

CITY of CASCADE LOCKS

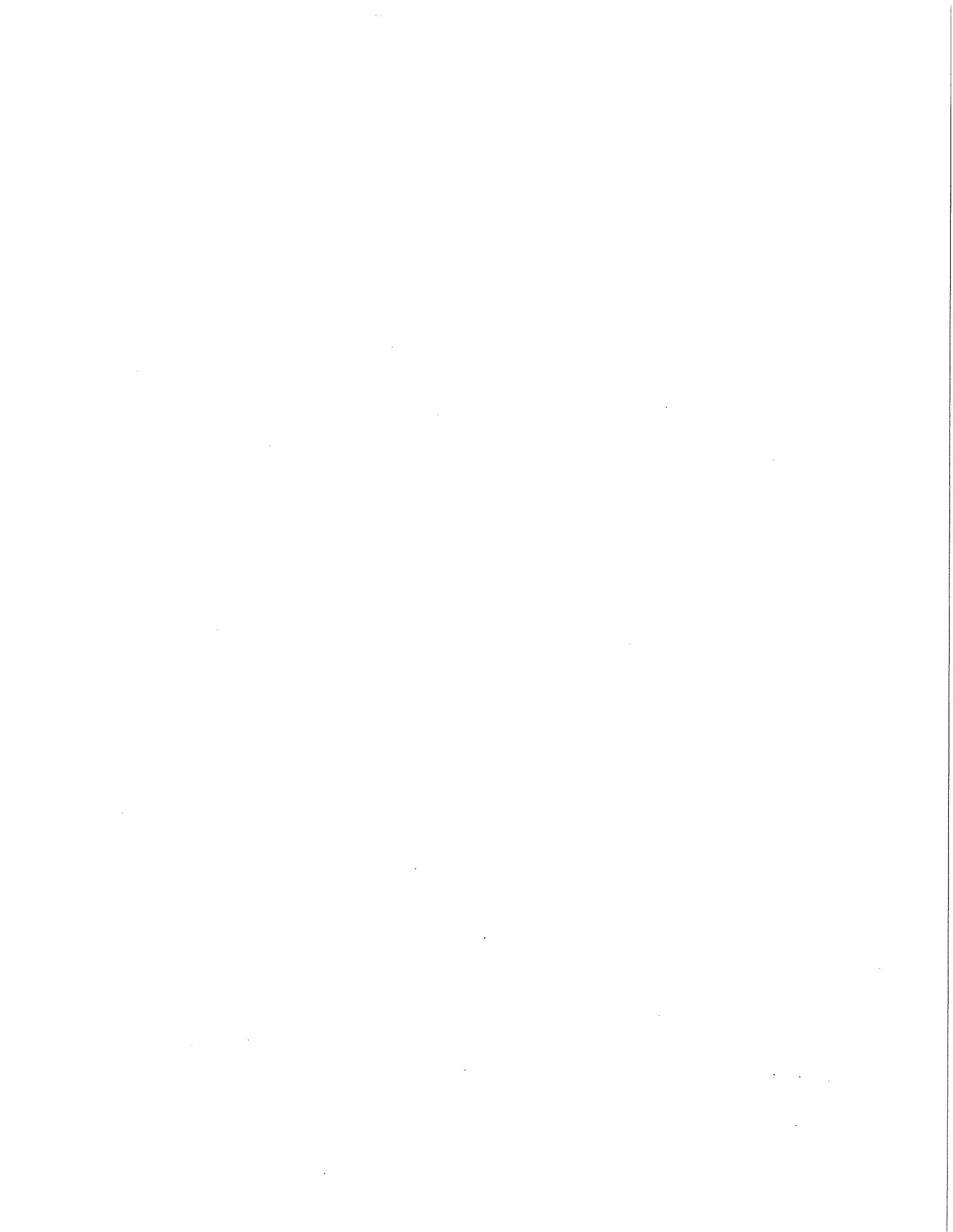
AGENDA

CITY COUNCIL MEETING, Monday, August 12, 2013, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Minutes of July 22, 2013 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 231,460.80.**
 - c. **Approval of Amendment No. 2 to Sosinkowski and Cleaveland Personal Services Contract.**
 - d. **Approve OLCC Renewals.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to City Council/Committees.**
 - b. **Approve Job Description for Financial Review Committee.**
 - c. **Regulator Street Notice of Award.**
 - d. **Proposal for Review of Fire Hall from Pauly, Rogers.**
 - e. **Request from the Port for the Bridge of the Gods Funding.**
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. **Fish Food Bank presentation.**
 - c. **Old Fire Hall Discussion.**
 - d. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick (via phone), Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Don and Gyda Haight, Sandra Kelley, Interim Port General Manager Paul Koch, Arni Kononen, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda.**

a. **Declaration of Emergency – Bridge of the Gods.** IPGM Koch described the problems with the Bridge of the Gods. He said if waiting for ODOT to go through the normal procurement process the bridge would continue to be weight restricted through November of 2014. He said if the Port is successful in acquiring the emergency declaration and Darrin Nichols of the Gorge Commission is successful acquiring federal funding, the weight restriction could be lifted as early as December of 2013 or March 2014 at the latest. IPGM Koch stated that it isn't critical of any entity to declare an emergency but is just part of the process. He said by getting the declaration by the Governor of both Oregon and Washington it will lessen red tape and open up potential funding. IPGM Koch said the Port of Skamania, Skamania County, and City of Stevenson have or will be adopting their declarations of emergency. He said Senator Thomsen and State Representative Johnson have already documented the declaration and sent to the Governor's office. He said Hood River County adopted their declaration on Friday and sent to the Governor's office. He said Cascade Locks adopting the proposed emergency declaration adds more to the urgency and shows the Governor that this is a serious situation.

CM Walker asked if there was anything more to add from the meeting last week regarding funding by ODOT. IPGM Koch stated that the Port had a meeting with ODOT regarding applying for an infrastructure bank loan after determining with the ODOT Bridge Engineer what exactly needs to be done. CM Walker asked if WSDOT was included in discussions. IPGM Koch said the Port is talking with WSDOT daily.

CM Helfrich asked about restricting emergency service vehicles from crossing the bridge. IPGM Koch said emergency vehicles are going to be allowed to cross the bridge. He said the declaration of emergency is written "as if" emergency vehicles are restricted from crossing the bridge and explaining the results of additional time to respond. CM Walker asked if there has been any discussion with the Corps of Engineers to cross at the Dam. IPGM Koch said there hasn't been any discussion yet to use the crossing at the Dam.

Motion: CM Randall moved, seconded by CM Helfrich, to authorize the Mayor to sign the letter to the Governor declaring a state of emergency. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

3. **Adoption of Consent Agenda.**

- a. **Approval of Minutes of July 8, 2013 Council Meeting.**
- b. **Approval of Minutes of July 15, 2013 for Joint City/Port Meeting.**
- c. **Approve Pauly Rogers and Co. Invoice for \$3,580.00 for Forensic Audit.**
- d. **Approve Renewal of Property and Liability Insurance and Workers Compensation Insurance.**
- e. **Approve Personal Services Contract for Sosnkowski and Cleaveland P.C.**
- f. **Ratification of the Bills in the Amount of \$ 98,372.56.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Groves, to have items 3.b. and 3.e. removed from the Consent Agenda for further discussion. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve the rest of the Consent Agenda. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

CM Busdieker stated that at the joint meeting, PC Sullenger expressed vagueness in the wording of the IGA and that future amendments must be agreed upon and that the IGA was just a frame work stating that both entities intend to cooperate. **Motion:** CM Busdieker moved to approve the July 15, 2013 minutes as amended. CM Walker seconded the motion. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

CM Busdieker said that section 5.a. of the attorney's contract states that the contractor shall be paid a monthly retainer payable in advance by the 15th of the month. She said the City is paying the retainer after the work is done. She said the contractor bills the City and then is paid even though the contract states that the City is to pay in advance. She asked Council if they wished to discuss and change. She said she just wanted everyone to be aware. Mayor Cramblett said he wanted to make sure the City is covered. CA Zimmerman said the attorney doesn't have any issue with this but can correct the 2011 contract by eliminating the sentence pertaining to paying in advance. He said to prevent any confusion the contract would be brought back to the next meeting for Council approval. He said he would add a section to the second amendment of the original contract. CM Busdieker said the City is losing 20% of value with the loss of retainer hours. She asked how this compares to other cities. CA Zimmerman said other cities pay \$175 - \$250 per hour. He said 4 out of the last 5 months the City has remained under the retainer hours.

4. **Public Hearings.** None.

5. **Action Items:**

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

b. **Approve Recommendations from Pauly Rogers and Co.** CA Zimmerman summarized the forensic auditor's report explaining recommendations. Ms. Kelley said that there was also a recommendation from the forensic auditor to take a closer look at the fire department. CA Zimmerman explained the recommendation was to include the debt service for the building in the EMS Fund. He said that would be built into the next budget.

CA Zimmerman said this was a very good report for the City. He said the financial policies adopted by Council were timely and the City is doing a lot of things right. He said with the recommendations a lot more is going to be done right.

Mr. Kononen said the interfund transfers shows that a lot of money has been spent in emergency services. He said putting them in one location in the budget is a good idea. He recommended that the revenues follow expenses in the emergency services department. He said we need to make sure the community is well served as we have a lot of money invested in emergency services.

Ms. Kelley said no one probably really knows or understands how much money has been invested in the emergency services department. She said she didn't think anyone plans on assigning debt to the emergency services department without the revenues to offset it. CA Zimmerman said it will be more transparent with all the costs and revenue in one fund in the budget.

Motion: CM Helfrich moved, seconded by CM Randall, to adopt the report from Pauly Rogers regarding the allocation of costs as reported.

CM Busdieker asked if there were enough employees to follow recommendations regarding separation of duties. CA Zimmerman said there aren't enough employees but explained that he will be reviewing bank statements and reconciliation. He said the duties of creating new vendors will now be done by the Finance Officer. He said we are doing the best we can with the limited staff.

Mayor Cramblett stated what came from this is eliminating risk for both the citizens and the employees.

CM Randall asked about the rationale on the split of property taxes. CA Zimmerman said it may come down to what is needed for the year. He said we found nothing in history as to why the split is what it is. He said it may be evaluated yearly. Mayor Cramblett said he has reviewed past budgets and the split has varied in past years.

The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

c. **Approve Recommendations from Administration Finance and Operations Committee.** CA Zimmerman said the Administration Finance and Operations Committee (AFOC) has recommended that both the Emergency Services Finance and Operations Committee (ESFOC) and AFOC be combined. He explained the issues that the ESFOC are reviewing are how to fund it. CA Zimmerman said the AFOC were concerned that the ESFOC had

not convened since adoption of the budget and there are committee members that belong to both committees. He said the AFOC thought it might be better to combine both committees. Ms. Kelley said that every aspect in the City budget is influenced by the expense of emergency services.

Mr. Kononen said the ESFOC stopped meeting during budget and he was out of state for a while. He said the next job for the committee was to review administrative costs like medications, etc. He said he didn't think it would be necessary to review some of the things for the other committee and suggested fewer councilors on the committee. He recommended against combining the two. He suggested the AFOC could ask the ESFOC to research particulars. Mr. Kononen said some people have suggested a Fire District. He said the ESFOC already has inside knowledge of some of these things and doesn't want to have to review all that.

Ms. Kelley said there isn't anything wrong with a specialized group of people finding out what is needed. She said one committee shouldn't be blocked from entering into particular areas of the emergency services. She said she was flexible either way that works best but doesn't want to be blocked from discussion or making decisions when crossing over the realm. She said she didn't think that by merging the two committees any research would be hindered by any committee member wanting to do the research. Ms. Kelley said for the sake of efficiency it seemed that for the duplication of staff and committees it would be simpler if under one.

Motion: CM Helfrich moved to keep the two committees separate. There was no second to the motion. **Motion:** CM Groves moved, seconded by CM Walker, to combine the two committees together. CM Helfrich recommended reducing the number of members if going to one committee and referenced quorum requirements. CA Zimmerman recommended limiting the number of councilors to three on the committee. He said it would be three councilors, three citizen budget committee members of the AFOC, and three citizen members from the ESFOC. **Amended Motion:** CM Groves amended her motion to have three councilors, three citizen AFOC members, and three citizens ESFOC for the combined committee. CM Walker agreed to the amendment. CA Zimmerman said he would rewrite the job description for the combined committee. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

CA Zimmerman said the AFOC has also recommended that the forensic accountant review grants and the processes that were used to build the fire hall. He said this would be the next task for the forensic accountant. Mayor Cramblett said one of the issues that came up was reviewing the process for purchasing medications. CA Zimmerman said the Fire Department has a procedure in place to address those questions so spending money on the forensic accountant for that may not be needed. He said the subcommittee should be able to answer questions about inventory and if enough medication or too much medication is being purchased.

Mayor Cramblett said using the forensic accountant to review the grants for purchase of the fire station is appropriate. He said some people think that there were flaws in the process and some think there weren't. He said the City can find out if they are doing what they should be doing. Ms. Kelley said there are two sides about the building of the fire station. She said it was a divisive issue. She said we can't go back and change what took place but can correct it and understand exactly what happened. She said safeguards can be put into place so the same mistakes can't happen again. Ms. Kelley said there needs to be acknowledgement of mistakes that have happened in the past. She said there are citizens that aren't satisfied that the money spent for the fire station has been properly accounted for. She said this will help to clarify things and show how much money has been spent on this fire department. She said next time there is grant money or a large project there will be knowledge of what needs to be done in order to have an efficient project. She said other departments have suffered at the expense of this fire station and we need to make sure that doesn't happen again. She said if that has happened the forensic audit will prove that. She said then the arguments will stop and we will know how to do things with more transparency and in a more efficient way.

Mr. Kononen said reviewing the fire station grants may not be such a bad idea. He said the report shows \$48,000 paid to Capital Reserve and should have been paid back to the EMS Fund. He said there were errors. He said maybe there were problems and should find out where those were. He said he didn't want to rehash whether or not the

building should have been built. He said we all need to move on and get along. He said the community has decided we need fire and emergency services. He said the City needs to determine the appropriate level of service.

Motion: CM Groves moved, seconded by CM Busdieker, to approve the forensic auditor to review the grants and processes of building the fire station. CM Helfrich clarified that this would be asking for a proposal from the forensic auditor to review this. He reminded the Council that there is a safeguard that was put in place to have MCEDD manage grants. Mayor Cramblett stated that MCEDD managed a fire station grant and this will also give the City a chance to review their processes as well.

CM Randall said he was in favor of the motion and liked the idea of moving forward and hoped to learn some valuable information from it. CM Walker said with the possibility of multimillion dollar costs to fix the water system, the process should be clarified and streamline future grant processes. CM Busdieker agreed to reviewing past mistakes. She said it is a good idea not to repeat same mistakes.

The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

d. **Commitment to ODOT Enhancement Program.** CA Zimmerman said he received a revised estimate from ODOT for \$1.65 million. He said if the City is willing to undertake this project we will have to tighten the belt in the Street Fund. He pointed Council to the information listed in the staff report reflecting possible ways to acquire the match. He said the question before Council is the project important enough for Council to tighten the belt in the Street Fund to beautify the downtown in three to five years. **Motion:** CM Helfrich moved, seconded by CM Randall, to continue supporting the WaNaPa Street Project.

CM Walker said he's been involved in these types of projects in other cities. He said there is a Cadillac version. He said there are ways to eliminate things that will reduce the cost of the project. He said this is going to be a phased project starting on the west end of town. He said he thinks this is the worst time for this project. He said signs in town are 30 years old and unreadable at night, potholes, and excavation work that is still not repaired. CM Walker said he didn't think there was any more room to tighten the belt in the Street Fund. He recommended taking the least expensive route if deciding to continue. He said the City also has to remember that the maintenance will belong to the City. CA Zimmerman said the City wouldn't be maintaining the street as that will still be the jurisdiction of ODOT. He said the City isn't choosing the design tonight. He said the Council will just be committing to support the project. He said there will be options to reduce the overall cost of the project.

CM Busdieker said she is in favor of making the town look better. She said it is going to be difficult to figure this into the budget. CM Helfrich said this is an opportunity to invest in the future of Cascade Locks and supported the continuation of the project. CM Groves said it is going to be hard to find the money for everything the City wants to do. She agreed that it would look nice but didn't like spending money when money isn't available to repair the water lines. She said she couldn't support it. CA Zimmerman explained that the gas tax money could not be used to fix the water lines and that it could only be used for streets. He said he understood CM Groves' frustration.

Ms. Haight said she agreed with CM Groves and is conservative herself but making a town more attractive will pull in investors to help make this a thriving, healthy environment. She said this will increase the City's revenue. CM Randall agreed with concerns but would agree to move forward cautiously. He asked if there would be opportunity in the future to back out of the project. CA Zimmerman said the City could back out up until engineering of the project took place. He said he figured that to be in 2015.

CM Busdieker asked if there is an estimate for how much money is needed for the water system project. CA Zimmerman said he would get a copy of the water master plan and estimates to CM Busdieker. He explained to her that this is a separate project and monies can't be moved from water to pay for streets.

CM Randall said Chambers of Commerce and Business Associations have resources to help with street improvements. CA Zimmerman said the Business Association has promised to help with the downtown improvements. Mayor Cramblett said he hated to drop the project but it is tough to maintain what we already

have. He said the money in the Street Fund has been spent on a lot of other things and it is going to be tough to save money for this project. Mayor Cramblett said ODOT came up with this plan and wondered if Council could ask for something else. He said we need curbs and sidewalks. He said this plan looks like Maupin and Stevenson. CA Zimmerman explained that this is the plan that was given to ODOT by Council. He said significant elements that are applicable to everyone are in all plans because they are considered traffic calming. He said the City could put lower level plants that provide the vertical traffic calming elements.

Mayor Cramblett said he can't believe the City can save \$65,000 every year because we use that money every year. He said he didn't think we could come up with the match. CA Zimmerman said if the City wants to support the project the money will have to be spent very carefully. He said the Street Fund is spent every year but the City will have to change the way they do business. He said the City will be looking at other ways also to come up with the match. Mayor Cramblett said he would rather be honest up front and say we just can't afford the match. CM Busdieker asked what the ramifications would be if the City dropped out. CA Zimmerman said projects drop all the time. He said there could be a possibility of a ten year loan. He said there are options and Council can figure out how to tighten the belt if they want to continue with the support of the project.

Mr. and Mrs. Haight said the community of Cascade Locks will not improve if the City does not invest in it.

CM Fitzpatrick said he wanted to make sure that this project will not encumber the City with jurisdiction. CA Zimmerman said the maintenance that ODOT does now they will continue to do. He said the City will maintain the landscaping.

Mayor Cramblett asked if changes can be made to the design. CA Zimmerman said that the City can whittle down the design. Mayor Cramblett said there will be one to two years to manage the funds. CA Zimmerman said right now the Council is deciding on committing to the project. He said ODOT will be making their decision in August as to who is still in line for funding.

The motion passed with CM's Groves, Fitzpatrick, Randall, Helfrich, Busdieker, and Mayor Cramblett voting in favor. CM Walker opposed.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.

Mrs. Haight said there were 14 youth in the sailing clinic. She said three came from New Zealand to participate in the clinic in Cascade Locks. She said Cascade Locks is receiving international recognition.

7. Reports and Presentations.

a. **City Committees.** None.

b. **City Administrator Zimmerman Report.** CA Zimmerman gave his report. He asked for approval to hire Joe Abbot for the vacant public works position and to also notice for a new temporary employee. Council gave consensus. CM Groves said she didn't see the painting of the parking stops on the list of safety projects. CA Zimmerman said he would add that to the list.

8. Mayor and City Council Comments. Mayor Cramblett said he has received several complaints regarding the vendors on WaNaPa Street. CA Zimmerman said he has contacted the private property owners and the vendors have been made aware that they need the property owners' permission to be on their property. He explained that if the vendors are on the street that is ODOT jurisdiction. He said ODOT has stated they have a resource problem but are aware of the problems with vendors and plan to address it. CA Zimmerman said the signs blocking the sidewalk have been removed. He said the City tries to get people to comply willingly.

Mayor Cramblett reminded all of the Museum Open House. He said the sailing in Cascade Locks

is huge. He said visitors are impressed with Cascade Locks and the simplicity. He said the sailors are staying in the motels and staying in Cascade Locks longer. He said sailing is growing. He said the townspeople treat them well.

CM Randall said he has been taking toll on the Bridge of the Gods and said that visitors are in awe of the beauty. He said cars have actually turned around and paid the toll again to take in the view.

9. Other matters. None.

10. Executive Session as may be required. None.

11. Adjournment. Motion: CM Groves, seconded by CM Randall, to adjourn. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. The meeting was adjourned at 9:10 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:
7/31/2013	End of Month AP	\$ 149,801.34
7/26/2013	Gross Payroll	\$ 41,702.18
8/6/2013	Special AP	\$ 5,383.00
8/9/2013	Gross Payroll	\$ 34,574.28

GRAND TOTAL \$ 231,460.80

APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3833	08/13	08/06/2013	6834	060413	Amy Adams	Energy Efficiency Rebate	5140562140	15.00
Total 3833:								
3834	08/13	08/06/2013	1360	129673	DAVID R. CUNNINGHAM	Broadband	4140662570	1,110.00
3834	08/13	08/06/2013	1360	129674	DAVID R. CUNNINGHAM	April CATV work	4140562570	210.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	0140162082	134.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	0340562082	33.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	0540562082	28.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	2140562082	240.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	3140562082	213.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	4140562082	62.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	4140662082	33.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	5140562082	360.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	5140562082	419.00
3834	08/13	08/06/2013	1360	129675	DAVID R. CUNNINGHAM	City Network	5140662082	68.00
3834	08/13	08/06/2013	1360	129676	DAVID R. CUNNINGHAM	Fire Department	0540562082	660.00
3834	08/13	08/06/2013	1360	129677	DAVID R. CUNNINGHAM	Telemetry	2140562082	120.00
Total 3834:								
3835	08/13	08/06/2013	1620	105	EFFICIENCY SERVICES GROUP, LLC	Admin Fees	5140562139	750.00
3835	08/13	08/06/2013	1620	2127	EFFICIENCY SERVICES GROUP, LLC	Admin Fees	5140562139	750.00
Total 3835:								
3836	08/13	08/06/2013	6787	22237 6/10/1	NorthShore Medical Group	CDL Exam- Schey	5140562110	178.00
Total 3836:								
Grand Totals:								5,383.00

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3787	07/13	07/31/2013	40	9910763940	AIRGAS	Cylinder Rental	0540562351	11.38
Total 3787:								
3788	07/13	07/31/2013	180	063013	ASIFLEX	Admin Fees	5140562110	11.38
Total 3788:								
3789	07/13	07/31/2013	310	485-1040	Belo Management Services Inc.	202 Subs	4140562740	111.10
Total 3789:								
3790	07/13	07/31/2013	330	1050817	BENNETT PAPER & SUPPLY CO	Sanitary Supplies	0140462540	180.39
Total 3790:								
3791	07/13	07/31/2013	370	31798	BIO-MED TESTING SERVICE	Drug Testing	5140562063	69.00
Total 3791:								
3792	07/13	07/31/2013	6851	072413	Bridge of the Gods Quilters	Brochures	0840562160	370.23
Total 3792:								
3793	07/13	07/31/2013	580	071713	CARR, SHIRLEY	Brochure Delivery	0840562101	500.00
Total 3793:								
3794	07/13	07/31/2013	610	595746	CASCADE COLUMBIA DISTRIBUTION	Chlorine	2140562650	500.00
Total 3794:								
3795	07/13	07/31/2013	650	071913	CASCADE LOCKS CHEVRON (DBA)	Durango Tire X2	0540563047	215.00
Total 3795:								
3796	07/13	07/31/2013	710	62713	Cascade Motel	Refund Overprint of TRT	0140162870	338.00
Total 3796:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3796	07/13	07/31/2013	710	62713	Cascade Motel	Refund Overprint of TRT	0840562870	9.00
Total 3796:								
3797	07/13	07/31/2013	740	50641	CASELLE, INC.	Contract Support	0140162082	142.20
3797	07/13	07/31/2013	740	50641	CASELLE, INC.		0340562082	45.03
3797	07/13	07/31/2013	740	50641	CASELLE, INC.		0540562082	40.29
3797	07/13	07/31/2013	740	50641	CASELLE, INC.		2140562082	244.11
3797	07/13	07/31/2013	740	50641	CASELLE, INC.		3140562082	218.04
3797	07/13	07/31/2013	740	50641	CASELLE, INC.		5140562082	417.12
3797	07/13	07/31/2013	740	50641	CASELLE, INC.		5140662082	78.21
Total 3797:								
3798	07/13	07/31/2013	4910	600139212D	Cassie & Marcos Madris	Refund Deposit	5121130	1,185.00
Total 3798:								
3799	07/13	07/31/2013	790	313230273 7	CENTURYLINK	Fire Department Phones	0540562050	137.07
3799	07/13	07/31/2013	790	313401451 7	CENTURYLINK	wwtp	3140562050	115.81
3799	07/13	07/31/2013	790	313470082 7	CENTURYLINK	City Hall Phones	0140162050	137.34
3799	07/13	07/31/2013	790	313470082 7	CENTURYLINK	City Hall Phones	2142162050	182.93
3799	07/13	07/31/2013	790	313470082 7	CENTURYLINK	City Hall Phones	3142162050	100.99
3799	07/13	07/31/2013	790	313470082 7	CENTURYLINK	City Hall Phones	5142162050	155.81
3799	07/13	07/31/2013	790	313785538 7	CENTURYLINK	SW	2140562050	236.50
3799	07/13	07/31/2013	790	313891134 7	CENTURYLINK	Emergency After Hours	5140562050	41.83
3799	07/13	07/31/2013	790	313891134 7	CENTURYLINK	Emergency After Hours	5140662050	27.89
3799	07/13	07/31/2013	790	314228414 7	CENTURYLINK	Lift Station	3140562050	37.05
Total 3799:								
3800	07/13	07/31/2013	800	320153997 7	CENTURYLINK COMMUNICATIONS, IN	Business Anytime	2140562050	1,173.22
Total 3800:								
3801	07/13	07/31/2013	6837	CAS-12013-0	CIS Trust	Property/Liability	0140162060	2,679.08
3801	07/13	07/31/2013	6837	CAS-12013-0	CIS Trust	Property/Liability	0140462060	1,229.96
3801	07/13	07/31/2013	6837	CAS-12013-0	CIS Trust	Property/Liability	0340562060	2,128.01
3801	07/13	07/31/2013	6837	CAS-12013-0	CIS Trust	Property/Liability	0540562060	15,779.70
3801	07/13	07/31/2013	6837	CAS-12013-0	CIS Trust	Property/Liability	2140562060	3,544.85

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3801	07/13	07/31/2013	6837	CAS-12013-0	CIS Trust	Property/Liability	3140562060	8,572.62
3801	07/13	07/31/2013	6837	CAS-12013-0	CIS Trust	Property/Liability	5140562060	9,277.30
3801	07/13	07/31/2013	6837	CAS-12013-0	CIS Trust	Property/Liability	5140662060	5,112.02
3801	07/13	07/31/2013	6837	CAS-12013-0	CIS Trust	Property/Liability	5140662060	.02
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	0121052	272.22
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	0121052	2,727.13
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	0140862023	75.77
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	0321052	3,186.25
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	0521052	4,010.15
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	0521052	33.42
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	0540561060	2,140.02
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	1721052	111.46
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	2121052	2,225.20
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	2121052	7,158.69
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	3121052	690.84
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	4121052	41.25
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	5121052	7,972.70
3801	07/13	07/31/2013	6837	CAS-W2013-	CIS Trust	WC Insurance	5121052	.01
Total 3801: 78,968.47								
3802	07/13	07/31/2013	1060	643996	COLUMBIA GORGE LIONS CLUB	Sternwheeler Days Sponsor	0840562115	1,000.00
Total 3802: 1,000.00								
3803	07/13	07/31/2013	1530	8255-9217 7/	DISH NETWORK	Programming	4140562740	400.00
Total 3803: 400.00								
3804	07/13	07/31/2013	6849	072913	Firefighters Bookstore	Reissue CK 18494 4/15/10	0521010	259.90
Total 3804: 259.90								
3805	07/13	07/31/2013	1930	1140-1016	FISHER COMMUNICATIONS INC	202 Subs	4140562740	141.40
Total 3805: 141.40								
3806	07/13	07/31/2013	2020	1208524	GENERAL PACIFIC INC.	Rod Ground Copper	5140563670	107.93
3806	07/13	07/31/2013	2020	1208524	GENERAL PACIFIC INC.	Rod Ground Copper	5140663670	107.92
3806	07/13	07/31/2013	2020	1208527	GENERAL PACIFIC INC.	Meter Ring	5140562750	65.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3806	07/13	07/31/2013	2020	1208527	GENERAL PACIFIC INC.	Meter Ring	5140562750	65.00
Total 3806:								345.85
3807	07/13	07/31/2013	2080	1-4894307	GLOBALSTAR	Sat Phone	0540562050	27.22
Total 3807:								27.22
3808	07/13	07/31/2013	2380	INV29644	HJ ARNETT INDUSTRIES, LLC	Glove Testing	5140562110	54.01
Total 3808:								54.01
3809	07/13	07/31/2013	2570	062613	HOOD RIVER NEWS	Ad	0840562115	105.00
3809	07/13	07/31/2013	2570	071813	HOOD RIVER NEWS	UMW 1 Ad 6/15/13	2140562030	105.00
3809	07/13	07/31/2013	2570	071813	HOOD RIVER NEWS	UMW 1 Ad 6/15/13	3140562030	105.00
Total 3809:								315.00
3810	07/13	07/31/2013	6860	72913	Kendall Adams	Reissue ck 1916 12/30/11	5121010	1.67
Total 3810:								1.67
3811	07/13	07/31/2013	4910	100091905D	Lance Masters	Refund Deposit	5121130	155.48
Total 3811:								155.48
3812	07/13	07/31/2013	3130	041513	LORRAINE MASSEY	Reimburse Mileage	0840562020	87.41
Total 3812:								87.41
3813	07/13	07/31/2013	4910	200100001D	Marilyn Murray	Refund Deposit	5121130	247.91
Total 3813:								247.91
3814	07/13	07/31/2013	3490	070113	MID-COLUMBIA ECONOMIC	Project Management Services IGA	0140162030	297.00
3814	07/13	07/31/2013	3490	070113	MID-COLUMBIA ECONOMIC	Project Management Services IGA	0140262030	294.00
3814	07/13	07/31/2013	3490	070113	MID-COLUMBIA ECONOMIC	Project Management Services IGA	2142162030	89.00
3814	07/13	07/31/2013	3490	070113	MID-COLUMBIA ECONOMIC	Project Management Services IGA	3142162030	78.00
3814	07/13	07/31/2013	3490	070113	MID-COLUMBIA ECONOMIC	Project Management Services IGA	5142162030	242.00

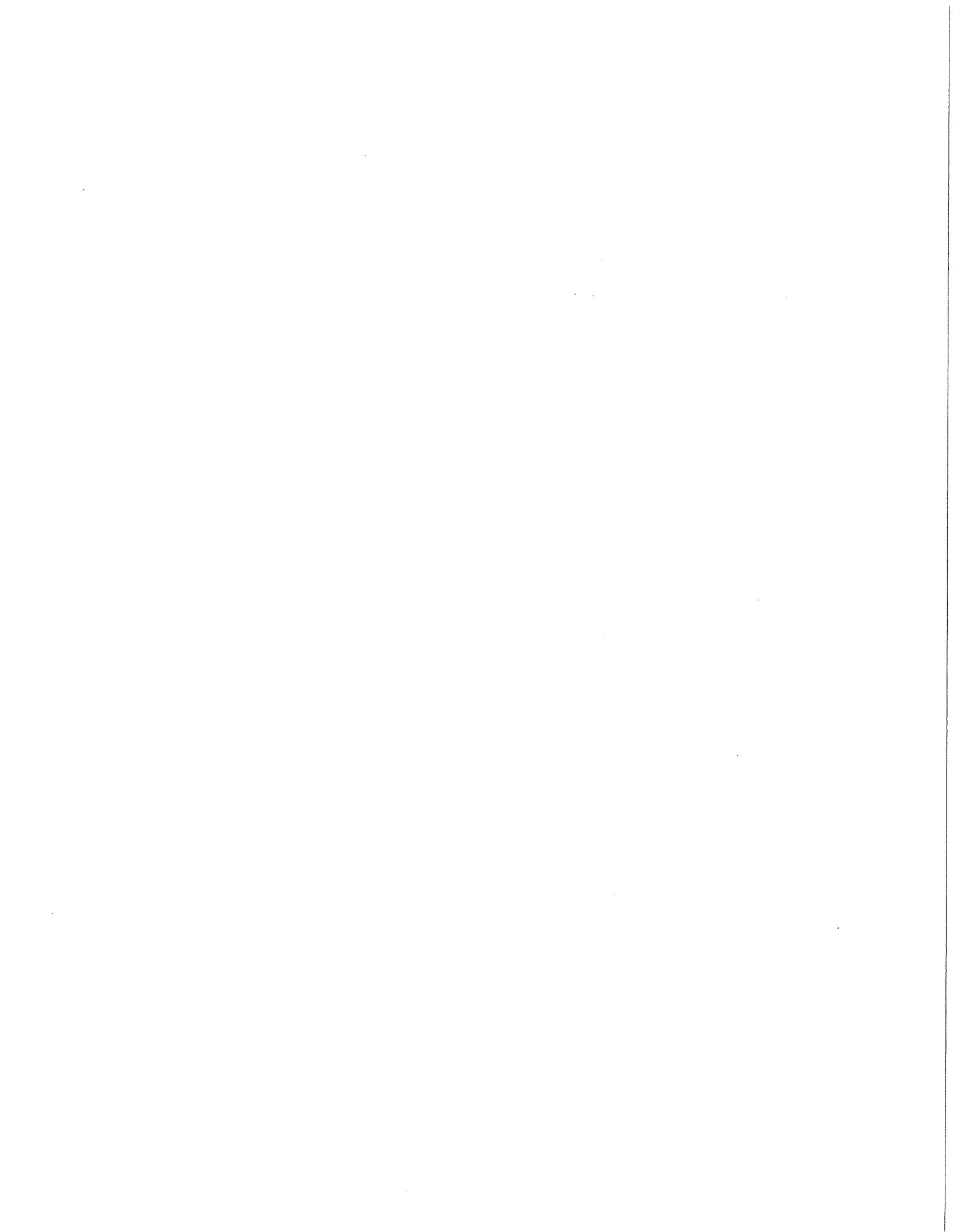
Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3814:								1,000.00
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	0140162020	3.71
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	0140262020	22.38
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	0140462530	31.50
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	0340562530	125.34
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	0540562420	539.68
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	2140562530	234.72
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	2142162020	1.09
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	3140562530	234.71
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	3142162020	.77
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	4142162020	.11
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	5140562200	642.09
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	5140662200	642.08
3815	07/13	07/31/2013	4020	ME112028	ODOT-FUEL SALES	Fuel	5142162020	3.18
Total 3815:								2,481.36
3816	07/13	07/31/2013	4090	57079	OPERATIONS MANAGEMENT INTERN	August Services	3140562700	7,393.75
Total 3816:								7,393.75
3817	07/13	07/31/2013	4460	061713	Pacific Crest Imprint	Banner	0840562160	58.62
3817	07/13	07/31/2013	4460	072513	Pacific Crest Imprint	Brochures	0840562115	2,388.00
3817	07/13	07/31/2013	4460	072513A	Pacific Crest Imprint	Event Post Cards	0840562115	325.00
Total 3817:								2,771.62
3818	07/13	07/31/2013	4500	10028629-30	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140562110	89.85
3818	07/13	07/31/2013	4500	10028629-30	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140662110	89.85
Total 3818:								179.70
3819	07/13	07/31/2013	6848	5979	Pauly, Rogers and Co., P.C.	Forensic Accountant	0140162110	977.00
3819	07/13	07/31/2013	6848	5979	Pauly, Rogers and Co., P.C.	Forensic Accountant	0542162110	58.00
3819	07/13	07/31/2013	6848	5979	Pauly, Rogers and Co., P.C.	Forensic Accountant	2142162110	229.00
3819	07/13	07/31/2013	6848	5979	Pauly, Rogers and Co., P.C.	Forensic Accountant	3142162110	268.00
3819	07/13	07/31/2013	6848	5979	Pauly, Rogers and Co., P.C.	Forensic Accountant	4142162110	31.00
3819	07/13	07/31/2013	6848	5979	Pauly, Rogers and Co., P.C.	Forensic Accountant	5142162110	2,017.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3819:								
3820	07/13	07/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0140162055	3,580.00
3820	07/13	07/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0140262055	61.00
3820	07/13	07/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0542162055	20.00
3820	07/13	07/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	2142162055	7.00
3820	07/13	07/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	3142162055	39.00
3820	07/13	07/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	5142162055	33.00
3820	07/13	07/31/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	5142162055	90.00
Total 3820:								
3821	07/13	07/31/2013	4670	6942915	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562770	250.00
Total 3821:								
3822	07/13	07/31/2013	4810	8603	PRINT IT	UB Envelopes	0140162010	30.00
3822	07/13	07/31/2013	4810	8603	PRINT IT	UB Envelopes	0140262010	88.81
3822	07/13	07/31/2013	4810	8603	PRINT IT	UB Envelopes	0542162010	12.54
3822	07/13	07/31/2013	4810	8603	PRINT IT	UB Envelopes	2142162010	1.70
3822	07/13	07/31/2013	4810	8603	PRINT IT	UB Envelopes	3142162010	35.60
3822	07/13	07/31/2013	4810	8603	PRINT IT	UB Envelopes	4142162010	35.26
3822	07/13	07/31/2013	4810	8603	PRINT IT	UB Envelopes	5142162010	10.51
3822	07/13	07/31/2013	4810	8603	PRINT IT	UB Envelopes	5142162010	154.58
Total 3822:								
3823	07/13	07/31/2013	4840	463	PUBLIC UTILITY DIST. #1	Fish House Metering	5140562750	339.00
3823	07/13	07/31/2013	4840	463	PUBLIC UTILITY DIST. #1	Fish House Metering	5141562110	250.00
Total 3823:								
3824	07/13	07/31/2013	6780	16859849	Ricoh Americas Corporation	Lease	0140162120	828.12
3824	07/13	07/31/2013	6780	16859849	Ricoh Americas Corporation	Lease	0540562120	58.10
3824	07/13	07/31/2013	6780	16859849	Ricoh Americas Corporation	Lease	2142162120	36.85
3824	07/13	07/31/2013	6780	16859849	Ricoh Americas Corporation	Lease	3142162120	36.85
3824	07/13	07/31/2013	6780	16859849	Ricoh Americas Corporation	Lease	5142162121	30.57
3824	07/13	07/31/2013	6780	5026806639	Ricoh Americas Corporation	Copies	0140162110	74.43
3824	07/13	07/31/2013	6780	5026806639	Ricoh Americas Corporation	Copies	0542162110	70.00
3824	07/13	07/31/2013	6780	5026806639	Ricoh Americas Corporation	Copies	2142162110	4.00
3824	07/13	07/31/2013	6780	5026806639	Ricoh Americas Corporation	Copies	3142162110	16.00
3824	07/13	07/31/2013	6780	5026806639	Ricoh Americas Corporation	Copies	3142162110	19.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3824	07/13	07/31/2013	6780	5028806639	Ricoh Americas Corporation	Copies	4142162110	2.00
3824	07/13	07/31/2013	6780	5028806639	Ricoh Americas Corporation	Copies	5142162110	144.73
Total 3824:								
3825	07/13	07/31/2013	5190	169995	SEA WESTERN	Lights	0540562441	467.23
3825	07/13	07/31/2013	5190	CREDMEM1	SEA WESTERN	Credit	0540562441	9.99
Total 3825:								
3826	07/13	07/31/2013	5380	SD-36619	SKAMANIA COUNTY PIONEER	Ad	0840562115	90.00
Total 3826:								
3827	07/13	07/31/2013	6841	112943	Sonsray Machinery LLC.	Blades	5140562201	151.60
3827	07/13	07/31/2013	6841	112943	Sonsray Machinery LLC.	Blades	5140662201	151.60
Total 3827:								
3828	07/13	07/31/2013	5510	8026293135	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	110.72
3828	07/13	07/31/2013	5510	8026293135	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	10.93
3828	07/13	07/31/2013	5510	8026293135	STAPLES CONTRACT & COMMERCIA	Office Supplies	0542162010	2.85
3828	07/13	07/31/2013	5510	8026293135	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	55.12
3828	07/13	07/31/2013	5510	8026293135	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	54.65
3828	07/13	07/31/2013	5510	8026293135	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	240.93
Total 3828:								
3829	07/13	07/31/2013	6010	22224	TRAVEL PORTLAND	Partner Services Renewal	0840562113	475.20
Total 3829:								
3830	07/13	07/31/2013	6110	8/13 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	6.87
3830	07/13	07/31/2013	6110	8/13 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	29.28
3830	07/13	07/31/2013	6110	8/13 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	44.56
3830	07/13	07/31/2013	6110	8/13 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	173.89
Total 3830:								
3831	07/13	07/31/2013	6350	02368658-IN	WAGNER-SMITH EQUIPMENT	tools	5140563700	109.09

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3831	07/13	07/31/2013	6350	0236868-IN	WAGNER-SMITH EQUIPMENT	tools	5140668700	109.09
Total 3831:								
7311302	07/13	07/31/2013	6080	1536020610	U S BANK	Bank Fees	0140162110	63.00 M
7311302	07/13	07/31/2013	6080	1536020610	U S BANK	Bank Fees	0542162110	4.00 M
7311302	07/13	07/31/2013	6080	1536020610	U S BANK	Bank Fees	2142162110	15.00 M
7311302	07/13	07/31/2013	6080	1536020610	U S BANK	Bank Fees	3142162110	17.00 M
7311302	07/13	07/31/2013	6080	1536020610	U S BANK	Bank Fees	4142162110	2.00 M
7311302	07/13	07/31/2013	6080	1536020610	U S BANK	Bank Fees	5142162110	128.57 M
Total 7311302:								
7311303	07/13	07/31/2013	440	JUN13-PWR	BPA	Power Bill	5140562820	26,884.00 M
7311303	07/13	07/31/2013	440	JUN13-PWR	BPA	Power Bill	5140662820	5,508.00 M
Total 7311303:								
7311304	07/13	07/31/2013	440	JUN13-TRNO	BPA	Transmission Bill	5140562821	6,810.00 M
7311304	07/13	07/31/2013	440	JUN13-TRNO	BPA	Transmission Bill	5140662821	1,395.00 M
Total 7311304:								
7311305	07/13	07/31/2013	6090	8773 7/13	U S BANK CC	July Visa Bills	0140462520	15.13 M
7311305	07/13	07/31/2013	6090	8773 7/13	U S BANK CC	July Visa Bills	0540562010	35.87 M
7311305	07/13	07/31/2013	6090	8773 7/13	U S BANK CC	July Visa Bills	0540563946	294.99 M
7311305	07/13	07/31/2013	6090	8773 7/13	U S BANK CC	July Visa Bills	2140562560	26.33 M
7311305	07/13	07/31/2013	6090	8773 7/13	U S BANK CC	July Visa Bills	3140562560	26.33 M
Total 7311305:								
7311306	07/13	07/31/2013	6090	2974 7/13	U S BANK CC	July Visa	0540562010	29.99 M
7311306	07/13	07/31/2013	6090	2974 7/13	U S BANK CC	July Visa	0540562050	14.99 M
7311306	07/13	07/31/2013	6090	2974 7/13	U S BANK CC	July Visa	2140562110	10.00 M
Total 7311306:								
7311307	07/13	07/31/2013	6090	2305 7/13	U S BANK CC	July Visa	0740562560	266.77 M
7311307	07/13	07/31/2013	6090	2305 7/13	U S BANK CC	July Visa	5140562201	70.77 M
7311307	07/13	07/31/2013	6090	2305 7/13	U S BANK CC	July Visa	5140662201	70.77 M

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7311307:								408.31
Grand Totals:								149,801.34



AGENDA ITEM NO: 3.C.

CASCADE LOCKS STAFF REPORT

Date Prepared: July 23, 2013

For City Council Meeting on: August 12, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

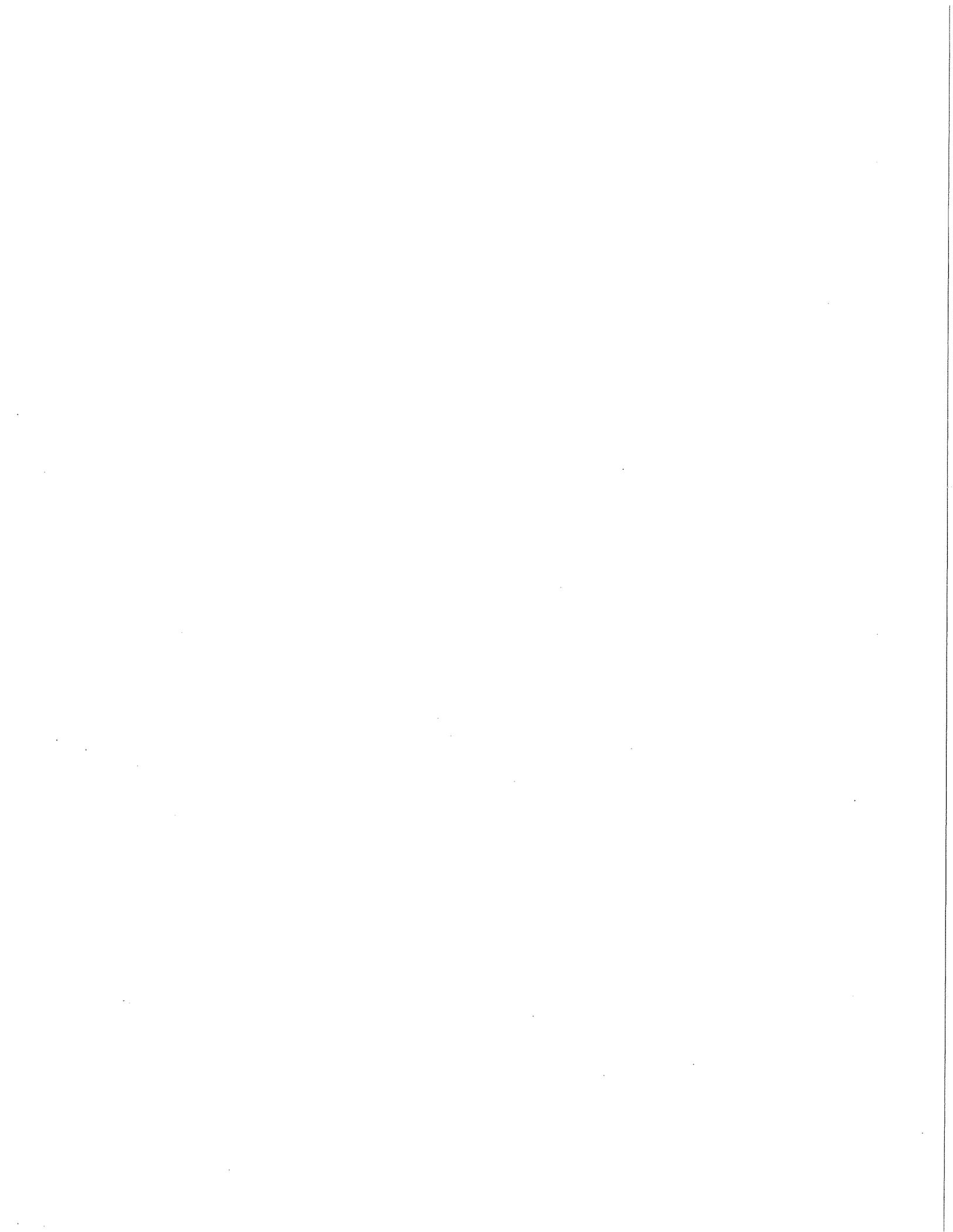
SUBJECT: City Attorney Personal Services Agreement

SYNOPSIS: At the Council meeting held on July 22, Councilor Busdieker pointed out an inconsistency in the proposed personal services contract with our city attorneys. Working with them, the contract presented here reflects the actual billing practice of the attorneys and corrects a scrivener error in the original contract.

CITY COUNCIL OPTIONS: Approve or reject the proposed Amendment #2.

RECOMMENDED MOTION: "I move to approve the Personal Services Agreement Amendment #2 with our City Attorneys Alexandra Sosnkowski and Ruben Cleaveland."

Financial Review and Status: Money has been budgeted for this expense.



**CITY OF CASCADE LOCKS
PERSONAL SERVICES CONTRACT
(City Attorney Services)**

Amendment No. 2

PARTIES: City of Cascade Locks ("City")
140 SW WaNaPa Street
Cascade Locks, OR 97014

Sosnkowski & Cleaveland P.C. ("Contractor")
P.O. Box 1698
Hood River, OR 97031
(541) 490-3199

RECITALS

City and Contractor entered into a Personal Services Contract dated July 8, 2011 for legal services. The contract may be extended for any defined period by mutual written consent of the parties. The parties desire to extend the contract for an additional one (1) year term with the following modifications.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

1. Section 4(a) of the contract is amended to extend the term of the contract for legal services to June 30, 2014.
2. Section 5(a) of the contract is amended to reflect that the retainer amount of \$1,200 shall cover the provision of up to 12 hours of services. For services in excess of 12 hours each month, Contractor shall be paid for the Work at the rate of \$140.00 per hour for legal services rendered by Alexandra Sosnkowski and \$105 per hour for legal services rendered by Ruben Cleaveland.
3. Section 5(a) of the contract is further amended to delete the language "payable in advance by the 15th of each month."
4. The additional Section 5(b) stating "City shall pay Contractor within 30 days of receipt of Contractor's invoice" is changed to Section 5(c).

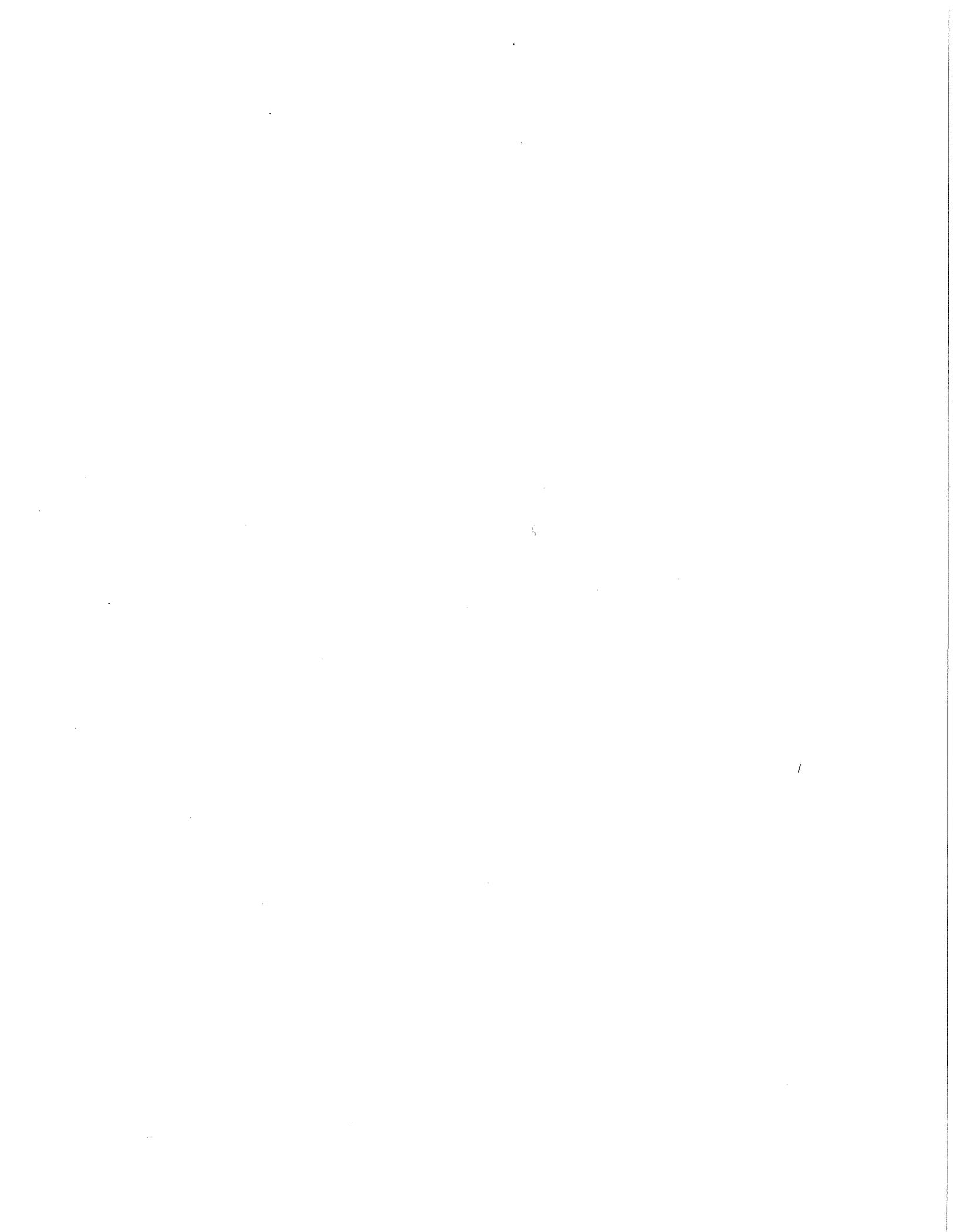
Except as expressly modified by this Amendment No. 2, all other terms and conditions of the Contract remain as set forth in the Contract.

CONTRACTOR

CITY

Alexandra Sosnkowski date
President

Gordon Zimmerman date
City Administrator



STAFF REPORT

Date Prepared: 8/7/13

For City Council Meeting on: August 12, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder *KW*

APPROVED BY: Gordon Zimmerman, City Administrator *GZ*

SUBJECT: Approve annual OLCC license renewals.

SYNOPSIS: The Oregon Liquor Control Commission (OLCC) notifies the City annually for input on renewal of liquor licenses. The City Council reviews and approves the annual OLCC license.

CITY COUNCIL OPTIONS:

1. Approve annual license renewals.
2. Do not approve annual license renewals.

RECOMMENDATION: That City Council, by motion, approve annual liquor license renewals for all businesses.

Legal Review and Opinion: N/A

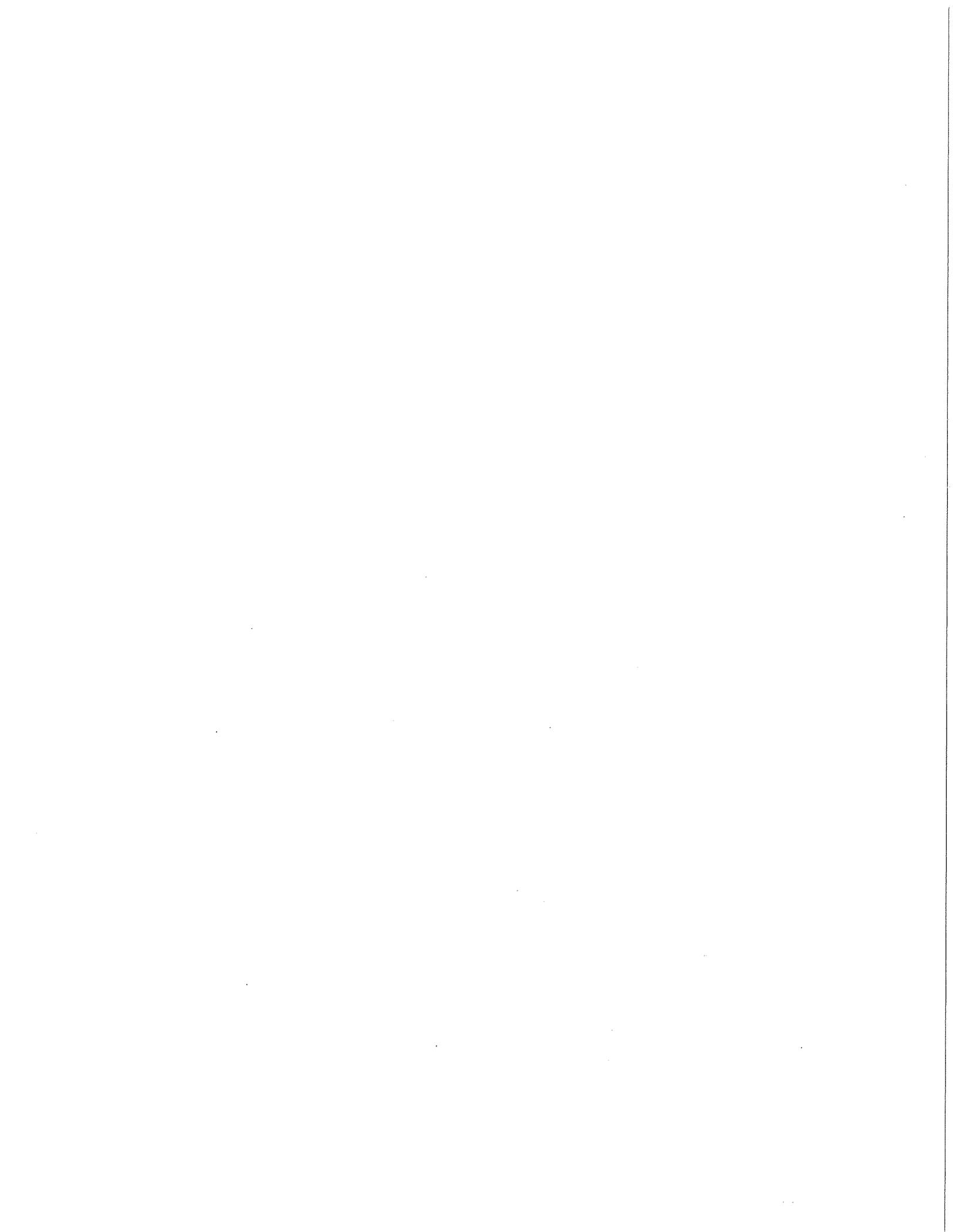
Financial review and status: N/A

BACKGROUND INFORMATION:

1) OLCC sends the City a letter in July stating which businesses are due for annual renewals. The City notifies the Sheriff to see if any reports have been made against any businesses in reference to their OLCC license. Information is given to Council for their input and approval of annual license renewals. Businesses pay a \$25 fee for annual review for each license to the City.

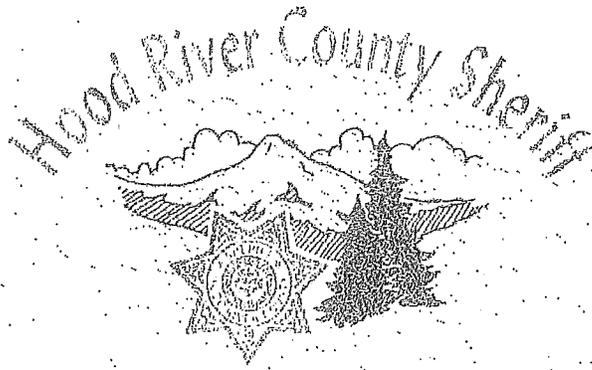
Attachments:

- 2) Copy of letter from Sheriff Matt English
Letter from OLCC



MATTHEW T. ENGLISH
SHERIFF

BRIAN ROCKETT
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

July 15, 2013

City of Cascade Locks
POB 308
Cascade Locks OR 97014

RE: Annual Liquor License Renewal

We have reviewed all the applicants listed on the attached letter and see no issues with granting them annual OLCC renewals.

Sincerely,

Matt English

RECEIVED
JUL 03 2013

BY:

OLCC LICENSE RENEWALS

City of Cascade Locks, Kathy Woosle
CASCADE LOCKS
PO Box 308
Cascade Locks OR 97014

Attached is the list of OLCC liquor licenses in CASCADE LOCKS that are eligible for license renewal. These licenses will expire on 9/30/2013.

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to the OLCC. It also requires the OLCC to notify licensees of the license renewal application or processing fees charged by their local governments. According to our records, you charge:

License Renewal Fee: 25.00

Off Premises Fee: 25.00

We will direct renewal applicants to mail the renewal fees to the address on this letter. Please notify us immediately if the fees or address are incorrect.

Approximately 40 days after the licenses expire, the OLCC will send you a list of the licensees who filed a renewal application. You can use this list to verify that applicants have paid your fees.

Recommendation Process:

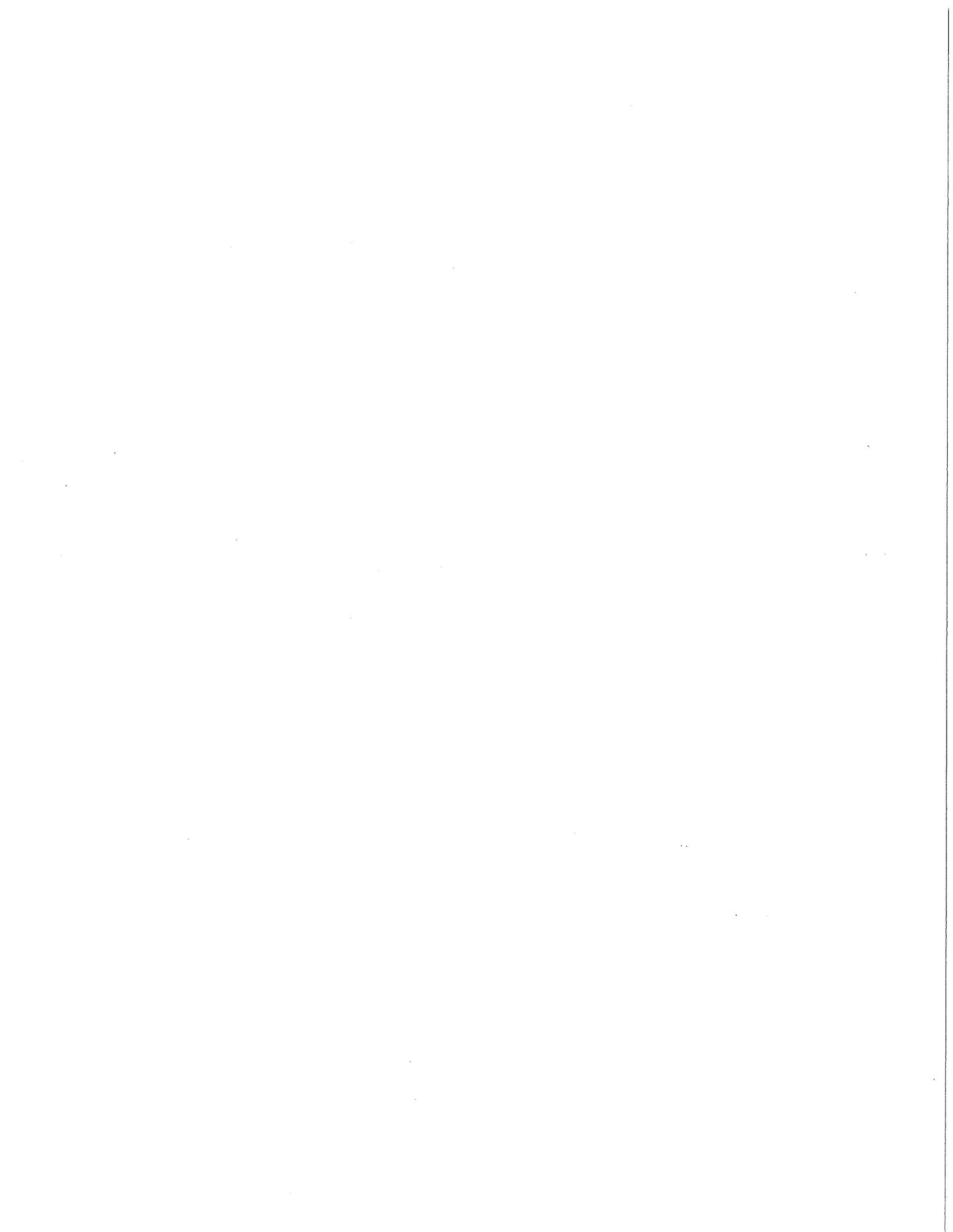
You have until 9/5/2013 to exercise one or more of the following options:

1. Provide a written renewal recommendation to the OLCC for any or all of the licenses on this list.
2. Make a written request for additional time to investigate a specific renewal or renewals. The request must set forth the reason additional time is needed, state that the local government is considering making an unfavorable recommendation, and state the specific grounds being considered toward an unfavorable recommendation.
3. Take no action. After 9/5/2013, the OLCC will process the renewal application as if you made a favorable recommendation.

Please send correspondence to OLCC License Renewals at P.O. Box 22297, Portland OR 97269 or email olcc.renewals@state.or.us. You can also contact the license renewal section at 1 (800) 452.6522 ext 5138 or at 503.872.5138.

Dist. License #	Tradename	Participant	License	Premises Address
Local Government: CASCADE LOCKS				
4	176094 CASCADE INN	SELLINS INC	F-COM	SW COR OF HWY 30 & 7TH, CASCADE LOCKS, OR
	177995 CASCADE LOCKS ALE HOUSE	US4J'S LLC	O	500 WANAPA, CASCADE LOCKS, OR
	177996 CASCADE LOCKS ALE HOUSE	US4J'S LLC	L	500 WANAPA, CASCADE LOCKS, OR
	174609 CASCADE LOCKS SHELL	CARSON OIL CO INC	O	425 WA NA PA, CASCADE LOCKS, OR
	174748 CCL CHEVRON	C RIVER ENTERPRISES INC	O	437 WA NA PA ST, CASCADE LOCKS, OR
	174590 CHARBURGER	CHARBURGER INC	F-COM	745 WANAPA ST, CASCADE LOCKS, OR
	174435 COLUMBIA GORGE	AWI COLUMBIA GORGE LLC AMERICAN WATERWAYS INC	O	WA NA PA ST, CASCADE LOCKS, OR
	174441 COLUMBIA GORGE	AWI COLUMBIA GORGE LLC AMERICAN WATERWAYS INC	L	WA NA PA ST, CASCADE LOCKS, OR
	175338 COLUMBIA MARKET	RED STAR INC	O	450 WANAPA, CASCADE LOCKS, OR

3-4-12-12



CASCADE LOCKS STAFF REPORT

Date Prepared: August 6, 2013

For City Council Meeting on: August 12, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Approve Job Description for Financial Review Committee

SYNOPSIS: At the recommendation of the Administration Finance and Operations Sub-Committee, the Council moved to combine the Administration and Emergency Services Finance and Operations Committee. This action item will approve the job description of the new Finance Committee and specify the membership and duties.

The membership of the new Finance Committee will be three City Councilors, three citizen members of the Budget Committee currently serving on the Administration Finance and Operations Committee, and three members from the Emergency Services Finance and Operations Committee. These people are:

City Councilors: Tom Cramblett (Mayor)
Bruce Fitzpatrick
Glenda Groves
Richard Randall
Bobby Walker

Admin. F&O: Sandra Kelley
Darlene Sullenger
Vacancy

EMS F&O: Arni Kononen
Gary Munkhoff
Nancy Renault

The new job description follows the structure of the previous two committees as adopted by the City Council in November of 2012 with the addition of the identification of the committee members and one additional duty. If a particular topic in any department needs to be researched, a select group of committee members may be assigned to investigate a specific departmental issue. They would then bring that investigation and/or recommendation back to

the committee as a whole. The whole committee would still function as an advisory committee to the Council.

CITY COUNCIL OPTIONS:

1. Approve the new job description.
2. Direct staff to make changes to the job description.
3. Do nothing at this time.

The Council may wish to make the appointments to the new Finance Committee based on last meetings discussion by selecting the three Council members and appointing the currently sitting committee members to the new committee.

RECOMMENDED MOTION: "I move to approve the Finance Committee job description and appoint the currently sitting members of the Finance and Operations Committees to the new committee."

RESOLUTION NO. 1230

A RESOLUTION ESTABLISHING MAYOR'S COMMITTEES WITH RESPONSIBILITIES AND STRUCTURE TO ADVISE AND RECOMMEND TO THE CITY COUNCIL ON ISSUES OF COMMUNITY-WIDE CONCERN; AND REPEALING RESOLUTION NO. 1222.

WHEREAS, the interests and desires of the citizens of Cascade Locks cover many subjects, projects and programs; and

WHEREAS, it would be extremely difficult for the Council to review and discuss all information related to an issue, program or project; and

WHEREAS, it is the desire of the City Council to involve the citizenry in the discussion and decision-making process; and

WHEREAS, the City Council would like to see these committees function in an effective, continuous manner;

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

SECTION 1. ORGANIZATION OF COMMITTEE SYSTEM. Committees shall be identified as a Standing or Temporary Committee. Standing Committees are created by ordinance with the exception of the Budget Committee, which is created by Statute. These committees can only be dissolved by repeal of the ordinance that created them. Temporary Committees are created by the Mayor. These committees shall function in an advisory and recommending role.

SECTION 2. Function. The purpose of the Mayor's Committees shall be solely to advise the City Council on matters that the Council may put before the committee. The Council is not required to seek committee input before deciding an issue, and is not bound by committee advice. Committees may be formed or disbanded by action of the Mayor. No committee or committee member may take any action without the permission of the Council. Neither shall any committee or individual member have spending or contractual authority, except as allowed by law.

SECTION 3. Membership. Members shall serve at the discretion of the Mayor currently in office and may be removed from office at the decision of the Mayor. All members must be at least 18 years of age at the time of appointment.

SECTION 4. Student Involvement. Committees may elect, with the Mayor's approval, to adopt 16 or 17 year old high school seniors to be non-voting members of their committee, for the purpose of exposing these students to the workings of government.

SECTION 5. Chairmanship. The Mayor may appoint a chairperson for each committee. If the Mayor makes no appointment, at the first meeting of the committee in January, or immediately after a committee's inception, the committee shall elect a chairperson. This person shall preside over meetings and act as a contact person for the committee. The council shall be informed of the chairperson's selection at the next council meeting.

SECTION 6. Attendance. It is recognized that members must attend the meetings of the committee to be an informed and effective member of the committee. Therefore, any member not attending three consecutive meetings shall be removed from the committee and replaced by another appointee. Should any member be a disruptive influence on a committee, that committee may vote to request a member's removal from office. This request would then be presented to the Mayor for decision.

SECTION 7. Meetings. Committees are expected to meet one time per month, more frequently when unresolved tasks have been put before the committee by the Council. Any Temporary Committee not meeting monthly, or not having a quorum for three consecutive months shall be deemed non-functional and shall be disbanded. It will then be at the discretion of the Mayor whether or not to appoint a new committee.

There shall be written minutes taken, prepared and submitted to City Hall staff for the City files. Minutes shall reflect attendance of all persons, topics discussed, motions made, results of votes taken, and recommendations forwarded to the Council. They should also reflect any further action to be taken by the committee and who should be responsible of said action. Minutes shall be available at City Hall for public view.

Meetings shall be public for all matters. It is the duty of the Chairperson to ensure that these meetings are announced on Channel 23 at least 24 hours prior to the meeting. All meetings must be held in a public meeting place – either City Hall, library, school, or a place of business – where any member of the public who wants to do so, may attend.

SECTION 8. Reporting to Council. A representative of the committee shall report to Council by oral or written report at the first Council meeting after any committee meeting. Oral reports should be given during the committee report portion of the Council agenda. Written reports shall be given to the City staff in time for inclusion in the Council packets for the upcoming meeting. In addition, the Council may request that representatives from the committee be present at Council meetings as they deem necessary to discuss any action recommended by the committee.

SECTION 9. Other City Committees. In addition to these guidelines, certain committees are established by Ordinance or State/Federal law and shall be governed by such.

Issues not covered in the respective ordinances shall be as stated above in this resolution.

SECTION 10. EXPIRATION OF RESOLUTION. This resolution shall remain in effect until it is repealed by the Council.

SECTION 11. EFFECTIVE DATE. This resolution shall become effective upon its adoption by the City Council.

ADOPTED by the City Council this 23rd day of January, 2012.

APPROVED by the Mayor this 23rd day of January, 2012.

Mayor

ATTEST:

City Recorder

City of Cascade Locks, Oregon
Job Description
City Council Sub-Committee
August 5, 2013

JOB DESCRIPTION

CITY COUNCIL FINANCE SUB-COMMITTEE

Purpose: This City Council sub-committee is created to provide City Council oversight, assistance and guidance for financial matters and operations of all city departments. This sub-committee works with the City Administrator, Department Heads and others to ensure close monitoring of city finances, assist staff in supporting the needs of both the sub-committee and City Council and to assist the various departments in carrying out their purpose and objectives. This is a partnership between the sub-committee members and staff to better serve the needs of the community. This sub-committee will work with staff to come up with solutions that will benefit the community.

Membership: The initial City Council Finance Sub-Committee shall be made up of **three members of the City Council, three citizen members of the Budget Committee (from the previous Administration Finance and Operations Committee), and three citizen members (from the previous Emergency Services Finance and Operations Committee)**. Appointments will be made by motion by the City Council. After the initial Finance Sub-Committee is established, the membership of the Committee shall be three members of the City Council, three citizen members of the Budget Committee, and three citizens members with a particular interest in the Emergency Services Department.

General Description of Duties: This City Council Finance Sub-Committee shall carry out the following duties. This sub-committee does not replace the function of the City Council but makes recommendations to City Council.

1. Become educated regarding city financial matters and the operations of the various city departments.
2. Work with staff and/or consultants to develop proposed policy, programs and procedures that will ensure a healthy financial situation for the City and community and assist the departments achieve their approved objectives, and departmental success.
3. Assist staff in the development of the proposed budget for the various departments in relation to the budget priorities approved by the City Council as a part of the annual budget process.
4. Meet regularly with staff and carry recommendations to the full City Council on matters dealing with finance and the affected departments.

5. Serve as the City Council liaison regarding finance and the affected departments.
6. Communicate issues and concerns from the community to the full City Council.
7. Other matters and assignments as may be requested by the City Council.
8. Keep the full City Council informed regarding financial matters and issues within the operating departments.
9. Ensure that all services are delivered in an effective and efficient manner.
10. Assist departments and the City in the codification process.
11. Assist in the design and documentation of needed service levels and budget for the various departments.
12. Develop and make recommendations to the full City Council on all matters of interest to the sub-committee.
13. A smaller number of Finance Sub-Committee members may be assigned to address and/or investigate specific departmental issues.

How for the Finance Sub-Committee success will be measured:

1. Sub-Committee members and city staff will work together for the benefit of the community.
2. Economic development efforts will be strengthened.
3. Services will be regularly evaluated, assessed and changed to better serve needs.
4. The sub-committee members and the full City Council will be better educated about the operations of each department and needs.
5. The city will operate more effectively and efficiently.
6. New more effective solutions and ideas will have been developed.

CASCADE LOCKS STAFF REPORT

Date Prepared: August 6, 2013

For City Council Meeting on: August 12, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Regulator Street Notice of Award

SYNOPSIS: The City has received a Small City Allotment Grant for a street project. The Council selected one block of Regulator Street (between WaNaPa and Moody) for the application. The City has budgeted a match of \$5000 for the match. Some additional funding is necessary for the engineering and contract management portions of the project.

Two bids were received from Summit Excavation and Crestline Construction:

	Summit	Crestline
Base Bid: Street Construction:	\$38,168	\$45,351
Option A: Water Line Installation	11,754	26,306
Option B: Sidewalk Installation	7,544	13,538
Option C: Fabric Underlayment	<u>4,600</u>	<u>14,760</u>
Total	\$62,067	\$99,955

With the available funding and the ability to keep the construction total under \$50,000 because of Davis-Bacon wages being required on projects over \$50,000, staff recommends approving Summit Excavation to do the base bid and option A for a total of \$49,922. After this project is completed and if the City Council desires, we can come back and rebid the sidewalk portion. We may be able to work with the contractor to see if we can include the sidewalks if the City supplies the materials and we pay for the installation of those materials. We may be able to stay under the \$50,000 contract price.

The work will need to be completed before September 13, the first day of the Historic Highway Celebration. The HHRC Committee has asked that during the three days of the event that section of street will be closed to allow for safer pedestrian access to the beer and wine area and the bands that will play on the plaza. People will be in the beer garden at the rear of the Cascade Locks Ale House and moving to the mall area where the other beer and wine vendors will be set up. The bands will be located on the platform at the west end of the mall.

The funding for this project includes:

Expenditures (Estimated):

Engineering	\$ 7,950	Tenneson Engineering
Survey and Staking	2,750	Tenneson Engineering
Construction	49,922	Summit Excavation
Project Inspection	400	David Griffin, PW Super.
Contract Management	<u>1,500</u>	MCEDD (Estimated maximum)
Total	\$62,522	

Resources:

SCA Grant	\$50,000	
City Match	5,000	
Street Paving Projects	10,000	
Contracted Services – PW Super.	3,000	Street Fund
Contracted Services – Engineering	3,000	Street Fund
Contracted Services – PW Super.	4,500	Water Fund
Contracted Services – Engineering	3,000	Water Fund
Capital Reserves – Street	<u>54,000</u>	
Total Available	\$132,500	

The \$7,522 difference between the available grant and matching funds (\$55,000) and the estimated cost of the project (\$62,522) will be apportioned across the remaining identified resources. For example, when Mr. Griffin does the inspection of the water line, the cost for the inspection would be taken from the Contracted Services – PW Superintendent line item. Engineering costs could be split in proportion to the project: 76% street and 24% water.

With the approval of the bid award, the Council is also approving a notice to proceed to the contractor and approving the payment for the engineering that has been done to date.

CITY COUNCIL OPTIONS:

1. Accept the bids and award the project to Summit Excavation.
2. Rebid the project.
3. Reject the grant award and forego the project.

RECOMMENDED MOTION: "I move to accept the bid from Summit Excavation, provide the notice to proceed, and approve the invoice from Tenneson Engineering for the Regulator Street Project."

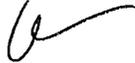
AGENDA ITEM NO: 5.d.

CASCADE LOCKS STAFF REPORT

Date Prepared: August 6, 2013

For City Council Meeting on: August 12, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Proposal for Review of Fire Hall from Pauly, Rogers

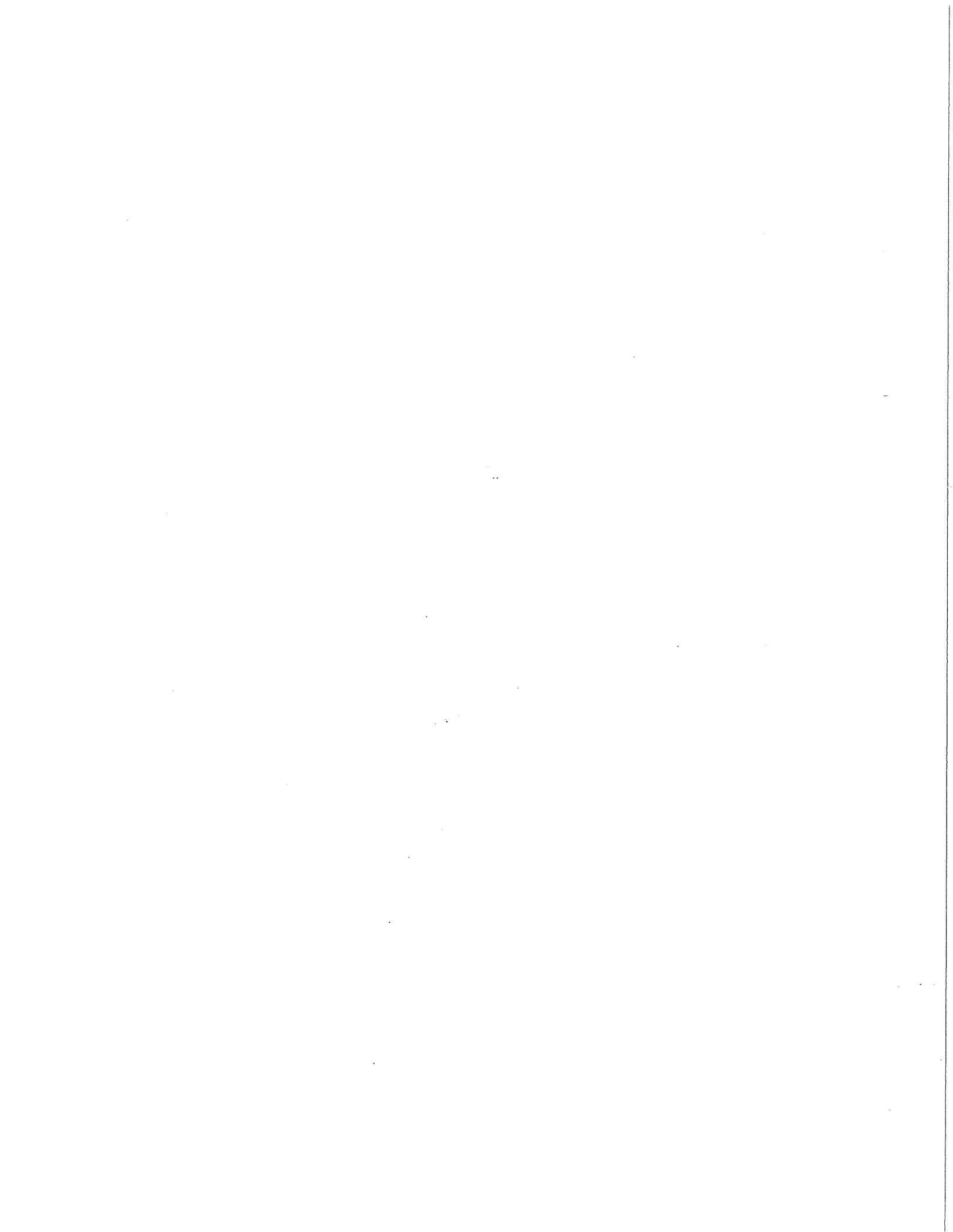
SYNOPSIS: Please find attached the proposal letter from Matt Graves, the partner and forensic accountant of Pauly, Rogers Accounting, for a comprehensive review of the construction of the new Fire Hall. The proposal is in two basic parts, identifying the scope of the project and doing the actual investigation. Mr. Graves is proposing a rate of \$125 per hour, with a total cost not to exceed \$5000 (40 hours of work) without prior approval of the Council. Mr. Graves would be available to begin the review on September 12, with the work to be completed during the week of September 16.

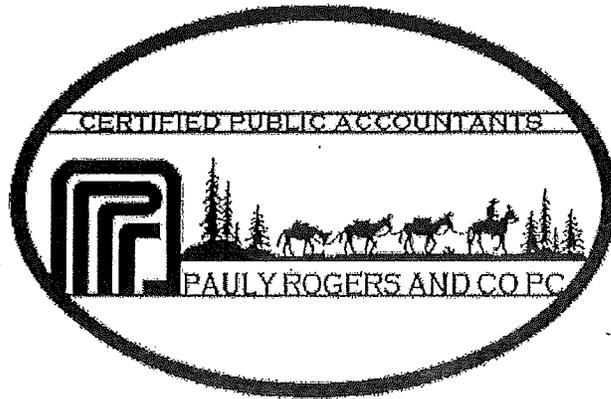
The Administration Finance and Operations Committee voted 3-0 to recommend this proposal to the City Council at their August 5th meeting.

The funding for this review would come under the Forensic Accountant line items spread throughout the budget.

CITY COUNCIL OPTIONS: Accept or reject the proposal.

RECOMMENDED MOTION: "I move to accept the proposal from Pauly, Rogers for the review of the construction of the new Fire Hall, not to exceed \$5,000 without prior approval of the Council and with the work commencing on September 12."





August 5, 2013

City of Cascade Locks
Hood River County, Oregon

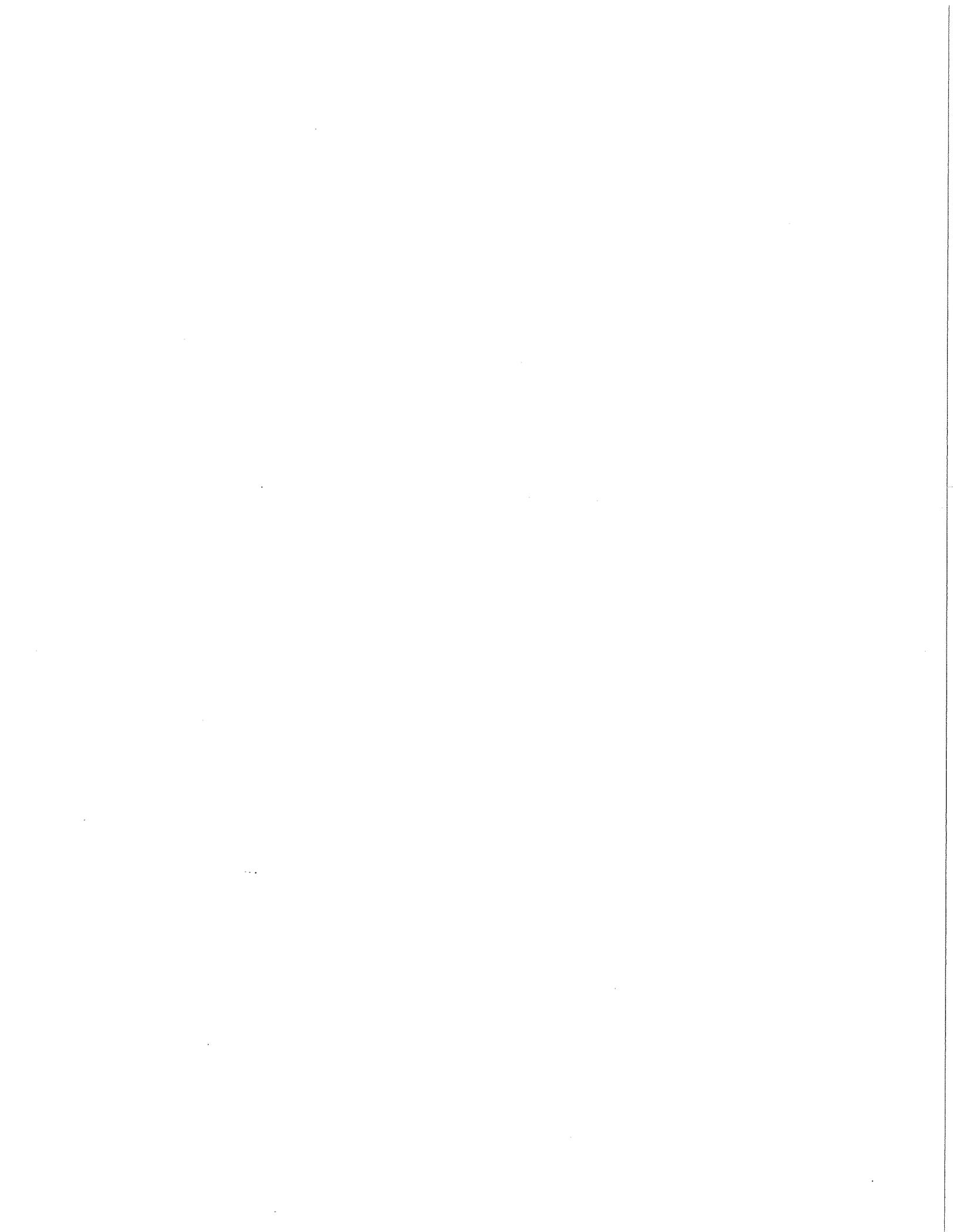
Thank you for the opportunity to serve as forensic accountants for the City of Cascade Locks. We propose the following work plan for the review of the transactions related to construction of the new fire hall and the attendant grants and processes:

1. Determine the scope of the work by reviewing general ledger details for all periods during which transactions occurred related to the construction of the new fire hall.
2. Review all grant agreements related to the construction of the new fire hall.
3. Test all grant reimbursement requests and receipts for compliance with grant agreements and applicable federal and state regulations, including applicable OMB Circulars.
4. Test all disbursements related to fire hall construction expenditures to determine if they were authorized, appropriate, allowable under the grants, and identify any unusual activity.
5. Report our findings to the Administration Finance and Operations Committee upon completion of our work.

Because the scope of the work will be determined in step one, we propose that our work be conducted on an hourly basis, at a rate of \$125 per hour, with time and progress tracked and submitted weekly to the Committee. Upon completion of the first step we will estimate the total costs, and should they exceed \$5,000 we will submit a revised written work plan to the City Council detailing our costs and work performed to date.

Very truly yours,

Matthew S. Graves, Shareholder
PAULY, ROGERS AND CO., P.C.
12700 SW 72nd Avenue
Tigard, Oregon 97223
(503) 620-2632



AGENDA ITEM NO: 5.e.

CASCADE LOCKS STAFF REPORT

Date Prepared: August 6, 2013

For City Council Meeting on: August 12, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Request from the Port of Cascade Locks for help with funding the repairs for the Bridge of the Gods

SYNOPSIS: Please read the attached email from Paul Koch, Interim General Manager for the Port of Cascade Locks.

There is a possibility that the City can help with the repairs on the bridge using the STIP (Statewide Transportation Improvement Program) to fund all or part of the needed repairs through the Local Agency Bridge Selection Committee.

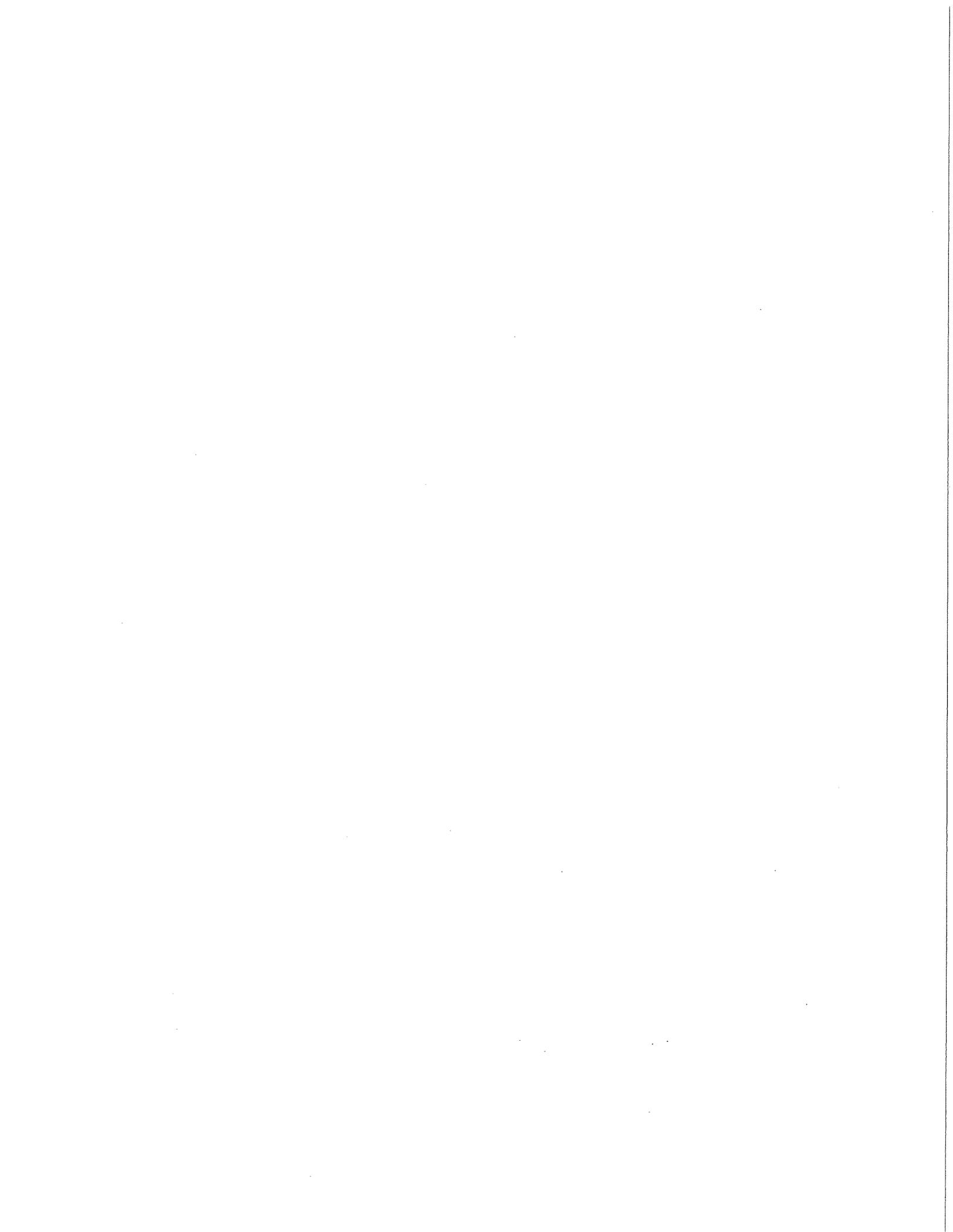
Does the Council want to sponsor an application to ODOT on behalf of the Port of Cascade Locks for the funding to repair the Bridge of the Gods to include the repairs in the 2016-18 STIP? The Port's engineer would create the application.

CITY COUNCIL OPTIONS: Approve or reject the request to make the application.

RECOMMENDED MOTION: "I move to approve the request from the Port of Cascade Locks to make application to the Oregon Department of Transportation for funding for the Bridge of The Gods repairs and authorize the City Administrator to sign the application."

Legal Review and Opinion:

Financial Review and Status: No funding from the City is required.



Gordon Zimmerman

From: Paul Koch <pkoch@portofcascadelocks.org>
Sent: Tuesday, August 06, 2013 1:08 PM
To: Bob Anderson; john@portofskamania.org; lynnp@wsdot.wa.gov; sen.chuckthomsen@state.or.us; rep.markjohnson@state.or.us; maryAnn@ci.stevenson.wa.us
Cc: mmcelwee@portofhoodriver.com; gzimmerman@cascade-locks.or.us
Subject: FW: Funding Options for CAscade Locks - Option #3

All: here is the latest email I got from ODOT regarding possible funding. Note the discussion is about the 2016 STIP and mentions the possibility of getting BOTG done much quicker. Needs city sponsorship, and action by the State Transportation Commission to move a project from the 2016 STIP to the current STIP. It can be done!

Paul

From: JOHNSON Bruce V * ODOT [mailto:Bruce.V.JOHNSON@odot.state.or.us]
Sent: Tuesday, August 06, 2013 12:43 PM
To: pkoch@portofcascadelocks.org
Subject: FW: Funding Options for CAscade Locks - Option #3

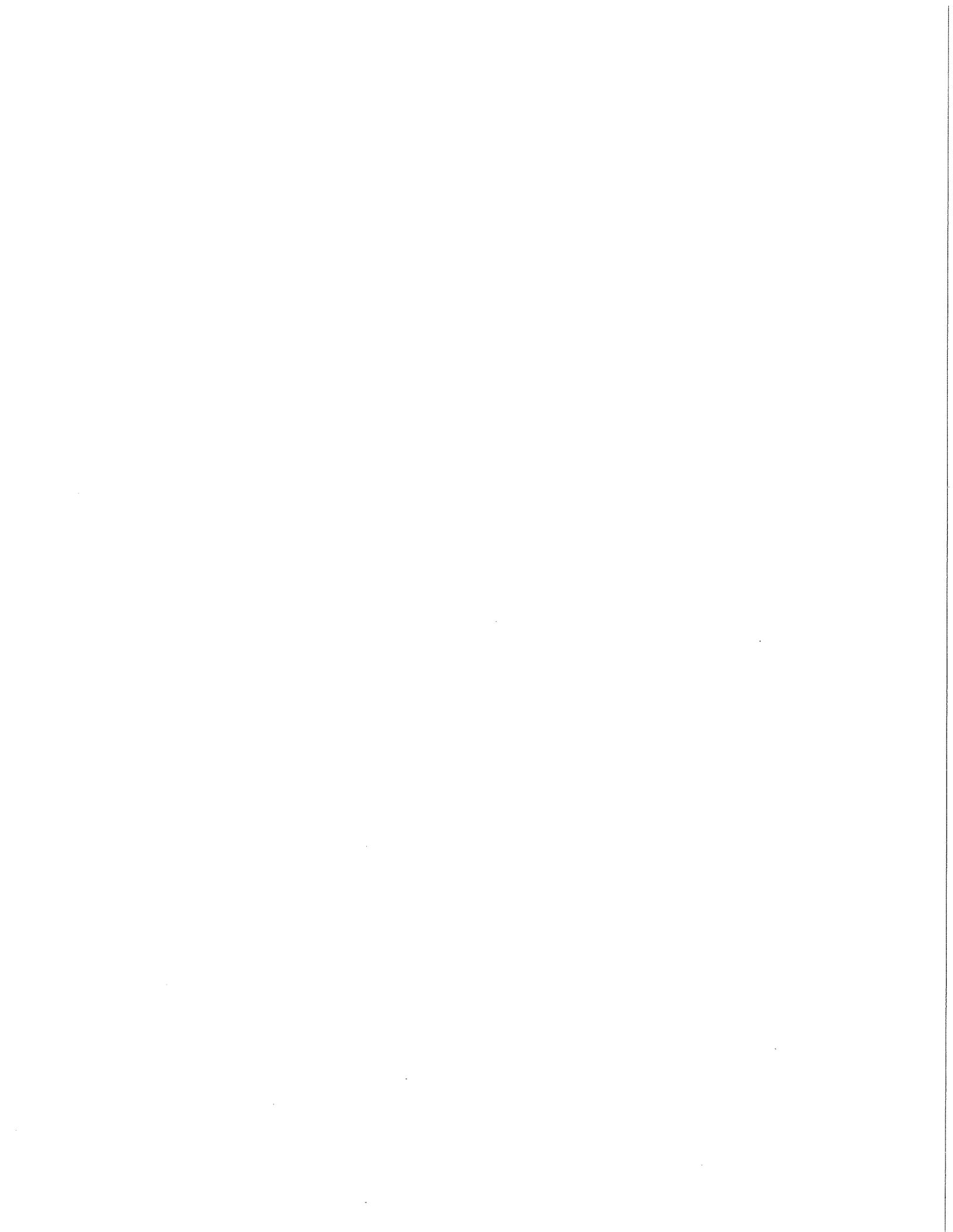
Paul,

When Paul Mather outlined three options for funding repairs for the BOTG, the 3rd option listed was to partner with Hood River County or the City of Cascade Locks to see if one of those agencies would sponsor a request for Federal Bridge Program funding. I wanted to give you some additional information about that option. Original request for candidate projects was issued by ODOT during the summer of 2012. We received the applications in November 2012 and analyzed and prioritized them. The Local Agency Bridge Selection Committee met a couple of months ago to select candidate projects for the 2016-18 STIP. We have already notified those agencies that those bridges will be entered into the Draft STIP. A few of those projects have requested advanced PE, so we will be adding some of those 2016-18 projects into the current STIP to start PE. So, the funding for the initial list of projects is essentially committed.

However, we heard from our Finance Section in June that due to a funding calculation update, we have a few million more in 2016-18 local bridge funding. So, we have just developed a list of additional candidates (6 on-system bridges and 4 off-system bridges) from the 2012 candidate list that we may be able to add to the 2016-18 STIP. We haven't taken that proposed list to the Local Agency Bridge Selection Committee yet. We were planning to take a vote on those additional bridges during the week of August 19. There is sufficient funding to do BOTG, if we had it on the candidate list and wanted to try and get local agency concurrence to add it, instead of adding more local agency bridges. If it was selected, we would also need OTC concurrence to advance a proposed 2016-18 Project to the current STIP in order to expend those funds.

There are obviously a number of "if's" in that scenario, but I believe with the priority being put on this by the Governor, it is possible the local agencies would share some of their funding. It is entirely up to you and the Commission if you want to pursue this. If you did, the first step would be to see if the City of County will sponsor your project and send in an application before August 19.

Bruce



Interim General Managers Report

DATE: August 7, 2013
TO: Port Commissioners
FROM: Paul Koch, Interim General Manager
SUBJECT: Interim General Managers Report- #13

The purpose of this report is to keep the Port Commission informed of critical issues dealing with Port business.

1. **Bridge of the Gods:** It has been a very hectic 4-5 days dealing with the Bridge of the Gods. Most of it is good news as we are seeing some positive movement by the State of Oregon (ODOT). Here is what has happened.

- A. ODOT has provided an e-mail (I sent this e-mail to all Commissioners). In it, ODOT appears to have identified the process for possible funding for the Bridge of the Gods. That process includes getting either or both the City of Cascade Locks or Hood River County to "sponsor" the Bridge of the Gods project for funding in the ODOT "STIP" process. (STIP is the long range list of transportation projects and usually covers a six year period). ODOT has identified a "few million" dollars in the 2016-18 STIP that could be reallocated to other projects. ODOT staff has identified 6- on system bridges and 4- off system bridges (including The Bridge of the Gods) for funding. These funds are a combination of Oregon gasoline tax dollars and federal funds. They could very well be a part of the 15% we are told by the FHWA that the State of Oregon should be spending on "other" transportation infrastructure.

In order to line up to get these funds the Port would need to get a sponsor (City or County) and file an application by August 18. [I have our engineer HNTB working on the application now]. Both the City and Hood River County have agreed to help through sponsorship. The City Council will consider the question Monday night August 12. Our Partners on the Washington side of the river are going to attend to help also. The County Commissioners could take the issue up next week also.

During the week of August 19, the ODOT Local Agency Bridge Committee will meet and vote on the additions to the 2016-18 STIP. Once that happens, we, and our partners, would need to make a presentation to the Oregon Transportation Commission (OTC) so they

can move it from 2016-18 to immediate funding. If we pull this off, the Bridge project would then be funded during the current year and could be done by the end of 2013 or by the end of January 2014 at the outside. According to the Ports engineer, we will need approximately \$2.2 million to get all the work done. Those numbers are still being refined, but seem to be getting more firm as ODOT releases more information and bridge data.

HNTB is putting together the work plan to get the Port through the following phases of work to achieve the December 31, 2013 goal the Port Commission established. Here are those steps from the engineers. The cost estimates will soon follow for each of these elements.

A) First Phase (Immediate)

- a. The STIP application
- b. The application for a "bridge" loan from ODOT
- c. Designing the stringer repairs

B) The Second Phase

- a. Serving as Port Project Manager
- b. Oversight of ODOT work and keeping them on schedule
- c. Coordinating, facilitating and keeping the Port Commission informed.

C) The Third Phase (Long term)

- a. Development of a 5-7 year operation and maintenance program for the Port. (What needs to be done and costs so that annually the proper repairs and enhancements can be made) We know that certain welding, the railing and deck all need work plus there will be the need to repair or replace a certain 4 gussets as soon as the federal government implements new regulations for short haul vehicles)
- b. Developing the life projection for the bridge before full replacement.

Phases A, B and C above will be the responsibility of the Port and we will try to include some or all of those costs in the STIP funding application to get that cost back. In case the Commission wanted to go for a "bridge" loan from the State Infrastructure Bank, we are seeking to know if it can be paid back by the STIP process funding. Still to be worked out are such things as local match, interest rates, pay back and all the other details that are resident in these issues.

I anticipate that early next week we will have the final figures and will need to deliberate and make a decision on the Ports share of the gusset work, toll increase discussion so that those decisions are made during the time that heavy vehicles are prohibited. We have been talking about \$200,000 to \$250,000 to come from reserves to fund the gussets.

I will be seeking a special meeting as soon as the Engineer and I are ready and we can focus on the issues. It may well be just a special meeting to focus on the bridge only.

2. Cooperation with Port of Hood River: President Groves and I met with the Hood River Port Commission Chair and their General Manager. This is a part of our overall bridge strategy and an attempt to work closer with the Port of Hood River to help each other. We will be sharing bridge use reports and comparing traffic patterns regularly. Also discussed were ideas like a joint meeting to begin to develop bridge funding and cost sharing approaches, strategic plans and other mutually beneficial ideas that may come up.

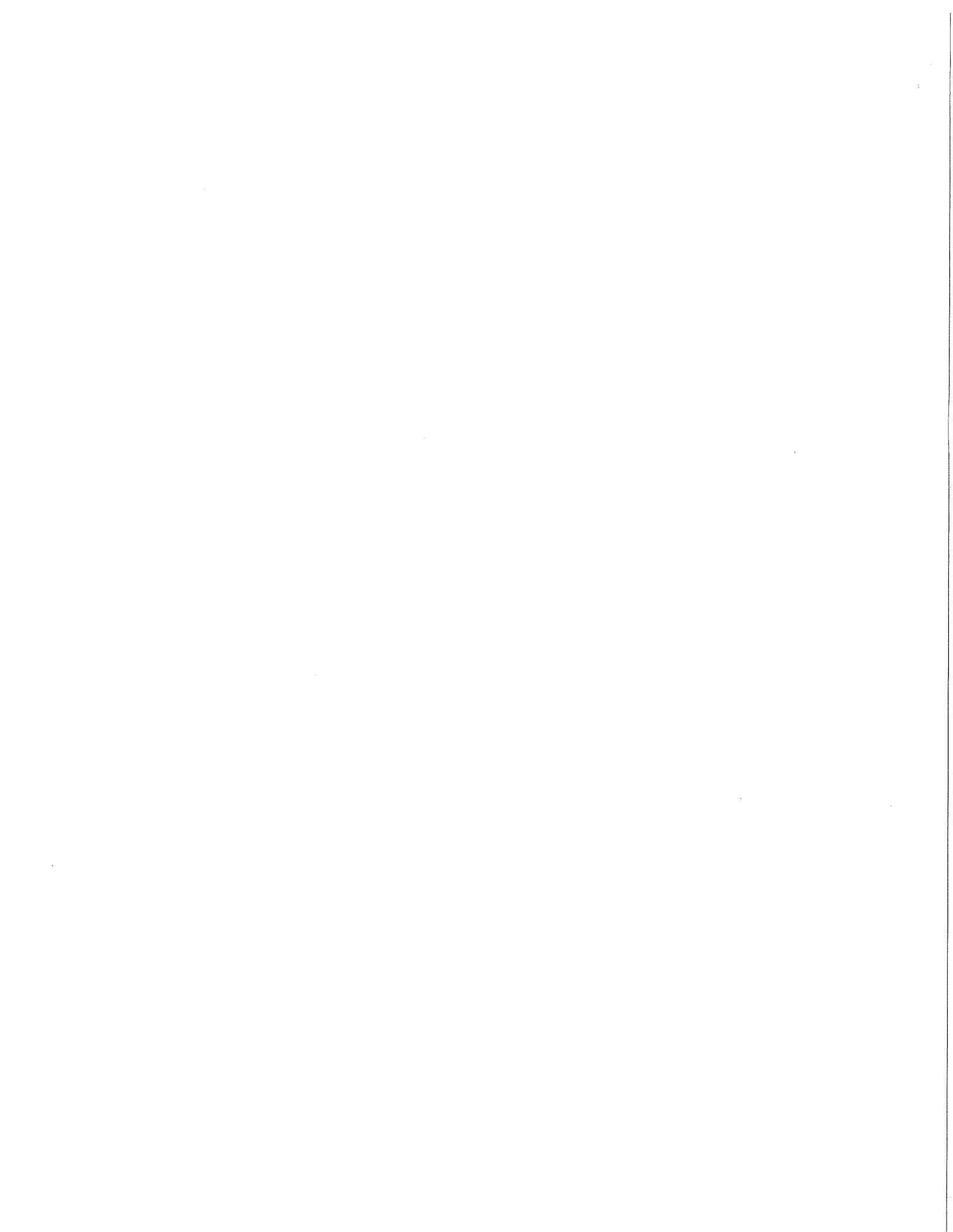
We will expand on the discussions at the August 8 meeting. It was very positive and we see ways that this closer relationship can help Cascade Locks.

3. August 13 Strategic Plan Meeting: On August 13 at 6 PM at City Hall, you are scheduled to meet with the Strategic Planning Consultants to begin to build the strategic plan. This will be a "roll up your sleeves" work session where you will be asked to provide the real ideas and work that will be needed to complete the plan. Fitting all the pieces into the format of the plan as required by the State and getting Commission agreement on priorities, actions and results will be absolutely critical.
4. Planned financing meeting: We are looking at the week of August 26 for the planned meeting with bankers, bond counsel and private sector funding options as directed by the Port Commission.

DATES to REMEMBER:

August 8	1 PM	Initial meeting to get started on rezoning and infrastructure at Industrial Park.
	6 PM	Regular Port Commission meeting
August 10	10 AM	New Teen Group car wash at cemetery parking lot
August 12	7 PM	City Council meeting
August 13	6 PM	Port Commission workshop on Strategic Plan
August 15	6 PM	Regular Port Commission meeting
August 26	TBD	Bridge briefing session with Congressional staff

Thank You.



AGENDA ITEM NO: 7.C.

CASCADE LOCKS STAFF REPORT

Date Prepared: August 6, 2013

For City Council Meeting on: August 12, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator ✓

SUBJECT: What do we do with the Old Fire Hall?

SYNOPSIS: Years ago the old Fire Hall was appraised at over \$300,000, but that was when the economy was good. Last year the Council decided that the building and land was worth \$150,000. The City found a buyer, a boat builder, who would fit into the character of Cascade Locks. The County indicated that the building, a non-reinforced concrete block construction, needed extensive work to bring it up to code. A Port engineering analysis indicated that the cost to upgrade the building would be significant, well over \$250,000. This report deterred several interested buyers.

Jim Bussard, the Port's engineer, has reexamined the building indicating that \$20,000 would be all that is required to rehabilitate the structure. The County Building Inspector has indicated that if a satisfactory building solution could be found, he would work with the developer to insure the safety of the building.

Should the building be torn down? This is a question for the Council to consider. Are there political ramifications concerning removal of the building.

Does the Council want to retain the services of a real estate broker to expand the marketability of the structure, realizing that such services would reduce the funds available to repay the debt to the Electric Department Reserve?

Does the Council want to partner with a private party to develop the property?

Does the Council wish to partner with the Port and/or other private party in developing a "Farmer's Market" or "Fisher's Market," and then requiring all street vendors to move into the rehabilitated facility?

I have recently shown the building to an interested party who has a desire to invest in the community, but who has not developed a plan for the use of the building at this time. Does the Council wish to continue such efforts?

I have received phone calls from Council members and local business leaders who indicate that they have received some interest in the property but who have not yet contacted the City with a proposal. If the City does accept a proposal for the development of the property, are there any limits or conditions the Council would impose? For example, a complete proposal would include a specific use, a proposed time line for the accomplishment of the proposal, and a reversal clause indicating that if the time line is not met, the property reverts back to the ownership of the City.

Does the Council simply wish to wait awhile longer to allow other outside parties to approach the City?

CITY COUNCIL OPTIONS: This is a discussion topic only.

1. Sell the building to a developer for \$150,000 and a commitment for immediate development.
2. Work with a public or private partner to repair and/or develop the property.
3. Raze the building and sell the land for \$150,000. Cost of demolition is about \$10,000.
4. Hire a real estate broker who specializes in business property to advertise the availability.
5. Pay the \$20,000 to upgrade the building (per Jim Bussard's estimate), then market it for \$200,000 (or \$175,000).
6. Do nothing at this time.

Minutes
Joint Work Group on Economic Development
July 25, 2013

1. Call To Order/Pledge of Allegiance: Port President Jessie Groves called the meeting to order at 7:00 PM.
2. Welcome and Self-Introductions: Committee Members present were Jessie Groves, Bruce Fitzpatrick, and Brenda Cramblett. Committee Members Tom Cramblett and Jeff Helfrich were absent. Also present were Interim Port General Manager Paul Koch, City Recorder Kathy Woosley, Holly Howell, and Dave Palais.
3. Adoption of meeting minutes June 27, 2013: **Motion**: PC Cramblett moved, seconded by CM Fitzpatrick, to approve the minutes. The motion passed unanimously.
4. Citizen Input: None.
5. Report back from JWGED members on citizen appointments to advise the group: PC Groves said he has asked Gary Munkhoff to be a citizen representative on the committee and PC Cramblett said she has asked Darlene Sullenger.
6. Port status report on Bridge of the Gods: IPGM Koch gave an update on the bridge repairs stating that ODOT can move forward with repairs without the declaration of emergency from the Governor. He said ODOT is refining numbers and it is possible that the bridge can be brought back to 80,000 lb. weight by the end of December. He said the estimated cost for repair of gussets and stringers is \$2.2 million.

Mr. Palais asked if there had been any discussion at the meetings with ODOT regarding an interchange at the Industrial Park. IPGM Koch said that has not been discussed.

7. Status report on Port Strategic Plan: Ms. Howell reported on the Port's Strategic Plan Process and the community meeting that was held in the pavilion. She provided a list of priorities. She said the next meeting will be a special meeting on August 13th at 6:00 PM.

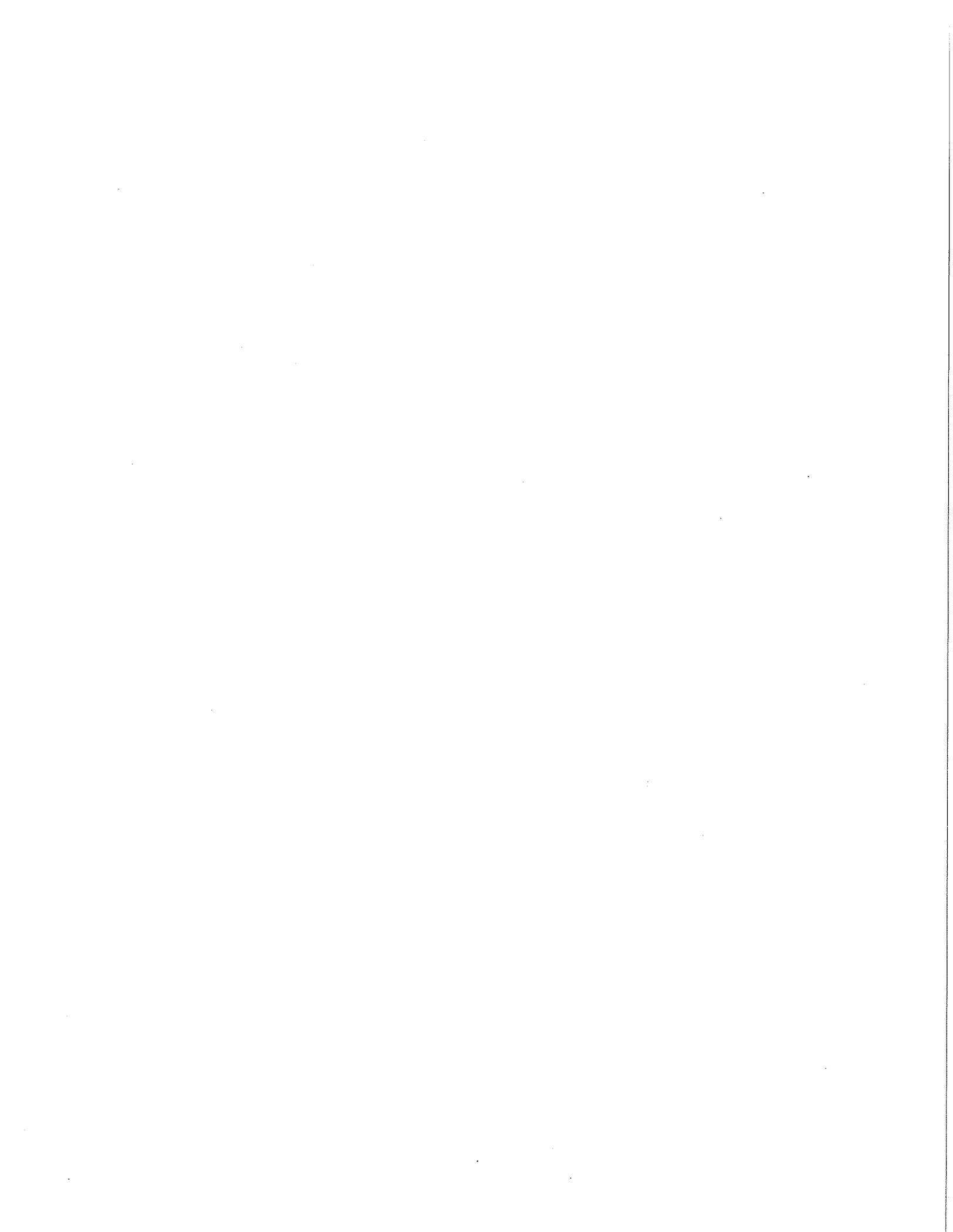
PC Groves said after the bridge is taken care of the next push will be for an interchange at the Port Industrial property.

8. Economic Development Department Update: Ms. Howell stated that the Port Commission will have some things to review at their next meeting but nothing to report here.
9. Adjournment: PC Groves adjourned the meeting. The meeting was adjourned at 7:41 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Jessie Groves, Port President



CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, June 3, 2013, 7:00 PM, Council Chambers

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:05pm. TM Massey, TM Baseman, TM Fine, and TC Carron were present. Also present were CA Gordon Zimmerman, RARE Rebecca Sergeant, and camera operator Betty Rush. TM Ware and TM Shelley were not present.
2. **Amendments to the Agenda** – None.
3. **Comments by the General Public** – None.
4. **Discussion/Declaration of Potential Conflicts of Interest** – None.
5. **Approval of Bills** – None.
6. **New Business:**
 - A. **Ad Buys** – None.
 - B. **4th of July** – the Committee won't purchase any advertisements, but will customize www.cascadelocks.net for the event. During the event, the Committee will man a booth in the park to sell things that glow and distribute brochures, etc.
7. **Unfinished Business:**
 - A. **Sternwheeler Days** – Rubber Ducky Derby:

Motion: TM Fine motioned, seconded by TM Baseman, to purchase two banners at \$50 apiece via TC Carron's business resources.

Motion: TM Massey motioned, seconded by TM Baseman, to purchase a small 'kiddie pool' at a discount store and reimburse the purchaser.

Discussion: Kiddie pool will be used at the MHCC Strawberry Short Course event on June 22nd to sell duckies in advance of Sternwheeler Days and promote Cascade Locks in general. Need a volunteer with a boat or waverunner to use a net to catch the ducks at the end of the race. TM Massey has about 76 rubber ducks to donate to the activity, and she will bring them to the next meeting. Pricing will be set at \$3 per duck or 2 for \$5. Prizes will be donated.

Consensus: Participants must be present to win prizes in the Ducky Derby.
 - B. **HCRH Celebration** – RARE Rebecca Sergeant reported on the activities of the event planning group. She passed out a sheet listing upcoming opportunities for the Committee to promote the Historic Highway event and Cascade Locks. Will bring a more detailed version of the list to the next meeting.
 - C. **Tourism Workshop** – TC Carron announced that this task will get done before Sternwheeler Days.
8. **Tourism Committee Member Reports**
 - A. **Carron** – Is planning to make a full report soon to City Council.

- B. Massey** – Will follow through with Historic Highway leads. Each tourism member should think of five places to ask for Ducky Derby prizes.
 - C. Fine** – Need to get together with Shirley about brochures.
 - D. Baseman** – Looking forward to upcoming events.
 - E. Shelley** – not present.
 - F. Ware** – not present.
- 9. Adjournment – Motion:** TM Massey motioned, seconded by TM Baseman, to adjourn the meeting at 8:39pm. The motion passed unanimously.

Next meeting - Monday, June 17th at 7pm at City Hall

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, June 17, 2013, 7:00 PM, Council Chambers

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:09pm. TM Massey, TM Baseman, TM Shelley, TM Fine, and TC Carron were present. RARE Rebecca Sergeant was also present. TM Ware was absent.
2. **Amendments to the Agenda** – Skip item #6. Discussion of 4th of July added after Sternwheeler Days.
3. **Comments by the General Public** – None.
4. **Discussion/Declaration of Potential Conflicts of Interest** – TC Carron claimed a conflict of interest regarding the banners purchased via her contacts.
5. **Approval of Bills** – Ducky Derby banner signage:
 - Motion:** TM Massey motioned, seconded by TM Fine, to reimburse TC Carron in the amount of \$58.62 for the first of two banners ordered for the Ducky Derby. The motion passed with 4 votes.
6. **New Business:**
 - A. **Ad Buys** – None.
7. **Unfinished Business:**
 - A. **Sternwheeler Days** – Rubber Ducky Derby: a discussion of logistics was had. The Lee's will be asked to lend their boat. Proceeds of this year's event will be applied towards next year's event. TM Massey will provide all the prizes as they will be donated by Multnomah Falls Lodge. June 22nd is the MHCC Strawberry Short Course where the Committee will use a kiddie pool to sell ducks and advertise Cascade Locks.
 - Motion:** TM Fine motioned, seconded by TM Baseman, to purchase one ad in the Skamania Pioneer for up to \$100, and one ad in the Hood River News for up to \$100 to advertise the Ducky Derby and Sternwheeler Days. The motion passed unanimously.
 - B. **4th of July** – Webpage on www.cascadelocks.net and link from homepage, same as has been done for the Ducky Derby.
 - C. **HCRH Celebration** – RARE Rebecca Sergeant shared that she is filling out an application for grant funds to be used towards marketing, from the Hood River County Chamber of Commerce Visitor's Council. She also passed out an updated sheet listing upcoming opportunities for the Committee to promote the Historic Highway event and Cascade Locks.
8. **Tourism Committee Member Reports**
 - A. **Carron** – Thanks for everyone's hard work.
 - B. **Massey** – Working to make sure the Ducky Derby is a success.
 - C. **Fine** – Still need to meet with Shirley about brochures.

- D. Baseman** – Excited to be involved and participating, and trying to understand everything that's going on.
 - E. Shelley** – As part of PCT Days, Next Adventure will be printing Cascade Locks logo bandannas. Also, he has arranged for a disc golf tournament during PCT Days and is looking into a custom printed disc for it. Would like to see the Tourism Committee selling 'swag.'
 - F. Ware** – not present.
- 9. Adjournment – Motion:** TM Massey motioned, seconded by TM Fine, to adjourn the meeting at 9:38pm. The motion passed unanimously.

Next meeting - Monday, July 1st at 7pm at City Hall

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, July 1, 2013, 7:00 PM, Council Chambers

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:19pm. TM Massey, TM Shelley, TM Fine, and TC Carron were present. RARE Rebecca Sergeant and City Administrator Gordon Zimmerman were also present. TM Baseman was excused. TM Ware was absent, and will be notified by mail that she is no longer part of the committee.
2. **Amendments to the Agenda** – None.
3. **Comments by the General Public** – None.
4. **Discussion/Declaration of Potential Conflicts of Interest** – TC Carron claimed a conflict of interest regarding items 6a and 6b on the agenda and will abstain from voting on those items.
5. **Approval of Bills** – CA Zimmerman stated that purchase orders were needed for a few items, and he gave a brief update of Transient Room Taxes. He described his interpretation of the law for a Tourism Promotion Agency: when the Committee ‘sponsors’ an event, liability may be assumed for any unpredicted costs; when funds are granted, the situation is different because an application for project/event funding will have been filled out, and the granted amount is all the Committee will be on the hook for.

Discussion was also had about the recent reimbursement request to City Council that was motioned but did not pass. Funds were unknowingly used from the Tourism Committee’s account to pay for non-tourism related expenses in the 2012-2013 budget year. The City Administrator at that time chose to sign off on expenditures without notifying the Committee, as he has budget authority up to a certain dollar amount. TC Carron expressed frustration that her long volunteer hours worked were undermined by the action. The Committee said that although they feel the funds were wrongly utilized, they will not re-request a reimbursement from council because they wish to avoid undermining the City Administrator’s authority. CA Zimmerman stated that he would not write any checks without first running it past the Committee.

The Tourism Committee would like to request a designated City Councilor to be a Tourism Committee member (either voting or non-voting).

6. **New Business:**
 - A. **Brochures** – The current brochures are outdated because of downtown businesses that have moved, and new businesses arriving. TC Carron is discussing paying for new Cascade Locks brochures with the Port and also Portland Spirit.
 - B. **Event Postcards** – Discussion about creating postcard-sized cards listing events for the latter half of the year in Cascade Locks. It would be ideal to have these cards displayed in all local hotel rooms.
 - C. **Shoulder Season Events** – The Committee is prioritizing fall and winter events, and defines the “shoulder season” in Cascade Locks as Oct 1st through May 1st. RARE Rebecca talked about the groundwork she has been able to lay down for several new shoulder-season events, including a sailing summit, a wine tasting event, and a robotics event. Brainstorms about

other new event ideas included ways to attract tourists to town for Halloween and to play up local art.

D. Ad Buys – The Committee will meet again on July 11th to vote on ad buys.

7. Unfinished Business:

A. Sternwheeler Days – Event Review – Ducky Derby was a positive addition to Sternwheeler Days. Discussion of lessons learned, and things to consider for next year included securing a boat early (preferably two boats), establishing a line at the lock and canal that kids cannot cross (for their own safety), and abiding by specific times to stop selling ducks and prize distribution. The Committee plans to thank the Lions Club, the Sherriff, Multnomah Falls Lodge, and Robert Weinman for all their kind assistance in helping this event take off.

B. HCRH Celebration – Tabled.

8. Tourism Committee Member Reports

A. Carron – Thank you to this Committee! Acted as a well-oiled machine for the Derby.

B. Massey – Ditto. Great event, great weather.

C. Fine – Had a good time, glad she could make it. Will talk to Shirley next meeting.

D. Baseman – not present.

E. Shelley – Had fun. Maybe beavers could be added next year to race against all those duckies.

F. Ware – not present.

9. Adjournment – Motion: TM Massey motioned, seconded by TM Fine, to adjourn the meeting at 8:47pm. The motion passed unanimously.

Next meeting - Thursday, July 11 at 7pm at City Hall

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Wednesday, July 24, 2013, 7:00 PM, Council Chambers

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:06pm. TM Massey, TM Baseman, TM Shelley, TM Fine, and TC Carron were present. RARE Rebecca Sergeant was also present.
2. **Amendments to the Agenda** – None.
3. **Comments by the General Public** – A sealed letter from Norman Borque was opened and read aloud by TM Massey (attached).
4. **Discussion/Declaration of Potential Conflicts of Interest** – TC Carron claimed a conflict of interest regarding items 6a and 6b on the agenda and will abstain from voting on those items.
5. **Approval of Bills** –

Motion: TM Massey motioned, seconded by TM Fine, to pay Shirley Carr for brochure distribution in the amount of \$500.00 for the first of three payment installments to be paid as Ms. Carr has requested in writing. The motion passed unanimously.

Motion: TM Fine motioned, seconded by TM Massey, to fulfill the Committee's sponsorship of the Cascade Locks Quilt Block Trail by reimbursing Randy Holmstrom/Bridge of the Gods Quilters in the amount of \$370.23 for the brochure print bill receipts they submitted. The motion passed unanimously.

Motion: TM Massey motioned, seconded by TM Fine, to have Rebecca Sergeant reimbursed for gasoline and toll bridge expenses in the amount of \$35.61 incurred while driving the City car in the course of her duties. The motion passed unanimously.

6. **New Business:**

- A. **Brochures** – TC Carron proposed that the Committee vote to print a short run of brochures without perforation, to keep costs down. The Committee is advised not to count on any funds coming from the Port or Portland Spirit for this printing. Since the businesses in town are undergoing a lot of changes, the brochures may need updates yet again in the next year to stay up-to-date. TC Carron will get permission to use all logos included. Businesses will be added or updated: Cascade Locks Ale House, Treasures & Trades, Chinook Sailing, Rubberize It, The Cabinet Tree, Thunder Island Brewing, The Bold Orange, Soderberg Studio and Bronzeworks, Lorang Fine Art and Gorge-ous Gifts, Jumpin Jax Java, Brigham Fish Products, and Ryan's Juice.

Motion: TM Fine motioned, seconded by TM Massey, to purchase 10,000 brochures from Pacific Crest Imprint for \$2,388.00. The motion passed with 4 votes, TC Carron abstaining.

- B. **Event Postcards** – 4X6 Postcard sized event cards were proposed by TC Carron, to list the second half of the year's events in Cascade Locks.

Motion: TM Shelley motioned, seconded by TM Fine, to purchase 2,500 4X6 event cards from Pacific Crest Imprint for \$325.00. The motion passed with 4 votes, TC Carron abstaining.

C. Shoulder Season Events – The Committee had a long discussion about possible off-peak events that could be initiated to increase Transient Room Taxes. Ideas to increase overnight stays included: a Halloween haunted trail tour, business trick-or-treat and lighting contest, Thanksgiving “harvest festival,” a wine event near Christmas time, New Year’s black tie event with fireworks, a February Robotics workshop or tournament, and a March concert in the pavilion. Other miscellaneous ideas were a gradeschool poster design competition, a scavenger hunt/geo cache challenge, and the return of the Festival of Nations. There was also some inconclusive discussion about the Tourism Committee’s 2014 involvement with Sternwheeler Days.

D. Ad Buys –

Motion: TM Shelley motioned, seconded by TM Fine, to allow TC Carron to spend up to \$700 in newspaper and magazine advertisements for PCT Days, Sailing, and Historic Highway Revived. The motion passed unanimously.

7. Unfinished Business:

A. HCRH Celebration – RARE Rebecca Sergeant provided some brief updates on the event planning. Consensus was made to allocate \$200 towards buntings and \$100 towards solid-color (silver or white) attention-getting plastic flag line.

8. Tourism Committee Member Reports – Tabled.

9. Adjournment – Motion: TM Shelley motioned, seconded by TM Massey, to adjourn the meeting at 9:52pm. The motion passed unanimously.

Next meeting - Monday, August 5th at 7pm at City Hall

City of Cascade Locks
Administration Finance and Operations Council Sub-Committee
Monday, Aug. 5, 2013
7:00 pm, City Council Chambers
Minutes

1. Call to Order/Pledge of Allegiance

Attendance: Mayor Tom Cramblett, Chair
Sandra Kelley
Glenda Groves (absent)
Darlene Sullenger
Bruce Fitzpatrick (absent)
Nancy Renault (EMS F&O member)

Staff: Gordon Zimmerman, City Administrator

Audience: Gyda Ann Haight

2. Approval of Minutes of July 10

One change was made to the July 10 minutes.

Darlene Sullenger moved and Sandra Kelley seconded the approval of the minutes as corrected. Motion carried 3-0.

3. Review Council action on committee recommendations

Mayor Cramblett reviewed the Council actions concerning the combining of the Administration and EMS Finance and Operations Committees. The Council also recommended that the forensic accountant review the building of the Fire Hall.

4. Review Fire Department Procedure for Handling Drugs and Supplies

The committee reviewed the staff report prepared by Station Captain Jesse Metheny concerning the handling of drugs and supplies. The review provided the results of audits by the Oregon Health Authority and the responses to the deficiencies noted. The system of checks and balances was explained in the staff report as well as the reviews by the physician advisor and the Drug Enforcement Agency.

The comments by the committee included:

- a. The City Administrator needs to provide oversight to the EMS Department to ensure the procedures outlined are followed.

- b. The personnel files for the volunteers should be maintained in City Hall. (They are. The certification files for the volunteers are maintained in the Fire Hall.)
 - c. Do we swap drugs with approaching expiration dates with Hood River?
 - d. The EMS Department should work to live within the budget allotted for drug purchases towards the end of the year so we don't have to transfer money from the General Fund to cover drug purchases.
 - e. Have we completed the plan to address deficiencies in the EMS/TS Oregon Health Authority review? When will the next review be done?
5. Review Paul, Rogers Proposal for Examination of Fire Hall Construction

Sandra Kelley moved to recommend to the City Council that the proposal from Paul, Rogers be accepted for the review of the construction of the new fire hall. Darlene Sullenger seconded. Motion carried 3-0.

The proposal is to spend two days scoping the amount of work to be done at a rate of \$125 per hour. Paul, Rogers will then proceed with the review up to a limit of \$5,000 at the same rate. The work, if approved by the Council, will begin September 12-13 and into the week of September 16.

6. Other Matters and Concerns

- a. CATV: The committee wants a review of the cable channels offered and their attendant costs to determine if we can limit the costs to be within the revenue generated. They would like to generate a positive cash flow until the cable TV is eliminated or sold.
- b. The forensic accountant should look at the EMS/Multnomah County contract to see if we are recovering all of the costs allowed. They would also like to see the annual report from Multnomah County about the services provided as indicated in paragraph 4e under Duties of the County. The Committee wants to assure that we are recovering our costs for out of taxing area services provided.
- c. The committee is very concerned about the funding of the EMS Department. What will happen with the 2% of the utility payments? Do we put an operating levy on the ballot? Why doesn't the Fire Department get out into the community more? What do they do when they are not on calls? How can we increase the volunteers visibility in the community so when a vote is required people will have a positive image of the department? Can we hold a Fire Department Open House?
- d. Are we collecting all of the TRT we can? Vacation rentals and home rentals are subject to the tax but we have one business in particular who seems to ignore the rules. Please try again to report that individual to the State for penalties to be assessed.

7. Next Meeting

The Mayor wanted to wait until after the Council meeting when the new Finance Committee will be formed before making a date for the next meeting.

8. Adjourned at 8:10 p.m.

Submitted by: Gordon Zimmerman, City Administrator

