

# CITY of CASCADE LOCKS

## AGENDA

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**CITY COUNCIL MEETING, Monday, August 8, 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 July 25, 2016 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 148,250.01.**
  - c. **Ratification of OLCC Special Event License for Thunder Island Brewery and Bridge of the Gods Half Marathon.**
4. **Public Hearing: None.**
5. **Action Items:**
  - a. **Appointment to Committees.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
  - a. **City Committees.**
  - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Randall, Fitzpatrick (via phone), Walker, Busdieker, and Mayor Cramblett were present. CM Rutherford was absent. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Camera Operator Betty Rush, Aurora delVal, and Heidi Jiminez.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
  - a. **Approval of July 11, 2016 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$219,354.88.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Groves moved, seconded by CM Walker, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett.
4. **Public Hearing.** None.
5. **Action Items:**
  - a. **Appointment to Committees.** None.
  - b. **Approve RFP for Gorge Hubs Project.** CA Zimmerman said the RFP for the Gorge Hubs Project is designed to be a turn-key operation. He listed some of features that the \$175,000 funding will build. CM Randall asked about bike racks and the fix-it station. CA Zimmerman said there is a bike fix-it station there now and will probably be additional bike racks. He explained that ODOT did the design work. **Motion:** CM Busdieker moved, seconded by CM Randall, to approve the RFP for the Gorge Hubs Project. The motion passed with CM's Groves, Randall, Fitzpatrick, Busdieker, and Mayor Cramblett voting in favor. CM Walker abstained. CM Busdieker said this is a great project.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Heidi Jiminez asked Councilors if they were going to file for re-election. CA Zimmerman said the Councilors do not have to say anything until they file. He said Bruce Fitzpatrick has filed and the deadline for filing is August 26, 2016.

Aurora asked if the current agenda and minutes could be made available on the website. She said she could only get the archived minutes. CM Busdieker instructed Aurora on how to get to the current agenda and minutes on the website. Aurora also suggested that each Councilor add a photo of themselves to the website and some information on each to include what kind of members of the community they are and what got them into city government.

Aurora reported on Gorge Grown as part of the Oregon Solutions Program and the Gorge Food Security Coalition. She said this is a region-wide solution issue. She said the goal is to address the food, nutrition, and hunger issues for the region. She said this group is in the conversation period trying to address the food issues for the region. Aurora said there will be a meeting on August 18<sup>th</sup> in the Hood River or White Salmon area, another meeting on September 14<sup>th</sup> in The Dalles, and a meeting on October 11<sup>th</sup> in Hood River. Handouts will be copied and put in Councilors boxes at City Hall.
7. **Reports and Presentations.**
  - a. **City Committees.** None.
  - b. **Review Public Safety Task Force Report.** CA Zimmerman reviewed the Public Safety Task Force notes from April 23, 2012 and the accomplishments that have been made. He said the

loan for the fire station will be paid off in two years so that amount could then be used to hire a paramedic. He said since the last Council meeting the shifts have been adjusted to two 10 hour or two 12 hour shifts. CA Zimmerman said a paramedic has been hired to provide the other half time paramedic position. He said Mr. Cariss has been given 60 days to get his paramedic certification. He said we are trying to get back to more hours of weekday coverage.

CA Zimmerman said there is real potential for major development in Cascade Locks. He said in a few years the City could recognize 42% of property taxes to be funneled into the fire department. He said we just have to struggle for a few more years. CA Zimmerman said the City of Cascade Locks has come a long way since the survey was done in 2012.

CM Walker said the original task force worked very hard on this and would like to reconvene some of those people and get an overall snap shot of the situation. He said he would like to hear from members of the community and get their ideas. He said he would like to hear their ideas on creating a two year plan.

Mayor Cramblett said the department used to be a volunteer department and a lot of those volunteers worked in Cascade Locks. He said he would like to determine who are potential volunteers today and personally approach them. CM Walker said the time requirement for volunteers is ten times what it used to be and makes it difficult to get people interested. CM Randall said we can't give up. He said we have to continue to move forward. He said we can talk with the Task Force about a way to motivate people.

Aurora suggested contacting the Portland Community College program. She said there are a lot of people enrolled in that program.

Mayor Cramblett said there is a potential career in this field. He said we need to take a new look at how to approach volunteerism. He said a lot of small cities don't have paid staff. He said Corbett is still all volunteer. He said we need to review places where this is still working. Mayor Cramblett said this is a potential career opportunity for young people.

CA Zimmerman suggested August 29<sup>th</sup> for a meeting with the Public Safety Task Force and community. CM Walker said he would like to have the latest demographic information to include how many people ages 18-25 live in Cascade Locks. CA Zimmerman said 80% of the work force in Cascade Locks leaves the City for work.

CM Busdieker asked what happened when trying to work with Hood River County and what year that was. She asked if things could have changed. CR Woosley said she thought it was 2003. CM Walker said he remembered it being the command structure. He said trying to run things from 20 miles away made it difficult. He said we could research in past minutes. Heidi suggested a floating schedule as nurses do in hospitals and working with the County. CM Busdieker said maybe technology has improved enough that this would no longer be an issue. She said it would not hurt to look into this.

**c. City Administrator Zimmerman Report.** CA Zimmerman reported that Larry Massey will be starting work with the City on August 1<sup>st</sup> as Lead Lineman. He reported on Short Term Rentals and Council having the discussion for possible inclusion of amendments to the Community Development Code. CA Zimmerman said he has been asked by the LOC to serve on an advisory committee for DEQ. He reported on the Corrosion Control Treatment and asked for authority to implement the clean-up because he didn't want to have to wait for a council meeting to approve a contract. He said he has no idea what it is going to cost but knows that it has to be done before the water project. He said he would keep Council informed. There was consensus of

Council to allow CA Zimmerman to implement the clean-up. CA Zimmerman said the Port and City Staff are suggesting a combined work session to discuss the achievements that have been made and to discuss the opportunities that are ahead for Cascade Locks. He said he would contact the Port to see if they prefer August 8<sup>th</sup> or August 22<sup>nd</sup>.

8. **Mayor and City Council Comments.** CM Busdieker said she has been asked if the City knows how much noise the new blowers at Bear Mountain will make. CA Zimmerman said he didn't know but thought it would be quieter than what is there now. CM Randall thanked CA Zimmerman for his optimistic view on the Emergency Services Department and thanked Staff for all they do. CM Busdieker said it is going to be hot by the end of the week and encouraged citizens to stay hydrated and to check on neighbors that don't have air conditioning. CM Groves thanked CA Zimmerman for rescheduling the shifts in the Emergency Services Department.

Mayor Cramblett said there is a lot of congestion in town on the weekends. He said he would like to discuss the looped street system to be able to get from one end of town to the other. CA Zimmerman said the Transportation System Plan was done in 2001 and needs to be improved. He said he will be attending a Governors Regional Solution Team and would ask about funding and said that the normal process and application is due next spring.

Mayor Cramblett said the National Laser Championships were in Cascade Locks and the Olympic Sailing Team was here training for the Olympics. He said Cascade Locks is one of the top sailing venues in the world due to the high winds here.

Mayor Cramblett thanked Sharon Dean for her work on the 100 year celebration event here in Cascade Locks. He said Sharon and Jim Dean organized a lunch for the drivers of the 75-80 antique cars traveling from Troutdale to The Dalles. He said there are volunteers out there and this was a great event for Cascade Locks.

CA Zimmerman said the annual Museum meeting is Wednesday at 7:00 PM.

9. **Other matters.** None.
10. **Executive Session.** None.
11. **Adjournment. Motion:** CM Busdieker moved, seconded by CM Walker, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett. The meeting was adjourned at 7:51 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Mayor



BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
8/5/2016	PR	\$ 34,107.54
7/29/2016	A/P	\$ 114,142.47
GRAND TOTAL		\$ 148,250.01

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
7296	07/16	07/29/2016	7008	3267198-00	Anixter	Test Switch 10 Pole - Stock	5140562750	623.00
7296	07/16	07/29/2016	7008	3267198-00	Anixter	Test Switch 10 Pole - Flex Building	5141562009	155.00
7296	07/16	07/29/2016	7008	3267198-00	Anixter	Test Switch 10 Pole - Harvey Road	5141562009	155.00
Total 7296:								
933.00								
7297	07/16	07/29/2016	6839	82201246	Bound Tree Medical, LLC	Replacement Batteries	0540562351	116.60
7297	07/16	07/29/2016	6839	82202601	Bound Tree Medical, LLC	Quicklot, catheter, defib pads, meds	0540562351	431.81
7297	07/16	07/29/2016	6839	82204043	Bound Tree Medical, LLC	Thiamine	0540562351	43.77
7297	07/16	07/29/2016	6839	82206065	Bound Tree Medical, LLC	Meds and supplies	0540562351	41.07
7297	07/16	07/29/2016	6839	82210417	Bound Tree Medical, LLC	Meds and supplies	0540562351	9.59
Total 7297:								
642.84								
7298	07/16	07/29/2016	670	CCLFP JULY	CASCADE LOCKS LIGHT CO.	CCLFP Stohlstrand	5140562138	150.00
7298	07/16	07/29/2016	670	CCLFP JULY	CASCADE LOCKS LIGHT CO.	CCLFP Swanson	5140562138	150.00
Total 7298:								
300.00								
7299	07/16	07/29/2016	740	27387	Caselle, Inc.	Community Conference	0140162020	425.00
Total 7299:								
425.00								
7300	07/16	07/29/2016	740	74179	CASELLE, INC.	Contract Support	0140162082	1,220.00
Total 7300:								
1,220.00								
7301	07/16	07/29/2016	6996	518763	Certified Folder	August Brochure Delivery	0840562115	41.59
Total 7301:								
41.59								
7302	07/16	07/29/2016	810	372542	CESSCO, INC	Fuel Tank for Jumping Jack	5140562810	89.00
7302	07/16	07/29/2016	810	372596	CESSCO, INC	Fuel Tank for Jumping Jack	5140562810	113.18
Total 7302:								
202.18								
7303	07/16	07/29/2016	820	63797	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,458.33

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7303:								
7304	07/16	07/29/2016	940	MAY/JUNE 2	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	160.00
Total 7304:								
7305	07/16	07/29/2016	1360	131077	DAVID R. CUNNINGHAM	City Network	0140162082	1,440.00
Total 7305:								
7306	07/16	07/29/2016	1530	JULY 2016	DISH NETWORK	Programming	4140562740	400.00
Total 7306:								
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	15kv Outdoor Termination Kit	5140562770	196.48
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	3" PVC SCH 40	5140562770	1,731.84
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	2" PVC SCH 40	5140562770	1,346.24
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	Black Electrical Tape	5140562770	571.20
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	Red Electrical Tape	5140562770	31.20
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	350 QUAD UG	5140562770	2,385.60
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	15kv Outdoor Termination Kit	5140562770	561.40
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	3" PVC SCH 40	5140562770	98.24
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	2" PVC SCH 40	5140562770	432.96
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	Black Electrical Tape	5140562770	336.56
7307	07/16	07/29/2016	2020	1261039	GENERAL PACIFIC INC.	Red Electrical Tape	5140562770	142.80
Total 7307:								
7308	07/16	07/29/2016	6891	1900137856	Grundfos CBS, Inc.	pump	2140563495	7,852.32
Total 7308:								
7309	07/16	07/29/2016	2320	F786541	HD Supply Waterworks, LTD.	1x3/4 Brass Hex Bushing	2140562560	3.58
7309	07/16	07/29/2016	2320	F786541	HD Supply Waterworks, LTD.	8x1 IP Ssd SS Single Band	2140562560	44.49
7309	07/16	07/29/2016	2320	F793284	HD Supply Waterworks, LTD.	35T Cast Iron Traffic Cover	3140562560	42.94
Total 7309:								
								91.01

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7310	07/16	07/29/2016	2420	8607	HOOD RIVER CO. - FINANCE	July 2016 Deputy Service	0141962250	8,626.17
7310	07/16	07/29/2016	2420	JULY 2016	HOOD RIVER CO. - FINANCE	Dog License	0121011	5.00
7310	07/16	07/29/2016	2420	JULY 2016	HOOD RIVER CO. - FINANCE	Dog License	0130143280	.50-
Total 7310:								8,630.67
7311	07/16	07/29/2016	6931	163493	International Graphics	image for kiosk at mult falls	0840562114	173.67
Total 7311:								173.67
7312	07/16	07/29/2016	3050	17713	LEAGUE OF OREGON CITIES	Annual Membership	0140162030	968.98
Total 7312:								968.98
7313	07/16	07/29/2016	3160	072716	MARIANNE BUMP/PETTY CASH	Electric Postage	5140562055	7.35
Total 7313:								7.35
7314	07/16	07/29/2016	3450	2016-17	MID-COLUMBIA COMM. ACTION COU	balance of unused energy assistance	0140892027	1,500.00
7314	07/16	07/29/2016	3450	2016-17	MID-COLUMBIA COMM. ACTION COU	balance of unused energy assistance	5140562138	1,950.00
Total 7314:								3,450.00
7315	07/16	07/29/2016	3490	2087	MID-COLUMBIA ECONOMIC	Annual Dues	0140162030	521.00
7315	07/16	07/29/2016	3490	2110	MID-COLUMBIA ECONOMIC	582 HR EDWOG	0140162030	250.00
Total 7315:								771.00
7316	07/16	07/29/2016	3690	45475	NATIONAL HOSE TESTING	Hose and Ladder testing	0540562446	2,044.90
Total 7316:								2,044.90
7317	07/16	07/29/2016	6871	16-14322-2	Northwest Safety Clean	shipping	0540562350	24.12
Total 7317:								24.12
7318	07/16	07/29/2016	6935	83468	Oregon Travel Experience	mult falls kiosk panel	0840562114	75.00
7318	07/16	07/29/2016	6935	83807	Oregon Travel Experience	mult falls kiosk panel	0840562114	75.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7318:								
7319	07/16	07/29/2016	6769	06-16-347	PARC Resources, LLC	City Planning	0140262075	150.00
7319	07/16	07/29/2016	6769	06-16-347	PARC Resources, LLC	Planning Services	0140262090	225.75
Total 7319:								
7320	07/16	07/29/2016	4630	1000352848	PITNEY BOWES - SUPPLIES	Ink	0140162010	387.00
Total 7320:								
7321	07/16	07/29/2016	4670	SLR JUNE	PORT OF CASCADE LOCKS	SLR Services	5140562860	61.19
Total 7321:								
7322	07/16	07/29/2016	6780	21606603	Ricoh Americas Corporation	Lease	0140162120	1,162.50
7322	07/16	07/29/2016	6780	5043154255	Ricoh Americas Corporation	Copies	0140162120	179.02
Total 7322:								
7323	07/16	07/29/2016	5040	409	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	233.82
7323	07/16	07/29/2016	5040	409	ROCKRANCH ENTERPRISES	Contract PW Super	3140562080	3,900.00
Total 7323:								
7324	07/16	07/29/2016	5610	8039994506	STAPLES CONTRACT & COMMERCIA	toner, lable tape, bus. card stock, paper,	0140162010	975.00
7324	07/16	07/29/2016	5610	8040068234	STAPLES CONTRACT & COMMERCIA	Office Table	0140162010	4,875.00
7324	07/16	07/29/2016	5610	8040068234	STAPLES CONTRACT & COMMERCIA	cash box	0140162010	517.93
7324	07/16	07/29/2016	5610	8040068234	STAPLES CONTRACT & COMMERCIA	Office Table	0730543397	108.43
7324	07/16	07/29/2016	5610	8040160013	STAPLES CONTRACT & COMMERCIA	stamper ink refill	0140162010	44.89
Total 7324:								
7325	07/16	07/29/2016	6970	144190	Suburban Propane	Equipment Rental	0540562421	667.22
Total 7325:								
7326	07/16	07/29/2016	5650	140200	T & R ELECTRIC SUPPLY CO.	25 KVA Single Phase Pad Mount	5140563770	3.77
7326	07/16	07/29/2016	5650	140201	T & R ELECTRIC SUPPLY CO.	137 Single Phase Pad Mount - Harvey R	5141562009	1,342.24
Total 7326:								
								1.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7326:								6,191.00
7327	07/16	07/29/2016	6969	1082-1034	TEGNA	Programming	4140562740	296.10
Total 7327:								296.10
7328	07/16	07/29/2016	6070	970667	TWGW, INC NAPA AUTO PARTS	tun signal	2140562441	16.69
Total 7328:								16.69
7329	07/16	07/29/2016	6110	JULY 2016	U.S. POSTAL SERVICE	UB Postage	0140162055	277.52
Total 7329:								277.52
7330	07/16	07/29/2016	6937	3090365228	US Bank Equipment Finance	contract payment	5140566001	1,178.68
7330	07/16	07/29/2016	6937	3090365228	US Bank Equipment Finance	contract payment	5140566002	114.93
Total 7330:								1,293.61
7331	07/16	07/29/2016	6460	2017-16	WEST COLUMBIA GORGE CHAMBER	2016-17 Membership Dues	0840562113	100.00
Total 7331:								100.00
7332	07/16	07/29/2016	6690	072016	WOOSLEY, KATHY	Reimburse Mileage	0140162020	25.38
Total 7332:								25.38
7333	07/16	07/29/2016	1360	131086	DAVID R. CUNNINGHAM	City Network	0140162082	1,425.00
Total 7333:								1,425.00
7334	07/16	07/29/2016	4910	4002656117	Faron Revelle	Refund Deposit	5121130	247.20
Total 7334:								247.20
7335	07/16	07/29/2016	6965	28	Sofia Urrutia-Lopez	Contract Support	0840562110	801.85
Total 7335:								801.85

M = Manual Check, V = Void Check

Check Number	Gl. Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7336	07/16	07/29/2016	6854	JULY 2016	Gordon Zimmerman	CA Expense	0140162094	344.36
Total 7336:								
7291601	07/16	07/29/2016	6080	JUNE 2016	U S BANK	Bank Fees	0140162110	295.76
Total 7291601:								
7291602	07/16	07/29/2016	6090	2305 7/16	U S BANK CC	facebook ad	0840562114	58.15
Total 7291602:								
7291603	07/16	07/29/2016	6090	2974 7/16	U S BANK CC	Ipod date plan	0540562050	14.99
7291603	07/16	07/29/2016	6090	2974 7/16	U S BANK CC	Driving Record	5140562110	10.00
Total 7291603:								
7291604	07/16	07/29/2016	6090	878977/16	U S BANK CC	supplies for front office remodel	0140462520	34.85
7291604	07/16	07/29/2016	6090	878977/16	U S BANK CC	plastic sheating for transformer	5140562780	24.98
Total 7291604:								
7291605	07/16	07/29/2016	6090	5243 7/16	U S BANK CC	city admin expense	0140162020	27.00
7291605	07/16	07/29/2016	6090	5243 7/16	U S BANK CC	city admin expense	0140162020	9.08
7291605	07/16	07/29/2016	6090	5243 7/16	U S BANK CC	city admin expense	0140162020	24.49
Total 7291605:								
7291606	07/16	07/29/2016	440	JUNE2016-P	BPA	June Power Bill	5140562820	41,231.00
7291606	07/16	07/29/2016	440	JUNE2016-P	BPA	June Power Bill	5140562820	7,080.00
Total 7291606:								
7291607	07/16	07/29/2016	440	JUNE2016-T	BPA	June Transmission Bill	5140562821	5,713.00
7291607	07/16	07/29/2016	440	JUNE2016-T	BPA	June Transmission Bill	5140562821	981.00
Total 7291607:								
Grand Totals:								114,142.47

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.50	19,002.37-	19,001.87-
01-21011	5.00	.00	5.00
01-301-43280	.00	.50-	.50-
01-401-62010	736.21	.00	736.21
01-401-62020	510.95	.00	510.95
01-401-62030	1,739.98	.00	1,739.98
01-401-62055	277.52	.00	277.52
01-401-62082	4,085.00	.00	4,085.00
01-401-62094	344.36	.00	344.36
01-401-62110	295.76	.00	295.76
01-401-62120	233.82	.00	233.82
01-402-62075	225.75	.00	225.75
01-402-62090	387.00	.00	387.00
01-404-62520	34.85	.00	34.85
01-408-62027	1,500.00	.00	1,500.00
01-419-62250	8,626.17	.00	8,626.17
05-21010	.00	2,887.85-	2,887.85-
05-405-62050	14.99	.00	14.99
05-405-62111	160.00	.00	160.00
05-405-62360	24.12	.00	24.12
05-405-62381	642.84	.00	642.84
05-405-62421	1.00	.00	1.00
05-405-62446	2,044.90	.00	2,044.90
07-21010	.00	667.22-	667.22-
07-305-43397	667.22	.00	667.22
08-21010	.00	1,325.26-	1,325.26-
08-405-62110	801.85	.00	801.85
08-405-62113	100.00	.00	100.00
08-405-62114	381.82	.00	381.82
08-405-62115	41.59	.00	41.59
21-21010	.00	5,908.76-	5,908.76-
21-405-62080	3,900.00	.00	3,900.00
21-405-62441	16.69	.00	16.69
21-405-62560	48.07	.00	48.07
21-405-63495	1,944.00	.00	1,944.00
31-21010	.00	8,476.27-	8,476.27-
31-405-62080	975.00	.00	975.00
31-405-62560	42.94	.00	42.94

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
31-405-62700	7,458.33	.00	7,458.33
41-21010	.00	696.10-	696.10-
41-405-62740	696.10	.00	696.10
51-21010	.00	75,179.14-	75,179.14-
51-21130	247.20	.00	247.20
51-405-62055	7.35	.00	7.35
51-405-62110	10.00	.00	10.00
51-405-62138	2,250.00	.00	2,250.00
51-405-62750	623.00	.00	623.00
51-405-62770	6,833.96	.00	6,833.96
51-405-62780	24.98	.00	24.98
51-405-62810	202.18	.00	202.18
51-405-62820	41,231.00	.00	41,231.00
51-405-62821	5,713.00	.00	5,713.00
51-405-62860	1,162.50	.00	1,162.50
51-405-63770	2,313.00	.00	2,313.00
51-405-66001	1,178.68	.00	1,178.68
51-405-66002	114.93	.00	114.93
51-406-62770	1,018.36	.00	1,018.36
51-406-62820	7,080.00	.00	7,080.00
51-406-62821	981.00	.00	981.00
51-415-62009	4,188.00	.00	4,188.00
<b>Grand Totals:</b>	<u>114,143.47</u>	<u>114,143.47-</u>	<u>.00</u>

Report Criteria:  
Report type: GL detail

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** August 2, 2016

**For City Council Meeting on:** August 8, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Ratification of OLCC Special Event License for Thunder Island Brewery and Bridge of the Gods Half Marathon

**SYNOPSIS:** Dave Lipps, owner of Thunder Island Brewery, brought in an OLCC Permit Request for a special event, the Bridge of the Gods Half Marathon, to be held on August 7. Since the event was to be held before our next Council meeting, I emailed and phoned Council members asking for the approval of the permit. I was able to reach 5 council members by email and phone, while two members did not answer the phones. All five responded positively to the request for approval based on the successful past history of the event and no problems associated with that event and liquor consumption at the event. This action item is a ratification of the vote of those five members (Walker, Randall, Busdieker, Fitzpatrick, and Rutherford).

**CITY COUNCIL OPTIONS:** Ratify the phone/email approval.

**RECOMMENDED MOTION:** "I move to approve the OLCC Special Event Permit from Thunder Island Brewery for the Bridge of the Gods Half Marathon on August 7, 2016."

**FINANCIAL REVIEW:** The permit fee collected was \$30.





## OREGON LIQUOR CONTROL COMMISSION

## SPECIAL EVENT BREWERY-PUBLIC HOUSE APPLICATION

This license allows an Oregon Brewery-Public House Licensee to sell wine, cider, and malt beverages for drinking within the special event licensed area, in sealed containers for taking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container (i.e. growlers) for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically **one to three weeks before the first event date** listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **License Fee:** \$10 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #10 below, you may apply for a maximum of **five** license days per application form.

1. Licensee Name (please print): Thunder Island Brewing Company LLC 2. E-Mail: info@thunderislandbrewing.com
3. Trade Name of Business: Thunder Island Brewing 4. Fax: \_\_\_\_\_
5. Address of **Annual** Business: 515 NW Portage Rd. 6. City/ZIP: Cascade Locks 97014
7. Contact Person: David Lipps 8. Contact Phone: (650) 387-5237
9. Event Name: Bridge of the Gods Half Marathon
10. Date(s) of event (no more than **five** days): Sunday, August 7th 2016
11. Start/End hours of alcohol service: 8:00  AM  PM to 1:00  AM  PM
12. Address of **Special Event** Licensed Area: 355 Wa Na Pa st (Marine Park - Thunder Island) Cascade Locks 97014  
(Street) (City/Zip)
13. Is the event outdoors?  Yes  No
- 13a. If no, in what area(s) of the building is the event located? \_\_\_\_\_
- 13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.
14. List the primary activities within the licensed area: Race Finish Line
15. Will minors and alcohol be allowed together in the same area?  Yes  No
16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 1000

**PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA:** If your answer to #16 is 501 or more, **in addition** to your answers to questions 17, 18 and 19 you will need to complete the OLCC form, **Plan to Manage Special Events**, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations.

All of our staff has their OLCC servers permit and are trained to prevent problems. No open containers will leave or enter the licensed area.

18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.

All of the Non-Alcoholic beverages will be in cans or plastic bottles, beer will be served in clear plastic cups. There will be a plastic ribbon fence to define the licensed area. We will card all guests that appear to be younger than 35. We will have blue wrist bands to ensure all adults are of drinking age.

19. Describe your plan to manage alcohol consumption by adults.

All of our servers have their OLCC servers permits and are trained to manage alcohol consumption. We will have roaming alcohol monitors throughout the event, they will be identified with a badge.

20. List name(s) and service permit number(s) of **alcohol manager(s)** on-duty and in the licensed area:

David Lipps 440026 6/19/18  
Caroline Park 423858 11/15/17

**LIQUOR LIABILITY INSURANCE:** If the licensed area is open to the public and **expected attendance is 301** or more per day in the licensed area, you must have at least \$300,000 of **liquor liability insurance** coverage as required by ORS 471.168.

21. Insurance Company: Great American Insurance Co. 22. Policy #: PAC0736911 23. Expiration Date: 5/2/17

24. Name of Insurance Agent: Propel Insurance - Jason Jordan 25. Agent's phone number: (503) 698-3833

**FOOD SERVICE:** You must provide at all times and in all areas where alcohol service is available at least two different substantial food items (see the attached sheet for an explanation of this requirement).

26. Name at least two different substantial food items that you will provide:

① Sandwiches ② Buffet Line

**GOVERNMENT RECOMMENDATION:** Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #27 below **before** submitting this application to the OLCC.

27. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:  
The City of Cascade Locks

I affirm that I am authorized to sign this application on behalf of the applicant.

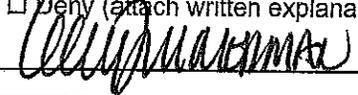
28. Licensee Name (please print): David Lipps

29. LICENSEE SIGNATURE:  30. Date: 07/18/16

**CITY OR COUNTY USE ONLY**

The city/county named in #27 above recommends:

Grant  Acknowledge  Deny (attach written explanation of deny recommendation)

City/County Signature:  Date: 8/2/16

**FORM TO OLCC:** This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

**OLCC USE ONLY**

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

License is:  Approved  Denied

OLCC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CITY of CASCADE LOCKS – Tourism Committee Meeting Agenda

TOURISM COMMITTEE MEETING, Monday, July 18th, City Council Chambers

1. Call Meeting to Order & Roll Call. The meeting was called to order by Chairman Fine at 6:10 pm. Attending: TM Baseman, TM Park, TM Shelley, TM Daniel, TM Troeger. Also attending: Tourism Staff Support Sofia Urrutia-Lopez, Gordon Zimmerman, Mayah Frank.
2. Amendments to the Agenda. TM Troeger asked for potential purchase of food cart trailer to be added to 11B.
3. Comments by the General Public. None.
4. Discussion/Declaration of Potential Conflicts of Interest. TM Shelley has been advised to abstain from voting in regards to food cart trailer.
5. Approval of Minutes Presented: Motion by TM Shelley, seconded by TM Park, to approve the minutes of June 6, 2016 as presented. Motion carried unanimously.
6. Approval of Financials. None.
7. Approval of Bills. None.
8. Staff Support Report – Sofia Urrutia-Lopez. Support Staff reported the Port of Cascade Locks would like to keep a stock of brochures at the Bridge of the Gods. She stated that a lot of businesses have requested brochures, they are going fast. Motion by TM Shelley to reprint 20,000 brochures with appropriate edits discussed, seconded by TM Troeger. Motion carried unanimously. Zimmerman reminded Support Staff the Photoshopped photo in last print must be removed and replaced with original photo in first edition of brochure print. Support Staff invited Committee Members to OCF community reception on August 4th at Springhouse Cellar in Hood River. Chairman Fine said she would be in attendance. Multnomah Falls Kiosk is now up for the quarter through September, Support Staff stated she was in contact with OTE, they will provide any undamaged backlit photos. Support Staff suggested displaying backlit at any trade shows. Support Staff encouraged Committee Members to attend Antique Car Tour on July 23rd, she stated Michael Peterson will be taking photographs. Chairman Fine said she will be in attendance. Support Staff suggested the purchase of new supplies for Tourism Committee's future booths. Motion by TM Park to procure appropriate tabling supplies (pop-up tent, table, branded tablecloth, new banner with logo, plastic tote, zip ties, bungee cord, easel, chairs) by Support Staff for no more than \$600.00, seconded by TM Shelley. Motion carried unanimously.
9. Port Report – Mayah Frank. Frank said the Port of Cascade Locks is in full swing of its summer season. She advised those who are attending the Car Tour on July 23rd to walk or carpool to event. Frank also stated if rain is forecasted for Movies in the Park, it will be moved inside to the Marine Park Pavilion as well as starting at 8:00 PM.
10. Old Business
  - A. Tourism Stickers. Support Staff presented printed stickers to Tourism Committee. Support Staff stickers will be handed out at events for promotion. Support Staff stated she will give stickers, mugs and business cards to City Council members on July 25th meeting.
  - B. Brochure Edits/Travel Ore. Feedback. Support Staff presented feedback done by Weiden + Kennedy Staff as well as Holly Macfee during Travel Oregon Governor's Conference. Some feedback to note includes: "Find Your Wild" did not feel authentic, [CascadeLocks.com](http://CascadeLocks.com) was recommended to move to back, too many photos in-

cluded on inside, "Points of Interest" sounds too generic, suggested adding "+ Drink" to "Food" section on inside, Cascade Locks Trail map to removed, suggested not using too many photos in the back, suggestion of adding a "story" along with photos would help to break up the back section, did not feel that tourists knew where Cascade Locks is. Tourism Committee Members came to a consensus to discuss this again after Summer months and may include edits as suggested with new brochure coming out next year.

C. PCT Days - Volunteers. Support Staff asked Tourism Committee Members to attend PCT Days as well as volunteer at booth. TM Baseman will attend from 9:00a-11:00a, Chairman Fine will attend from 11:00a-7:00p, TM Park will attend from 3:00p-7:00p with helping breakdown booth and delivering materials to Support Staff. TM Shelley will be in attendance as needed to help with breaks. Support Staff will set up booth on Friday, August 19th with Chairman Fine. The group came to the consensus they will not have Peterson photograph event.

#### 11. New Business

A. 1859 Advertising. Support Staff stated there was no specs or information given by 1859. Committee Members came to a consensus to direct Support Staff to research information from Portland Monthly, Sunset and Seattle publications. TM Park suggested pitching stories to some of those magazines, as well.

B. Food Cart Trailer. During Strategic Planning meeting the purchase of a trailer was presented instead of building or renting a Brick and Mortar visitor center for Cascade Locks. The idea was to be able to move the cart around to different events as well as different areas of Cascade Locks. TM Shelley currently possesses the trailer. He stated it is a 1969 Chevy and will need some maintenance before it runs including cleaning of inside. Zimmerman encourage the Tourism Committee to consider all factors and will need more discussion before a decision can be made. Some of the things to consider would be insurance, licensing, maintenance, driving and parking of the trailer, how much work/time/money will need to be used before it can run. TM Park stated this would be a great opportunity to have someone physically representing Cascade Locks by creating a hospitable environment for tourists. TM Troeger stated it would be great to have someone to get information from and also display photos on the outside of trailer. The group came to a consensus to have an ongoing conversation about it and will discuss more at the next Strategic Planning meeting.

C. Gorge Kids Triathlon. TM Park mentioned an upcoming outdoor event that will benefit the children of Cascade Locks school. She stated it would take place on September 18th. TM Park so far has raised \$750 of \$1,000 for sponsorship. She stated the Gorge Kids Triathlon is for any K-5 elementary age student. Proceeds from the event directly fund health and fitness activities in Hood River School Districts Elementary Schools including Cascade Locks. TM Troeger made a motion to sponsor Gorge Kids Triathlon in the amount of \$250.00, seconded by TM Shelley. Motion carried unanimously.

#### 12. Upcoming Events:

- A. Antique Car Tour - July 23
- B. Strategic Plan Meeting - August 1st

#### 13. Tourism Committee Member Reports

- A. Debbie Fine. None.
- B. Cindilee Baseman. None.

- C. Caroline Park. None.
- D. Harry Troeger. None.
- E. Joseph Shelley. None.
- F. Barbie Daniel. None.

14. Next Meeting Date & Time: August 29, 2016 at 6:00 PM

15. Adjournment. Motion made by TM Park, second by TM Baseman, to adjourn the meeting. Motion carried unanimously. Meeting was adjourned by Chairman Fine at 7:40 pm.

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.

