

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, March 25, 2013, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Minutes of March 11, 2013 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$158,534.09.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to City Council/Committees**
 - b. **Second Reading and Adoption of Ordinance No. 421 Amending the Community Development Code as Adopted by Ordinance No. 350, by Amending Chapter 8-6.24-Processing Development Actions, and Repealing Ordinance No. 405.**
 - c. **Second Reading and Adoption of Ordinance No. 422 Amending the Community Development Code as Adopted by Ordinance No. 350, by Amending Article II, Chapter 8-6.20 and Article V – Development Standards.**
 - d. **Second Reading and Adoption of Ordinance No. 423 Amending the City of Cascade Locks Comprehensive Plan by Adopting the “Connect Cascade Locks 2012” A Recreational Trails Plan for Economic Development, as a Detailed Element of the Plan.**
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. **Stan Foster – Planning Consultant.**
 - c. **Fire Suppression Fee.**
 - d. **Pauly Rogers and Acuity Group on Forensic Accounting.**
 - e. **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 opened the meeting at 7:00 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Holly Howell, Jason Sergeant, Don and Gyda Haight, Sandra Kelley, Gary Munkhoff, Don Sullenger, Auditor Ken Onstott, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of Minutes of February 25, 2013 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 139,758.86.**

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

4. **Public Hearings - Community Development Code Amendments:** Mayor Cramblett opened the hearing at 7:05 PM for the amendment regarding the pre-application applicant sponsored public meeting and CA Zimmerman read the staff report.

CM Walker explained that the City cannot require the meeting but can strongly encourage it. CM Randall states this deals more with procedure as it is not land use law.

Mayor Cramblett closed the hearing at 7:12 PM.

Mayor Cramblett opened the hearing at 7:13 PM for the amendment regarding the addition of Architectural Review Procedures and CA Zimmerman read the staff report.

Ms. Kelley asked if this changed the duties of the Planning Commission and who was making the decisions. CA Zimmerman explained that there will be an Architectural Review Committee (ARC) that will review the design of development and forward their recommendations to the Planning Commission. CM Walker explained that this is for development in the Downtown Zone only and will make it an easier process for the developer.

Mr. Munkhoff asked if these would be public meetings. CA Zimmerman explained that this process would take place before the actual application is turned in to the City so would be a more informal setting with the developer and the ARC.

Mayor Cramblett closed the hearing at 7:25 PM.

Mayor Cramblett opened the hearing at 7:26 PM regarding the addition of the Connect Cascade Locks 2012 Trails Plan as a detailed element of the Comprehensive Plan and CA Zimmerman read the staff report.

Ms. Howell gave a presentation on the different elements of the plan and explained grant funding opportunities. Mayor Cramblett said part of this work will be accomplished through grants but a big part of it will be volunteerism.

Mr. Munkhoff said this is just one piece of the recreation pie. He said this will complement the sailing, the fishing, everything that goes on in Cascade Locks. He said this plan should be in the Comprehensive Plan and fits perfectly in Cascade Locks.

CM Randall said marketing is already being provided by the Tourism Committee. CM Walker said this plan also points out the possibility of food carts. He said the possibilities for business opportunities are endless.

Mayor Cramblett closed the hearing at 7:45 PM.

CM Helfrich said he appreciated Ms. Howell's part in the plan and also Celilo Planning for their work in putting the plan together.

5. **Action Items:**

a. **Appointment to City Council/Committees.** No applications were received for the vacancy on Council or vacancies on committees. CA Zimmerman said Mid-Columbia Economic Development District (MCEDD) would like a representative from City Council to sit on their board. He said the meetings were quarterly and during the day. CM Helfrich volunteered to represent the Council.

b. **Adopt LGPI Electric Department Transition Plan.** CA Zimmerman gave the staff report requesting Council to adopt the plan and direction to start moving forward with the plan. He said he didn't think the City could wait until July 1 to hire a lineman. He said with the mild winter there is a lot of undergrowth and more people are needed. He said with the retirement of John Neahr there has been a savings in salary paid for three months. He said for safety reasons and projects we need to get the third lineman hired.

CM Walker asked about the projects. CA Zimmerman said vegetation removal is a project and a neutral project in the south bank area. He said there are also four small violations that have to be addressed. He said when working on hot wires there has to be three linemen. CM Walker asked if the City takes care of the underbrush or contract out. CA Zimmerman said the City does it themselves.

Ms. Kelley said linemen shouldn't be hired to do brush trimming. She said if that's the reason for hiring a third lineman she would object.

CM Randall asked about combining the Public Works Department and the Electric Department. CA Zimmerman explained that BKI suggests a manager to manage both departments but the City does not have the funds for that. He said the PWD could be used for flagging. CA Zimmerman said through state law and union regulations the minimum size of a municipal utility has to have four people and there has to be three journeyman linemen to work on hot wire.

CM Randall asked about the cost of contracting out for removal of vegetation. CA Zimmerman said if the Electric Department isn't busy working on lines they can be working on removing vegetation.

CM Walker asked about the supervisor role in the Electric Department. CA Zimmerman said he would be taking care of the discipline part of the job. He said there was some thought given to move the leadership role around the three linemen but the discipline and human resource part would be the City Administrator's job.

CM Walker asked about an apprenticeship. CA Zimmerman said the City doesn't have the time or training available for that. He said it is a six to nine year program.

CM Groves asked if Council was giving permission to hire someone. CA Zimmerman said it would be budget dependent but would need to have someone by July 1. CM Groves asked about hiring someone out of the Union Hall. CA Zimmerman said they would work when there is two to four week job but won't work for a day at a time.

Motion: CM Helfrich moved, seconded by CM Groves, to accept the LGPI Transition Plan report and direct staff to continue as outlined above. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

c. **First Reading of Ordinance No. 421 Amending the Community Development Codes as Adopted by Ordinance No. 350, by Amending Chapter 8-6.24-Processing Development Actions, and Repealing Ordinance No. 405.** **Motion:** CM Fitzpatrick moved, seconded by CM Helfrich, to approve and have first reading of Ordinance No. 421 with the addition of revised language, to amend Chapter 8-6.24 of the Community Development Code, and repeal Ordinance No. 405. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett. CA Zimmerman read Ordinance No. 421 by title only.

d. **First Reading of Ordinance No. 422 Amending the Community Development Code as Adopted by Ordinance No. 350, by Amending Article II, Chapter 8-6.20 and Article V – Development Standards.** **Motion:** CM Walker moved, seconded by CM Fitzpatrick, to have the first reading of Ordinance No. 422 amending the Community Development Code as adopted by Ordinance No. 350, by amending Article II, Chapter 8-6.20 and

Article V – Development Standards. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett. CA Zimmerman read Ordinance No. 422 by title only.

e. **First Reading of Ordinance No. 423 Amending the City of Cascade Locks Comprehensive Plan by Adopting the “Connect Cascade Locks 2012” A Recreational Trails Plan for Economic Development, as a Detailed Element of the Plan.** **Motion:** CM Randall moved, seconded by CM Groves, to approve and have the first reading of Ordinance No. 423 with the addition of the trails plan, to amend the Cascade Locks Comprehensive Plan by adopting the “Connect Cascade Locks 2012”, a recreational trails plan for economic development, as a detailed element of the plan. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett. CA Zimmerman read Ordinance No. 423 by title only.

f. **Approve Resolution No. 1259 Authorizing a Budget Amendment to Allocations Within the Capital Reserve Fund for the Fiscal Year 2012/2013 Making Appropriations and Authorizing Expenditures.** CA Zimmerman explained this is to correct a clerical error and move amount from one line item to another and doesn't affect any other part of the budget. **Motion:** CM Helfrich moved, seconded by CM Groves, to approve Resolution No. 1259 authorizing a budget amendment to allocations within the Capital Reserve Fund for the fiscal year 2012/2013. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Ms. Howell said there is an 18-hole disc golf course going into the industrial park and the ribbon cutting is this Saturday at 10:00 AM. She said it has been completely built by volunteers. She said the first 20 people will receive a free disk and the Port is sponsoring a contest for naming the course. She said there is a need for signage.

CM Randall said there is a ribbon cutting for Hood River Juice at 2:00 PM on Wednesday at the Herman Creek Building.

7. **Reports and Presentations.**

a. **City Committees.** CA Zimmerman said he will pull together staff and get the City Council's Subcommittee on Finance and Operations Committee and the Emergency Services Finance and Operations Committees scheduled.

b. **Audit Report.** Mr. Onstott gave an overview of the Audit Report.

CM Walker asked why the work order system keeps getting kicked down. CA Zimmerman stated that ES Hupp doesn't have the time to do it. He said BKI suggested hiring a summer intern to come in, do the formatting and train the staff. CA Zimmerman said it is very time consuming and it would make more sense to pay someone \$10.00 per hour without benefits. He said this project will be included in the budget. He said it would appear on the audit report one more time as this won't be done by June 30.

Ms. Kelley said she doesn't agree that there hasn't been time. She said this has been an issue for a long time. She said the excuse for a long time was there wasn't software. She said now there is software and the excuse is no time.

CM Fitzpatrick said the work order system needs to get implemented in the Electric Department then in the Public Works Department.

Mayor Cramblett said he spoke with Captain Metheny about the ambulance billings. He said it seems they are on track with this and congratulated them on their good work. CA Zimmerman said billing is submitted every two weeks.

CM Helfrich asked Mr. Onstott if testifying in court would his firm's testimony be considered expert. Mr. Onstott said he believed so.

CA Zimmerman said grant management will be done by MCEDD for any grants over \$10,000.

He said the four issues mentioned in the audit report will be taken care of, not in the next audit report, but the following.

Mayor Cramblett said the City is losing ground in everything. Mr. Onstott said costs keep going up but the initiative put in place has impacted the City in a negative way.

Mayor Cramblett said the audit report is a good report and well done. He said the way it is laid out is helpful to him.

Mr. Onstott gave kudos to the staff. He said staff is very helpful with all the information that is needed.

c. Pauly Rogers and Acuity Group on Forensic Accounting. Mayor Cramblett said there have been a lot of citizen questions as to how the City's finances are managed. He said he invited these two firms to come in and give some input on the issues. He said he wanted some private consultants to help the Finance and Operations Committees. He said both accountants were unable to make the meeting tonight but hoped they can make it to another meeting.

d. Fire Suppression Fees. Mayor Cramblett said he ran on financial issues. He said the fees are subject to voter approval and that is why he wants to have the discussion on fire suppression fees. CM Randall said he ran for the same reasons. He said it has nothing to do with not funding any particular service but to review and reorganize the revenues and expenses to make it work.

CM Fitzpatrick said the fire suppression fees should be taken to the voters. Mayor Cramblett said he agreed. He said an election needs to be established with all the increases that are needed. He said the initiative has been in place for six years. He said this shouldn't have been stuck on the citizens; there should have been something for them to vote on. Mayor Cramblett said the amount of increase has to be determined.

CM Helfrich said the Mayor is contradicting what he said in November. He said this was set up as a two-year plan for Council to figure out how to fund the Emergency Services Department. He asked what the plan will be if the vote fails and what will be done if the two employees are fired due to non-funded positions. He said there will have to be direction for a plan to do something else. Mayor Cramblett said that should have been done in the first place. He said Council illegally took the money and there should at least be a vote on it. CM Helfrich said this was determined to be an administrative action. He said he would not have voted to bring the two positions on if Mayor Cramblett would have said then that he wasn't going to fund the positions. Mayor Cramblett said CM Helfrich misunderstood what he said at that time. He said he believes that the positions can be funded with the money received from the increase in ambulance rates, the inter-fund transfers, and general fund. He said he wants evidence that it is necessary to increase the fire suppression fees. He said good solid management of monies will cover it.

CA Zimmerman said he would be bringing a financial statement to the next meeting showing revenues and expenditures up to this point. He said this will give information to the Council to determine the funding of the department.

Ms. Kelley said she didn't misunderstand the Mayor. She said that she understood that he thought there was adequate money to fund those two positions. She said the increase in suppression fees was illegal and immoral. Ms. Kelley said it is very clear how the citizens voted in the last election regarding the initiatives that were presented on the ballot.

Ms. Kelley said she always considered the initiative regarding fees, taxes, and charges, to not include rates. She said this amendment was plagiarized from the City of Damascus. She said they don't have water, sewer, or electric rates. She said there is some debate with the sponsors of the initiative. She said she doesn't think citizens can legally demand that the City provide services that can't be afforded to pay for. She said some services are necessary. Ms. Kelley said she thinks it would be nice to ask the citizens if rates could be increased but that isn't logical.

Ms. Kelley said for years the City paid for a position in the EMS Department. She said now there are two positions needed and citizens are being told that the majority of citizens want this. She disagreed stating if it were put to a vote it would fail.

Mr. Munkhoff said the Public Safety Task Force recommended funding one person as there was enough money for that. He said during that process there were never any hard numbers as to the actual revenue and expenditures. He said that is why forming a Finance Committee was recommended. He said the previous Council ignored that recommendation and hired an additional person without any facts or figures. Mr. Munkhoff said it is tough if that puts two individuals that were hired in a bind. He said it is Council's job to obey the law. He said Council can't continue to disobey the law. He said the fee should be suspended immediately and brought before the voters. He said in the meantime the committee can determine if the fee is necessary. Mr. Munkhoff said if brought to the voters now it would fail but if information is provided from the Finance Committee and justified it might pass.

CM Groves said she stated in her campaign that she didn't like this fee put into place without a vote of the citizens. She said she didn't know how to go about dropping the fee, and when, but it needs to be figured out. She said rates are necessities. She said all the information has to be given to the citizens so that they understand. She said she doesn't think a vote of the citizens is needed to raise rates.

CM Walker said he didn't know how to stop the fee increase. He asked if Council agrees that this fee increase was put in place illegally then should the City refund the citizens. CM Groves said she didn't think the money could be refunded but thought the fee could be stopped. CM Walker said by the results of the last election the citizens want a conservative approach to this. He said public safety is needed but agrees that the increase in fees should not have happened.

Ms. Kelley said this fee should be temporarily suspended and put to the voters. She said without the good will of temporarily suspending the fee the chances are being diminished that the voters will ever approve.

CM Randall said the initiative should be used as a tool to see what the voters want. He said Council will figure out how to keep the current or close to the service we need in the EMS Department. He said we need this service and thinks that reorganization is needed in order to find permanent funding to keep the EMS Department and be adequately covered.

CM Helfrich said he didn't understand money being spent on a forensic accounting when just hearing that the City's auditor can be considered as expert testimony in court. He said subject matter experts were a part of the Public Safety Task Force meetings and reported what was needed to staff the department. He said the fire suppression increase was an administrative action as defined by the City's attorney. He said that action could have been challenged in court but was not. CM Helfrich said this plan was put into place to determine how to permanently fund that department.

e. Set Date for Joint City Council/Port Commission Meeting. Consensus of Council was to have a joint meeting with the Port of Cascade Locks on March 21, 2013 after the regular Port Commission meeting. CA Zimmerman said he would verify with the Port.

f. City Administrator Zimmerman Report. CA Zimmerman gave his report. He asked Council some follow up questions for the Water System Master Plan. Consensus of Council was to include a 1.1% increase in growth rate. Council agreed to the recommended fire flow rate and chose Option 4 as the most effective and benefit to the City.

CM Groves asked about getting the water line to the industrial park ready first. She said if businesses are looking to locate here wouldn't that section be needed first. CA Zimmerman said the City has to be taken care of first as those businesses may not come. He said if lines collapse and water has to be boiled then property values will plummet. He said basic infrastructures have to be taken care of first. He said this will attract people to come in. CA Zimmerman said there will be other pots of money available to get the water line to the industrial property.

He said the immediate needs have to be taken care of first. He said there is a little time to plan for economic development but no time to fix the City's water problems.

CA Zimmerman stated he has asked for another deterrment on the Water Conservation Plan.

CA Zimmerman said the City needs an engineer for the Regulator Street paving project and stated that he would like to contract with Tenneson Engineering for that. He said money was set aside in the budget for an engineer.

CA Zimmerman said he would also like to ask approval to start the hiring process to replace the vacant position in Public Works. He said the third person is needed for upcoming projects. CM Helfrich said he would rather hire as a temporary position in case Jesse Metheny loses the Station Captain position he could return to the Public Works Department. There was consensus of Council.

8. **Mayor and City Council Comments.** Mayor Cramblett said he spoke with someone from Parkdale regarding their sewer system. He said they are in the process of getting a loan to fix their sewer issues. He said their loan will be based on higher incomes resulting in a \$50.00 increase in sewer rates. He said there are others out there dealing with the same issues we are.
9. **Other matters.** None.
10. **Executive Session as may be required.** None.
11. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Walker, to adjourn. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett. The meeting was adjourned at 9:57 PM.

**Prepared by
Kathy Woosley, City Recorder**

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
3/8/2013	Gross Payroll	\$ 46,042.16
3/15/2013	Mid-Month AP	\$ 68,568.86
3/19/2013	Special AP	\$ 10,233.69
3/22/2013	Gross Payroll	\$ 33,689.38
GRAND TOTAL		\$ 158,534.09

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APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3359	03/13	03/15/2013	20	16530	ADDYLAB	Water Sample Testing	2140562150	265.00
Total 3359:								265.00
3360	03/13	03/15/2013	180	022813	ASIFLEX	Admin Fees	5140562110	3.75
Total 3360:								3.75
3361	03/13	03/15/2013	260	162735	Baker Rock Resources	Cratco HP	0340562560	1,412.25
Total 3361:								1,412.25
3362	03/13	03/15/2013	370	30187	BIO-MED TESTING SERVICE	Drug Testing	0540562063	40.00
Total 3362:								40.00
3363	03/13	03/15/2013	460	4759	BROWN & KY SAR, INC	Cost of Service Analysis	5140562190	1,392.00
Total 3363:								1,392.00
3364	03/13	03/15/2013	6830	123112	Cascade Locks Ale House	Christmas Lighting Winmer's GCs	0840562115	125.00
Total 3364:								125.00
3365	03/13	03/15/2013	650	013113A	CASCADE LOCKS CHEVRON (DBA)	EI Diagnostic and Repair	2140562441	304.69
3365	03/13	03/15/2013	650	013113A	CASCADE LOCKS CHEVRON (DBA)	EI Diagnostic and Repair	3140562441	10.79
3365	03/13	03/15/2013	650	013113B	CASCADE LOCKS CHEVRON (DBA)	glow plug wiring, fuel system service	3140562441	994.21
3365	03/13	03/15/2013	650	013113C	CASCADE LOCKS CHEVRON (DBA)	fuel injector replace	3140562441	995.00
Total 3365:								2,304.69
3366	03/13	03/15/2013	670	3/2012 SSS	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	204.30
3366	03/13	03/15/2013	670	CL331	CASCADE LOCKS LIGHT CO.	300178513bla	5140562138	150.00
3366	03/13	03/15/2013	670	CL-332	CASCADE LOCKS LIGHT CO.	600146502whi	5140562138	150.00
3366	03/13	03/15/2013	670	CL333	CASCADE LOCKS LIGHT CO.	200103005luc	5140562138	150.00
3366	03/13	03/15/2013	670	CL-334	CASCADE LOCKS LIGHT CO.	211944609sir	5140562138	150.00
3366	03/13	03/15/2013	670	CL-335	CASCADE LOCKS LIGHT CO.	318771202pat	5140562138	150.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3366	03/13	03/15/2013	670	CL-337	CASCADE LOCKS LIGHT CO.	211922416bid	5140562138	150.00
3366	03/13	03/15/2013	670	CL-338	CASCADE LOCKS LIGHT CO.	100041304rob	5140562138	150.00
3366	03/13	03/15/2013	670	CL-340	CASCADE LOCKS LIGHT CO.	600141901joh	5140562138	150.00
Total 3366:								1,404.30
3367	03/13	03/15/2013	740	48020	CASELLE, INC.	Contract Support	0140162082	129.17
3367	03/13	03/15/2013	740	48020	CASELLE, INC.		0340562082	32.00
3367	03/13	03/15/2013	740	48020	CASELLE, INC.		0540562082	27.26
3367	03/13	03/15/2013	740	48020	CASELLE, INC.		2140562082	231.08
3367	03/13	03/15/2013	740	48020	CASELLE, INC.		3140562082	205.01
3367	03/13	03/15/2013	740	48020	CASELLE, INC.		4140562082	59.25
3367	03/13	03/15/2013	740	48020	CASELLE, INC.		4140662082	32.00
3367	03/13	03/15/2013	740	48020	CASELLE, INC.		5140562082	404.09
3367	03/13	03/15/2013	740	48020	CASELLE, INC.		5140662082	65.14
Total 3367:								1,185.00
3368	03/13	03/15/2013	790	313230273 2	CENTURYLINK	Fire Department Phones	0540562050	141.30
3368	03/13	03/15/2013	790	313401451 2	CENTURYLINK	WWTP	3140562050	114.86
Total 3368:								256.16
3369	03/13	03/15/2013	1120	A27416	COLUMBIA HARDWARE, LLC	caulk	5140562810	14.63
3369	03/13	03/15/2013	1120	A27418	COLUMBIA HARDWARE, LLC	cove	5140562770	7.12
3369	03/13	03/15/2013	1120	A27449	COLUMBIA HARDWARE, LLC	CPVC couplers and pipe	5140562770	15.52
3369	03/13	03/15/2013	1120	A27569	COLUMBIA HARDWARE, LLC	bolts, pvc	5140562810	10.03
3369	03/13	03/15/2013	1120	A27848	COLUMBIA HARDWARE, LLC	conduit, couplers	5140562810	10.56
3369	03/13	03/15/2013	1120	A27879	COLUMBIA HARDWARE, LLC	wall anc, coupling	5140562810	4.84
3369	03/13	03/15/2013	1120	A27964	COLUMBIA HARDWARE, LLC	misc	5140562810	.80
3369	03/13	03/15/2013	1120	A28501	COLUMBIA HARDWARE, LLC	plateau se panel	0140462520	36.55
3369	03/13	03/15/2013	1120	B33428	COLUMBIA HARDWARE, LLC	tools, pvc	5140562810	12.06
3369	03/13	03/15/2013	1120	B33850	COLUMBIA HARDWARE, LLC	Broom	0140462520	12.78
3369	03/13	03/15/2013	1120	B33850	COLUMBIA HARDWARE, LLC	Lumber chain	3140562560	46.08
3369	03/13	03/15/2013	1120	B33932	COLUMBIA HARDWARE, LLC	Lumber/materials	2140562560	23.73
3369	03/13	03/15/2013	1120	B33945	COLUMBIA HARDWARE, LLC	Lumber	0340562560	20.93
3369	03/13	03/15/2013	1120	B33980	COLUMBIA HARDWARE, LLC	paint, couplers	5140562810	13.68
3369	03/13	03/15/2013	1120	B34414	COLUMBIA HARDWARE, LLC	Lumber	5140562810	15.92
3369	03/13	03/15/2013	1120	B34440	COLUMBIA HARDWARE, LLC	Lumber/materials	0140462520	22.50
3369	03/13	03/15/2013	1120	B34456	COLUMBIA HARDWARE, LLC	Lumber/materials	0340562560	44.96

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3369	03/13	03/15/2013	1120	FCH19829	COLUMBIA HARDWARE, LLC	Finance Charge	5140562110	1.53
3369	03/13	03/15/2013	1120	V33848	COLUMBIA HARDWARE, LLC	Tank to bowl assembly	0140462520	6.45
Total 3369:								320.67
3370	03/13	03/15/2013	1360	129530	DAVID R. CUNNINGHAM	Fire Dept Server	0540562082	690.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	0140162082	88.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	0140162110	225.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	0340562082	22.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	0540562082	19.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	2140562082	158.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	3140562082	140.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	4140562082	41.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	4140562082	22.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	5140562082	276.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	5140562810	150.00
3370	03/13	03/15/2013	1360	129531	DAVID R. CUNNINGHAM	City Network Repair	5140562082	44.00
Total 3370:								1,875.00
3371	03/13	03/15/2013	1540	61158-02281	DMV SERVICES STATE OF OREGON	Driving Records	0140162110	30.00
Total 3371:								30.00
3372	03/13	03/15/2013	1620	2036	EFFICIENCY SERVICES GROUP, LLC	Admin Fees	5140562139	750.00
Total 3372:								750.00
3373	03/13	03/15/2013	1670	2013-0335	EMERGENCY REPORTING	Quarterly Invoice	0540562113	567.00
Total 3373:								567.00
3374	03/13	03/15/2013	2020	1201387	GENERAL PACIFIC INC.	Connectors	5140562770	20.00
3374	03/13	03/15/2013	2020	1201388	GENERAL PACIFIC INC.	PVC	5140563921	2,235.20
3374	03/13	03/15/2013	2020	1201390	GENERAL PACIFIC INC.	Lamp	5140562800	27.00
3374	03/13	03/15/2013	2020	1201557	GENERAL PACIFIC INC.	Cable	5140562770	291.00
Total 3374:								2,573.20
3375	03/13	03/15/2013	2340	731219-01	HENRY SCHEIN	meds/supplies	0540562351	89.65

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3375	03/13	03/15/2013	2340	768497-01	HENRY SCHEIN	supplies	0540562351	41.11
Total 3375:								
3376	03/13	03/15/2013	2460	010313	HOOD RIVER COUNTY FIRE CHIEFS A	2013 Assessment	0540562311	666.60
3376	03/13	03/15/2013	2460	010313	HOOD RIVER COUNTY FIRE CHIEFS A	Dr. Virk's Assessment	0540562312	426.24
Total 3376:								
3377	03/13	03/15/2013	2570	0002131002	HOOD RIVER NEWS	Public Hearing Fire Hall Sale	0540562030	48.00
Total 3377:								
3378	03/13	03/15/2013	2480	022513	HRCSD Community Education	Donate Balance of P&R Program Funds	0140962110	2,399.50
Total 3378:								
3379	03/13	03/15/2013	2680	030113	HUPP JR., TRACY N.	Reimburse Mileage	5140562020	57.07
Total 3379:								
3380	03/13	03/15/2013	3070	1500072793	LES SCHWAB TIRE CENTER	Dismount/Wount/Valve Stem	0340562560	12.75
Total 3380:								
3381	03/13	03/15/2013	3120	021113	LORANG FINE ART & GORGEIOUS GIF	Repair/fab/weld	5140562810	50.00
3381	03/13	03/15/2013	3120	021113	LORANG FINE ART & GORGEIOUS GIF	Repair/fab/weld	5640563941	50.00
Total 3381:								
3382	03/13	03/15/2013	3380	0212013	Meredith Corporation	198 Subs	4140562740	148.50
3382	03/13	03/15/2013	3380	0212013	Meredith Corporation	Shortage for January	4140562740	20.70
3382	03/13	03/15/2013	3380	KPDX 212013	Meredith Corporation	198 Subs	4140562740	59.40
Total 3382:								
3383	03/13	03/15/2013	3490	96-01-01 3/2	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,207.11
3383	03/13	03/15/2013	3490	96-01-01 3/2	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	311.57
3383	03/13	03/15/2013	3490	96-01-02 3/2	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	976.23
3383	03/13	03/15/2013	3490	96-01-02 3/2	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	289.33

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3383:								
3384	03/13	03/15/2013	3770	22-201302	NET ASSETS	Title Search	0140162110	2.73
3384	03/13	03/15/2013	3770	22-201302	NET ASSETS	Title Search	0140162110	1.00
3384	03/13	03/15/2013	3770	22-201302	NET ASSETS	Title Search	0542162110	.16
3384	03/13	03/15/2013	3770	22-201302	NET ASSETS	Title Search	2142162110	.64
3384	03/13	03/15/2013	3770	22-201302	NET ASSETS	Title Search	3142162110	.75
3384	03/13	03/15/2013	3770	22-201302	NET ASSETS	Title Search	4142162110	.09
3384	03/13	03/15/2013	3770	22-201302	NET ASSETS	Title Search	5142162110	5.63
Total 3384:								
3385	03/13	03/15/2013	3820	11107397	Norco, INC	Cylinder Rental	0540562351	55.80
Total 3385:								
3386	03/13	03/15/2013	4530	69129	PAPE MACHINERY	Bobcat parts	0340562560	141.79
3386	03/13	03/15/2013	4530	69129	PAPE MACHINERY	Bobcat parts	5140562201	70.90
3386	03/13	03/15/2013	4530	69129	PAPE MACHINERY	Bobcat parts	5140562201	70.89
3386	03/13	03/15/2013	4530	71033	PAPE MACHINERY	screw/nut	0340562560	16.44
Total 3386:								
3387	03/13	03/15/2013	6769	2-19-712	PARC Resources, LLC	Planning Services	0140262075	198.00
3387	03/13	03/15/2013	6769	2-19-712	PARC Resources, LLC	Planning Services	0140262090	297.00
Total 3387:								
3388	03/13	03/15/2013	4620	9963274-MR	PITNEY BOWES - RENTAL	Rental	0140162120	32.76
3388	03/13	03/15/2013	4620	9963274-MR	PITNEY BOWES - RENTAL	Rental	0540562120	19.50
3388	03/13	03/15/2013	4620	9963274-MR	PITNEY BOWES - RENTAL	Rental	2142162120	19.50
3388	03/13	03/15/2013	4620	9963274-MR	PITNEY BOWES - RENTAL	Rental	3142162120	15.60
3388	03/13	03/15/2013	4620	9963274-MR	PITNEY BOWES - RENTAL	Rental	4142162121	17.16
3388	03/13	03/15/2013	4620	9963274-MR	PITNEY BOWES - RENTAL	Rental	5142162121	42.90
Total 3388:								
3389	03/13	03/15/2013	4660	3473514	PLATT ELECTRIC SUPPLY	Adapters/Conduit	5140562770	80.47
3389	03/13	03/15/2013	4660	3482412	PLATT ELECTRIC SUPPLY	PVC Adapter	5140562770	5.98

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3389:								
3390	03/13	03/15/2013	4670	6438971	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562201	30.00
3390	03/13	03/15/2013	4670	6484147	PORT OF CASCADE LOCKS	Bridge Tickets - PW	0340562020	30.00
3390	03/13	03/15/2013	4670	TOURISM	PORT OF CASCADE LOCKS	Half Registration for Sailing Symposium	0840562020	125.00
Total 3390: 185.00								
Total 3391:								
3391	03/13	03/15/2013	6780	16030448	Rioch Americas Corporation	Lease	0140162120	52.62
3391	03/13	03/15/2013	6780	16030448	Rioch Americas Corporation	Lease	0540562120	31.33
3391	03/13	03/15/2013	6780	16030448	Rioch Americas Corporation	Lease	2142162120	31.33
3391	03/13	03/15/2013	6780	16030448	Rioch Americas Corporation	Lease	3142162120	25.05
3391	03/13	03/15/2013	6780	16030448	Rioch Americas Corporation	Lease	4142162121	27.56
3391	03/13	03/15/2013	6780	16030448	Rioch Americas Corporation	Lease	5142162121	68.91
3391	03/13	03/15/2013	6780	16147785	Rioch Americas Corporation	Lease	0140162120	52.62
3391	03/13	03/15/2013	6780	16147785	Rioch Americas Corporation	Lease	0540562120	31.33
3391	03/13	03/15/2013	6780	16147785	Rioch Americas Corporation	Lease	2142162120	31.33
3391	03/13	03/15/2013	6780	16147785	Rioch Americas Corporation	Lease	3142162120	25.05
3391	03/13	03/15/2013	6780	16147785	Rioch Americas Corporation	Lease	4142162121	27.56
3391	03/13	03/15/2013	6780	16147785	Rioch Americas Corporation	Lease	5142162121	68.91
3391	03/13	03/15/2013	6780	417385885	Rioch Americas Corporation	Copies 8/12-1/13	0140162110	199.90
3391	03/13	03/15/2013	6780	417385885	Rioch Americas Corporation	Copies 8/12-1/13	0542162110	11.79
3391	03/13	03/15/2013	6780	417385885	Rioch Americas Corporation	Copies 8/12-1/13	2142162110	48.95
3391	03/13	03/15/2013	6780	417385885	Rioch Americas Corporation	Copies 8/12-1/13	3142162110	54.86
3391	03/13	03/15/2013	6780	417385885	Rioch Americas Corporation	Copies 8/12-1/13	4142162110	6.30
3391	03/13	03/15/2013	6780	417385885	Rioch Americas Corporation	Copies 8/12-1/13	5142162110	412.71
Total 3391: 1,206.11								
Total 3392:								
3392	03/13	03/15/2013	5040	180	ROCKRANCH ENTERPRISES	Contract PW Super	0140262080	6.40
3392	03/13	03/15/2013	5040	180	ROCKRANCH ENTERPRISES	Contract PW Super	0140462080	83.20
3392	03/13	03/15/2013	5040	180	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	147.20
3392	03/13	03/15/2013	5040	180	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	236.80
3392	03/13	03/15/2013	5040	180	ROCKRANCH ENTERPRISES	Contract PW Super	3140562080	166.40
Total 3392: 640.00								
3393	03/13	03/15/2013	6828	90044	Rose City Stamps	Notary Supplies	0140162010	21.62
3393	03/13	03/15/2013	6828	90044	Rose City Stamps	Notary Supplies	0140262010	3.05

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3393	03/13	03/15/2013	6828	900044	Rose City Stamps	Notary Supplies	0542162010	.41
3393	03/13	03/15/2013	6828	900044	Rose City Stamps	Notary Supplies	2142162010	8.66
3393	03/13	03/15/2013	6828	900044	Rose City Stamps	Notary Supplies	3142162010	8.58
3393	03/13	03/15/2013	6828	900044	Rose City Stamps	Notary Supplies	4142162010	2.56
3393	03/13	03/15/2013	6828	900044	Rose City Stamps	Notary Supplies	5142162010	37.62
Total 3393:								
3394	03/13	03/15/2013	5060	WS2915	ROTH HEATING AND COOLING	Annual Maintenance	0540562440	82.50
Total 3394:								
3395	03/13	03/15/2013	5180	70582	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	190.00
Total 3395:								
3396	03/13	03/15/2013	6829	011713	Scenic Auto Body	Door/Fender	5140562201	802.00
3396	03/13	03/15/2013	6829	011713	Scenic Auto Body	Door/Fender	5140662201	416.00
3396	03/13	03/15/2013	6829	030513	Scenic Auto Body	Door Hinge	5140562201	82.48
3396	03/13	03/15/2013	6829	030513	Scenic Auto Body	Door Hinge	5140662201	82.47
Total 3396:								
3397	03/13	03/15/2013	5270	031413CR	SHIRELLE PRICE	Reimburse Mileage	0140162020	996.95
3397	03/13	03/15/2013	5270	031413CR	SHIRELLE PRICE	Reimburse Mileage	2142162020	49.00
3397	03/13	03/15/2013	5270	031413CR	SHIRELLE PRICE	Reimburse Mileage	3142162020	14.00
3397	03/13	03/15/2013	5270	031413CR	SHIRELLE PRICE	Reimburse Mileage	4142162020	10.00
3397	03/13	03/15/2013	5270	031413CR	SHIRELLE PRICE	Reimburse Mileage	5142162020	1.00
Total 3397:								
3398	03/13	03/15/2013	5380	033113	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	0140162030	40.70
3398	03/13	03/15/2013	5380	DS-52468	SKAMANIA COUNTY PIONEER	Surplus sale ad	0140162030	114.70
Total 3398:								
3399	03/13	03/15/2013	5460	022813	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	28.00
3399	03/13	03/15/2013	5460	022813	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140262100	7.50
3399	03/13	03/15/2013	5460	022813	Sosnkowski & Cleaveland P.C.	Attorney Fees	0542162100	35.50
3399	03/13	03/15/2013	5460	022813	Sosnkowski & Cleaveland P.C.	Attorney Fees	2142162100	75.60
3399	03/13	03/15/2013	5460	022813	Sosnkowski & Cleaveland P.C.	Attorney Fees	0542162100	9.60
3399	03/13	03/15/2013	5460	022813	Sosnkowski & Cleaveland P.C.	Attorney Fees	2142162100	103.20

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3399	03/13	03/15/2013	5460	022813	Sosnkowski & Cleaveland P.C.		3142162100	172.80
3399	03/13	03/15/2013	5460	022813	Sosnkowski & Cleaveland P.C.		4142162100	25.20
3399	03/13	03/15/2013	5460	022813	Sosnkowski & Cleaveland P.C.		5142162100	504.00
Total 3399:								1,200.00
3400	03/13	03/15/2013	5510	8024828668	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	5.11
3400	03/13	03/15/2013	5510	8024828668	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	.65
3400	03/13	03/15/2013	5510	8024828668	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	1.87
3400	03/13	03/15/2013	5510	8024828668	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	1.67
3400	03/13	03/15/2013	5510	8024828668	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	.56
3400	03/13	03/15/2013	5510	8024828668	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	8.08
3400	03/13	03/15/2013	5510	8024921652	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	35.35
3400	03/13	03/15/2013	5510	8024921652	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	4.47
3400	03/13	03/15/2013	5510	8024921652	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	12.90
3400	03/13	03/15/2013	5510	8024921652	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	11.50
3400	03/13	03/15/2013	5510	8024921652	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	3.85
3400	03/13	03/15/2013	5510	8024921652	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	55.93
Total 3400:								141.98
3401	03/13	03/15/2013	5640	202102	Swissphone, LLC	FF Response System Closing Bill	0540562110	284.46
Total 3401:								284.46
3402	03/13	03/15/2013	5720	13-57	TENNESON ENGINEERING CORP	Water System Master Plan	2140562152	21,000.00
Total 3402:								21,000.00
3403	03/13	03/15/2013	6070	840436	TWGW, INC NAPA AUTO PARTS	Fuses	5140562201	6.22
3403	03/13	03/15/2013	6070	840437	TWGW, INC NAPA AUTO PARTS	mini brush asst	5140562201	2.99
3403	03/13	03/15/2013	6070	840446	TWGW, INC NAPA AUTO PARTS	tape	5140562201	9.33
3403	03/13	03/15/2013	6070	840532	TWGW, INC NAPA AUTO PARTS	socket, lamp	5140562201	11.04
Total 3403:								29.58
3404	03/13	03/15/2013	6190	37854G-03	UNIVERSITY OF OREGON	Quarterly Billing	0840562110	4,750.00
Total 3404:								4,750.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3405	03/13	03/15/2013	6230	BF06220000	USDA FOREST SERVICE	Special Use Permit CRGNSA	5140562880	8,721.49
Total 3405:								8,721.49
3406	03/13	03/15/2013	6350	0227146-IN	WAGNER-SMITH EQUIPMENT	Box Wrenches	5140563700	74.71
Total 3406:								74.71
3407	03/13	03/15/2013	6827	031113	Zach Pardue	Replacement Flashlights for Apparatus	0540562350	89.97
Total 3407:								89.97
3408	03/13	03/15/2013	6730	220131980	ZCORUM INC.	Internet	4140662730	957.50
Total 3408:								957.50
3409	03/13	03/15/2013	6740	0161475195	ZEE MEDICAL INC	First Aid Cabinet	0140162110	206.94
Total 3409:								206.94
3410	03/13	03/15/2013	6750	2013-001	ZERFING, CARL	BLS CPR AED	0540562020	240.00
Total 3410:								240.00
3151301	03/13	03/15/2013	3650	13021151	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,166.00 M
Total 3151301:								4,166.00
Grand Totals:								68,568.88

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3411	03/13	03/19/2013	310	476-1040	Belo Management Services Inc.	198 Subs	4140562740	108.90
Total 3411:								108.90
3412	03/13	03/19/2013	580	031513	CARR, SHIRLEY	Brochure Delivery	0840562101	500.00
Total 3412:								500.00
3413	03/13	03/19/2013	650	013113	CASCADE LOCKS CHEVRON (DBA)	Oil Change/Fuel Injectors	0140462441	964.75
3413	03/13	03/19/2013	650	3-14-13	CASCADE LOCKS CHEVRON (DBA)	Sending Unlivel repair	0340562560	236.00
Total 3413:								1,199.75
3414	03/13	03/19/2013	1530	8255-9217 3/	DISH NETWORK	Programming	4140562740	400.00
Total 3414:								400.00
3415	03/13	03/19/2013	1930	1091-1015	FISHER COMMUNICATIONS INC	198 Subs	4140562740	138.60
Total 3415:								138.60
3416	03/13	03/19/2013	4090	56201	OPERATIONS MANAGEMENT INTERN	April Services	3140562700	7,106.25
Total 3416:								7,106.25
3417	03/13	03/19/2013	4650	3473918	PLATT ELECTRIC SUPPLY	Red Swedge	5140563921	208.19
Total 3417:								208.19
3418	03/13	03/19/2013	4810	6841	PRINT IT	UB Stock	0140162010	149.87
3418	03/13	03/19/2013	4810	6841	PRINT IT	UB Stock	0140262010	21.16
3418	03/13	03/19/2013	4810	6841	PRINT IT	UB Stock	0542162010	2.86
3418	03/13	03/19/2013	4810	6841	PRINT IT	UB Stock	2142162010	60.06
3418	03/13	03/19/2013	4810	6841	PRINT IT	UB Stock	3142162010	59.49
3418	03/13	03/19/2013	4810	6841	PRINT IT	UB Stock	4142162010	17.73
3418	03/13	03/19/2013	4810	6841	PRINT IT	UB Stock	5142162010	260.83

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3418:								572.00
Grand Totals:								10,233.69

STAFF REPORT

Date Prepared: 3/14/13

For City Council Meeting on: 03/11/2013

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder *KWC*

APPROVED BY: Gordon Zimmerman, City Administrator *[Signature]*

SUBJECT: Ordinance No. 421 amending the Community Development Code as adopted by Ordinance No. 350, by amending Chapter 8-6.24 Processing Development Actions, and repealing Ordinance No. 405.

SYNOPSIS: The Planning Commission proposed the amendment to Chapter 8-6.24 of the CDC to state that the Pre-Application Applicant sponsored meeting be strongly encouraged rather than required. The City Council held a public hearing and discussed the amendment.

CITY COUNCIL OPTIONS:

1. Have second reading of Ordinance No. 421 and vote to adopt the ordinance.
2. Take no action on this matter.

RECOMMENDATION: The City Council vote to adopt Ordinance No. 421.

BACKGROUND INFORMATION: The City Council held a public hearing on 3/11/13, made the motion to approve and had the first reading of Ordinance No. 421.

ORDINANCE NO. 421

AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT CODES AS ADOPTED BY ORDINANCE NO. 350, BY AMENDING CHAPTER 8-6.24- PROCESSING DEVELOPMENT ACTIONS, AND REPEALING ORDINANCE NO. 405.

WHEREAS, the pre-application meeting is not an official part of the land use process; and

WHEREAS, the City’s Planning Commission held a Public Hearing on the issue of adopting the amendments to the Processing Development Actions Chapter of the Community Development Code; and

WHEREAS, the City’s Planning Commission approved the draft language to amend the Community Development Code, and recommended adoption to the City Council; and

WHEREAS, the City Council held a Public Hearing on the issue of adopting the Code amendment ordinance on March 11, 2013; and

WHEREAS, the City Council makes the following findings in accordance with the criteria of CDC 8-6.176.060:

- A. The proposal complies with the Statewide Planning Goals and administrative rules as they relate to the proposal:

FINDING: The proposed change complies with the relevant Goals and rules in the following ways:

Goal 1 – Citizen Involvement – the proposal was subject to a public hearing as required by the Community Development Code. The proposal helps frame how citizen involvement takes place as part of planning applications and expands the responsibility to engage the public in the design and intent of major projects.

Goal 2 – Land Use Planning – the proposal was considered in accordance with the applicable procedures of the Community Development Code. The proposal clarifies procedural requirements and brings the process into alignment with applicable state law.

Goal 3 – Agriculture – the goal is not applicable because the change deals with procedure, not with specific land uses.

Goal 4 – Forestry – the goal is not applicable because the change deals with procedure, not with specific land uses.

Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Spaces – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 6 - Air, Water and Land Resources Quality – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 7 - Areas Subject to Natural Hazards - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 8 – Recreational Needs - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 9 – Economic Development – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 10 – Housing – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 11 - Public Facilities and Services – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 12 – Transportation - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 13 – Energy Conservation - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 14 – Urbanization – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goals 15-19 – these goals are not applicable as they deal exclusively with other regions of the State

B. The proposal complies with the Comprehensive Plan goals, policies, and implementation strategies:

1 – Policies on Natural Resources and Hazards

FINDING: These policies are not applicable as the change deals with procedure, not with specific land uses.

2 – Infrastructure and Public Services

FINDING: These policies are not applicable as the change deals with procedure, not with specific land uses.

3 – Economy –this goal is not applicable as the change deals with procedure, not with specific land uses.

C. Be internally consistent with related Comprehensive Plan or Development Code provisions

FINDING – The proposed amendment fits directly into the structure of the Development Code by adding language to encourage an applicant sponsored meeting prior to filing an application. It does not impact the balance of the Code or the Comprehensive Plan.

D. Promote provision of adequate public facilities and services for the community

FINDING – The policy is not applicable as the change deals with procedure, not with specific land uses.

NOW THEREFORE:

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

SECTION 1. Section 8-6.24.010. Chapter 8-6.24 of the Community Development Code is amended by adding a new Section 8-6.24.025 – Pre-Application Applicant Sponsored Public Meeting, as listed in Attachment A to this ordinance.

SECTION 2. Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 3. Effective Date. This ordinance shall become effective thirty (30) days after adoption by the City Council and approval by the Mayor.

Mayor

ATTEST:

City Recorder

First Reading Approved: March 11, 2013 Ayes 6 ; Nays 0

Second Reading Approved: March 25, 2011 Ayes 6 ; Nays 0

EXISTING LANGUAGE

8-6.24.025 Pre-application applicant sponsored meeting

- A. No application for a land use approval that requires a hearing and decision by the Planning Commission, not including action on appeal of a City Administrator decision, shall be received by the Administrator unless the applicant or the applicant's representative has held a public meeting inviting all property owners, residents, and business owners within the applicable notification area for the required public hearing. Pre-application meetings will be held no more than six months in advance of the filing of the subject application.
- B. The purpose of the Pre-application meeting is to allow the applicant to present the proposed land use action to those owning or residing in the notification area, answer questions from those in attendance, learn from those in attendance about concerns, issues, and ideas about the proposed land use action, and work toward agreement on any points of concern. It is not a requirement of this Code Section to require agreement amongst the parties on points of concern, but rather to require that the meeting is held so the public and the applicant can understand the proposal and the issues.
- C. Written notification of the public meeting will be provided to all property owners, residents, and business owners within the applicable notification area for the required public hearing. The meeting must be open to all who choose to attend, including those outside the notification area. A written record of the major points of the discussion, along with a list of those in attendance, will be created and preserved. An audio or video recording will be made that successfully creates a record of the entire meeting.
- D. Pre-application meetings will be held at a reasonable time and at a reasonable place so as to allow the greatest possibility of participation by those in the notification area. The City Administrator will judge the reasonableness of the timing and place of the meeting in reviewing the application for completeness and can reject the application if a finding is made demonstrating the lack of reasonableness in holding the meeting.
- E. The applicant or applicant's representative will facilitate the public meeting. Nothing in this Code section precludes the applicant or applicant's representative from ejecting a participant who is disruptive to the ability of the rest of the participants to listen and participate.
- F. The City will have no role in sponsoring, convening, or facilitating a Pre-application meeting. City participation is at the discretion of the City Administrator. A Pre-application meeting is not an official part of the land use process.

PROPOSED NEW CODE LANGUAGE

Proposed Revised Code Language

8-6.24.025 Pre-application applicant sponsored meeting

- A. The City strongly encourages the applicant to sponsor a pre-application meeting with surrounding property owners to fully discuss and explain the applicant's intended land-use action. This meeting is voluntary and should be an informal discussion with area

interested citizens who may have questions and inquiries about the nature and extent of the proposed action.

- B. The City will not participate in this pre-application meeting, but will assist the applicant in identifying affected property owners within the lawful notification distance from the subject property prior to the subject meeting.
- C. The purpose of this meeting is to allow the applicant to learn of community concerns and issues in advance of submitting his or her application. This step will provide the applicant with an opportunity to address these concerns prior to officially engaging in the land use planning application and hearing process.
- D. No testimony can be provided from this pre-application meeting unless said testimony is dated and signed by the party to which the testimony is attributed. The applicant may not submit testimony on behalf of another individual unless said testimony is signed by the party with a current address and dated when signed. Testimony submitted from this forum is subject to verification with the individual signing the testimony.

STAFF REPORT

Date Prepared: 3/14/13

For City Council Meeting on: 03/25/2013

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder 

APPROVED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Ordinance No. 422 amending the Community Development Code as adopted by Ordinance No. 350, by amending Article II, Chapter 8-6.20 and Article V, Development Standards.

SYNOPSIS: The Planning Commission proposed the amendment to Article II, Chapter 8-6.20 and Article V to state that the City shall use an Architectural Review Committee to ensure that site plans for new developments meet the required design criteria for that specific zone. The City Council held a public hearing and discussed the amendment.

CITY COUNCIL OPTIONS:

1. Have second reading of Ordinance No. 422 and vote to adopt the ordinance.
2. Take no action on this matter.

RECOMMENDATION: The City Council vote to adopt Ordinance No. 422.

BACKGROUND INFORMATION: The City Council held a public hearing on 3/11/13, made the motion to approve and had the first reading of Ordinance No. 422.

ORDINANCE NO. 422

AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT CODE (CDC) AS ADOPTED BY ORDINANCE NO. 350, BY AMENDING ARTICLE II, CHAPTER 8-6.20 – ARTICLE V - DEVELOPMENT STANDARDS.

WHEREAS, the City has prepared language to add provisions requiring an applicant to meet with the Architectural Review Committee when requesting development in the Downtown Zone; and

WHEREAS, the City’s Planning Commission held a Public Hearing on the issue of adopting the amendments to the Development Standards Chapter of the Community Development Code; and

WHEREAS, the City’s Planning Commission approved the draft language to amend the Community Development Code, and recommended adoption to the City Council; and

WHEREAS, the City Council held a Public Hearing on the issue of adopting the Code amendment ordinance on March 11, 2013; and

WHEREAS, the City Council makes the following findings in accordance with the criteria of CDC 8-6.176.060:

- A. The proposal complies with the Statewide Planning Goals and administrative rules as they relate to the proposal:

FINDING: The proposed change complies with the relevant Goals and rules in the following ways:

Goal 1 – Citizen Involvement – the proposal was subject to a public hearing as required by the Community Development Code. The proposal helps frame how citizen involvement takes place as part of planning applications.

Goal 2 – Land Use Planning – the proposal was considered in accordance with the applicable procedures of the Community Development Code.

Goal 3 – Agriculture – the goal is not applicable because the change deals with traffic impacts, not with specific land uses.

Goal 4 – Forestry – the goal is not applicable because the change deals with traffic impacts, not with specific land uses.

Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Spaces – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 6 - Air, Water and Land Resources Quality – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 7 - Areas Subject to Natural Hazards - the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 8 – Recreational Needs - the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 9 – Economic Development – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 10 – Housing – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 11 - Public Facilities and Services – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 12 – Transportation - the proposed traffic impact analysis process is consistent with the Transportation Goal as it is intended to mitigate any potential traffic impacts of development, and to be the primary traffic management tool for the Forest Lane Interchange Area Management Plan.

Goal 13 – Energy Conservation - the goal is not applicable as the change deals with traffic impact, not with specific land uses.

Goal 14 – Urbanization – the goal is not applicable as the change deals with traffic impact, not with specific land uses.

Goals 15-19 – these goals are not applicable as they deal exclusively with other regions of the State

B. The proposal complies with the Comprehensive Plan goals, policies, and implementation strategies:

1 – Policies on Natural Resources and Hazards

The policy supports the placement of new structures in a manner which supports the overall goals, policies and strategies of the comprehensive plan

2 – Infrastructure and Public Services

The policy ensures that all development is consistent with the goals, policies and objectives of the development code as to the provision of public services from the city.

3 – Economy –

The policy support the sustainability of the local economy by allowing citizens to access the planning process with the least up-front expense to achieving their desired development. The policy supports the goals, policies and the implementation strategy of the comprehensive plan.

C. Be internally consistent with related Comprehensive Plan or Development Code provisions

FINDING – The proposed amendment fits directly into the structure of the Development Code by adding language specific to the site design review process. The policy incorporates the design review process into the citizen involvement objectives of the plan and places control over decisions on design in the hands of a local special formed committee.

D. Promote provision of adequate public facilities and services for the community

The policy implements key design objectives of the comprehensive plan and the downtown zone in a citizen control review process. The policy is consistent with the goals, policy and implementation strategy of the comprehensive plan.

NOW THEREFORE:

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

SECTION 1. Chapter 8-6.20. Chapter 8-6.20 of the Community Development Code is amended by adding a new Section 8-6.20.070 – Architectural Review Procedures that reads as follows:

8.6.20.070 Architectural Review Procedures

The City Council shall approve and appoint a three-person voluntary citizen committee to act as the Architectural Review Committee (ARC) when the code requires a site plan development review as preliminary to issuing a development permit. This committee will serve at the pleasure of the City Council and shall serve staggered two year terms subject to reappointment of the City Council after the completion of a twenty-four month period from the date of appointment. The ARC shall consist of three persons; one of whom is a sitting member of the City Planning Commission, one of whom is a representative of the Downtown Zone and one who is a design or building professional with knowledge of the construction trades. An ex-officio representative of the City staff shall be appointed by the City Administrator to assist in the processing of the application for design review on behalf of the ARC.

- a. Upon receiving notice of a request for a development permit in the affected zone the City shall advise the applicant of the requirements of the zone for a Design Review with the City's ARC. The applicant will be asked to identify a date of when they will be ready to submit preliminary design per Sections 8-6.148.040 to 8-6.148.100 as appropriate for the particular application.
- b. The applicant upon submitting design documents will be advised of a date not less than 7 days nor more than 14 days in which the applicant will meet with the ARC to review the proposed development.
- c. The ARC shall meet with the applicant to review the application and discuss the design features of the proposed development. Applying the specific criteria of the CDC, the ARC shall complete their review and submit a summary of their findings to the City staff to be included in the staff report provided to the City's Planning Commission. Specifically, the ARC shall determine whether the proposed development meets the standards of the CDC and if it does not, specify why the proposal fails to meet this criteria.
- d. The ARC may suggest or recommend modifications to the proposed development site plan to ensure compliance with the standards of the CDC. These proposed changes should be made prior to submission to the City Planning Commission or the ARC shall note that the applicant failed to modify the application to comply with the design standards of the zone.

SECTION 2. Section 8-6.148.030. Chapter 8-6.148 of the Community Development Code is amended with:

- A. A Site Plan Review requiring an Architectural analysis for the Downtown Zone shall be completed by the ARC as set forth in 8-6.070 (a) through (d).

SECTION 3. Section 8-6.148.110. Section 8-6.148.110 of the Community Development Code is amended by adding language to read:

“The Planning Commission shall receive and Architectural Review Committee recommendation on a specific site design for all proposed developments in the Downtown Zone.”

SECTION 4. Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 5. Effective Date. This ordinance shall become effective thirty (30) days after adoption by the City Council and approval by the Mayor.

First Reading Approved: March 11, 2013; Ayes 6 ; Nays 0

Second Reading Approved: March 25, 2013 ; Ayes 6 ; Nays 0

Mayor

ATTEST:

City Recorder

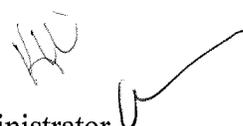
STAFF REPORT

Date Prepared: 3/14/13

For City Council Meeting on: 03/25/2013

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder



APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Ordinance No. 423 amending the City of Cascade Locks Comprehensive Plan by adopting the “Connect Cascade Locks 2012”, a recreational trails plan for the economic development, as a detailed element of the plan.

SYNOPSIS: The Planning Commission proposed amending the Comprehensive Plan to include the “Connect Cascade Locks 2012” Trails Plan. The City Council held a public hearing and discussed the amendment to the Comprehensive Plan.

CITY COUNCIL OPTIONS:

1. Have second reading of Ordinance No. 423 and vote to adopt the ordinance.
2. Take no action on this matter.

RECOMMENDATION: The City Council vote to adopt Ordinance No. 423.

BACKGROUND INFORMATION: The City Council held a public hearing on 3/11/13, made the motion to approve and had the first reading of Ordinance No. 423.

ORDINANCE NO. 423

AN ORDINANCE AMENDING THE CITY OF CASCADE LOCKS COMPREHENSIVE PLAN BY ADOPTING THE “CONNECT CASCADE LOCKS 2012” A RECREATIONAL TRAILS PLAN FOR ECONOMIC DEVELOPMENT, AS A DETAILED ELEMENT OF THE PLAN.

WHEREAS, the CELILO Planning Studio, in partnership with the Port of Cascade Locks, completed a very extensive community outreach process to develop a comprehensive trails plan for the community; and

WHEREAS, there was a Cascade Locks Advisory Committee formed to ensure key community members and leaders were directly engaged in the process of completing the Trail Plan; and

WHEREAS, the Port of Cascade Locks, the Tourism Committee, the Downtown Revitalization Committee, the Planning Commission, and the City Council has adopted the Plan; and

WHEREAS, the City Council makes the following findings in accordance with the criteria of 8-6.176.050 Approval Criteria - Comprehensive Plan and Development Code Text Amendments:

An application to amend the text of the Comprehensive Plan and/or the Development Code text shall be found to:

- A. Comply with the Statewide Planning Goals and related administrative rules.

FINDING: The proposed change complies with the relevant Goals and rules in the following ways:

Goal 1 – Citizen Involvement – the proposal was subject to a public hearing as required by the Community Development Code.

Goal 2 – Land Use Planning – the proposal was considered in accordance with the applicable procedures of the Community Development Code.

Goal 3 – Agriculture – the goal is not applicable because it does not deal with agricultural land

Goal 4 – Forestry – the goal is not applicable because it does not deal with the forest lands

Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Spaces – the goal is not applicable as the proposed text amendment does not directly impact any of the resources of the community

Goal 6 - Air, Water and Land Resources Quality – the goal is not applicable as the proposed text amendment does not directly impact any of the resources of the community

Goal 7 - Areas Subject to Natural Hazards - the goal is not applicable as the proposed text amendment does not directly impact any areas subject to mapped or identified natural hazards

Goal 8 – Recreational Needs - the goal is not applicable as the proposed text amendment does not directly impact any areas subject to recreation lands

Goal 9 – Economic Development – the goal is supported by the projection of community growth which then serves as the foundation of economic development planning

Goal 10 – Housing – the goal is supported by the projection of community growth which then serves as the foundation of housing planning

Goal 11 - Public Facilities and Services – the goal is supported by the projection of community growth which then serves as the foundation of public facility planning

Goal 12 – Transportation - the goal is supported by the projection of community growth which then serves as the foundation of transportation planning

Goal 13 – Energy Conservation - the goal is not applicable as the proposed text amendment does not relate to the conservation of energy

Goal 14 – Urbanization – the goal is supported by the projection of community growth which then serves as the foundation of land use planning

Goals 15-19 – these goals are not applicable as they deal exclusively with other regions of the State

B. The proposal complies with the Comprehensive Plan goals, policies, and implementation strategies:

1 – Policies on Natural Resources and Hazards

FINDING: These policies are not applicable as the proposed text amendment does not deal with, impact, nor is impacted by Natural Resources and Hazards

2 – Infrastructure and Public Services

FINDING: These policies shall be considered in all developments affecting public services and infrastructure to protect and enhance our alternative mode of transportation in the city.

3 – Economy

FINDING – The plan support an environmentally sustainable strategy for economic development which is consistent with the goals of the City of Cascade Locks.

- C. Be internally consistent with related Comprehensive Plan or Development Code provisions

FINDING – The “Connect Cascade Locks 2012” plan supports the comprehensive plan and development code by identifying strategic connections, interchanges and linkages to surrounding alternative mode transportation facilities.

- D. Promote provision of adequate public facilities and services for the community

FINDING – The proposed text amendment supports planning for public facilities.

NOW THEREFORE:

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

SECTION 1. The “Cascade Locks Comprehensive Plan,” Adopted May 2001, is amended by adoption of the “Connect Cascade Locks 2012” attached as Exhibit A, as a detailed element.

SECTION 2. Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 3. Effective Date. This ordinance shall become effective thirty (30) days after adoption by the City Council and approval by the Mayor.

First Reading Approved: March 11, 2013; Ayes 6 ; Nays 0

Second Reading Approved: March 25, 2013; Ayes 6 ; Nays 0

Mayor

ATTEST:

City Recorder

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, January 7, 2013, 7:00 PM, CITY HALL

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:05pm. TM Massey, TM Kononen, TM Shelley, and TC Carron were present.
2. **2013 Elections** – TM Massey motioned, seconded by TM Kononen, to re-elect TC Carron as Chair of the Tourism Committee. Voting on Secretary was tabled.
3. **Amendments to the Agenda** – None
4. **Comments by the General Public** – Shirley Carr (Cascade Locks brochure delivery) came to find out what she should do about the questions she gets asked about local events while she is on deliveries. She said she needs an event calendar. Glenda Groves (City Council Elect) came to inquire whether or not the Angela Coe Rainy Day Run/Walk would be planned and carried out this year. She stated that planning needs to start immediately and TM Kononen committed to initiate that effort.
5. **Discussion/Declaration of Potential Conflicts of Interest** – TC Carron will abstain from voting about whether the Committee will pay her registration for the US Sailing Symposium in Florida.
6. **Approval of 11/19/12 Minutes** – TM Kononen motioned, seconded by TM Massey. None opposed.
7. **Approval of Bills** – Tabled; more info needed.
8. **New Business**
 - A. **Bridge of the Gods Quilters** – Starting a Quilt Block Trail (like the one in Tillamook). Tourism agreed to support by advertising online. TC Carron to email grant application to the group.

--At 8:05pm the meeting had a break, then resumed at 8:16pm --

- B. **PCT Days** – Jason Waicunas, PCT Days organizer, gave a summary of the event and his new efforts to improve and expand it this year. TC Carron to email grant application to him.
 - C. **Planning Session: Olympiad** – Consensus to plan separate robotics and wrestling events instead of an Olympiad. There was interest in having a robotics demonstration at the next meeting. Discussion of the likelihood of this becoming a fall event.
 - D. **Planning Session: Tourism Symposium** – Discussion reached these conclusions: Event will be for anyone with any kind of storefront. Author of Curious Gorge is a potential speaker. First focus on business owners, staff to follow. Write a letter to businesses.
 - E. **US Sailing Symposium** – TC Carron is attending, along with Jess Groves, Gyda Haight, and Holly Howell. TC Carron inquired whether the Committee would be willing to pay TC Carron's \$125 registration fee. TM Kononen motioned, seconded by TM Massey, TC Carron abstained. None opposed.
9. **Unfinished Business**
 - A. **Events Planning Update: Rebecca** – Tabled; things are going well but it's getting really late.
10. **DRC Report** –

11. Tourism Committee Member Reports

A. Carron – 10 minutes – Announced Rebecca Sergeant’s Wednesday Coffee date, and how it helps her make progress to meet weekly for input on her activities.

C. Massey – 10 minutes –

D. Kononen – 10 minutes – Re-looking at Committee ordinance and TRT survey. Most committees collect 9% TRT’s while this committee only collects 7%. Will do a full report next meeting.

E. Shelley – 10 minutes – Described a PCT bandana with local logos printed on it. Inquired about whether Tourism Committee would be willing to financially support this bandana promoting Cascade Locks, as well as his transportation to the PCT kickoff event in San Diego.

12. Important Upcoming Events/Meetings – TC Carron provided a list of January dates to remember.

13. Adjournment – Meeting was adjourned at 10:48pm, motioned by TM Kononen, seconded by TM Massey and all agreeing.

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Monday, March 4, 2013, 7:00 PM, CITY HALL

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:04pm. TM Massey, TM Kononen, TM Shelley, TM Fine, TM Baseman and TC Carron were present.
2. **Amendments to the Agenda** – None
3. **Comments by the General Public** – Pat Hesgard (Columbia Gorge Lions Club President) and Martena Pennington (Lions Club and Chair of Sternwheeler Days planning) came to request funding for Sternwheeler Days. Also welcomed everyone to their next planning meeting taking place on the third Tuesday of the month at 6:30pm. Samantha Verschuren presented news about Art in the Park. The contract for the Eagle sculpture has been submitted for approval and fundraising continues. TM Massey and TM Kononen offered to help get the word out about the raffle. Unveiling of the finished piece will ideally be the 4th of July. Jason Waicunas (Pacific Crest Trail Days organizer) came to request funding in any amount to be used towards the marketing and promotion of the September event. He said that unlike past years, it will be much bigger, with at least 1,000 attendees, and free to the public.
4. **Discussion/Declaration of Potential Conflicts of Interest** – None
5. **Approval of 1/7/13 Minutes** – TM Kononen motioned, seconded by TM Massey. None opposed.
6. **Approval of Bills** – Cascade Locks Ale House (house lighting contest prize gift certificates) TM Kononen motioned, seconded by TM Massey. None opposed.
7. **Budget** Committee agreed to hold a budget meeting session soon. TM Kononen offered her house as the location for the meeting. Donna Mohr was present to clarify budget graphs and charts. Affirmed that there has been long-time problems keeping the budget. Showed proof that Transient Room Taxes are going up. TM Kononen spoke up that she will compile a list of various ways that accounts and/or funds are handled by other similar organizations.

--At 8:30pm the meeting had a break, then resumed at 8:41pm--

City Administrator Gordon Zimmerman promised that the City will work with the committee to improve the committee's finance system so that financial information will be up to date in time for committee meetings. City RARE Rebecca Sergeant passed out a printout of the existing criteria that the Tourism Committee has been using to grant funds to events. Stapled with it were suggestions for improvement. The Committee would like to run events that at least break even, should not be losing money on events. And the events granted money by the Committee should adhere to the legal definition. After some discussion on the topic, Rebecca agreed to further revise the document for review at the next meeting.

- A. **Approve Budget Priorities** – TM Fine motioned, seconded by TM Massey. Passed unanimously.

8. New Business

Angela Coe Rainy Day Run/Walk – Glenda Groves was present to help plan the event. The date of the event will be April 20th, as it will not be possible to hold it on the same weekend as the citywide garage sales. Glenda had a typed To-Do list which she passed to the Committee.

--At 9:47pm the meeting had a break, then resumed at 9:49pm--

Most of the tasks were then assigned to people to complete. Updates on To-Do list status will be brought to the next meeting.

- A. Go-Oregon** – TM Kononen motioned, seconded by TM Fine. None opposed.
 - B. Other Community Events: online calendar** – Rebecca Sergeant explained that there were some submissions to the online calendar via the form, from the Hood River County Chamber, taking place outside of Cascade Locks. Consensus was made to keep the online calendar strictly for events taking place within Cascade Locks. Rebecca also asked for a volunteer to receive the online event submissions and copy-paste the appropriate ones into the online calendar. TM Fine volunteered, with the agreement that Rebecca will train her in the process.
 - C. Art in the Park** – Tabled
 - D. Ad Buys** – Tabled
- 9. Planning Sessions**
- A. Update: Rebecca** – Passed out March FLASH Report and summarized its purpose. Passed out a memorandum listing workplan activities.
 - B. Planning Session: Tourism Symposium** – Tabled, after brief discussion of how the purpose of the event will be to explain TRT's, how to use marketing materials, and improve online reviews.
 - C. Garage Sale Days** – Discussion of the usual tasks for carrying out this event prompted Rebecca Sergeant to read the enhancement ideas from her workplan meeting in September 2012. An indoor sale in the city gym, advertising the firehouse pancake breakfast, and offering restaurant coupons were all ideas the Committee was still interested in following through with. The donation sale/auction idea was almost scrapped, but it was decided to offer that component of the event to Samantha V. as a fundraising opportunity for Art in the Park. Rebecca agreed to take on several coordination tasks.
- 10. DRC Report – Kayla** – Almost ready to switch to the name “Cascade Locks Business Association,” and the spring cleanup needs volunteers/trucks.
- 11. Tourism Committee Member Reports**
- A. Carron** – Clearwater FL was an amazing trip, will give presentation to group about it later
 - C. Massey** – Welcomed Cindilee Baseman to the Committee, saying it takes time but is rewarding
 - D. Kononen** – None
 - E. Shelley** – None
 - F. Fine** – Asked about brochures. Will she be taking on more responsibility? Need to get them out ASAP
 - G. Baseman** – Thanks and glad to be on board
- 13. Adjournment** – Meeting was adjourned at 10:55pm

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Friday, March 15, 2013, 6:00 PM, CharBurger

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 6:17pm. TM Baseman, TM Kononen, TM Fine, TM Massey and TC Carron were present. TM Shelley was excused.
2. **Amendments to the Agenda** – Added the Governor’s Conference to New Business.
3. **Discussion/Declaration of Potential Conflicts of Interest** – TC Carron and TM Kononen discussed the fact that TC Carron owns a business in publishing.
 - A. **Budget** - TM Kononen opposed the amount of money granted to CGRA by the committee this budget year. The committee members began a line item review of last year’s expenditures. TM Kononen made a list of issues she felt needed to be corrected regarding TC Carron’s potential conflict of interest’s declarations. TC Carron stated she already met the requirements. A consensus was made that the recorded line item description should match the information submitted on the purchase order. TM Kononen will make a formal list of line items in question, to clarify with the finance officer and city manager. TM Kononen and the committee would like more information about fines assessed for non-payment of TRT’s. The question arose whether, after budgeting, the Tourism Committee is receiving the full 30% of TRT’s, or just exactly the amount budgeted for. A proposal letter will be sought from Shirley Carr for brochure distribution. Checking with Oregon Restaurant and Lodging Association is in order, regarding energy expenses being charged to the Tourism Committee for use of council chambers. A line item for electricity charges, for a sign that doesn’t work, should be disputed. Rebecca Sergeant will compile a comprehensive report on her RARE activities and accomplishments to date.
4. **New Business**
 - A. **PCT Days** – Tabled
 - B. **Art in the Park** – Tabled
 - C. **Ad Buys** – Tabled
 - D. **Governor’s Conference – Motion:** TM Kononen motioned, seconded by TM Fine, to send three people to the Oregon Governor’s Conference on Tourism in an amount not to exceed \$1,100 (including conference fees and room rate). Two people will attend the full conference – one will attend on Monday only. The motion passed unanimously.
5. **Planning Sessions**
 - A. **Event Criteria - Rebecca** – Passed out revised Application for Project/Event Funding.
 - B. **Angela Coe Rainy Day Run** – Planning to order 144 tshirts.
 - C. **Tourism Symposium** – Tabled
 - E. **Garage Sale Days** – Need 4’ stakes with flags. Rebecca will double check that the gym is reserved. TC Carron will inquire about the use of tables.
6. **Adjournment – Motion:** TM Kononen motioned, seconded by TM Baseman, to adjourn the meeting at 9:06pm. The motion passed unanimously. Next meeting was scheduled for Tuesday, March 19th at 7pm at the fire hall.

MATTHEW T. ENGLISH
SHERIFF

BRIAN ROCKETT
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

CASCADE LOCKS MONTHLY REPORT

February 2013

1. **TOTAL CALLS FOR SERVICE: 136** (Includes follow-ups, Officer initiated, agency assist, ect.)
2. **TOTAL PRIORITY CALLS: 9**
3. **TOTAL CRIMES AGAINST FAMILIES: 0**
4. **TOTAL CASE NUMBERS ISSUED: 15**
5. **TRAFFIC STOPS: 49**
6. **TOTAL ANIMAL CONTROL CALLS/CITATIONS: 1**

Additional Investigative Support: Reserve Deputy Renault, Deputy Larson, Deputy Cozad, Reserve Deputy Pivarunas and Deputy R. Princehouse. Case numbers include: S130077, S130081, S130088, S130108, S130115, S130118, S130122 and S130139.

Deputy Harvey worked 108 hours in the City of Cascade Locks.

In addition, Hood River County Sheriff's office Personnel worked an additional 76 hours within the City of Cascade Locks, (Reserve Deputy Pivarunas, Deputy Carmody, Deputy Cozad, Chief Deputy Rockett, Deputy Larson, Deputy Paulsen, Sheriff English, Deputy Anderson, Deputy R. Princehouse, Deputy Hughes, Reserve Deputy Renault, Reserve Deputy Linker and Det. Princehouse).

The information reflected above is supported by the Hood River County Sheriff's Office Monthly report for the City of Cascade Locks. The information in the support documents must be cleansed Per ORS 192.501 & 192.502, but is on file to support this excerpt.

Brian Rockett
Chief Deputy

CASCADE LOCKS STAFF REPORT

Date Prepared: March 19, 2013

For City Council Meeting on: March 25, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Fire Suppression Fee

SYNOPSIS: At the last Council meeting, public testimony was heard concerning the fire suppression fee assessed to each utility user each month. The following is an analysis of that fee, its purpose, and the effect of the suggested suspension on the fee.

This document is for discussion purposes only.

The original fire suppression fee of \$1.00 per utility account was established with the first water rates. This discussion concerns the increase to \$9.00 per utility account approved by the Council June 4, 2012. (The actual fee is dependent on the size of the water service into the residence or business.) This fee increase was set for a limited time (24 months) and is set to return to the original fire suppression fee on July 1, 2014. The purpose of this two year period was to provide the Fire Department sufficient time to build its normal revenue and to provide a basis to determine the appropriate amount of funding for the department. Resolution 1240 was passed to put this fee into place.

The comments provided to the Council on March 11 indicated that this fee was "illegal" because it did not conform to the Charter which indicates that "any fee, tax, or charge" must be referred to the ballot for approval by the voters. This section of the Charter was approved by the voters in 2008.

At the June 4, 2012, City Council meeting, the City Attorney stated that the validity of the Charter amendment was questionable because fees are usually considered administrative actions of the Council and not legislative actions. Therefore, because only legislative actions are subject to the initiative process, the Charter amendment may not be valid.

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The following is an explanation of this action by Ruben Cleaveland, City Attorney:

“Oregon Courts have not definitively stated whether such action is administrative or legislative but it is a possibility they would find it administrative in nature if such a question were at issue. Such a finding would mean the charter amendment is not properly the subject of the legislative initiative process of the citizens. In the situation at hand, the Circuit Court would need to take declaratory action deeming the charter amendment was not proper and is thus, invalid. Council chose to go forth without the benefit of such a declaration, choosing instead to risk the need to defend a lawsuit upon the advice may very well be administrative, but not upon the advice that it was in fact administrative. “

In the State of Oregon decisions by the Council may be challenged by any citizen in the jurisdiction with an injunction forcing the action to a review in an appropriate court. This challenge must be filed with the court within 10 days of the Council action. The minutes of that Council meeting indicated that one citizen was ready to go to court over this resolution. No injunction was filed within the 10 day limit.

Since the City Attorney advised the City Council that it could interpret the Charter amendment as invalid, or invalid as applied to administrative fees, it was within its rights to increase the fire suppression fee, and since no injunction was filed to prevent the fee from going into effect, the fire suppression fee is therefore valid and enforceable until a court of competent jurisdiction rules otherwise.

The Council does have the right to change its collective mind. If the current Council were to accept that the increased fire suppression fee violated the Charter, the following consequences would result:

1. Declaring the \$8.00 increase to be illegal which would then logically require the City to pay back the entire amount collected, approximately \$3,750 per month for the past 8 months or \$30,000. (The City has collected a total of \$36,000 over the last 8 months. The difference is the \$1.00 original fire suppression fee.)
2. It was suggested at the last Council meeting that the fire suppression fee be suspended. The Council could find that the fee is legal, but also find that it is prudent to place the question before the voters after “suspending” the fee. If the Council chose this action for the last four months of the 2012-2013 fiscal year, the loss of income would amount to \$15,000.
3. The total loss from the discontinuance and repayment of the fire suppression fee would be \$45,000 for the 2012-2013 fiscal year.

I have attached a spreadsheet that outlines the Fire Department's actual revenues and expenditures through February 2013 and an estimation of the remaining year based on the average expenditures or revenue. The total estimated revenue for the Fire Department including all sources of income is \$240,000. The total estimate expenditures would be about \$189,000, leaving a beginning fund balance for the next fiscal year of \$51,000. The ideal beginning fund balance should be the amount of resources required to run the department for the first four months of the fiscal year – about \$71,000. Since some revenue does come in during the first four months before the property tax revenue fills the coffers, \$51,000 is adequate for a fire department of this size.

(Please also remember that the Fire Department personnel were not in place for the first four months which would increase the expenditures about \$28,000. It would be assumed that ambulance fees would also have raised an estimated \$4,500 per month over that same period. This highlights the need to have additional sources of revenue besides ambulance fees to run the department.)

In a very general summary the Fire Department needs at least \$220,000 per year to operate excluding any capital expenditures and debt repayment to City Light and the Oregon Investment Board (OIB) for the building loans of \$80,000 per year. (This also does not include a reasonable beginning fund balance to operate the department until tax revenues are received in November.)

What would the consequences be if the fire suppression fee was eliminated from the annual fire department budget?

1. To begin with, assuming an average of \$7,000 cost per month for personnel for the last four months of 2012-2013 fiscal year, the beginning fund balance (BFB) for 2013-2014 would be \$51,000. Eliminating anywhere from \$15,000 to \$45,000 from the revenue would reduce the BFB to an undesirable level.
2. The loss of revenue would jeopardize at least one staff position in the Fire Department, placing the whole burden of the department on the back of one 40 hour per week employee. Expecting the employee to respond to emergency calls and do all the paperwork required for the reporting and billing of the department is irresponsible. The loss of staff would result in lower service and loss of revenue from ambulance transfers at the very least.
3. With the loss of revenue to sustain the department, and the loss of staff in the department, we would be required to report the diminished department to the ISO (the Insurance Service Organization). The ISO determines the classification of the department with 1 being the best and 10 being the one with the least resources. Cascade Locks is currently rated as 5. With the reduction in staff and resources we would probably be rated at least a 9 and maybe a 10. This would double the cost in

homeowners insurance from an average of \$40 per month to \$80 per month, far more than the \$8 fire suppression fee.

4. Hood River County Fire Agencies would be reluctant to provide mutual aid because of the potential of an increased number of calls from Cascade Locks would stretch their own resources to cover our diminished department.
5. Skamania County resources (paramedics) would not be able to respond to Cascade Locks unless they held Oregon paramedic certification also. None currently hold Oregon accreditation.
6. Because only one employee would be on duty for 40 hours per week when they were not on vacation, or sick, or in training, the service to our citizens would be greatly reduced. Response times could be lengthened if the service came from Troutdale or Hood River.
7. With the increased response time, people may be forced to provide personal transport of patients to the hospital in Hood River, Mt. Hood Medical, or Skyline Hospitals.
8. Local events that require EMT's in attendance would be required to hire them because we would no longer have sufficient staff to cover the event. This would almost certainly cost each event more.
9. This action may also increase insurance costs for potential industrial developers in the Industrial Park.

Leaving the current fire suppression fee in place to avoid these consequences seems prudent to do until we have a more accurate grasp of ambulance fee revenues and department expenditures over a one or two year period.

The suggestion may be made to reduce office staff in order to fund the Fire Department. What staff would be reduced and what would the consequences of that decision be? Do we reduce staff in the Planning Department which would slow up any development process thereby throwing up another obstacle to industrial recruitment and job creation? Do we eliminate a receptionist who facilitates the flow of cash through the office and provides excellent customer service to our citizens? Do we eliminate the utility billing clerk who is responsible to generate the revenues and pays the city's bills and who is funded out of the utility funds, not the General Fund? How do you find the balance of staff reductions that are worth \$8 a month to each household? (A time/wage study could provide some of those answers, but that has been put on hold for the time being, even though the Auditor recommended such a study be done to facilitate the distribution of administrative overhead objectively.)

This is just a gentle reminder: three years ago the Council took back the hiring/firing authority from the City Administrator. With that authority also comes personal responsibility. Should any

employee sue the city and its individual city councilors for personnel decisions that negatively impact that employee, and should that employee win that lawsuit, then each Councilor may be responsible for their share of the judgment. That would not be covered by director's insurance. CIS insurance may cover the cost of the investigation and trial, but may not cover any monetary judgment awarded.

Should the Council refer the fire suppression fee to the ballot, the estimated \$3,000 cost of the election would be borne by the General Fund. The wording of the proposed ballot measure should be thoughtfully constructed. For example, if the Council were to continue the fee, then the referral to the voters would ask "Should the fee be continued?" If the Council were to suspend the fee, the question could be "Should the fee be reinstated at a given rate?"

If the Council wants to refer the fee to the voters, staff would need to work out the process and timeline with the county elections officer. Since this is not an even numbered year, the following requirements for passage of the measure must be noted. Oregon has a double majority rule for financial measures in elections not held at the primary or general election in even numbered years. The measure must pass with greater than 50% of the votes cast in the election. In addition more than 50% of the registered voters must also vote in that election. This means if an elector chooses not to vote in the election, it is the same as a "NO" vote. If the voters reject the fire suppression fee at the ballot box, the question to the Council will be how to fill the \$45,000 hole created without damaging the operations of the rest of the City.

Suspending or eliminating the fire suppression fee is not a simple matter, but must be carefully considered.

CITY COUNCIL OPTIONS: The City Council has the following options related to this issue.

1. Request staff to propose a resolution to suspend or eliminate all or part of the fire suppression fee.
2. Request staff to propose a ballot measure for a determined fee.
3. Send the question to the ESD Finance and Operation Sub-Committee.
4. Address the problem through the budget process.
5. Leave the fee in place and refer the question to the voters.
6. Do nothing at this time.

RECOMMENDATION: This is a discussion item only. Council may direct staff to return to Council with the proposed direction.

Revenues

2012-2013	Actual Cash Received									Total
	Fire Suppression Fees Revenue	Property Tax Transfer	Ambulance from Fees	Fire Med/Life Contracts	Rural Fire Protection Contracts	Multnomah County Contracts	Interest Income	Misc. Income	Internal Transfer of 2%	
July	4,483.76	-	1,202.47	-	329.00		11.20		3,584.79	9,611.22
Aug	4,515.19	576.50	5,204.26	-	308.00		4.07		3,261.27	13,869.29
Sept	4,539.00	358.00	7,148.95	42.00			3.42		3,241.15	15,332.52
Oct	4,514.62	533.85	1,261.15	-			5.79	25.00	3,815.78	10,156.19
Nov	4,499.36	72,501.64	9,192.96	714.00		10,000.00	9.20	744.00	2,906.75	100,567.91
Dec	4,483.59	455.31	4,821.92	126.00			20.09		3,938.55	13,845.46
Jan	4,500.13	885.23	4,069.99	84.00			21.45	115.00	4,792.53	14,468.33
Feb	4,486.54	709.47	2,145.60	126.00			11.79	183.10	4,025.29	11,687.79
Mar	4,502.77	-	4,380.91	-			10.88	-	3,695.76	12,590.33
Apr	4,502.77	-	4,380.91	-			10.88	-	3,695.76	12,590.33
May	4,502.77	-	4,380.91	-			10.88	-	3,695.76	12,590.33
June	4,502.77	-	4,380.91	-			10.88	-	3,695.76	12,590.33
Totals	54,033.29	76,020.00	52,570.95	1,092.00	637.00	10,000.00	130.52	1,067.10	44,349.17	239,900.02
Budgeted										288,609.00

Expenses

2012-2013	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers	Admin	Admin	Total	
					Personnel Services	Material & Services		
July	13.09	17,459.74	-	204.92	377.29	243.09	18,298.13	
Aug	-	6,040.15	2,423.74	204.92	539.08	281.55	9,489.44	
Sept	-	8,131.26	-	204.92	563.40	278.75	9,178.33	
Oct	71.08	6,222.01	-	204.92	545.17	290.06	7,333.24	
Nov	9,398.47	3,643.80	-	204.92	796.09	406.16	14,449.44	
Dec	7,042.97	7,565.83	1,326.00	204.92	541.44	294.72	16,975.88	
Jan	7,029.81	19,849.34	-	204.92	751.02	327.56	28,162.65	
Feb	6,445.73	7,775.35	-	204.92	844.97	45.88	15,316.85	
Mar	6,839.50	9,585.94	-	204.92	619.81	270.97	17,521.14	
Apr	6,839.50	9,585.94	-	204.92	619.81	270.97	17,521.14	
May	6,839.50	9,585.94	-	204.92	619.81	270.97	17,521.14	
June	6,839.50	9,585.94	-	204.92	619.81	270.97	17,521.14	
Totals	57,359.16	115,031.22	3,749.74	2,459.04	7,437.69	3,251.66	189,288.51	Estimated BFB: 50,611.51
Budgeted:	120,009.00	92,303.00	4,430.00	59,460.00	9,829.00	2,578.00	288,609.00	

1. This does not include a beginning fund balance of \$57,000 or the repayment of that amount in November when the property taxes were received.
2. The Fire Suppression Fee is based on \$9 per month for basic services, an \$8 per month increase. Normal \$1 per month fee would generate about \$750 per month.
3. Yellow highlighted areas are estimates for the rest of the year.
4. Revenues for services rendered was based on amount billed, not the actual amount collected. These numbers reflect actual cash received.