

# CITY of CASCADE LOCKS

## AGENDA

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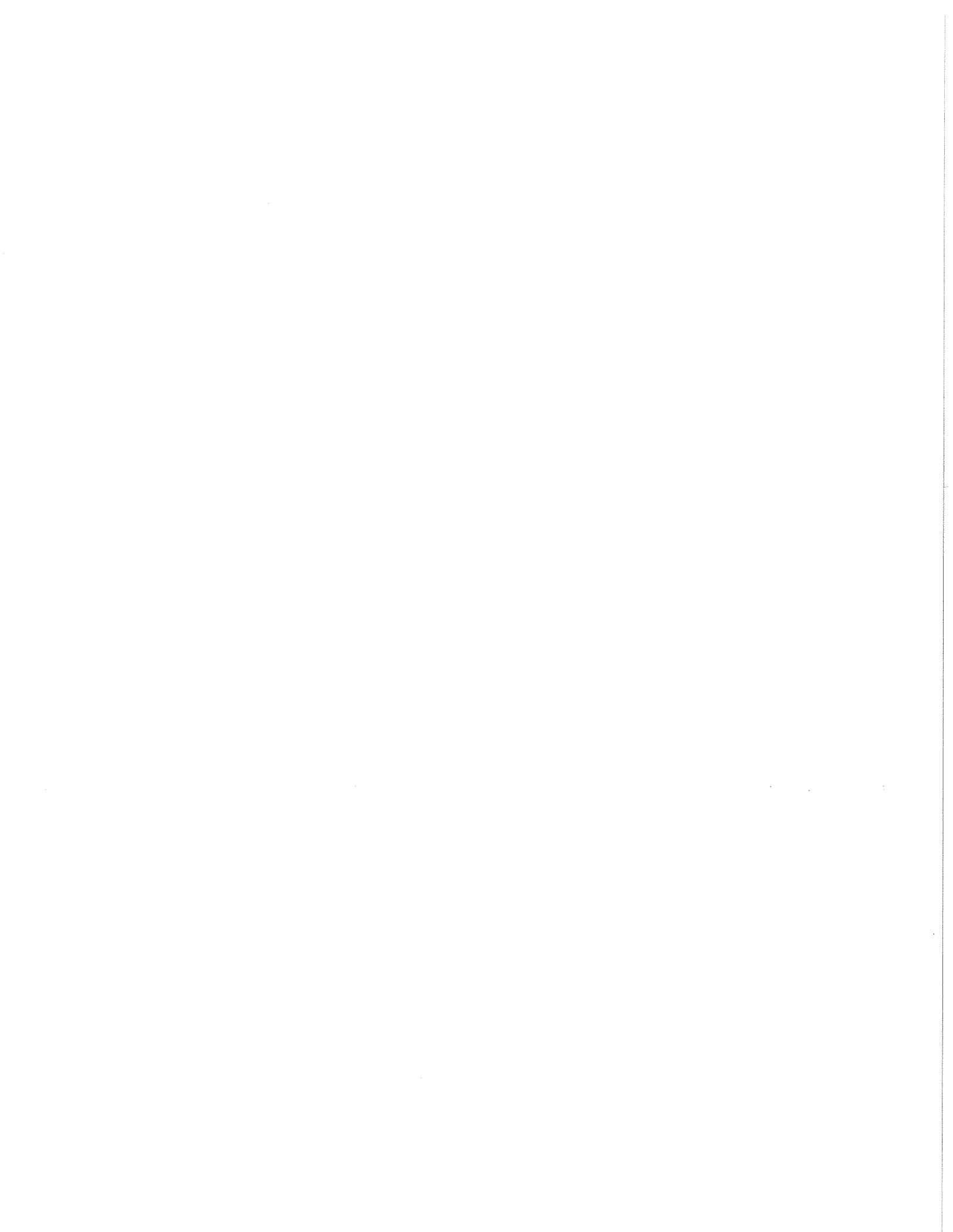
### CITY COUNCIL MEETING, Monday, January 11, 2016, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of December 14, 2015 Minutes.**
  - b. **Approve Repayment For Induced Building Costs**
  - c. **Ratification of the Bills in the Amount of \$ 280,942.45.**
4. **Public Hearings.**
5. **Action Items:**
  - a. **Appointment to Committees.**
    - 1) **Tourism Committee**
    - 2) **Mid-Columbia Council of Governments**
  - b. **Approve Ordinance No. 441 Amending the Zoning and Comprehensive Plan Map for the City of Cascade Locks, Oregon for Assessors' Map and Tax Lot 02N07E12AD 101.**
  - c. **Approve 2016/2017 Budget Schedule.**
  - d. **Approve 1<sup>st</sup> Reading of Ordinance No. 442 Amending the Street Vendor Ordinance.**
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.**
    - 1) **Tourism Committee Presentation**
  - b. **Personnel Handbook Discussion.**
  - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Randall, Walker, Busdieker, Rutherford, and Mayor Cramblett were present. CM Fitzpatrick arrived at 7:07 PM. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Interim Port General Manager Paul Koch, Port Marketing Manager Holly Howell, Dave Palais, Cody Steelman, Matthew Ledbetter, Nicole Crites, Katelin Stuart, Ray Cless, Mark Reynolds, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** CA Zimmerman stated that the Tourism Committee will be at the next meeting for their brochure and logo presentation.
3. **Adoption of Consent Agenda.**
  - a. **Approval of November 23, 2015 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 249,764.11.**
  - c. **Approve Amendment No. 4 to Personal Services Contract for City Attorney Services.**

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

Mayor Cramblett moved to 5.a. CA Zimmerman said there are three vacancies on the Tourism Committee, one vacancy on the Architectural Committee, and a vacancy on the Finance Committee.

Mayor Cramblett moved to 7.b. CA Zimmerman said the Mayor's request for a policy on declaring an emergency already exists in the Municipal Code (Ordinance No. 362) and policy was followed during the recent wind storm.

Mayor Cramblett moved to 7.c. CA Zimmerman reported on the wind storm recovery and that Station Captain Metheny had resigned. He asked Council permission to advertise for the position and allow Jessica Bennett to supervise the Department until the position is filled. There was consensus of Council. CM Walker asked how long it would take to fill the position. CA Zimmerman estimated three to six months.
4. **Public Hearings. Port of Cascade Locks Zone Change LU 15-002.** Mayor Cramblett read the public hearing procedures then opened the hearing at 7:09 PM. CA Zimmerman explained the basis for appeal and noted where the criteria can be found in the Community Development Code.

Applicant: Holly Howell stated this was a joint application with Hood River County. She said the County was only allowed to sell the property to another public entity. She said since there is no other public entity around to purchase and develop it the Port Commission decided they should do that. Holly said the first step was to do an environmental assessment and the second step was to rezone. She explained that there is no specific proposed use but wanted to market with the Commercial/Residential Zone. Holly said the Port's Mission is economic development and that is what the property will be prepared for. She said this property is the gateway into the community from the east side and this zone is consistent with adjacent land use. Holly said utilities are in place but there will be access constraints with the shared access off of WaNaPa Street (Hwy. 30). She said transportation studies will be required prior to development of the parcel.

Questions from Council: CM Busdieker stated that the Planning Commission minutes reflect PCM's Haight and Fitzpatrick being against the rezoning but voted in agreement on the motion to approve the zone change. CA Zimmerman explained there was further discussion before the motion. CM Busdieker agreed with PCM Haight's observation regarding traffic moving fast in

that area. Holly said condition of approval number eight speaks to traffic and mitigation depending on the use of the property and will be determined by a traffic engineer.

CM Walker asked how many properties the Port owned on WaNaPa Street. Holly said there are three vacant parcels and one parcel is being leased by Jumpin' Jax Java. CM Walker asked if there would be possible connection to Forest Lane from this parcel. Holly said there might be a possible connection on Hammond Street. CA Zimmerman said those things will be determined when there is a use for the property. CM Walker said he didn't see how there could be any mitigation for that entrance off of WaNaPa Street. CM Walker asked about the property being off the tax roll. Holly explained that it has been off the tax rolls while in County ownership.

Opponent/General Questions: Cody Steelman said he has read the laws regarding Ports and the properties have to abut a waterway so he questioned if this land ownership is within the bounds of the law. CM Randall said the Port does have the authority to own land without abutting a waterway. CA Zimmerman said the Port District goes to Mt. Hood so didn't think property had to abut a waterway.

Staff Response to Testimony and Council Questions: None.

Rebuttal: None.

Close Hearing: Mayor Cramblett closed the hearing at 7:32 PM.

Council Deliberation: CM Busdieker said the Commercial/Residential Zone makes sense. She said the Planning Commission should consider the Downtown Zone requirements to include this parcel. CM Fitzpatrick said he is concerned with the access off of WaNaPa Street but was sure that there could be a plan and any issued mitigated.

Decision Notice or Final Order: CA Zimmerman said there is an ordinance in the packet for Council to review. He said if there are no changes the ordinance would be posted to be voted on at one meeting in January. CM Randall and Mayor Cramblett said they both work for the Port of Cascade Locks so would not be voting on the ordinance. The other five Councilors directed CA Zimmerman to move forward with the ordinance.

5. **Action Items:**

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

b. **Approve Resolution No. 1343 Authorizing Waste Connections, Inc., (Hood River Garbage) to Set Charges and Rates for Providing Services. Motion:** CM Fitzpatrick moved, seconded by CM Randall, to approve Resolution No. 1343. CM's Groves, Randall, Fitzpatrick, Busdieker, Rutherford, and Mayor Cramblett voted in favor. CM Walker opposed. He said he thought the reduction in fuel prices should more than cover the increased costs for Hood River Garbage.

c. **Approve Resolution No. 1344 Maintaining Current Rates for Delivery of Electrical Services Provided by the City of Cascade Locks, and Repealing Resolution No. 1291.** CA Zimmerman said this resolution would reflect the January 1, 2016 bill that would be paid in February. **Motion:** CM Busdieker moved, seconded by CM Randall, to approve Resolution No. 1344. CM Busdieker clarified that this is for properties outside the city limits but inside the urban growth boundary.

Cody Steelman said, "The dance has already started." He said that he has contacted BPA, has set an appointment with the Attorney General for the State of Oregon, and an appointment with the District Attorney for Hood River County. Cody told Council that they aren't doing the "look

back". He said he has reviewed the resolution, the Council is setting rates, and that isn't in compliance with the law. He described a time when BPA had to go back through their books to find out if their rates were legal. He said the rates have to be set to recover with sound business principles along with associated costs. Cody told the Council that they could not set anybody's rates at this time even if they are out of town. He told Council they are dealing with the Federal Regulations. He told Council they could not profit on the rates.

Cody said that he has offered his books to Council to learn how to set the rates and they have to figure out what is legal and what is not legal.

CM Walker said that he would not be voting on this resolution as he has a conflict.

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

**d. Approve Resolution No. 1345 To Withdraw Cross Water Right Transfer Application.**

**Motion:** CM Busdieker moved, seconded by CM Randall, to approve Resolution No. 1345. CM Fitzpatrick asked if there could be a date specified for the return of the application fee. CA Zimmerman said the City is just asking for the fee to be returned but work was done on the application so may not get the fee returned. CM Busdieker said she was happy to see this as this needs more public interest review. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

**e. Approve Resolution No. 1346 Accepting Interim Financing Proposal. Motion:** CM Rutherford moved, seconded by CM Randall, to approve Resolution No. 1346. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

**f. Appoint TRT Auditor.** CA Zimmerman said an RFP was sent out and the City received the one response. CM Busdieker asked if Finance Officer Bump had checked the references. CA Zimmerman said that FO Bump has worked with Mr. Moody before. CM Busdieker asked what the timeframe was for next audits. CA Zimmerman said two audits per year are done during the first quarter of the year as that is the slow time for businesses. CM Busdieker asked if the previous contract with Merina included paying expenses. CA Zimmerman said he didn't think the City paid expenses as most work was done electronically, except for the recent municipal court case. CM Busdieker said that \$300 more plus expenses is not a good deal. CA Zimmerman explained this is the only deal on the table. CM Walker asked how long we advertised. CA Zimmerman said three to four weeks and advertising was done in the Daily Journal of Commerce, League of Oregon Cities, the Oregon Auditors Association website, and Hood River News. CM Rutherford asked what the cost for advertising was. CA Zimmerman said approximately \$200.00. CM's Walker and Busdieker said the City should advertise again. CM Rutherford said the increase would be eaten up by the cost of advertising and staff time. CM Busdieker asked if the price could be negotiated.

**Motion:** CM Busdieker moved, seconded by CM Walker, to reject the proposal and re-advertise. CM Fitzpatrick asked if this will allow enough time to get the audits done. CA Zimmerman said they will just happen later in the year than normal. CM Rutherford asked if rejecting the proposal is the Council directing to spend money to re-advertise or renegotiate. CM Busdieker asked if she could have the option for advertising again or negotiating a better price. CM Busdieker amended her motion to include re-advertising or negotiating a better price. CM Walker agreed. CM Randall reminded the Council the reason for being in this position is because the auditor was changed, spending more money than we could afford, and knew that Merina (TRT Auditor) could then not perform the TRT audits and Council would have to search for another one. He said if we spend

money to advertise again there is no guarantee that the City will find another TRT Auditor. CM Walker said there is no guarantee that the City won't find one. CA Zimmerman asked for clarification on the motion that if Mr. Moody negotiated a reduced price that a contract could be signed. CM Walker said the contract needs to come back before Council. CA Zimmerman said if Mr. Moody does not reduce his price then the City will re-advertise. CM Rutherford asked if this could be done, one step at a time, as he did not want to re-advertise. CM Busdieker said that CA Zimmerman will be bringing a contract before Council if Mr. Moody's price is reduced.

Mayor Cramblett asked if this is re-advertised would that open the City up to a higher price. CA Zimmerman said it could. CM Busdieker said that Mr. Moody doesn't know that he is the only one to respond. CA Zimmerman said this is a public document and he may know that he is the only one that responded. He said there would be a risk of a higher quote.

The motion failed with CM's Groves, Randall, Fitzpatrick, Rutherford, and Mayor Cramblett voting in opposition. CM's Walker and Busdieker voted in favor.

**Motion:** CM Rutherford moved, seconded by CM Randall, to approve Robert G. Moody as the City's TRT Auditor. The motion passed with CM's Groves, Randall, Fitzpatrick, Rutherford, and Mayor Cramblett voting in favor. CM's Walker and Busdieker opposed. CM Busdieker said she still didn't think we should go with this just because he's the only one.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Cody said this Council has had total disregard for setting rates but it doesn't matter. He said the City had until January 1<sup>st</sup> and it's not like you didn't have any notice. The City will have to pay interest on the deposits that have been paid by every citizen in this town and expects this to be done through the budget process. He said you are stealing from the people and you had no right to take it. He said the City is playing a dangerous game with the people. Cody said he might form a social compact. He said he wants his money and every citizen to be paid their money on the interest on their deposits.
7. **Reports and Presentations.**
  - a. **City Committees.**
    - 1) **Tourism Brochure and Logo Presentation.** Postponed.
  - b. **Emergency Declarations.** This was discussed earlier in the meeting.
  - c. **City Administrator Zimmerman Report.** CA Zimmerman finished his City Administrator Report reporting on the condition of the sewer lift station in Marine Park. He reminded Council that the December 28<sup>th</sup> meeting is cancelled and asked if City Hall could close at noon on Christmas Eve and New Year's Eve. Council approved.
8. **Mayor and City Council Comments.** CM Rutherford wished everyone a Merry Christmas. CM Fitzpatrick thanked Jesse Metheny for his service. CM Busdieker thanked Jesse and said that he has done a great job. She thanked the Public Works and Electric Department Crews saying that they go beyond the call of duty. She wished everyone a safe and Happy Holiday. CM Randall agreed with all and reminded everyone of possible snow this weekend. He wished all a Merry Christmas. CM Groves thanked Staff for all their work. She said she loves the Giving Tree. She wished everyone Happy Holidays. Mayor Cramblett said we have had some tough weather but all departments have held up to it including the office staff. He said the Administration Department keeps the communication going.
9. **Other matters.** Mayor Cramblett said he has a video that he borrowed from Cody Steelman that is a history of BPA in 1939. He said Cascade Locks is on the video.

10. **Executive Session as may be required under ORS 192.660 (2)(d) Labor Negotiations.** Mayor Cramblett recessed regular session at 8:20 PM.

Mayor Cramblett opened Executive Session at 8:22 PM. CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman and City Recorder Kathy Woosley.

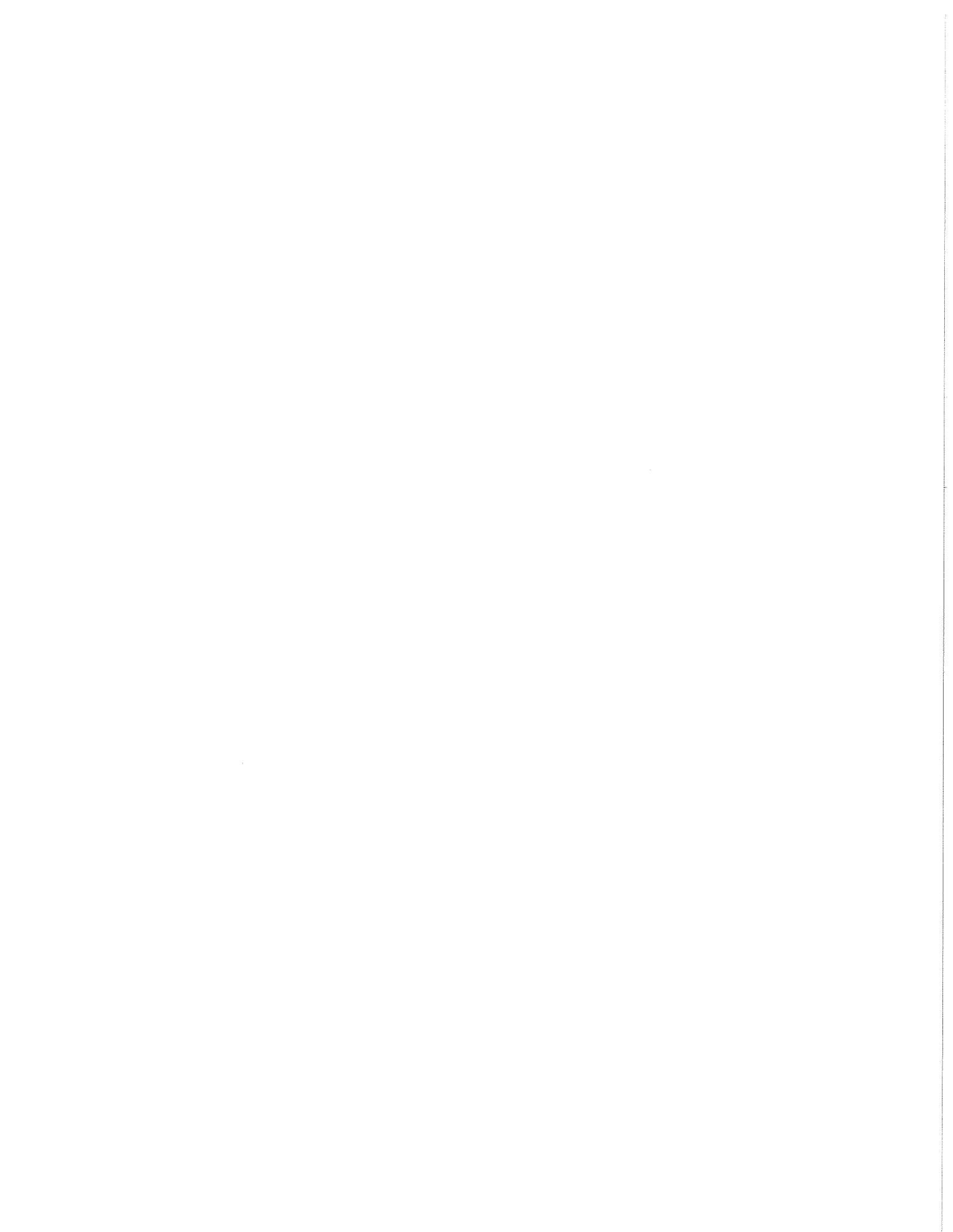
11. **Adjournment. Motion:** CM Groves moved, seconded by CM Randall, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Mayor



**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** January 4, 2016

**For City Council Meeting on:** January 11, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Approve Repayment of Induced Building Cost

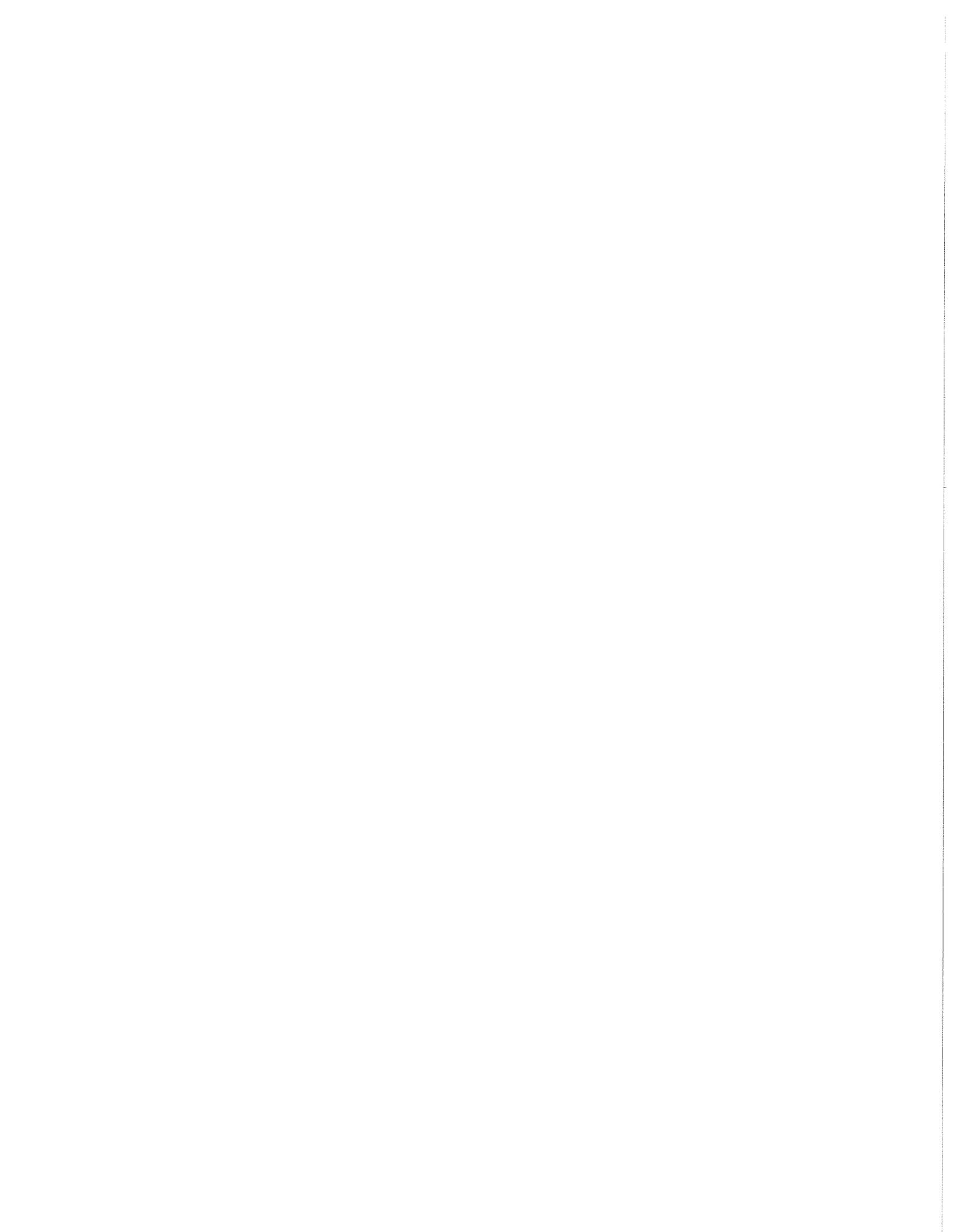
**SYNOPSIS:** Sherilyn Foley replaced her home on NE Crest Drive about two years ago. At the time the Planning Department determined that she needed to put in a sidewalk at the front of her lot. The cost for this installation was \$3,950 (see attached invoice).

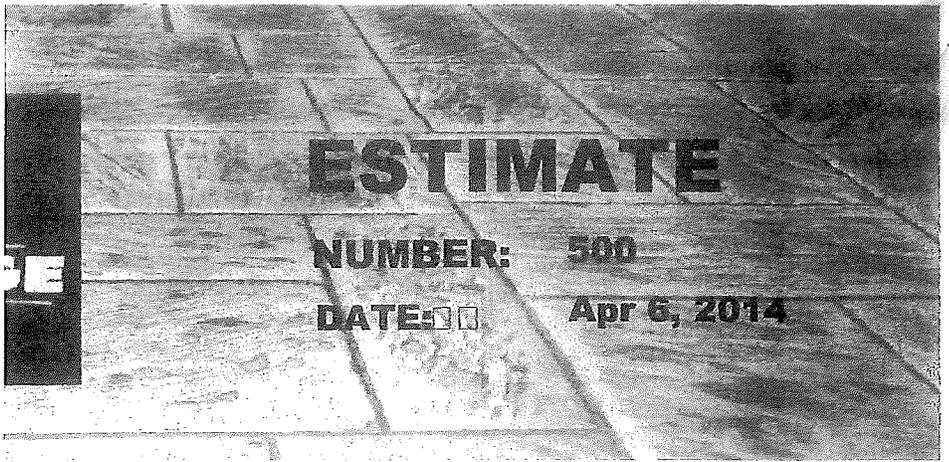
Since that time the Planning Commission has undertaken extensive discussions regarding sidewalks and when a requirement exists to install a sidewalk. The determination has been that subdivisions will require sidewalks while infill, such as Ms. Foley's, will be required when the whole neighborhood or street is done. Because of this moratorium on sidewalks, it was felt that the City should repay Ms. Foley for the cost of her sidewalk.

**CITY COUNCIL OPTIONS:** Approve or reject the repayment.

**RECOMMENDED MOTION:** "I move to approve the repayment of \$3,950 to Ms. Sherilyn Foley for the cost of her sidewalk."

**FINANCIAL REVIEW:** If the Council makes the payment out of the Street Fund Paving projects line item (03-405-63182), the Council may need to, at the end of the year, cover the cost out of contingency as this was an unforeseen cost and if the City spends over the entire line item amount.





crete, Inc.

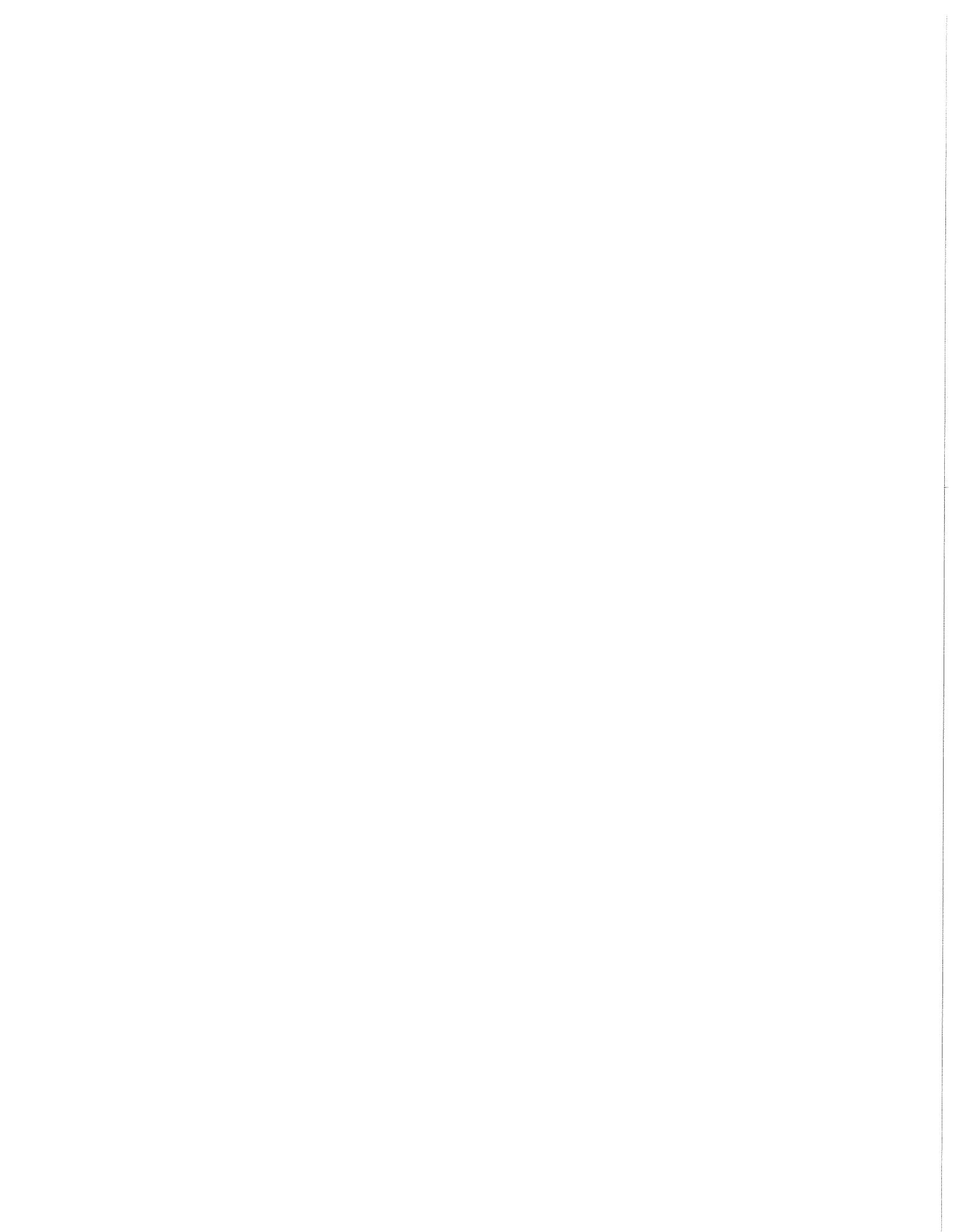
Sherry Foley

25 Crest Dr

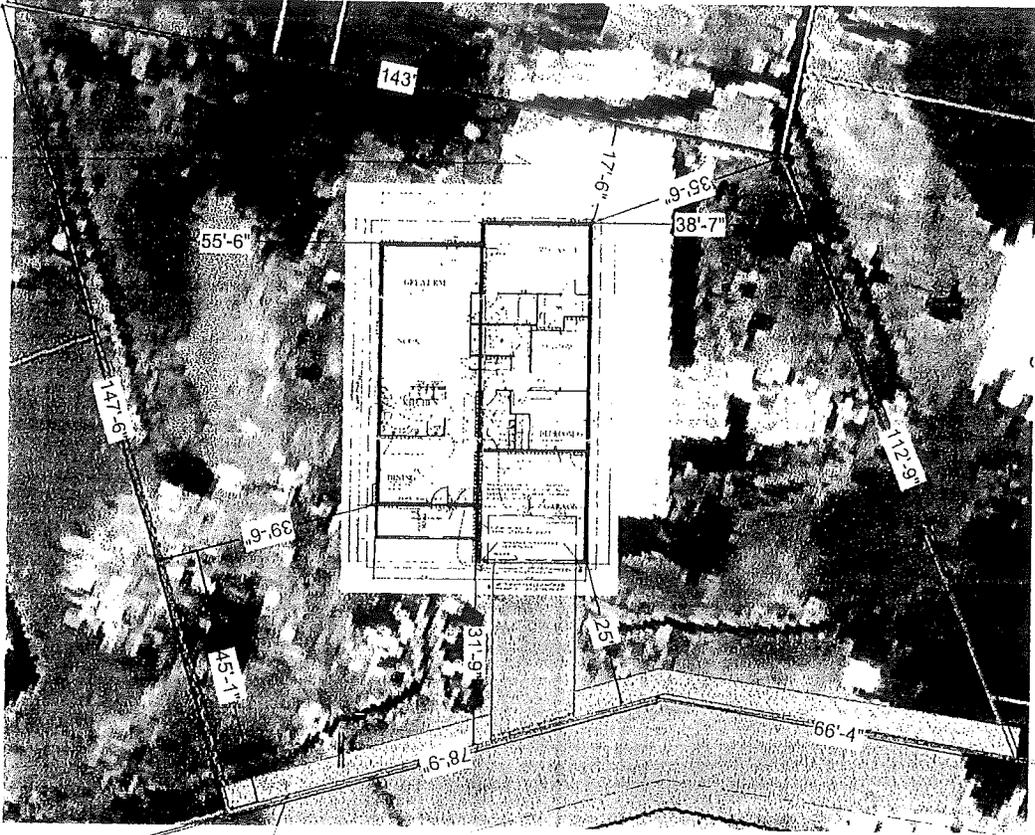
PO Box 232

Cascade Locks, Or 97014

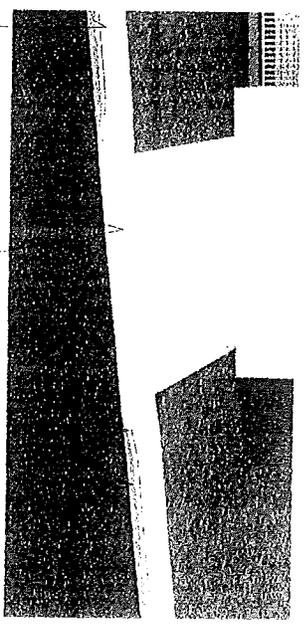
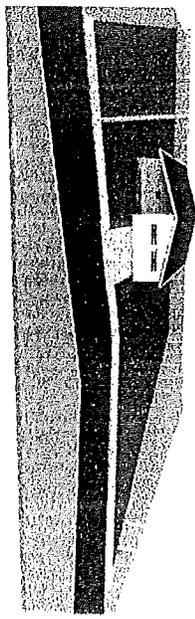
	Quantity	Rate	Amount
and paint interior with 4	1	\$6,450.00	\$6,450.00
porch, driveway, 2- 12x12 around entire house. All sealed	1	\$14,250.00	\$14,250.00
porch, driveway, 2- 12x12 around entire house. All	1	\$10,950.00	\$10,950.00
porch, driveway, 2- 12x12 around entire house. other concrete will be	1	\$13,000.00	\$13,000.00
	1	\$400.00	\$400.00
oss front of property	1	\$3,950.00	\$3,950.00



Existing home to be demolished



FOR GENERAL ILLUSTRATION PURPOSE ONLY



4" thick sidewalk, 5 feet wide (5'5" including curb)

6" thick concrete under driveway entry

5" thick curb 6" high

curb and sidewalk to run adjacent to existing road, diagrammed path is for illustration purpose only

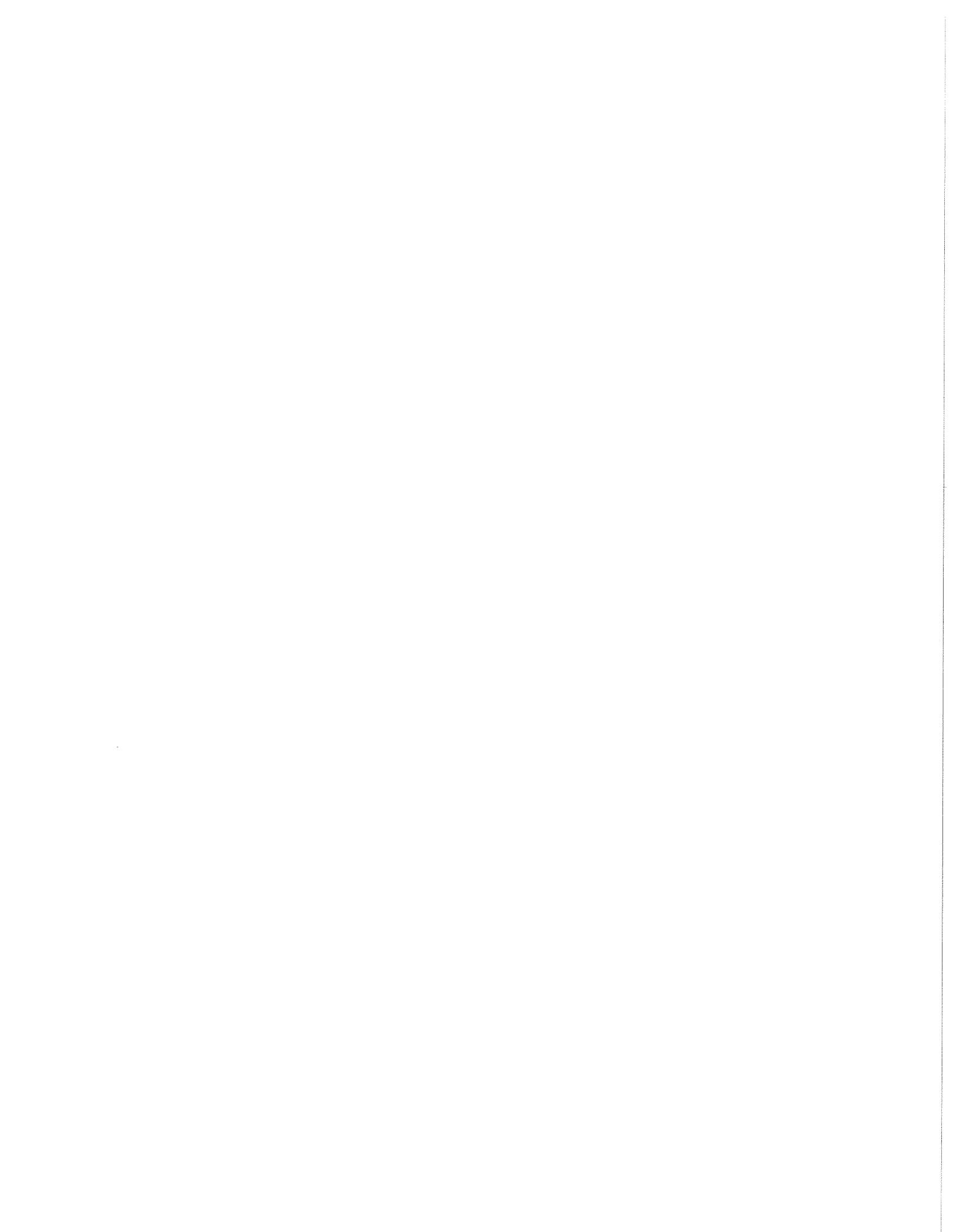
PLANS PROVIDED BY  
**McLAUGHLIN DESIGN & CONSTRUCTION LLC**  
 200 sw dogwood white salmon, wa 98672 ph. (541) 490-7088 breff@mdc3d.com fax (509) 493-3177

Measure for SHEET POLE  
 25' x 10' SHEET  
 CANADA, USA, OR 4' x 10'  
 LOCAL DESCRIPTION  
 201812 48 00 00

Site Plan

NO.	DESCRIPTION	BY	DATE

SCALE: 1" = 10'-0"  
 SHEET: A-1



BLANKET VOUCHER APPROVAL

PAGE NO.

1

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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
12/11/2015	PR	\$ 44,852.67
12/24/2015	PR	\$ 61,671.73
12/18/2015	A/P	\$ 152,514.95
12/31/2015	A/P	\$ 21,903.10

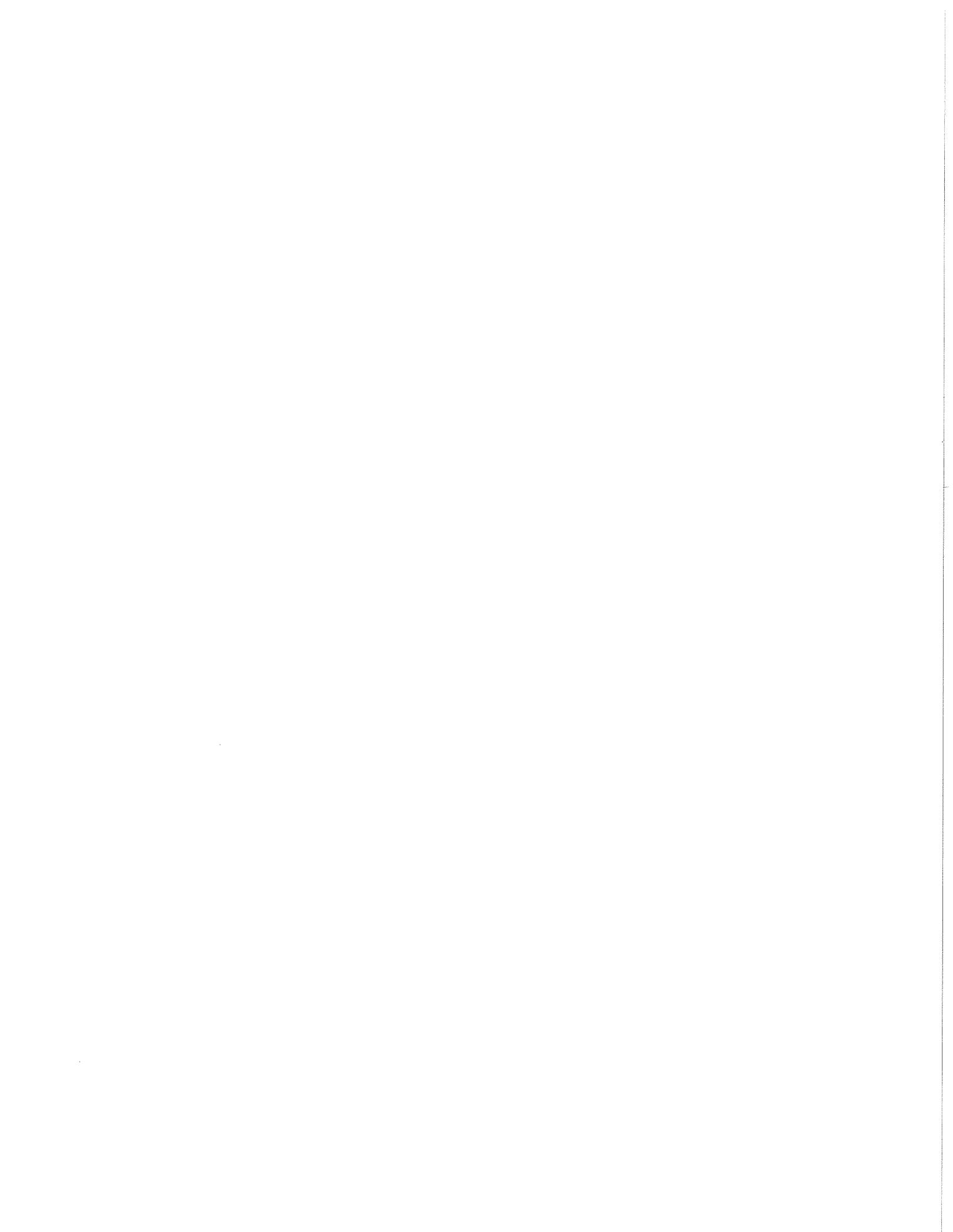
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GRAND TOTAL \$ 280,942.45

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APPROVAL:

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Mayor



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6578	12/15	12/18/2015	6983	RT03-00013	All American First Aid & Safety	First Aid Supplies	0140162010	60.36
Total 6578:								
6579	12/15	12/18/2015	6966	01410018PL	American Messaging	Paging Service	5140562110	5.00
Total 6579:								
6580	12/15	12/18/2015	6820	56739	Anderson Perry & Associates Inc.	020 Planning Studies Waste Water Facili	0740562131	840.00
6580	12/15	12/18/2015	6820	56740	Anderson Perry & Associates Inc.	020 Planning Studies Waste Water Facili	0740562131	2,964.75
Total 6580:								
6581	12/15	12/18/2015	190	39435	ASSOCIATE PARTNERS	Renew Cascadelocksfire.com 3 yr	0540562110	20.00
Total 6581:								
6582	12/15	12/18/2015	4910	601304404 1	Beverly Baldassare	Refund Deposit	5121130	273.81
Total 6582:								
6583	12/15	12/18/2015	370	46450	BIO-MED TESTING SERVICE	Drug Testing	0140462063	40.00
6583	12/15	12/18/2015	370	46812	BIO-MED TESTING SERVICE	Annual Enrollment	5140562063	255.00
Total 6583:								
6584	12/15	12/18/2015	6939	81984558	Bound Tree Medical, LLC	glucagon, epi, battery, emergency blanke	0540562351	694.33
Total 6584:								
6585	12/15	12/18/2015	460	5888	BROWN & KY SAR, INC	pyranid sub ground grid	5645163941	1,641.05
6585	12/15	12/18/2015	460	5960	BROWN & KY SAR, INC	upgrading ground grid for substation	5645163941	2,135.75
Total 6585:								
6586	12/15	12/18/2015	6900	V504166	BSK Associates	water testing	2140562150	90.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6586:								90.00
6587	12/15	12/18/2015	590	151766-IN	CARSON OIL COMPANY	Bio Diesel for Generator	3140562530	209.26
Total 6587:								209.26
6588	12/15	12/18/2015	6979	NOVEMBER	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 6588:								1,000.00
6589	12/15	12/18/2015	670	COLEP MAC	CASCADE LOCKS LIGHT CO.	COLEP Machian	5140562138	150.00
Total 6589:								150.00
6590	12/15	12/18/2015	740	69607	CASELLE, INC.	Contract Support	0140162082	1,220.00
Total 6590:								1,220.00
6591	12/15	12/18/2015	940	NOV 2015	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	280.00
Total 6591:								280.00
6592	12/15	12/18/2015	1000	A15042	Coburn Electric	Replacement UPS for Wellhouse	2140562560	603.29
6592	12/15	12/18/2015	1000	C-15324	Coburn Electric	Wiring for new equipment shed	5645169341	1,008.33
Total 6592:								1,611.62
6593	12/15	12/18/2015	1120	A98900	COLUMBIA HARDWARE, LLC	heater, gloves	5140562210	57.87
6593	12/15	12/18/2015	1120	B119446	COLUMBIA HARDWARE, LLC	bolts, drill bits, pliers, screws	2140562560	209.39
6593	12/15	12/18/2015	1120	B121486	COLUMBIA HARDWARE, LLC	gas can, spray paint	0340562560	73.86
6593	12/15	12/18/2015	1120	B121486	COLUMBIA HARDWARE, LLC	gas can, spray paint	2140562560	73.86
6593	12/15	12/18/2015	1120	B121531	COLUMBIA HARDWARE, LLC	14/3x50 yellowjacket	5140562201	34.75
6593	12/15	12/18/2015	1120	B121531	COLUMBIA HARDWARE, LLC	PWR/BLK 50' 12/3 YEL/W	5140562201	69.80
6593	12/15	12/18/2015	1120	B122323	COLUMBIA HARDWARE, LLC	hose	0340562560	56.70
6593	12/15	12/18/2015	1120	B122324	COLUMBIA HARDWARE, LLC	coupling and plug	0340562560	12.87
Total 6593:								449.50
6594	12/15	12/18/2015	1620	934	EFFICIENCY SERVICES GROUP, LLC	BPA Program Service December 2015	5140562139	750.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6594:								750.00
6595	12/15	12/18/2015	2420	8294	HOOD RIVER CO. - FINANCE	December 2015 Deputy Service	0141962250	8,284.08
Total 6595:								8,284.08
6596	12/15	12/18/2015	4910	300178516 1	Katie Murphy	Refund Deposit	5121130	141.76
Total 6596:								141.76
6597	12/15	12/18/2015	6834	HUTTON 12/	Ken Hutton	Energy Efficiency Rebate	5140562140	700.00
Total 6597:								700.00
6598	12/15	12/18/2015	3070	1500333002	LES SCHWAB TIRE CENTER	Tires	5140562201	2,238.94
Total 6598:								2,238.94
6599	12/15	12/18/2015	3110	12173	LOCAL GOVERNMENT	labor relations	5140562110	119.00
Total 6599:								119.00
6600	12/15	12/18/2015	3770	22-201511	NET ASSETS	Title Search	0140162110	51.00
Total 6600:								51.00
6601	12/15	12/18/2015	3820	17261479	Norco, INC	oxygen	0540562351	47.67
Total 6601:								47.67
6602	12/15	12/18/2015	6787	22237 11/25/	NorthShore Medical Group	CDL Exam	5140562110	134.00
Total 6602:								134.00
6603	12/15	12/18/2015	4070	5110331	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	6.30
Total 6603:								6.30
6604	12/15	12/18/2015	4670	10387096	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562201	70.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6604	12/15	12/18/2015	4670	10397300	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562201	30.00
Total 6604:								100.00
6605	12/15	12/18/2015	6824	975149 120	Providence Health & Services	FD Immunizations	0540562017	264.00
Total 6605:								264.00
6606	12/15	12/18/2015	4910	100043402 1	Rebecca Shockley	Refund Deposit	5121130	113.70
Total 6606:								113.70
6607	12/15	12/18/2015	6780	5039350459	Ricoh Americas Corporation	Copies	0140162110	192.57
Total 6607:								60.00
6608	12/15	12/18/2015	5180	52495	SCHLOSSER MACHINE INC.	Make 2 Covers for Substation	5645163941	598.50
Total 6608:								598.50
6609	12/15	12/18/2015	6965	12	Sofia Urrutia-Lopez	Contract Support	0840562110	1,200.00
Total 6609:								1,200.00
6610	12/15	12/18/2015	5460	NOVEMBER	Sosnkowski & Cleaveland P. C.	Attorney Fees	0140162100	1,200.00
Total 6610:								6,521.26
6611	12/15	12/18/2015	5480	008126	SPECIALTY ENGINEERING, INC. (ESG	Transformer Testing, Bushing Removal	5645163941	159.06
Total 6611:								15.38
6612	12/15	12/18/2015	5510	8037125392	STAPLES CONTRACT & COMMERCIA	batteries, toner and paper	0140162010	174.44
6612	12/15	12/18/2015	5510	8037125392	STAPLES CONTRACT & COMMERCIA	calender and tape	0540562010	379.73
Total 6612:								
6613	12/15	12/18/2015	4910	100030900 1	Summit Excavation	Refund Water Deposit	2121130	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6613:								379.73
6614	12/15	12/18/2015	5660	12270	TANNINEN REPAIR SERVICE LLC	installing radios and lights on command r	0540563155	4,871.10
Total 6614:								4,871.10
6615	12/15	12/18/2015	6969	1014-1073	TEGNA	Programming	4140562740	286.75
Total 6615:								286.75
6616	12/15	12/18/2015	6070	942331	TWGW, INC NAPA AUTO PARTS	GRO Wire	5645163941	39.62
6616	12/15	12/18/2015	6070	945653	TWGW, INC NAPA AUTO PARTS	Antifreeze	5140562201	76.78
6616	12/15	12/18/2015	6070	945653	TWGW, INC NAPA AUTO PARTS	credit on account	5140562201	10.06
6616	12/15	12/18/2015	6070	945997	TWGW, INC NAPA AUTO PARTS	Round	3140562560	7.33
6616	12/15	12/18/2015	6070	946576	TWGW, INC NAPA AUTO PARTS	oil, af, trans fix	0540562441	98.50
6616	12/15	12/18/2015	6070	946653	TWGW, INC NAPA AUTO PARTS	ATF	0540562441	27.44
6616	12/15	12/18/2015	6070	946834	TWGW, INC NAPA AUTO PARTS	chuck and gauge	3140562560	27.16
Total 6616:								268.77
6617	12/15	12/18/2015	6230	2016 PERMI	USDA FOREST SERVICE	CRG120603	2140562870	110.00
6617	12/15	12/18/2015	6230	2016 PERMI	USDA FOREST SERVICE	CRG458	5140662880	6,223.43
Total 6617:								6,333.43
6618	12/15	12/18/2015	6250	92-01 DEC 2	USDA Rural Development	addt. payment to principal loan #92-01	4040566721	24,000.00
Total 6618:								24,000.00
6619	12/15	12/18/2015	6913	11616	Williamette Fence Co., Inc.	fence at substation	5645163941	8,448.00
Total 6619:								8,448.00
6620	12/15	12/18/2015	6690	120815	WOOSLEY, KATHY	Reimburse Mileage	0140162020	27.05
Total 6620:								27.05
6627	12/15	12/31/2015	6945	107596	4COM, Inc.	programming	4140562740	169.56

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6627:								
6628	12/15	12/31/2015	6820	56863	Anderson Perry & Associates Inc.	021 Collection System Evaluation Assist	0740562131	2,037.82
Total 6628:								
6629	12/15	12/31/2015	330	1074033	BENNETT PAPER & SUPPLY CO	Garbage Bags, Toilet paper, paper towel	0140462540	267.26
Total 6629:								
6630	12/15	12/31/2015	4910	200106903 1	Brian Wegner	Refund Credit Balance on Account	5130543810	97.44
Total 6630:								
Total 6631:								
6631	12/15	12/31/2015	790	313230273 1	CENTURYLINK	Fire Department Phones	0540562050	134.92
6631	12/15	12/31/2015	790	313401451 1	CENTURYLINK	Treatment Plant	3140562050	116.23
6631	12/15	12/31/2015	790	313470082 1	CENTURYLINK	City Hall Phones	0140162050	392.05
6631	12/15	12/31/2015	790	313786538 1	CENTURYLINK	telemetry	2140562050	128.92
6631	12/15	12/31/2015	790	313786538 1	CENTURYLINK	telemetry	3140562050	128.91
6631	12/15	12/31/2015	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	61.32
6631	12/15	12/31/2015	790	313891134 1	CENTURYLINK	Emergency After Hours	5140662050	15.33
6631	12/15	12/31/2015	790	314228414 1	CENTURYLINK	Lift Station	3140562050	38.63
6631	12/15	12/31/2015	790	320153997 1	CENTURYLINK	well house dialer	2140562050	9.75
Total 6631:								
6632	12/15	12/31/2015	820	62589	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,458.33
Total 6632:								
Total 6633:								
6633	12/15	12/31/2015	1120	A99941	COLUMBIA HARDWARE, LLC	gloves	5140562900	207.63
Total 6633:								
6634	12/15	12/31/2015	1360	130912	DAVID R. CUNNINGHAM	City Network	0140162082	870.00
Total 6634:								
6635	12/15	12/31/2015	1530	DECEMBER	DISH NETWORK	Programming	4140562740	400.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6635:								
6636	12/15	12/31/2015	2020	1248402	GENERAL PACIFIC INC.	wire, sit lite fixture	5140562770	1,826.68
6636	12/15	12/31/2015	2020	1248540	GENERAL PACIFIC INC.	100 watt yard light	5140562800	147.00
Total 6636:								
Total 6637:								
6637	12/15	12/31/2015	6854	DECEMBER	Gordon Zimmerman	odot transit discussion, tri county haz wa	0140162094	124.20
6637	12/15	12/31/2015	6854	DECEMBER	Gordon Zimmerman	BYU Management Society Dues	0140162094	50.00
6637	12/15	12/31/2015	6854	DECEMBER	Gordon Zimmerman	OMEU Board Meeting	5140562020	154.10
Total 6637:								
Total 6638:								
6638	12/15	12/31/2015	3980	2016	OCCMA	Zimmerman 2016 membership	0140162030	168.69
Total 6638:								
Total 6639:								
6639	12/15	12/31/2015	4020	ME117454	ODOT-FUEL SALES	Fuel	0140462530	69.66
6639	12/15	12/31/2015	4020	ME117454	ODOT-FUEL SALES	Fuel	0540562420	309.88
6639	12/15	12/31/2015	4020	ME117454	ODOT-FUEL SALES	Fuel	2140562530	283.92
6639	12/15	12/31/2015	4020	ME117454	ODOT-FUEL SALES	Fuel	3140562530	116.82
6639	12/15	12/31/2015	4020	ME117454	ODOT-FUEL SALES	Fuel	5140562200	537.19
6639	12/15	12/31/2015	4020	ME117553	ODOT-FUEL SALES	Fuel	0140462530	68.53
6639	12/15	12/31/2015	4020	ME117553	ODOT-FUEL SALES	Fuel	0540562420	346.93
6639	12/15	12/31/2015	4020	ME117553	ODOT-FUEL SALES	Fuel	2140562530	59.33
6639	12/15	12/31/2015	4020	ME117553	ODOT-FUEL SALES	Fuel	3140562530	142.91
6639	12/15	12/31/2015	4020	ME117553	ODOT-FUEL SALES	Fuel	5140562200	930.45
Total 6639:								
Total 6640:								
6640	12/15	12/31/2015	4180	122315	OREGON DEPT OF REVENUE	Hicks Municipal Court Fines	0140162870	45.00
Total 6640:								
Total 6641:								
6641	12/15	12/31/2015	4270	2016	OREGON MAYORS ASSOC.	2016 Membership Dues	0140162030	97.00
Total 6641:								
Total 6642:								
6642	12/15	12/31/2015	4620	7228430-DC	PITNEY BOWES - RENTAL	Periodic Payment	0140162120	154.47

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6642:								
6643	12/15	12/31/2015	4670	10323096	PORT OF CASCADE LOCKS	Bridge Tickets - PW	0140462020	30.00
6643	12/15	12/31/2015	4670	10350777	PORT OF CASCADE LOCKS	Bridge Tickets - PW	0140462020	10.00
Total 6643:								
6644	12/15	12/31/2015	4830	2016.9	PUBLIC POWER COUNCIL	2016 Annual Dues	5140562030	610.40
6644	12/15	12/31/2015	4830	2016.9	PUBLIC POWER COUNCIL	2016 Annual Dues	5140662030	152.60
Total 6644:								
6645	12/15	12/31/2015	6780	20693658	Ricoh Americas Corporation	Lease	0140162120	236.80
Total 6645:								
6646	12/15	12/31/2015	6965	13	Sofia Urrutia-Lopez	Contract Support	0840562110	503.50
Total 6646:								
6647	12/15	12/31/2015	5720	15-545	Tenneson Engineering Corp	Water Right Time Extensions	2140562870	75.00
Total 6647:								
6648	12/15	12/31/2015	6110	DECEMBER	U.S. POSTAL SERVICE	UB Postage	0140162055	287.78
Total 6648:								
6649	12/15	12/31/2015	6937	294054770	US Bank Equipment Finance	contract payment	5645163941	1,293.61
Total 6649:								
12181501	12/15	12/18/2015	6080	NOVEMBER	U S BANK	Bank Fees	0140162110	294.47
Total 12181501:								
12181502	12/15	12/18/2015	440	NOV/15-PWR	BPA	November Power Bill	5140562820	49,186.00
12181502	12/15	12/18/2015	440	NOV/15-PWR	BPA	November Power Bill	5140662820	7,687.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 12181502:								
12181503	12/15	12/18/2015	440	NOV2015-TR	BPA	November Transmission Bill	5140562821	13,057.00 M
12181503	12/15	12/18/2015	440	NOV2015-TR	BPA	November Transmission Bill	5140662821	2,040.00 M
Total 12181503:								
12311501	12/15	12/31/2015	6090	2974	12/15	U S BANK CC	0540562050	14.99 M
Total 12311501:								
12311502	12/15	12/31/2015	6090	5243	12/15	U S BANK CC	0140162094	22.00 M
Total 12311502:								
12311503	12/15	12/31/2015	6090	8789	12/15	U S BANK CC	0540562351	357.50 M
Total 12311503:								
12311504	12/15	12/31/2015	6090	4393	12/15	U S BANK CC	0140462520	142.06 M
Total 12311504:								
Grand Totals:								174,418.05

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	14,564.09-	14,564.09-
01-401-62010	219.42	.00	219.42
01-401-62020	27.05	.00	27.05
01-401-62030	265.69	.00	265.69
01-401-62050	392.05	.00	392.05
01-401-62055	287.78	.00	287.78
01-401-62082	2,090.00	.00	2,090.00
01-401-62094	196.20	.00	196.20
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	538.04	.00	538.04
01-401-62120	391.27	.00	391.27
01-401-62870	45.00	.00	45.00
01-404-62020	40.00	.00	40.00
01-404-62063	40.00	.00	40.00
01-404-62520	142.06	.00	142.06
01-404-62530	138.19	.00	138.19
01-404-62540	267.26	.00	267.26
01-419-62250	8,284.08	.00	8,284.08
03-21010	.00	143.43-	143.43-
03-405-62560	143.43	.00	143.43
05-21010	.00	7,482.64-	7,482.64-
05-405-62010	15.38	.00	15.38
05-405-62017	264.00	.00	264.00
05-405-62050	149.91	.00	149.91
05-405-62110	20.00	.00	20.00
05-405-62111	280.00	.00	280.00
05-405-62351	1,099.50	.00	1,099.50
05-405-62420	656.81	.00	656.81
05-405-62441	125.94	.00	125.94
05-405-63155	4,871.10	.00	4,871.10
07-21010	.00	5,842.57-	5,842.57-
07-405-62131	5,842.57	.00	5,842.57
08-21010	.00	1,102.00-	1,102.00-
08-405-62110	1,102.00	.00	1,102.00
21-21010	.00	2,023.19-	2,023.19-
21-21130	379.73	.00	379.73
21-405-62050	138.67	.00	138.67
21-405-62150	90.00	.00	90.00

GL Account	Debit	Credit	Proof
21-405-62530	343.25	.00	343.25
21-405-62560	886.54	.00	886.54
21-405-62870	185.00	.00	185.00
31-21010	.00	8,245.58-	8,245.58-
31-405-62050	283.77	.00	283.77
31-405-62530	468.99	.00	468.99
31-405-62560	34.49	.00	34.49
31-405-62700	7,458.33	.00	7,458.33
40-21010	.00	24,000.00-	24,000.00-
40-405-66721	24,000.00	.00	24,000.00
41-21010	.00	856.31-	856.31-
41-405-62740	856.31	.00	856.31
51-21010	79.86	89,092.48-	89,012.62-
51-21130	529.27	.00	529.27
51-305-43810	97.44	.00	97.44
51-405-62020	154.10	.00	154.10
51-405-62030	610.40	.00	610.40
51-405-62050	61.32	.00	61.32
51-405-62063	255.00	.00	255.00
51-405-62110	264.30	.00	264.30
51-405-62138	150.00	.00	150.00
51-405-62139	750.00	.00	750.00
51-405-62140	700.00	.00	700.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62200	1,467.64	.00	1,467.64
51-405-62201	2,452.47	79.86-	2,372.61
51-405-62210	57.87	.00	57.87
51-405-62770	1,826.68	.00	1,826.68
51-405-62800	147.00	.00	147.00
51-405-62820	49,186.00	.00	49,186.00
51-405-62821	13,057.00	.00	13,057.00
51-405-62900	207.63	.00	207.63
51-406-62030	152.60	.00	152.60
51-406-62050	15.33	.00	15.33
51-406-62820	7,687.00	.00	7,687.00
51-406-62821	2,040.00	.00	2,040.00
51-406-62880	6,223.43	.00	6,223.43
56-21010	.00	21,145.62-	21,145.62-
56-451-63941	21,145.62	.00	21,145.62

GL Account	Debit	Credit	Proof
Grand Totals:	174,577.77	174,577.77-	.00

Report Criteria:

Report type: GL detail

**STAFF REPORT**

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**Date Prepared:** 1/4/16

**For City Council Meeting on: 1/11/16**

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Kathy Woosley, City Recorder *KW*

**APPROVED BY:** Gordon Zimmerman, City Administrator *GZ*

**SUBJECT:** Approve Ordinance No. 441 amending the Comprehensive Plan Map for the City of Cascade Locks, Oregon and corresponding Zoning Map for the property east of the Fire Station (2N 7E 12 AD, Tax Lot 101).

**SYNOPSIS:** The Planning Commission held a public hearing on October 22, 2015 to consider the application and public testimony. The Planning Commission adopted a Final Order recommending Council approve the amendment.

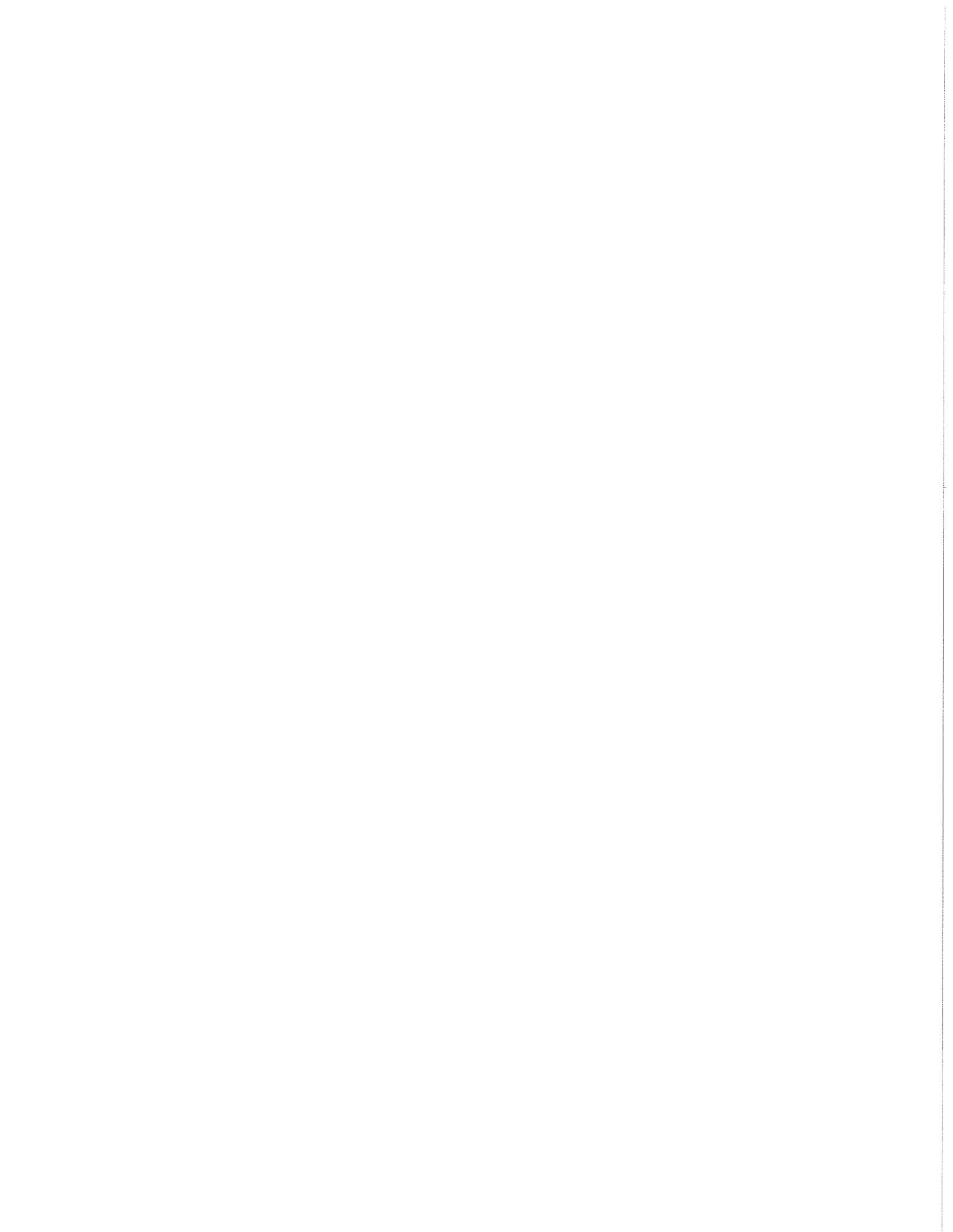
The City Council held a public hearing on December 14, 2015 to consider public testimony and Planning Commission's recommendation for approval of the amendment.

The Ordinance was posted on 12/15/15 at normal locations for public review.

**CITY COUNCIL OPTIONS:**

1. Adopt Ordinance No. 441.
2. Other action as deemed desirable by City Council.

**RECOMMENDATION:** Adopt Ordinance 441 amending the comprehensive plan map for the City of Cascade Locks, Oregon and corresponding zoning map for Assessors' Map number 2N 7E 12AD, Tax Lot 101.



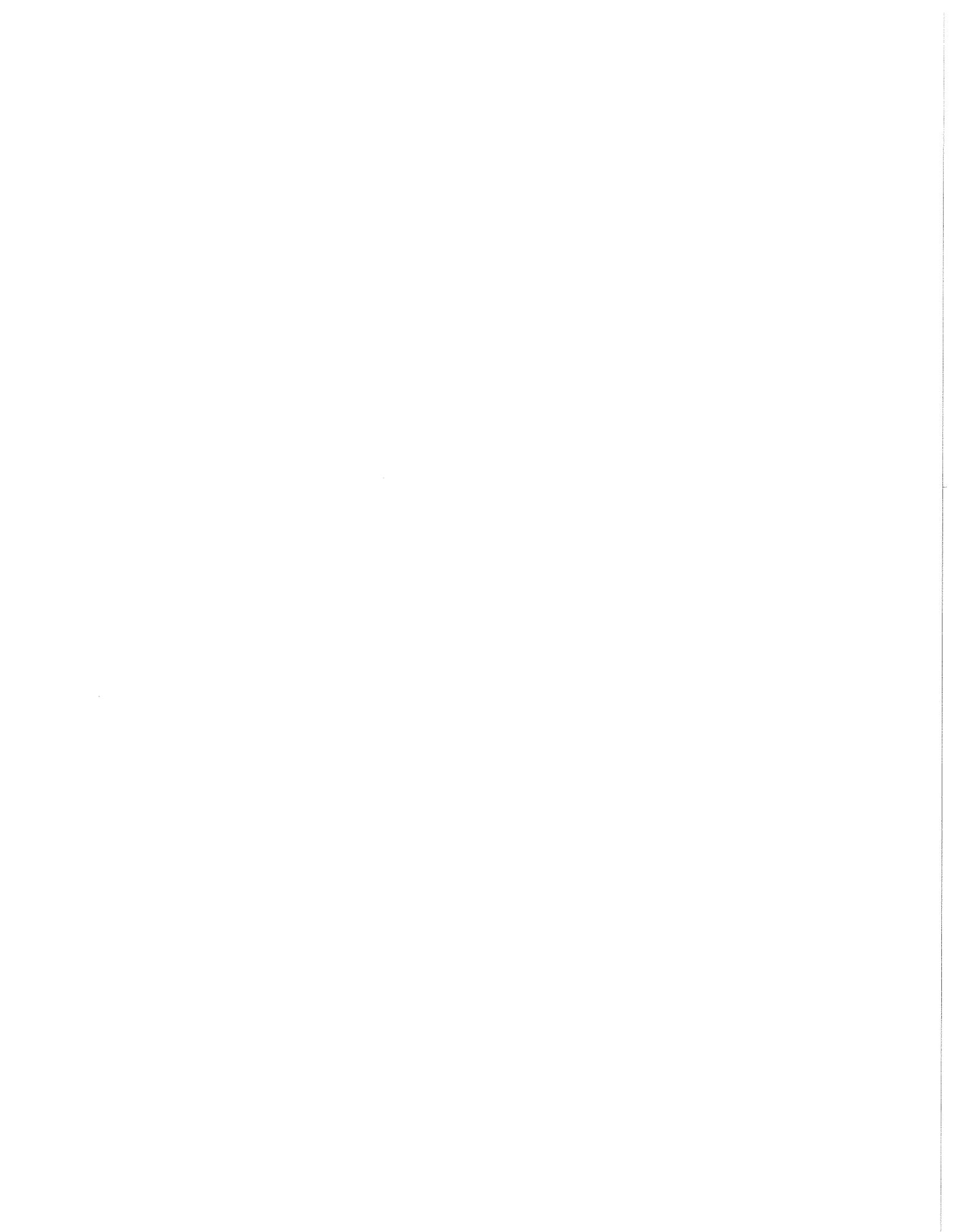
## ORDINANCE ADOPTION PROCEDURE

There is no requirement in the Charter that a motion be made to hold or accept a reading. The only requirement for a motion is a motion to adopt the ordinance. That motion can be made at the first meeting or at the adoption meeting. Generally a motion to adopt should be made at the first meeting for the purpose of getting the ordinance "on the table".

1. Ordinance prepared and made available one week before meeting and notice posted.
2. At first meeting, motion to adopt and second, then first reading by title only (or in full if one week requirement not met).
3. At second meeting, second reading by title only and vote on the original motion to adopt.
4. An ordinance can be adopted at a single meeting after a motion to adopt, a second, two readings by title only (if the ordinance had been available for a week and notice posted) or in full if not available for a week and/or notice not posted. The readings do not require a motion; the Mayor should just direct that the reading occur.

If the ordinance has not been available and noticed one week in advance, then it can still be introduced (by a motion and second) and read in full at that meeting. It could then be read in full again and adopted at that meeting with a unanimous vote, or held over to the next meeting.

To adopt an ordinance, only a motion to adopt the ordinance is necessary. Readings do not require a motion or an acceptance.



## CHAPTER VIII

### ORDINANCES

**Section 31. ENACTING CLAUSE.** The enacting clause of all ordinances hereafter enacted shall be, "The City of Cascade Locks ordains as follows:"

**Section 32. METHODS OF ADOPTION.**

(1) An ordinance shall be fully and distinctly read in open Council meeting on two different meetings before being adopted by the Council; and

(2) An ordinance may be adopted at a single meeting by unanimous vote of the entire Council, if:

(A) Two readings, by title only or in full, shall occur, and

(B) Any section of a proposed ordinance containing substantive change shall be read in full prior to consideration.

(3) A reading of an ordinance may be by title only if:

(A) No member of the Council present at the meeting requests that that ordinance be read in full, and

(B) At least one week before the reading:

(1) A copy of the ordinance is provided to each member of the Council, and

(2) Copies of the ordinance are available for public inspection in the office of the City Recorder, and

(3) Notice of the availability and the title page of the ordinance is posted at the City Hall.

(4) After January 1, 2008, any such ordinance, or resolution or order approved by a majority of the Council that creates or increases any tax, charge or fee, the ordinance shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even numbered year.

**[Section 4 is added as an amendment to the Charter per November 4, 2008 General Election]**



**ORDINANCE NO. 441**

**AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN MAP FOR THE CITY OF CASCADE LOCKS, OREGON AND CORRESPONDING ZONING MAP FOR 02N07E12AD 101.**

**WHEREAS**, the City Council (the “Council”) of the City of Cascade Locks (the “City”) desires to facilitate implementation of City Comprehensive Plan policies promoting provision of needed economic development for its citizens, including a range of commercial/residential choices for its residents; and

**WHEREAS**, the parcel is designated “Public” on the City Comprehensive Plan Map and is zoned “Public” and cannot be used for commercial or residential purposes unless and until the Council amends the Comprehensive Plan Map to designate that area of land as “Commercial/Residential” and to zone it accordingly; and

**WHEREAS**, the Port of Cascade Locks filed an application to amend the zoning of the parcel from “Public” to “Commercial/Residential”; and

**WHEREAS**, the City mailed notice of the application to the Oregon Department of Land Conservation and Development more than 45 days before the first evidentiary hearing regarding the application, mailed notice of hearings regarding the application to owners of property within 250 feet of the subject property and to other members of the public and neighborhood associations who requested notice of such applications at least 20 days before such hearings, and published notice of the application and hearings regarding the application in a newspaper of general circulation in the City at least 10 days before the hearings regarding the application; and

**WHEREAS**, The Planning Commission held a public hearing to consider the application and public testimony on October 22, 2015, and adopted a Final Order recommending that City Council approve the application for the comprehensive plan map amendment and granting the zone change in reliance thereon; and

**WHEREAS**, the City Council held a public hearing to consider the Planning Commission’s Final Order and additional public testimony on December 14, 2015, and unanimously adopted a Final Order approving the comprehensive plan map amendment and zone change for the subject property; and

**NOW, THEREFORE, THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:**

**SECTION 1. Adoption of Comprehensive Plan Map amendment.** The City’s Comprehensive Plan Map is hereby amended to change the designation for 02N07E12AD 101 “Public” to “Commercial/Residential.”

**SECTION 2. Adoption of Zoning Map amendment.** The City's Zoning Map is hereby amended to change the zoning of 02N07E12AD 101 "Public" to "Commercial/Residential" subject to conditions in the City Council Final Order.

**ADOPTED** by the City Council this 11<sup>th</sup> day of January, 2016.

**APPROVED** by the Mayor this 11<sup>th</sup> day of January, 2016.

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

ATTEST:

\_\_\_\_\_  
City Recorder

First Reading Approved: 1/11/16; Ayes \_\_\_ ; Nays \_\_\_.  
Second Reading Approved: \_\_\_\_\_; Ayes \_\_\_ ; Nays \_\_\_.

CITY OF CASCADE LOCKS  
CITY COUNCIL FINAL ORDER  
December 14, 2015

**Application File Number:** LU 15-002 Port of Cascade Locks Zone Change Request

**Type of Action Requested:** Zone Change from P to CR

**Code Authority:** Zone Change (8-6.176)

**Approval Criteria:** 8-6.176.060 (Article V – Page 36-37)

**Applicant(s):** Port of Cascade Locks

**Location:** 417 Portage Road, Cascade Locks, 97014

**Township: T 02N**

**Range: R 07E**

**Section: 12AD**

**Taxlot: # 101**

**Zoning:** Public Zone

**Minimum Lot Size:** No minimum lot size except for housing (HDR standards apply)

**Specific Action Requested:** Approve the rezoning of the subject property from Public zone to a Commercial Residential zone. Amend the zoning map to reflect the new zone designation if approved by the City.

**Staff Summary:** Staff has reviewed the application and the following criteria have been reviewed for consideration of this request. The City has a limited amount of land within the city limits and the subject parcel was originally designated Public (P) to accommodate a public health facility on the property. Since that time, conditions have changed and the County has determined that this parcel is no longer needed for public purposes. Furthermore, the County has determined that the Port of Cascade Locks should be able to market this parcel for commercial and mixed use developments which would best serve the community of Cascade Locks.

**FINDINGS:**

CDC Section 8-6.176 establishes the approval criteria for approving a Comprehensive Plan map amendment. The request was initiated by the Port of Cascade Locks and is therefore a “quasi-judicial action subject to the full review of the Planning Commission and concurrence by the City Council.

1. 8-6.176.040 Submittal Requirements;

**The Port of Cascade Locks has provided an application outlining their request to rezone 2.25 acres of surplus public lands (adjacent to the Fire Station) to**

**Commercial residential. This rezone request is prompted by an inter-agency agreement between the County and the Port to market this land to create job creation opportunities within the community. The Port has complied with the submittal requirements.**

2. 8-6.176.060 Approval Criteria- Comprehensive Plan Map amendment

- A. Proposal complies with Statewide Planning Goals and administrative rules.  
**The Proposal complies with the Statewide planning goal nine –Economic Development. “To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon Citizens.**

The subject parcel is no longer needed for public use, an appropriate zone for the subject parcel due to its location along WaNaPa Street is a mixed use zone such as Commercial Residential (CR). This would allow a prospective developer to create a mixed use development which offers housing in conjunction with commercial retail activities.

- B. Proposal complies with Comprehensive Plan goals, policies and implementation strategies.  
**The City of Cascade Locks has adopted strategies and goals which seek to diversify our economic base and create family wage jobs which support a sustainable local economy.**

The inclusion of the subject parcel into our developable lands inventory allows the community to support economic development with a high degree of flexibility and accommodate a wide range of creative development.

- C. The Comprehensive Plan does not provide adequate areas for the uses allowed.

**Cascade Locks is landlocked by the surrounding Columbia Gorge Scenic Recreation Area and therefore has a limited amount of developable lands. This proposed rezoning is to take land out of the public zone which only accommodates public uses and make it more flexible and consistent with surrounding properties. The determination that this property is surplus was made by Hood River County based on their long-term needs in the area. Adequate public lands are available within the city limits to accommodate the anticipated public uses into the future.**

- D. The Comprehensive Plan provides more than the projected needs for land in the existing land use designation.

**The City of Cascade Locks and Hood River County have adequate lands for all anticipated public uses into the future. The City has a shortage of Commercial lands and a continual need for additional residential lands so the rezoning to CR is consistent with the goals and strategies of Cascade Locks to develop a sustainable local economy with adequate housing for its citizens.**

- E. The uses in the proposed designation will not produce significant adverse impacts on existing land use designations.

**The proposed use of the subject parcel is consistent with the surrounding properties which are primarily residential and commercial activities. The re-zoning of the 2.25 acre parcel along our primary commercial corridor is consistent with the overall growth patterns expected in Cascade Locks and will support a more diverse and sustainable local economy.**

- F. Public facilities and services necessary to support uses allowed in the proposed designation are available or can be made available at the time of development.

**The proposed parcel has adequate access to public facilities as the City Fire Station is adjacent to the subject parcel and has all services extended to this facility.**

**ACTION REQUIRED:** The Planning Commission after hearing testimony from proponents (there were no opponents) deliberated and took action to forward a recommendation of approval to City Council.

**STAFF RECOMMENDATION:** Staff recommends approval of the re-zone from Public (P) to Commercial Residential (CR) to support the development of Cascade Locks primary commercial corridor with appropriate development which supports and sustains the local economy.

**CONDITIONS OF APPROVAL:**

1. **Future development of the proposed site shall be subject to full site and development review by the City Planning Commission prior to issuance of a development permit.**
2. **Applicant shall market subject parcel consistent with the requirements of a Commercial Residential zone property.**
3. **Property will be developed in a manner which does not interfere with the operations of the City Fire Department.**
4. **Applicant shall comply with any conditions consistent with Oregon Planning rules and established by the City Planning Commission in consideration of this request.**
5. **Applicant shall not market said property until such time as all actions related to this application are complete and filed with the responsible parties**
6. **Applicant shall file a deed and plat associated with the subject parcel with Hood River County and with the City of Cascade Locks prior to the sale of any part of the subject property.**

7. Applicant shall pay all fees and associated costs of this permit prior to the marketing and sale of the subject parcel.
8. Pursuant to the OAR 660-012-0060, the City of Cascade Locks finds that the proposed action requested by the Port of Cascade Locks and Hood River County does not immediately create any significant effect on the Transportation Systems Plans of the City, nor does the approval of this request significantly impact current usage of WaNaPa Street in capacity, usage or function. Therefore, the City of Cascade Locks finds that this action is allowable provided that the applicant accepts as a condition of approval that any future proposed development of the subject parcel shall be required to comply with the Transportation Planning Rule for development on affected state highways ( Hwy 30/ WaNaPa Street). The applicant for future development on the subject parcel will be required to show that the “development (sic) will, at a minimum mitigate impacts of the proposed development to the existing transportation facility (highway) and that mitigation if necessary shall be provided by the developer at their expense to the satisfaction of the Oregon Department of Transportation and the City of Cascade Locks. Said mitigation measures, if necessary must demonstrate that the proposed development will not result in further degradation to the performance of the affected state highway. ODOT shall be notified as a party to any future development on the subject parcel and shall be requested to comment on the proposed development.
9. Furthermore, by reference (ODOT Case No. 6425), the City of Cascade Locks adopts the ODOT letter of October 21, 2015 with its specific recommendations as a condition of approval for the requested zone change.

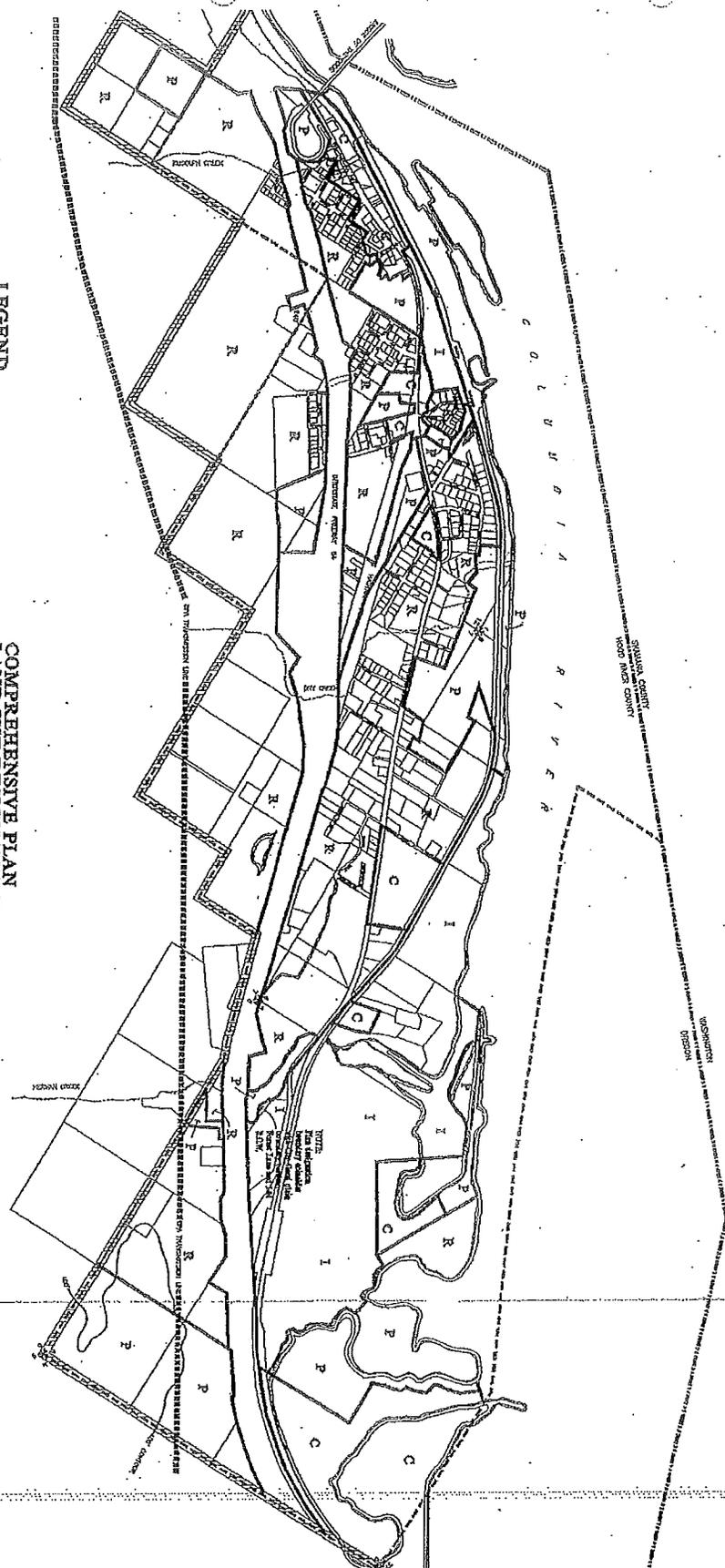
## DECISION

The City Council approves the rezone request and comprehensive plan map amendment.

Signed this date: January 11, 2016

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Tom Cramblett, Mayor



**LEGEND**

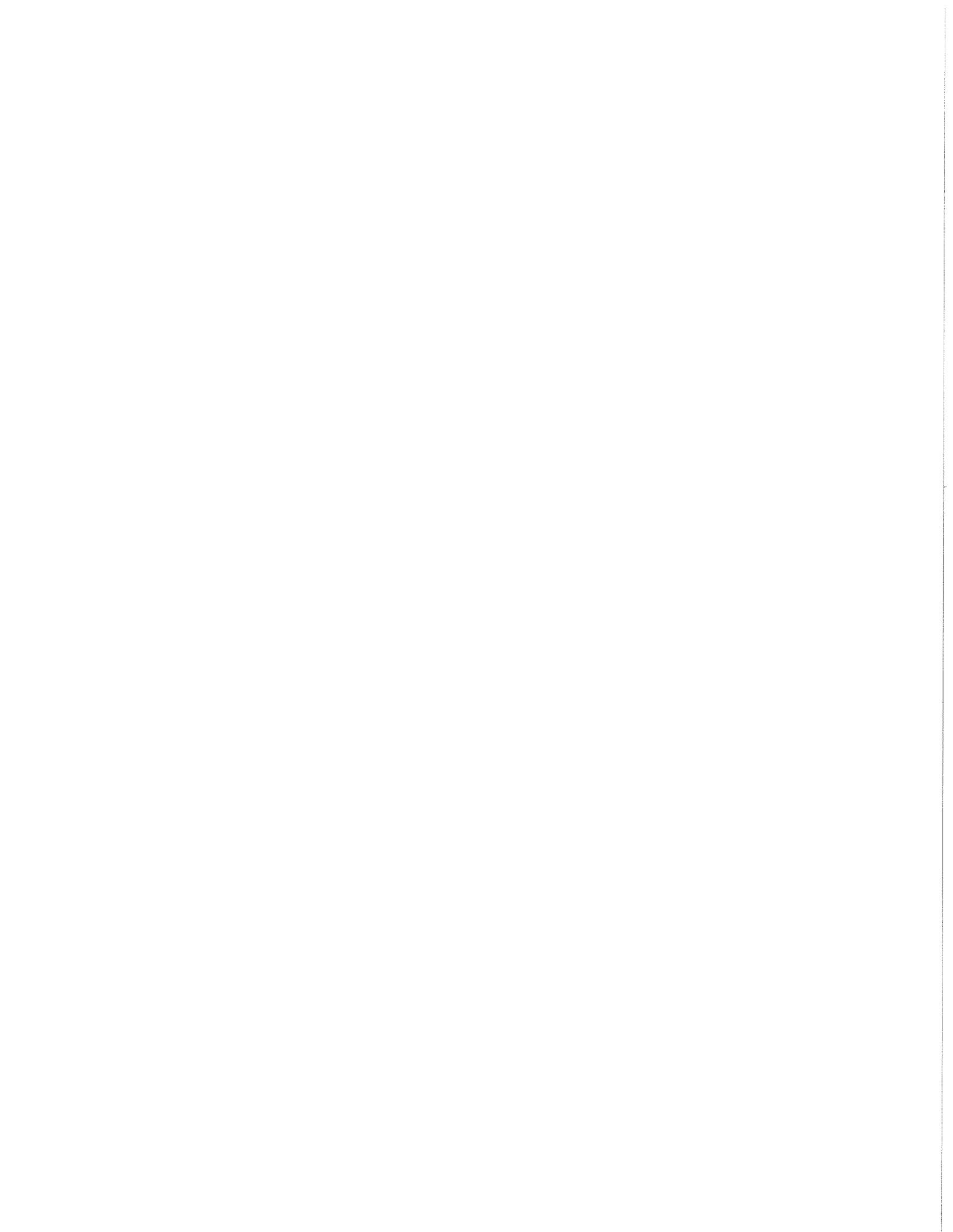
**COMPREHENSIVE PLAN  
LAND USE DESIGNATIONS**

- City Limits
  - State & County Line
  - BPA Transmission Line
  - Urban Georgia Boundary
  - Zoning Boundary
- 
- R Residential (RR, IDR, MDR, HDR & MHR Zones)
  - C Commercial (C, CR & RC Zones)
  - I Industrial (LI, HI Zones)
  - P Public (P & OS Zones)

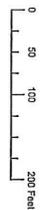
CCLCP - Part 1  
May 2001  
pg 18

NOTES:  
This map is for planning purposes only. All boundaries shown are approximate and not set. Districts are shown in black. Districts are shown in black.

<b>McKeever/Morris</b> A Division of Parsons Brinckerhoff Casade & Douglas  400 B.W. 56th Avenue, Suite 502 Portland, Oregon 97203 Tel: (503) 274-1412 (503) 274-4772	<b>COMPREHENSIVE PLAN MAP</b> City of Cascade Locks Cascade Locks, Oregon		NO. 1 Revised Draft Designations Per City Council Revised Draft Designations Per Planning Commission Revised Draft Designations Per City Council Revised Draft Designations Per City Council Revised Draft Designations Per City Council	\$26,000 \$17,500 \$13,000 \$20,000 \$14,000	PROJECT REV. 454-05-P REVISION #1 REVISION #2 REVISION #3 REVISION #4	Date of Issue May 14, 2001
	1 of 1	2001	2001	2001	2001	2001

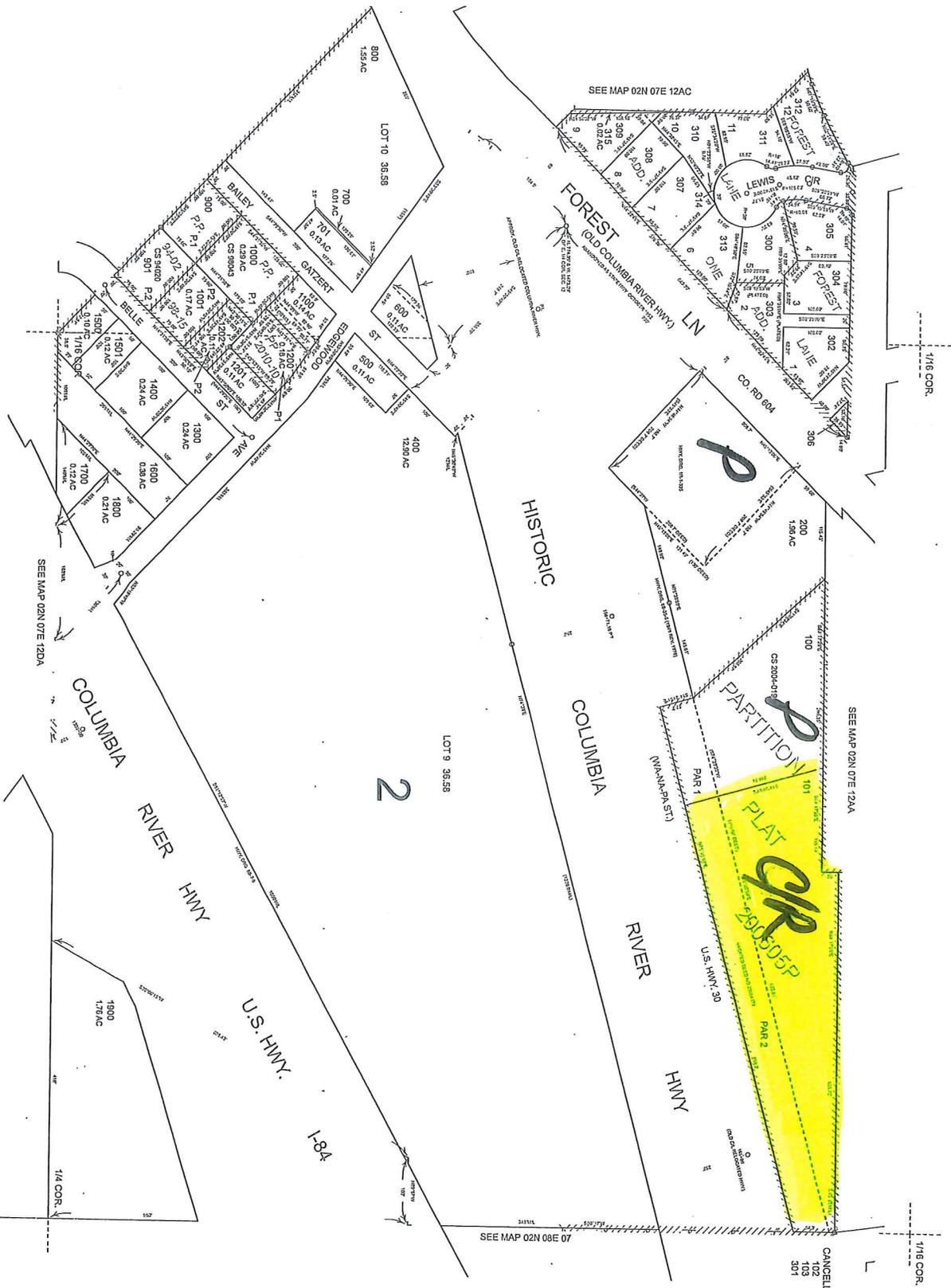


THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY



S.E. 1/4 N.E. 1/4 SEC. 12 T.2N. R.7E. W.1M.  
HOOD RIVER COUNTY  
1" = 100'

02N07E12AD  
CASCADE LOCKS



CANCELLED:  
102  
103  
301

1/16 COR.

SEE MAP 02N 08E 07

2

LOT 9 36.58

LOT 10 36.58

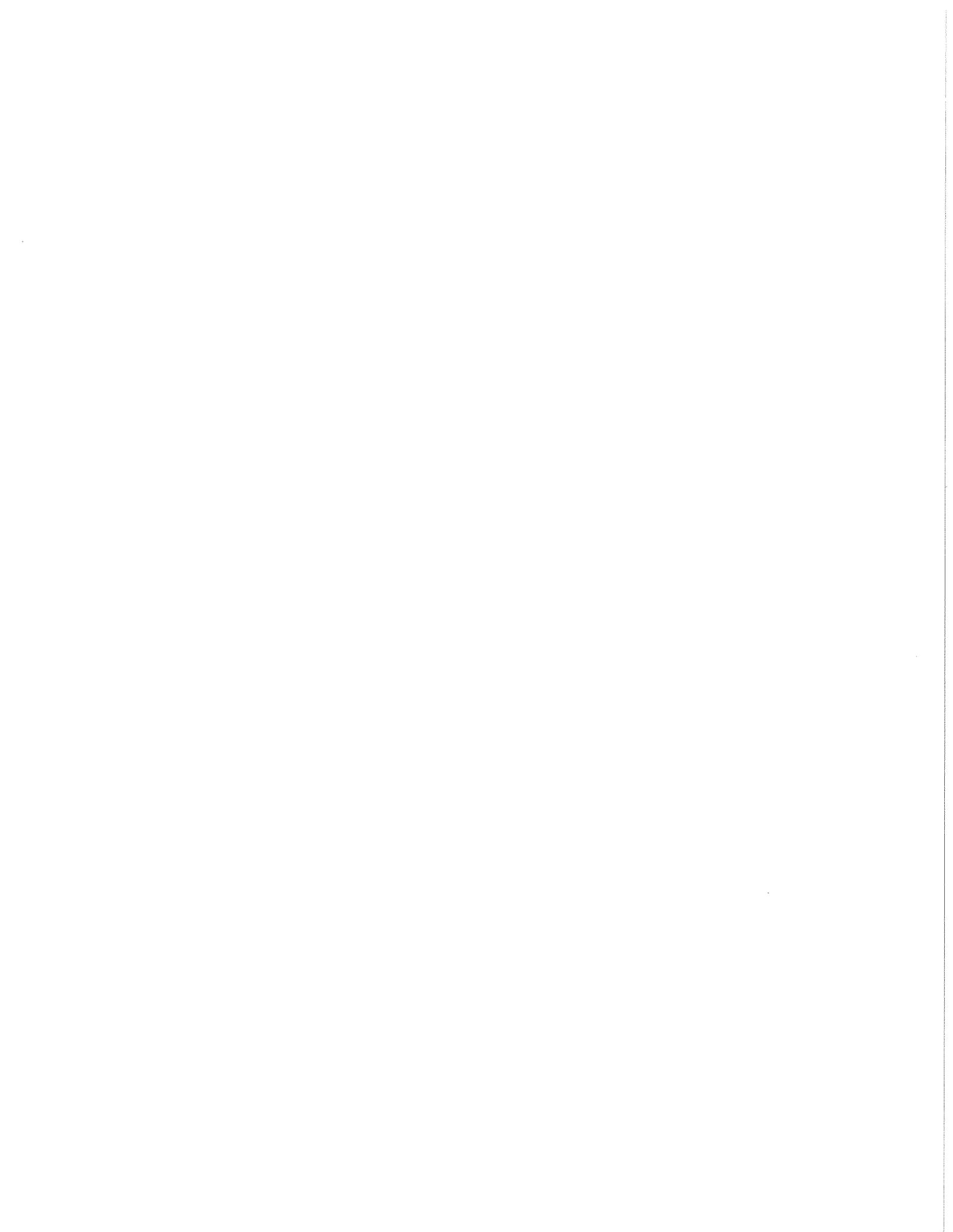
SEE MAP 02N 07E 12DA

SEE MAP 02N 07E 12AA

SEE MAP 02N 07E 12AC

Revised: RAA  
5/17/2011

CASCADE LOCKS  
02N07E12AD



AGENDA ITEM NO: 5.C

## **CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** January 4, 2016

**For City Council Meeting on:** January 11, 2016

**TO:** Honorable Mayor and City Council

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

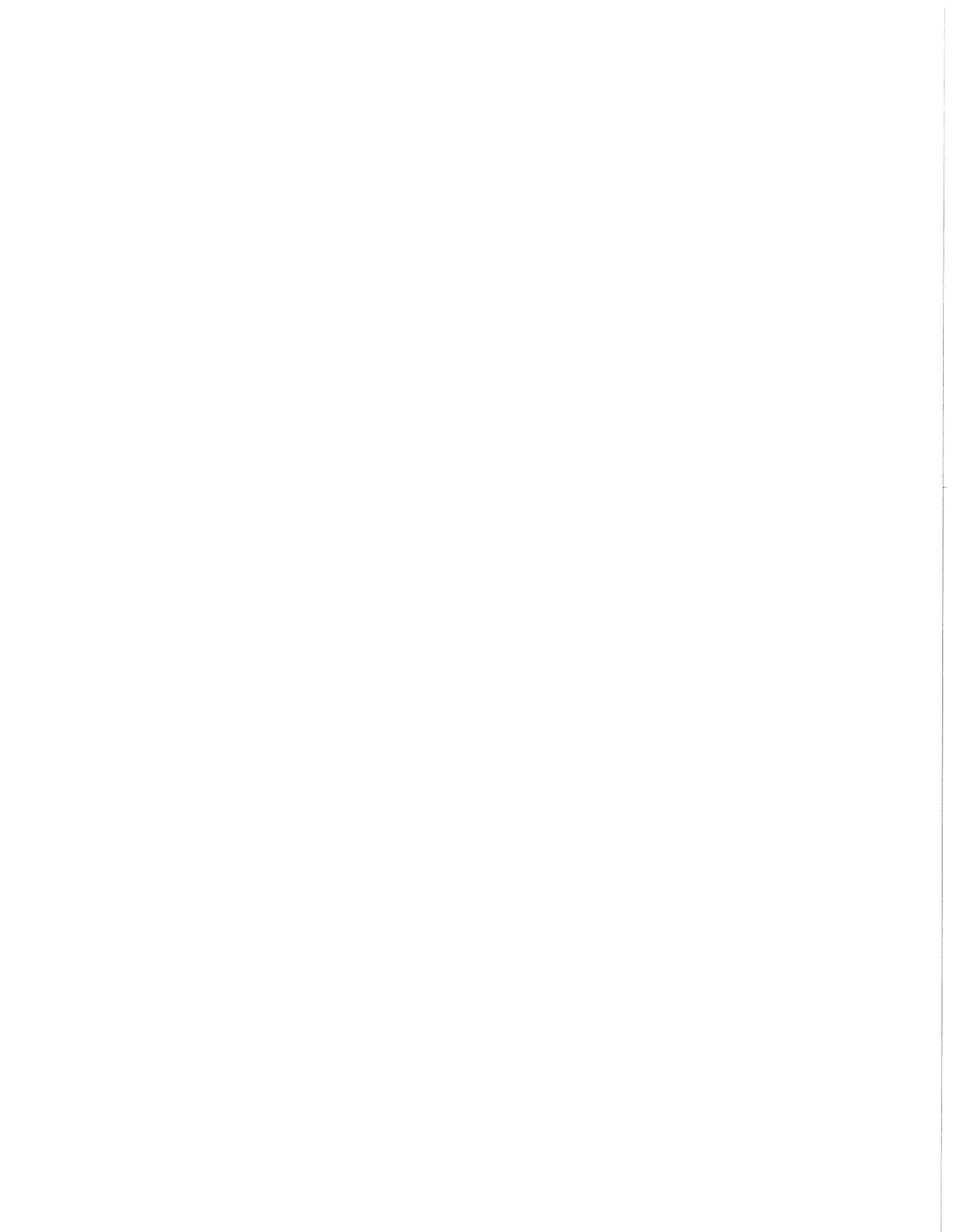
**SUBJECT:** Approve 2016/2017 Budget Schedule

**SYNOPSIS:** Please find attached the proposed budget process schedule.

The Council also needs to set a date for the Council Goal Planning Workshop. We might be able to do a session before our January 25<sup>th</sup> meeting. We can start earlier than 7:00 pm, if the Council would like.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject the proposed schedule.

**RECOMMENDED MOTION:** "I move to approve the Proposed 2016 Budget Schedule as presented."



## PROPOSED FY16/17 Budget Process Schedule

- |                                                                                                                                         |                |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1. <b>CITY COUNCIL:</b> Adopt Budget Process Schedule                                                                                   | 1/11/16        |
| 2. <b>CITY COUNCIL:</b> Begin budget development process by setting goals                                                               | 1/18-2/08/16   |
| 3. <b>FINANCE:</b> Send priorities to Department Heads                                                                                  | 2/09/16        |
| A. Review format of budget document                                                                                                     |                |
| B. Set up Department Head/CA/Finance Officer work session to assist                                                                     |                |
| 4. <b>CITY DEPARTMENT HEADS AND STAFF:</b> Begin development of departmental budget.                                                    | 2/09/16        |
| 5. <b>DEPARTMENT PROGRAMS:</b> Turn in proposed budget to Finance                                                                       | 3/01/16        |
| 6. <b>CA and FINANCE:</b> Compile proposed budget document                                                                              | 3/2/16-3/31/16 |
| 7. <b>STAFF:</b> Publish Notice of Budget Committee Meeting<br>(State required time line not more than 30 days prior to Budget meeting) | 3/25/16        |
| 8. <b>STAFF:</b> Publish <b>Second Notice of Budget Committee Meetings</b> (no less than 5 days prior)                                  | 4/01/16        |
| A. <b>Publish on City website</b>                                                                                                       |                |
| 9. <b>BUDGET COMMITTEE:</b>                                                                                                             |                |
| A. Conduct Budget Committee Workshop                                                                                                    | 4/06/16        |
| 1. Review budget process and Budget Structure                                                                                           |                |
| 2. Deliver Proposed Budget to Committee members                                                                                         |                |

**Budget meetings will start at 6:30 PM and end at 9:00 PM (unless Committee votes to continue).**

- |                                                                                |         |
|--------------------------------------------------------------------------------|---------|
| 10. <b>Budget Meeting:</b>                                                     | 4/13/16 |
| A. Elect Budget Committee Chair and Vice Chair                                 |         |
| B. Set meeting rules, adopt timeline schedule                                  |         |
| C. Deliver Budget Message                                                      |         |
| D. 6:45PM – Budget Committee Hearing on Possible Uses of State Revenue Sharing |         |
| E. Formal Approval of Property Tax Rate \$2.7050 per \$1,000 for FY 15/16      |         |

### Meeting #1

#### ADMINISTRATION:

General Fund (1)	Police Department (1-19)
Planning Department (1-2)	SDC Fund (2)
Agency (1-3)	Grant Fund (7)
Museum Department (1-7)	Capital Reserve Fund (56)
Government and Community Relations (1-8)	

**Meeting #2**

**PUBLIC WORKS:**

Street Fund (3)  
Water Fund (21)  
Sewer Fund (31)  
Sewer Bond Fund (40)  
Property Dept. (1-4)  
Cemetery Fund (17)  
Cemetery Trust Fund (25)

**ELECTRIC DEPARTMENT:**

Electrical Fund (51)

**EMERGENCY SERVICES DEPARTMENT:**

Emergency Services Fund (5)

**TOURISM (8)**

Tourism Program

**\* BUDGET MEETING DATES ARE TENTATIVE AND MAY BE ADJUSTED BY BUDGET COMMITTEE.**

- 11. Budget Meeting Continued \*** 4/27/16
- 12. Budget Meeting Continued \*** 5/04/16
- 13. Budget Meeting Continued \*** 5/11/16
- 14. STAFF:** Publish Notice of Public Hearing on Proposed Uses of State Revenue Sharing to bring before council. 6/01/16
- 15. STAFF:** Publish Notice of Budget Hearing & Financial Summary (City) 6/01/16  
(Required lead time – not more than 30 days or less than 5 days before hearings)
- 16. City Council Meeting Public Hearing** on Proposed Uses of State Revenue Sharing 6/13/16
- 17. Budget Hearing – Council Meeting to adopt proposed budget** 6/13/16  
Public Hearing on Proposed Municipal Corporate Budget  
Pass Resolutions Adopting Budget, Making Appropriations and Levying Taxes (City)
- 18. STAFF:** Submit Budget and forms to Assessor as required 7/11/16

AGENDA ITEM NO: 5.d.

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** January 4, 2016

**For City Council Meeting on:** January 11, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Approve 1<sup>st</sup> Reading of Ordinance No. 442 Amending the Street Vendor Ordinance

**SYNOPSIS:** As the Council has adopted rules for street vendors over the last two years, we, as a staff, have learned a few things about enforcement of the rules.

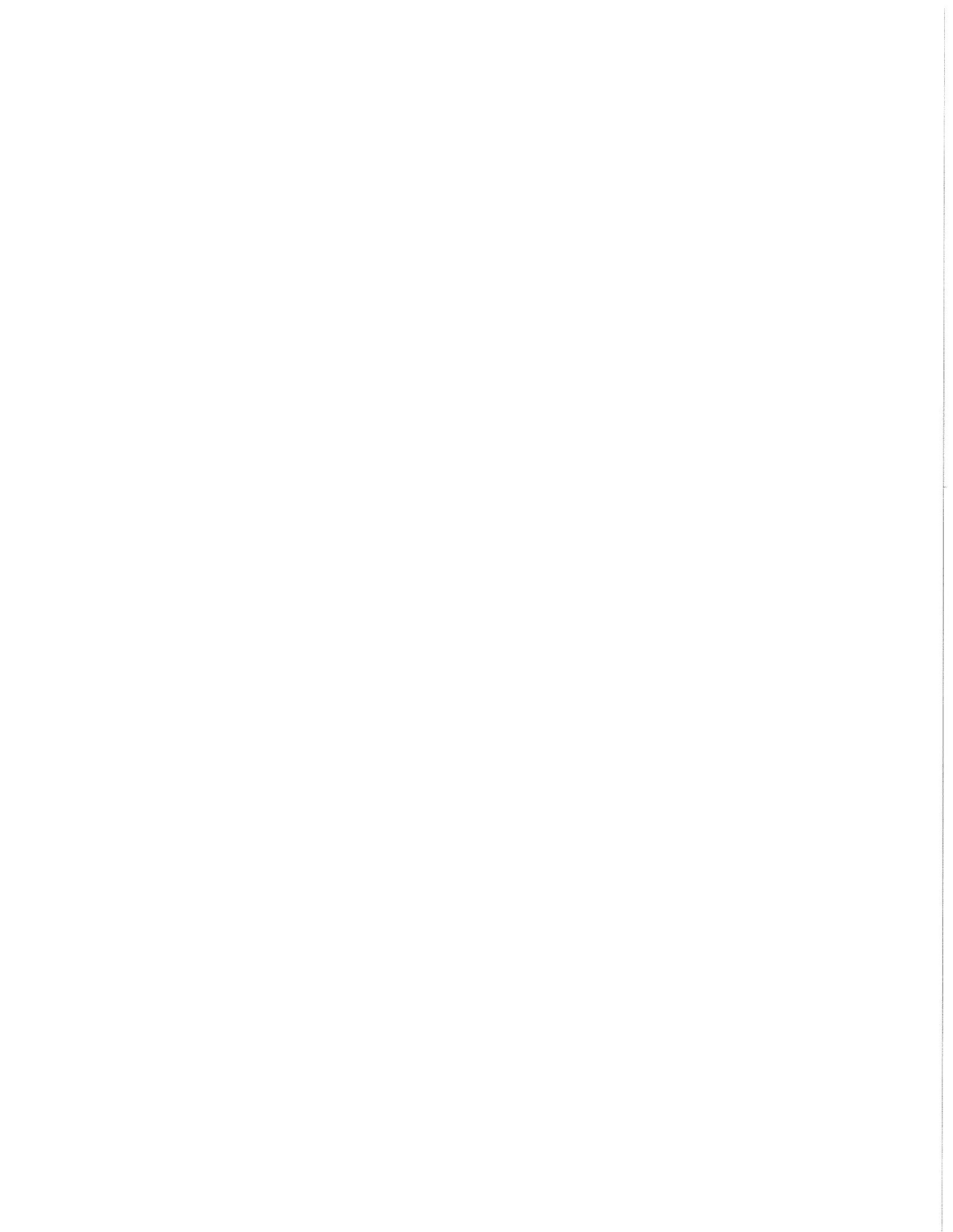
The Native American fish vendors have generally not be a problem. While they don't sign up, they are generally in compliance with the signage and structure requirements.

However, the produce vendors have not been responsive and compliant. Because they have refused to register with the City, I have not had accurate contact information which would allow me to cite them into Municipal Court. Since these vendors must have the property owners permission to locate on the property, this proposed ordinance makes the property owners liable for violations by the vendors including violations of the sign code and length of allowed occupation of the property. The defense for the property owners is simple: if the street vendor has registered, violations will go to the vendor. If the street vendor has not registered, then the property owner will be cited into court. This language was developed by the City Attorney.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject the ordinance.

**RECOMMENDED MOTION:** Since this is the first reading of the ordinance, it is requested that a motion be made in order to begin the discussion. The motion will be seconded, but not voted up, until after the second reading at our next Council meeting.

"I move to approve Ordinance No. 442 amending Ordinance No. 425, which was amended by Ordinance No. 436, pertaining to the regulation of street vendors within the City of Cascade Locks."



**ORDINANCE NO. 442**

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS AMENDING ORDINANCE 425, AS AMENDED BY ORDINANCE 436, PERTAINING TO THE REGULATION OF STREET VENDORS WITHIN THE CITY OF CASCADE LOCKS**

**WHEREAS**, the City Council of the City of Cascade Locks has established Ordinance 425 for the regulation of street vendors within the City of Cascade Locks;

**WHEREAS**, Ordinance 425 was amended by Ordinance 436; and

**WHEREAS**, the City Council considers it necessary to amend Ordinance 425; as amended by Ordinance 436, to address the responsibility of persons that allow unlicensed vending on property under their ownership or control.

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:**

**SECTION 1.** Section 1 of Ordinance 425, as amended by Ordinance 436, is amended to read as follows [additions in underline and deletions in ~~strikeout~~]:

**SECTION 1. Street Vendor Defined.** A street vendor is a person or persons, including a business entity, who sells items, including but not limited to crafts, artwork, trinkets, souvenirs, produce or animal products from temporary shelters, stands, vehicles or carts on a seasonal basis. Any person or entity that allows the sale of items on property they own or control by a person who has not registered with the City of Cascade Locks under Section 2 of this Ordinance shall also be considered a street vendor for all purposes related to this Ordinance.

**SECTION 2. Effective Date.** This Ordinance will take effect 30 days after approval by the Mayor.

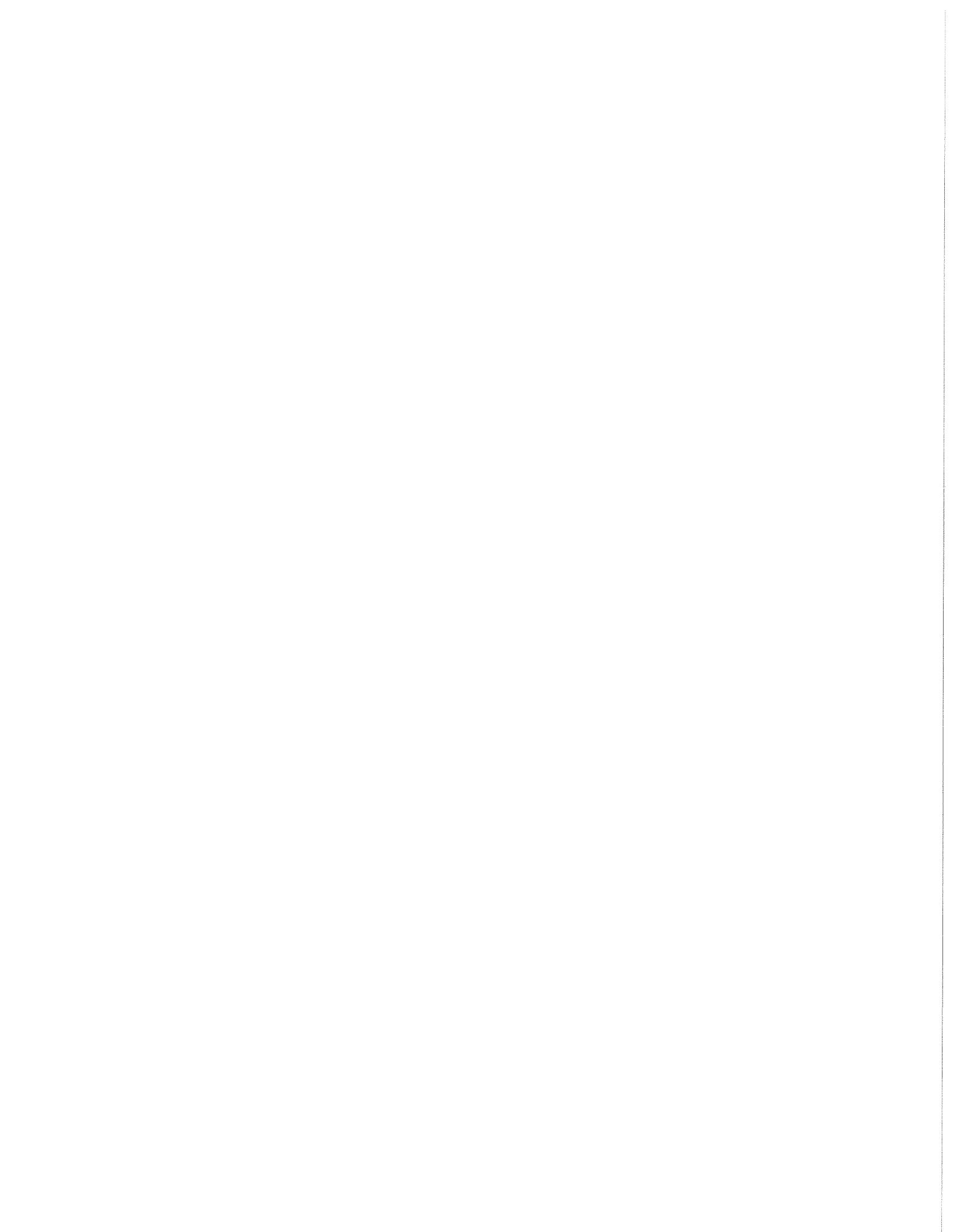
**ADOPTED** by the City Council this 25<sup>th</sup> day of January, 2016.

**APPROVED** by the Mayor this 25<sup>th</sup> day of January, 2016.

ATTEST:

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

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



# CITY of CASCADE LOCKS – Tourism Committee Meeting Minutes

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

1. Call Meeting to Order & Roll Call. The meeting was called to order by Chairman Fine at 7:00 pm. Attending: TM Baseman, TM Park, TM Troeger. Also attending: Tourism Staff Support Sofia Urrutia-Lopez, Holly Howell from Port of Cascade Locks, Sharon Dean, Bobby Walker, Michael Peterson.
2. Amendments to the Agenda. Moved 10C. to 10A.
3. Comments by the General Public. Dean requested volunteers from the Cascade Locks Tourism Committee for the Friends of the Historical Cascade Locks Museum fundraiser in July 2016. The event coincides with the 2016 Antique Car Centennial Tour for the Historic Columbia River Highway. She stated there will be a luncheon for the participants on the tour. Dean stated there is a red and white theme with lunch items such as burgers, chips and drinks. She said they will need volunteers for clean up, serving, setting up, etc. The Tourism Committee suggested applying for the Tourism Matching Grant for financial help and also indicated they are willing to help in any way they can.
4. Discussion/Declaration of Potential Conflicts of Interest
5. Approval of Minutes Presented. Motion by TM Baseman, second by TM Park, to approve the minutes of November 2, 2015 as presented. Motion carried unanimously.
6. Approval of Financials. Motion by TM Park, second by TM Troeger to approve financials for November 30, 2015. Motion carried unanimously.
7. Approval of Bills.
8. Staff Support Report – Sofia Urrutia-Lopez. There was a consensus that Support Staff needs more direction in role of Support Staff. TM Park stated she would like to see a social media goal in place. TM Troeger asked for Support Staff to give information about Facebook advertising such as price and scope of project.
9. Port Report – Holly Howell. Reported a grant was applied to via Travel Oregon to provide a display for information at the Gorge Hubs location. She stated there are continuing to work with businesses in Cascade Locks alongside the Tourism Committee in the Co-Op Marketing process. She reminded everyone that the Cascade Locks Action Team meeting is open to all and the next meeting is December 17th at 12PM. She also stated Union Pacific will grant a feasibility study to building new housing around the Oregon Pony located in the Marine Park. She said the CGRA had an excellent wrap up report with hopes of getting big events in Cascade Locks for 2016-2017 year, they are continually trying to bring in sailors from around the world.
10. Old Business
  - A. Michael Peterson Photography. Peterson asked the Committee for ideas on upcoming photo opportunities. TM Park stated she would like a story to be told with a series of photos an example she presented was photographing a family in the Marine Park, then visiting a business and then in a lodging room, to tie it all together. TM Fine said she would like to see photographs of snow in the Cascade Locks area. Support Staff suggested photographing Santa at Brigham's Fish Market in December. Zimmerman suggested taking photographs at The Foundry with artists at work and in action. There was a consensus to capture the roaring and/or frozen waterfalls in the Cascade Locks area. Support Staff directed the Committee to think about photographs for the Multnomah Falls Kiosk display.
  - B. Tourism Logo. TM Troeger presented changes to the proposed Tourism Committee Logo.

- C. Tourism Brochure. TM Troeger presented changes to the proposed Tourism Committee brochure including the changes to the new logo.
- D. Quilt Block Brochure. TM Park suggested Support Staff to set up a meeting with Anne Holstorm and Joann Wittenberg to get an idea of what they would like to see present in the new Quilt Block brochure. TM Park stated she would like to speak with the Quilt Block hosts in Tillamook for co-op marketing ideas. She said it would be a great opportunity to diversify and get new visitors to Cascade Locks.

11. New Business

- A. Rural Tourism Studio Update & Attendance. Support Staff updated the Tourism Committee on last month's Rural Tourism Steering Committee Meeting. Howell and Support Staff have attended several meetings in which a lot of information and program details were discussed. Last meeting, the Steering Committee met with Sustainable Travel International to perform a Rapid Destination Diagnostic to evaluate key areas that need improvement or are already succeeding. Support Staff presented the schedule for the Rural Tourism Studio workshops and asked if any Tourism Members could attend. Howell requested a large presence at the workshop in March as Cascade Locks is hosting.
- B. Gorge Green Drinks 2016. TM Park volunteered to help coordinate Gorge Green Drinks 2016 in Cascade Locks. She stated there is a \$150 host fee associated to the event and Port of Cascade Locks and Cascade Locks Business Association has each donated \$50 towards the sponsorship fee. While there is no theme yet TM Park is confident that it will be about sustainable topics and Friends of the Columbia Gorge will most likely be one of the speakers. She stated this is a great opportunity to connect with other members of the community with engaging topics and be of interest to those not in the area. Motion by TM Park to sponsor the \$50.00 fee, TM Troeger seconded. Motion carried unanimously.
- C. Advertising Opportunities. Zimmerman suggested speaking about Co-Op Marketing opportunities at the joint meeting with Port of Cascade Locks.
- D. Columbia River Gorge Magazine. Support Staff asked the Tourism Committee if they would like to subsidize the ad cost for the upcoming co-op marketing ad in the Columbia River Gorge Magazine. The group came to a consensus that they would not like to subsidize the ads.
- E. Multnomah Falls Kiosk. Support Staff asked for ideas for Peterson to shoot for the upcoming Multnomah Falls Kiosk display. The group decided to input ideas via email. TM Park asked if it was necessary to take a special photograph for the kiosk. Support Staff and TM Troeger agreed to follow up and look at specifications of photo requirements.

12. Upcoming Events:

- A. City Council Meeting, December 14
- B. Rural Tourism Studio, January 20, Hood River

13. Tourism Committee Member Reports

- A. Debbie Fine. Noted there are three open positions on the Tourism Committee.
- B. Cindilee Baseman
- C. Caroline Park. Asked if former TM Lembrick could be sent a Thank You card as well as a Get Well card for former TM Koch.
- D. Harry Troeger. Requested more notification to think about specific Peterson photographs.

14. Next Meeting Date & Time: January 4, 2015

15. Adjournment. Motion made by TM Baseman, second by TM Park, to adjourn the meeting. Motion carried unanimously. Meeting was adjourned by Chairman Fine at 9:15 pm.

16.

Hood River County Sheriff's Office  
 Statistical Information  
 City of Cascade Locks  
 December 2015

Case Numbers associated with Cascade Locks				Call Breakdown
Case #	Date	Officer	Classification	
S151114	12/02/16	14	Theft	5 Alarms
S151117	12/03/16	14	AOA	3 Animal Control
S151121	12/04/16	14	OV	0 Assault
S151135	12/08/16	14	Trespass	0 Burglary
S151149	12/12/16	14	Vehicle stop	1 Civil Issue
S151153	12/13/16	90	Animal control	3 Disturbance / Nuisance
S151159	12/16/16	22	Mental	2 Domestic Situation
S151161	12/16/16	14	Unattended death	0 Drug Activity
S151166	12/18/16	11	Juvenile	2 Harassment
S151171	12/18/16	14	Officer initiated	1 Hit & Run
S151172	12/19/16	14	Property	1 Juvenile Problem - MIP, Missing, etc.
S151186	12/22/16	22	Property	2 Marine
S151198	12/25/16	20	Information	2 Mental / Suicide
S151205	12/28/16	22	MVC	1 Missing Person
S151206	12/29/16	12	MVC	17 MVC / Traffic Complaint / Assist
S151208	12/30/16	21	Prowler	1 Order Violation - Restraining, No Contact, etc.
<b>Total</b>	<b>16</b>			2 Property - Lost/Found
				7 Paper Service & Attempts
				4 Request for Assistance / 911 Hangups/Welfare
				0 Robbery
				0 Sex Crimes / Rape
				1 Subject Stop
				8 Suspicious Activity / Prowler / UEMV
				4 Theft (inc SV/UJMV)
				27 Traffic Stops
				3 Trespass / Unwanted Subject
				1 Unattended Deaths
				1 Vandalism
				1 Warrant Service & Attempts
				0 Weapons / Shots Fired
				<b>100 Total</b>

Total Number of Cascade Locks patrols **73**  
 Total Calls for Service **142**  
*(includes followup, OFCR initiated, agency assist, SAR, etc.)*

Hours worked by Deputy Harvey **116.62**  
 Hours worked by other personnel **26.1**

  
 Brian Rockett, Chief Deputy

