* Compiled early childhood literacy website for public libraries, the product of a 2005 LSTA grant to the Multnomah County Library: <http://www.oregon.gov/osl/ld/youthsvcs/earlylit/>.
- *Web design:* Used a Content Management System and HTML to organize and design websites.

**Langlois Public Library, Langlois, Oregon, USA**

Director: March 2004-June 2005

- *Library management:* Set and oversaw annual budget. Supervised Assistant Director, contract workers, and community volunteers. Reported activities and financials to elected library board.
- *Acquisitions & cataloging:* Performed acquisitions & cataloging duties as described below. Inventoried, analyzed, and developed all collections. Recataloged audiovisual, local history and young adult collections.
- *Grantwriting:* Collaborated in successful applications for grants for high-speed internet, data correction and migration for three small public libraries, and a capital campaign for a neighboring library.
- *Instruction:* Taught basic computer skills, Microsoft Office, and the Dewey Decimal System in classes and one-on-one sessions to patrons and staff. Participated in Gates Foundation-sponsored train-the-trainer workshops.

Library Assistant & Youth Services Coordinator: June 2002-March 2004

- *Youth programming:* Developed youth programming. Selected new juvenile and young adult books and multimedia.
- *Acquisitions & cataloging:* Performed acquisitions & cataloging duties as described below.
- *Reference & circulation:* Performed reference & circulation duties as described below.

Library Assistant: May 1995-August 1999

- *Reference & circulation:* Circulated materials using a card-based system. Answered patron queries on a variety of topics. Facilitated patron computer use. Supervised library during weekend hours.
- *Acquisitions, cataloging, & processing:* Utilized MARC, AACR2r, LCSH, z39.50 databases, and original cataloging.
- *Youth programming:* Coordinated children's programs, including the annual summer reading program.

**School District 2CJ, Pacific High School, Port Orford, Oregon, USA**

Library Specialist: December 2002-June 2005

- *Media center management:* Oversaw \$4,500 annual budget. Supervised student research and 0.25 FTE student aide. Provided teacher support for curricular units. Maintained multimedia library, devices, and research computers.
- *Acquisitions, cataloging, & processing:* Utilized MARC, AACR2r, LCSH, copy cataloging using z39.50 databases, and original cataloging. Cataloged previously uncataloged 5,500-volume collection of books and multimedia. Developed collections, emphasizing contemporary literature, modern history, and natural sciences.
- *Instruction:* Developed and taught classes on library & research skills, argumentation, online databases, and more.

CIM Recorder: September 2003-June 2005

- *Educational assessment:* Compiled student data and samples for Oregon's Certificate of Initial Mastery (CIM) educational program. Reported student progress to faculty and administration. Scored state mathematics and writing performance tests.
- *Data management:* Managed records, test scores, and work samples, in hard copy and on a Microsoft Access database, to determine students' progress. Modified database to track data effectively, including writing macros to manipulate information.

**Oregon Community Foundation, Portland, Oregon, USA**

Intern, Grants & Education department: July 2001-May 2002

- *Research:* Researched topics about future grant initiatives, including demographic changes, ESL, and scholarships.
- *Resource-gathering:* Compiled a reference library on issues affecting grantmaking.
- *Grant evaluation:* Evaluated grant applications and provided input to Grants & Education Department staff.

**Lewis & Clark College, Associated Students of Lewis & Clark, Portland, Oregon, USA**

Student Academic Affairs Board Chair: May 2000-May 2002

- *Organizational management:* Managed unique student-to-student grant and peer tutoring programs. Oversaw board of 25 people and managed \$52,000 budget. Supervised 0.25 FTE assistant and 0.35 FTE tutoring director.
- *Grant administration:* Overhauled grant program. Updated forms, procedures, and policies to better reflect well-established granting organizations. Evaluated grant applications from all academic fields.
- *Student advocacy:* Voiced student academic concerns to College committees, administration, and faculty.

**Lewis & Clark College, Student Financial Services, Portland, Oregon, USA**

Intern for External Scholarships and Awards: March 2001-May 2002

- *Scholarship advising:* Coordinated undergraduate external grant and scholarship opportunities. Advised students on applications and interviewing.
- *Database and website development:* Compiled database of outside scholarship resources. Managed, wrote content, and coded HTML for College external scholarship website.

## PRESENTATIONS

---

**Oregon/Washington Library Association Conference, April 25, 2012, Vancouver, Washington, USA**

"Get you policy wonk on: Writing patron-friendly policies."

**Oregon Library Association Conference, April 27, 2012, Bend, Oregon, USA**

"When the heart of things closes: Community reactions to times of no libraries."

**Oregon Virtual Reference Summit, June 10, 2011, The Dalles, Oregon, USA**

"Virtually serving the unserved: How L-net helps in times of no libraries."

- Available online at <http://www.slideshare.net/hrclld/virtually-serving-the-unserved>.

**Oregon Virtual Reference Summit, May 7, 2010, Troutdale, Oregon, USA**

"But I still use dialup! Using virtual reference to serve rural patrons."

- Available online at <http://www.slideshare.net/remnil/rural-virtual-reference>.

**Online Northwest, February 5, 2010, Corvallis, Oregon, USA**

"Even Internet Computers Want to be Free: Using Linux and Open Source Software on Library Public Workstations." Co-presented with Sean Park.

- Available online at <http://www.slideshare.net/nbpl/linux-desktops>.

**Symposium honoring William Rottschaefer, March 8, 2003, Portland, Oregon, USA**

Presented commentary on *Science, Truth, and Democracy* by Philip Kitcher,

- Commented on Dr. Kitcher's book, an analysis of the role of science in an ethical society, in honor of retiring Lewis & Clark College Philosophy professor William Rottschaefer. Fellow commentators included respected professors of science and philosophy from Oregon colleges.

**Pacific University Undergraduate Philosophy Conference, April 7, 2002, Forest Grove, Oregon, USA**

"Morality as Natural Ends: The Naturalistic Ethics of John Dewey"

- Discussed the philosopher John Dewey's shift from a supernaturally-based morality to a more scientific notion of ethics.

**Midsouth Undergraduate Philosophy Conference, February 22, 2002, Memphis, Tennessee, USA**

"Descartes Holds These Truths to be Self-Evident? Reason & Equality in Descartes' Method"

- Discussed why Descartes' contention that reason is an infallible faculty does not violate the apparent fact that people make intellectual mistakes.

Other library-related presentations available at <http://www.slideshare.net/hrclld>.

## PUBLICATIONS

---

**Oregon Library Association Quarterly, Spring 2012**

"Rebirth and renewal: How a year of closure helped Hood River County's libraries."

- Available online at [http://www.olaweb.org/assets/documents/olac\\_18no1.pdf](http://www.olaweb.org/assets/documents/olac_18no1.pdf).

**Oregon Library Association Quarterly, Fall 2010**

Guest editor of and submission author for the Fall issue, focusing on "openness": open source software, open access publishing, openness on the reference desk, open government, and more.

- Co-authored paper with Sean Park, "Free as in Internet: Using Linux and Open Source Software on Public Workstations."
- Available online at [http://data.memberclicks.com/site/ola/olaq\\_16no3.pdf](http://data.memberclicks.com/site/ola/olaq_16no3.pdf).

**"On the Cost of Keeping a Book," June 2010**

In *The Idea of Order: Transforming Research Collections for 21<sup>st</sup> Century Scholarship*. Co-written with Paul Courant. Published by the Council on Library and Information Resources.

- An analysis of different methods of maintaining print books in research library environments and the costs and benefits associated with this methods.
- Available online at <http://clir.org/pubs/abstract/pub147abst.html>.

***The Leadership Challenge: Moving Toward a Governance Model for the Washtenaw County Literacy Coalition*, April 2008**

Prepared with three other students as part of the course Applied Policy Seminar at the Gerald R. Ford School of Public Policy.

- Summary and recommendations for creating a governing structure for a coalition of nonprofit and public organizations seeking to end illiteracy in Washtenaw County, Michigan.

***Enhancing Impact from Students to Communities: An Outcome-Based Evaluation of the Oregon School Library Information System (OSLIS)*, April 2007**

Co-written with Dawn King as part of the course Outcome-Based Evaluation at the University of Michigan School of Information.

- Evaluation of Oregon's statewide school library information portal incorporating stakeholder interviews and other qualitative analysis tools.
- Available online at <http://oslis.org/oslissupport/aboutoslis/evalword2007>.

---

## **PROFESSIONAL AND COMMUNITY ACTIVITIES & ASSOCIATIONS**

**American Library Association, 2002-Present**

- Public Library Association (2008-Present)
- Library Leadership & Management Association (2008-Present).

**Hood River County Cultural Trust, 2012-Present**

A nonprofit organization dedicated to supporting arts, humanities, and culture throughout Hood River County.

- Webmaster (2013-Present)

**Hood River Rotary, 2012-Present**

- Columbia Gorge Wine and Pear Fest Committee (2013-Present)
- Webmaster (2013-Present)

**L-Net volunteer, 2009-Present**

Oregon's statewide text-, chat-, and email-based reference service, <http://www.oregonlibraries.net>.

- Answer text, chat, and email questions on website, using custom SparkRef chat reference software, and Mosio text-reference service. Served on L-net Advisory Board (2009-2011).

**Library Service and Technology Act Advisory Council, Oregon State Library, 2008-2010**

Council that advises the Oregon State Library Board on how to distribute LSTA monies for statewide projects and in a competitive grant program.

- Served as Public Libraries representative.
- Elected as chair for 2010 calendar year.

**National Association of Parliamentarians, 1998-Present**

### **Oregon Library Association, 2008-Present**

- Public Library Division (2008-Present).
- Serve as Board parliamentarian (2011-Present)
- Resource-Sharing Committee (2011-2012)
- Library Development and Legislation Committee (2013-Present)

### **Sage Library System User Council, 2011-Present**

A library consortium in Oregon including over 75 public, academic, school, and special libraries. Used the open source integrated library system Evergreen.

- User Council Chair (2012-Present)

## **COMPUTER, TECHNICAL, AND LANGUAGE SKILLS**

---

- *Operating systems:* Windows 9x/2000/XP/Vista/7, Macintosh OS 8-X, various Linux distributions including Fedora, Mint, and Ubuntu.
- *Applications:* Microsoft Office 20xx, WordPerfect Office, LibreOffice, GIMP 2.X
- *Library standards and software:* MARC, AACR2r, z39.50, LCSH, DDC 22, HTML, TLC Library-Solution, Evergreen, Follett Circulation Plus, Innovative Interfaces Millennium, OCLC QuestionPoint, SparkRef, Ex Libris SFX and Metalib.
- *Databases:* EBSCOhost databases, ERIC, Gale databases, MEDLINE, NewsBank, NoveList, OverDrive, WorldCat, and more.
- *Instructional skills:* EBSCOhost, Microsoft Windows, Microsoft Office, research techniques, e-books, OverDrive, evaluating research sources, social media, OPACs, the Dewey Decimal System, argumentation techniques, and more.
- *Languages:* Russian (basic proficiency).

City of Cascade Locks, Oregon

DATE & TIME RECEIVED: \_\_\_\_\_

**Application for City Boards, Commissions, Task Forces and Committees**

**City Council**

NAME: deanna busdieker  
HOME ADDRESS: 30 lakeside

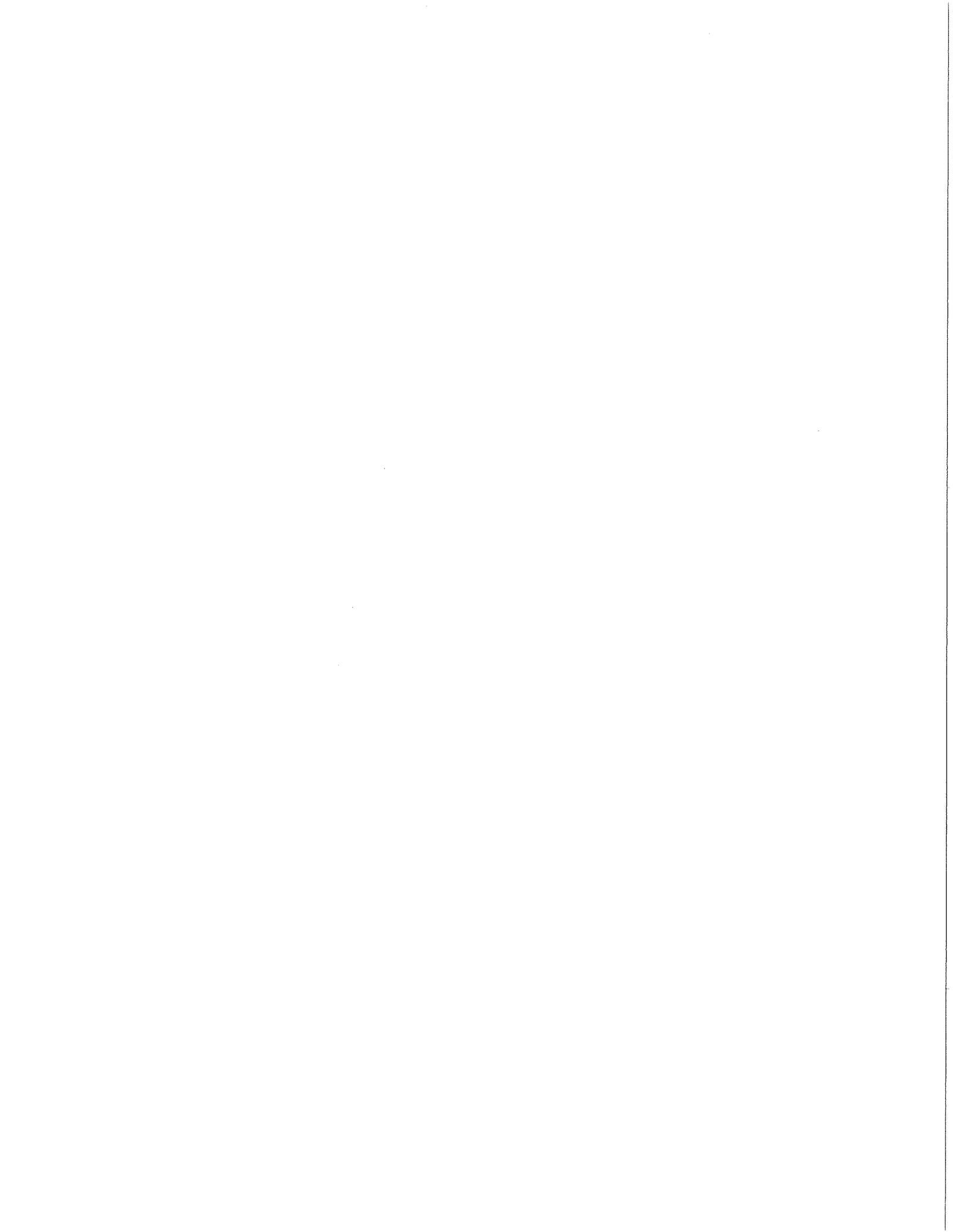
HOME PHONE: 541-374-9070  
EMAIL: deannab@dbdesign.info

Do you live within the Cascade Locks city limits? YES  
How long have you lived in the City? just over six years

1. Why are you interested in serving?  
while i enjoy being on the planning commission and serving the community, i believe i have background knowledge and rational decision-making to make more of an impact on the city council.
2. Do you feel that you can meet the schedule required by the City Council?  
if i didn't i wouldn't be doing this.
3. What experiences have you had with City committees, boards or commissions?  
have been a member of CL planning commission since september 02009
4. What special skills or interests do you think you bring to this effort?  
interdisciplinary studies degree with focus on ecology and pacific northwest water systems, attended PNW water systems seminar for the city in 09, trained in critical thought, dedicated to my community, attention to detail, willingness to do more than skim the surface of items in front of me.

APPLICANT'S SIGNATURE: deanna busdieker

DATE: 18 june 02013



AGENDA ITEM NO: 5.6c

## CASCADE LOCKS STAFF REPORT

---

Date Prepared: July 1, 2013

For City Council Meeting on: July 8, 2013

TO: Honorable Mayor and City Council

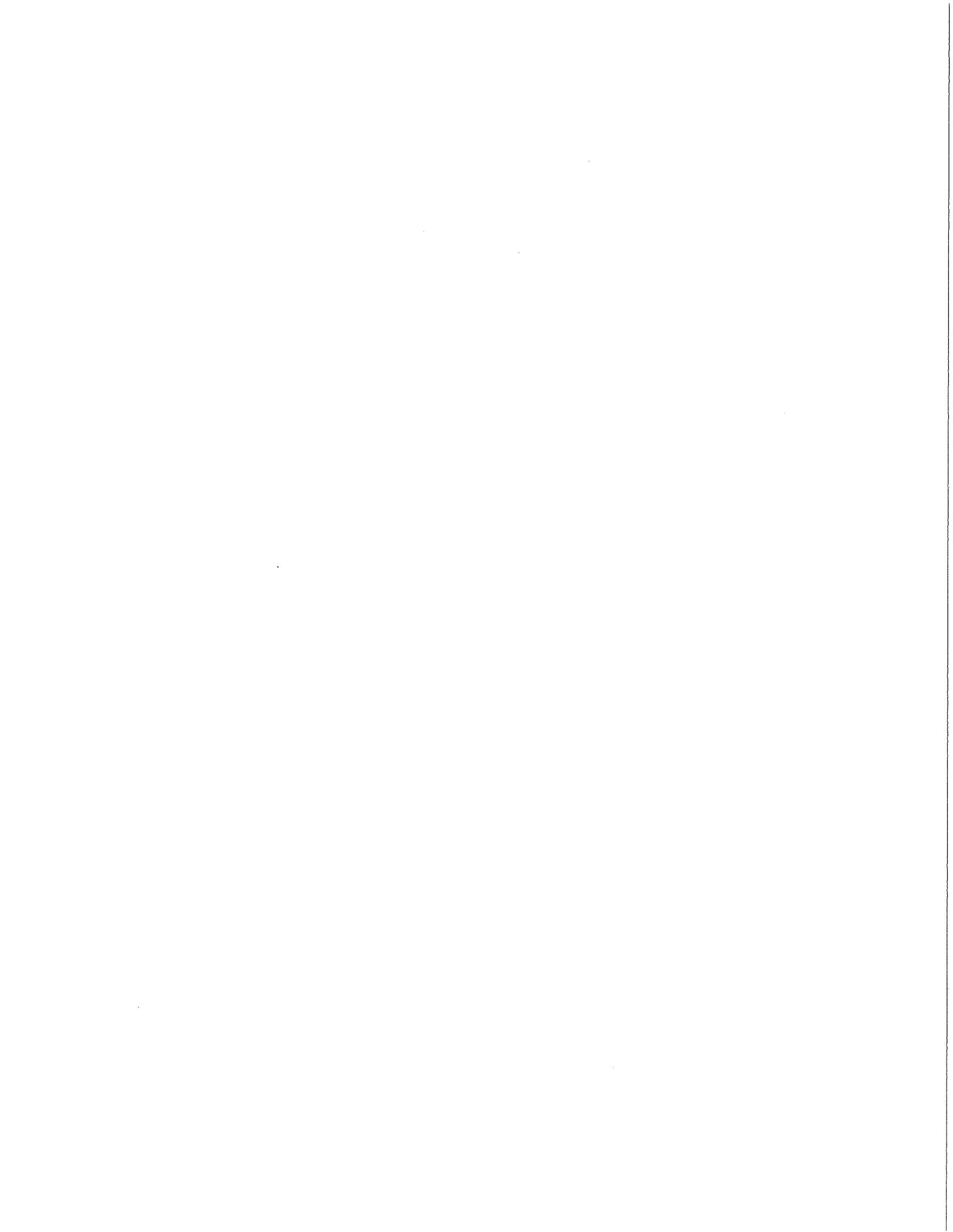
PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve IGA Between the City and Hood River County Library District

**SYNOPSIS:** As you know, the County Library District rents a room in City Hall as a library for the residents of Cascade Locks. This agreement is an extension of the current agreement. The Library is planning to move into the Cascade Locks Community Center located in the School by no later than January 1, 2014. If that were the case, the Library would terminate the agreement and pay a prorated rent. The City included only \$800 in our recently adopted budget.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject the IGA with the Hood River County Library District.

**RECOMMENDED MOTION:** "I move to approve the IGA between the City of Cascade Locks and the Hood River County Library District for the rental of City Hall space for the fiscal year 2013-2014."



**Intergovernmental Agreement**  
 between the  
**City of Cascade Locks, Oregon**  
 and the  
**Hood River County Library District (HRCLD)**  
 regarding space for the  
**Cascade Locks Branch of the Hood River County District Library**

This Agreement is entered into this 18th day of June, by and between the City of Cascade Locks of Hood River County, Oregon, and the Hood River County Library District of Hood River County, Oregon. The EFFECTIVE DATE of this Agreement is July 1, 2013.

**RECITALS**

- A. ORS 190.010 permits units of local government to enter into intergovernmental agreement for the performance of any or all functions that a party to the agreement has authority to perform; and
- B. ORS 357.410(3) permits units of local government to provide jointly a public library or public library services or share in the use of facilities, under such terms and conditions as may be agreed upon.
- C. The City of Cascade Locks in Hood River County, OR agrees to continue to provide the current space occupied by the Cascade Locks Library Branch in the Cascade Locks City Hall, 140 SE Wa-Na-Pa St., Cascade Locks, OR, 97014, to the Hood River County Library District for branch library services in Cascade Locks. The Hood River County Library District agrees to continue branch library services to the City of Cascade Locks, OR, in the space provided except as provided in (D) below.
- D. The Hood River County Library District is currently in conversations with the Hood River County School District to move the Cascade Locks Library Branch to the Cascade Locks School, as part of Cascade Locks Community School Concept, as approved by Cascade Locks Downtown Revitalization Steering Committee on March 29, 2012, and attached in Appendix A. Should this move occur, the Cascade Locks Branch Library could move out of the space at 140 SE Wa-Na-Pa St, prior to expiration of this Agreement.

**THEREFORE, IT IS AGREED: No. 1 HRCLD voluntary addition, changes to nos. 4, & 5 per CL request.**

- A. The Hood River County Library District will:
  - 1. pay an annual rent of \$1,600 to the City of Cascade Locks for the Cascade Branch Library space in the City Hall. The rent will be due on January 1, 2014. Should the Cascade Locks Branch Library be moved as provided in Recital D above, the Library District shall pay a rent prorated based on the number of months in the year the space was occupied.
  - 2. provide adult and children's library branch services in the space described in Recital C above.
  - 3. provide staff for library operations.
  - 4. provide at least 15 hours/week of open time.
  - 5. maintain equipment relating to library operations – computers, printers and the items comprising the library collection housed in the Cascade Locks Branch Library.
- B. The City of Cascade Locks will:
  - 1. provide the space currently occupied by the Cascade Locks Library Branch in the City Hall of Cascade Locks to the Hood River County Library District for continued use as the Cascade Locks Branch Library, except as provided in Recital D.
  - 2. provide utilities, phone and Internet service required to operate the Cascade Locks Branch Library while it occupies the space at 140 Wa-Na-Pa St.
  - 3. provide janitorial and maintenance services for the Cascade Locks Branch Library while it occupies the space at 140 Wa-Na-Pa St.

**REVENUE**

- A. The Hood River County Assessor's Office estimates that the property tax revenue that will be paid to the Hood River Library District by the property owners of the City of Cascade Locks in November, 2013 will be \$29,473.
- B. All fees, fines and charges, collected by the Hood River County Library District, shall be the property of the Hood River County Library District. [ORS 190.020(1)(b)].

**REAL OR PERSONAL PROPERTY**

- A. There shall be no transfer of title or possession to any real or personal property pursuant to this to this Agreement at the time this Agreement is entered into by the City of Cascade Locks and the Hood River County Library District:
- B. The City of Cascade Locks is the owner of the Cascade Locks Branch Library space in the City Hall of Cascade Locks.
- C. The Hood River County Library District is the owner of all the computers, printers and the library collection materials in the branch library space, including but not limited to books, AV, furniture, shelves and other library equipment.

**DURATION [ORS 190.020(1)(E)]**

The term of this Agreement shall begin on July 1, 2013, and after approval and execution by both parties, and shall expire on June 30, 2014.

The Hood River County Library District approves of the terms of the Memorandum of Understanding that was agreed to and approved by the City of Cascade Locks and Hood River County on December 20, 2009. This includes the section that states, "If the City adopts the resolution consenting to formation of the proposed library district, and the district decided to close the Cascade Locks branch at some future date, Cascade Locks could be withdrawn from the district pursuant to ORS 198.870 and would thereafter be free from assessments and taxes levied by the district." A copy of this Memorandum of Understanding is attached hereto as Appendix B and incorporated herein by this reference.

**TERMINATION**

- A. **TERMINATION By Mutual Consent:** This Agreement may be terminated by any time by mutual consent of both parties.
- B. **TERMINATION for Default or Breach:** Either District or City may terminate this contract in the event of a breach of the contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice. The rights and remedies of the parties provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this contract. Moving of the Cascade Locks Branch Library as provided in Recital D shall not be considered a breach of contract.

**AMENDMENTS**

This agreement may be amended only by an instrument in writing executed by both parties, which writing must refer to this instrument.

**INDEMNIFICATION**

Hood River County Library District agrees to defend, hold harmless and indemnify City of Cascade Locks from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the District while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for

activities arising out of this contract.

The City of Cascade Locks agrees to defend, hold harmless and indemnify Hood River County Library District from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the City while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for activities arising out of this contract.

**MEDIATION**

The Parties agree that, before resorting to any formal dispute resolution process concerning any dispute arising from or in any way relating to this Agreement (a "Dispute"), they will first attempt to engage in good faith negotiations in an effort to find a solution that serves their respective and mutual interests, including their continuing business/professional relationship. Party-principals agree to participate directly in the negotiations. Unless otherwise agreed in writing, the Parties shall have five (5) business days from the date the questioning party gives Notice (defined below) of the particular issue to begin these negotiations and 15 business days from the Notice date to complete these negotiations concerning the Dispute.

If the negotiations do not take place within the time provided above, or if the negotiations do not conclude with a mutually agreed upon solution within that time frame (or its agreed upon extension), the Parties agree to mediate any Dispute. If the Parties cannot agree upon a mediator, each shall select one name from a list of mediators maintained by any bona fide dispute resolution provider or other private mediator; the two selected shall then choose a third person who will serve as mediator. The Parties agree to have the principals participate in the mediation process, including being present throughout the mediation session(s). The Parties shall have 45 days within which to commence the first mediation session following the conclusion of their good faith negotiations or expiration of the time within which to negotiate (as stated above). The Parties agree that any mediated settlement agreement may be converted to an arbitration award or judgment (or both) and enforced according to the governing rules of Oregon civil procedure. The Parties further confirm their motivating purpose in selecting mediation is to find a solution that serves their respective and mutual interests, including their continuing business/professional relationship.

City of Cascade Locks, Oregon

Hood River County Library District

\_\_\_\_\_  
Tom Cramblett  
Mayor of Cascade Locks

\_\_\_\_\_  
Mike Oates  
Board President, Hood River County Library District

Date: \_\_\_\_\_, 2013

Date: \_\_\_\_\_, 2013

\_\_\_\_\_  
Attest: \_\_\_\_\_

\_\_\_\_\_  
Attest: \_\_\_\_\_

City of Cascade Locks  
Downtown Steering Committee  
Magnet School Concept  
3/20/12

## **The Cascade Locks Community School Concept**

(Approved March 29, 2012 by the DRSC)

**Purpose:** To make greater use of local school facilities to educate citizens of all ages, to meet job training needs and to take advantage of all resources available to the community while enhancing the quality of life in the community for citizens of all ages. **Initial focus will be on children and families.**

1. Get the Downtown Revitalization Steering Committee to include the school and education in the community VISION process and statement.
2. Under the umbrella of the Downtown Revitalization Steering Committee, create a "Community School" concept.
3. Create a "Sub-Committee" of the Steering Committee to take the lead to create a plan and program to make more positive use of the school resources.
4. Bring MHCC, CGCC, CGRA (sailing), the SBDC's, environmental groups, the Hood River County School District Community Education Program, Hood River County Health Department, Commission on Children and Families, Boys and Girls Club, FFA, 4H, Scouts, Work Source Oregon (employment service), Hood River County United Way, County Library District, City Recreation Program, SMART and other resources into a sub-committee effort to design the program and services.
5. Meet with all the resources and design the action plan.
6. Bring a proposal back to the Steering Committee for action.
7. Publicize and promote the services and programs throughout the community.

**How We Will Measure Success:** 1. The school will better utilized. 2. Programs and services will be provided for citizens of all ages. 3. School use will enhance downtown revitalization. 4. The community will have a written plan for the school and grounds.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) dated December 20, 2009 is by and between HOOD RIVER COUNTY, a home rule county and political subdivision of the State of Oregon (the "County") and the City of Cascade Locks, a municipal corporation of the State of Oregon (the "City") for the purpose of setting forth the parties' understanding of their respective rights and obligations pursuant to the provisions of ORS 198.870 relating to withdrawal of territory from a district. County and City are referred to herein as the **Parties**.

RECITALS:

- A. The County intends to form a county-wide library district pursuant to ORS Chapter 198 and ORS Chapter 357, whose boundaries would include the cities of Hood River and Cascade Locks;
- B. ORS 198.835 provides that if any part of the territory subject to formation of a district is within a city, the order initiating formation of the district shall be accompanied by a certified copy of a resolution of the governing body of the city approving the order;
- C. The County has requested such a resolution from the City, recognizing that the City's consent is required for inclusion in the proposed library district;
- D. The City has expressed reservation that its citizens would be subject to assessments and taxes levied by the district without any guarantee that it would continue to receive library services from the district at its local branch;

- E. The County understands the City's concerns regarding the future of its library services and has therefore offered to enter into this MOU to acknowledge the City's right to withdraw from the district in the event the City no longer received library services from the district.

NOW THEREFORE, THE PARTIES ACKNOWLEDGE AND AGREE AS FOLLOWS:

1. If the City adopts the resolution consenting to formation of the proposed library district, and the district decided to close the Cascade Locks branch at some future date, Cascade Locks could be withdrawn from the district pursuant to ORS 198.870 and would thereafter be free from assessments and taxes levied by the district.
2. Pursuant to the requirements set forth in ORS 198.755(3), a petition for withdrawal must be signed by not less than 15 percent of the electors, or 100 electors, whichever is the lesser, registered within the district, or in the alternative, 15 owners of land or the owners of 10 percent of the acreage, whichever is the greater number of signers, within the district. The petition would be filed with the County board.
3. Pursuant to the criteria set forth in ORS 198.870(4), the County must approve the petition "[i]f it has not been, or is not or would not be, feasible for the territory described in the petition to receive services from the district."
4. The County recognizes that closure of the library branch in Cascade Locks would satisfy these criteria.
5. The City recognizes that an election on a withdrawal petition may or may not be required pursuant to the provisions of ORS 198.875.
6. The Parties recognize that if withdrawn, the City's electors would thereafter be free from assessments and taxes levied by the district pursuant to the provisions of ORS 198.880

and ORS 198.882.

7. The County further agrees to consult with the City should a dispute over allocation of resources or level of service at the Cascade Locks branch arise between the City and the district.

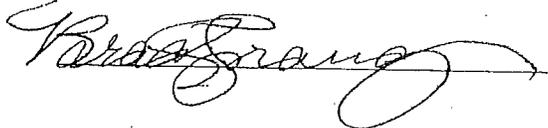
8. This MOU constitutes a statement of the current intent of the Parties, who acknowledge that it does not create a binding agreement and may not be relied upon as a basis for a contract by estoppel or serve as a basis for a claim based on detrimental reliance or any other theory.

9. Either party may terminate this MOU in writing stating the reasons for such termination.

10. This MOU shall be effective as of the date and year written above.

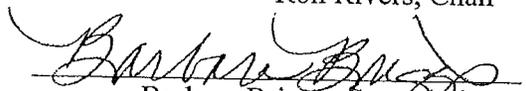
AGREED AND APPROVED:

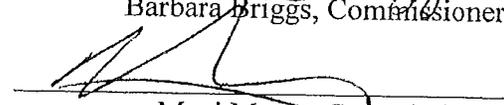
**City of Cascade Locks**

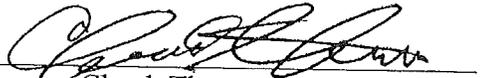


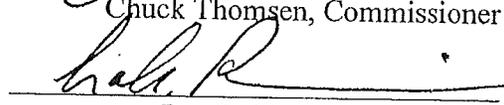
**Hood River County**

\_\_\_\_\_  
Ron Rivers, Chair

  
\_\_\_\_\_  
Barbara Briggs, Commissioner

  
\_\_\_\_\_  
Maui Meyer, Commissioner

  
\_\_\_\_\_  
Chuck Thomsen, Commissioner

  
\_\_\_\_\_  
Les Perkins, Commissioner

