

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, March 24, 2014, 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 10, 2014 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 111,817.56.**
 - c. **Approve Tourism Brochure Printing in the Amount of \$ 8,524.00.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Adopt Ordinance No. 432 Adopting the City of Cascade Locks Municipal Code as Revised, Reformatted, Indexed, Codified, Compiled and Edited.**
 - c. **Electric Master Plan Request.**
 - d. **Approval of Municipal Judge Contract.**
 - e. **Approval of Gorge Hubs Concept.**
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. **Rate Definition Discussion.**
 - c. **Medical Marijuana Discussion.**
 - d. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session ORS 192.660 2 (a) Employment of Public Officers, Employees and Agents.**
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.** Council President Bruce Fitzpatrick called the meeting to order at 7:03 PM. CM's Fitzpatrick, Randall, Walker, Helfrich, and Busdieker were present. Mayor Cramblett and CM Groves were excused. Also present were City Administrator Gordon Zimmerman and City Recorder Kathy Woosley.

2. **Additions or amendments to the Agenda.** None.

3. **Adoption of Consent Agenda.**

a. **Approval of Minutes of February 24, 2014 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$ 146,798.85.**

CP Fitzpatrick read the list of items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Randall, to adopt the Consent Agenda. The motion passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich, and Busdieker.

4. **Public Hearings.** None.

5. **Action Items:**

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

b. **Approve Resolution 1298 Regarding Excessive Force in Nonviolent Civil Rights Demonstrations.** CA Zimmerman explained that the City is required to adopt this resolution prohibiting excessive use of force against individuals involved in nonviolent civil rights demonstrations. He said this is a requirement of the grant funding for the Wastewater Master Plan.

Motion: CM Helfrich moved, seconded by CM Busdieker, to approve Resolution No. 1298 regarding the excessive use of force in nonviolent civil rights demonstrations.

CM Walker asked if there were any other methods of funding. CA Zimmerman answered that it wouldn't be all grant funding. CM Walker asked who the Infrastructure Finance Authority (IFA) was. CA Zimmerman explained the IFA are part of the Oregon Business Development Department and govern the federal funding programs throughout the state.

CM Busdieker asked if "excessive force" could be better defined. CA Zimmerman explained that excessive force is determined as using a greater force than the other person. CM Helfrich explained excessive force and also stated that he interprets the resolution that the City will not use excessive force. CM Randall stated that he wanted it on record that requiring this should not be a part of borrowing money from the state. He said it is unnecessary. He said there is already protection for this.

CM Walker stated that this resolution is pretty vague. He asked what "facility" and "location" meant. He said this country was founded on civil disobedience. He said he didn't like anything that would keep people from expressing their opinions whether he agreed with them or not. He asked what wastewater management has to do with civil disobedience. He said it doesn't make sense. He said this is one more instance of something meant to do well but doesn't.

CM Busdieker said she didn't understand why this has to be attached to a wastewater development grant. She said she understood what is trying to be accomplished but the wording is vague and asked who decides what constitutes excess force. CA Zimmerman explained that if you're standing in the way of a truck, you're barring entrance and if you're blocking a doorway, you're barring entrance. He said this is not aimed at Cascade Locks only. He said it is for every CDBG grant granted in 2013. He said this resolution is congressionally mandated.

CM Helfrich said he views the resolution as a protection of the citizens' rights. He said there are laws on the books but a city can determine its pattern and practice with the law enforcement agency. He said this resolution protects citizens from having excessive force used against them.

The motion passed with CM's Fitzpatrick, Randall, Helfrich, and Busdieker voting in favor. CM Walker opposed. CM Walker said his concern is the resolution is saying two different things and too open ended. He said his objection is he isn't sure what "facility" or "location" means. He said this has no place with a wastewater treatment loan.

c. Approval of IFA Contract. CA Zimmerman said the contract is what gives the City the grant money. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve the CDBG Contract P13021. The motion passed with CM's Fitzpatrick, Randall, Helfrich, and Busdieker voting in favor. CM Walker opposed.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. None.

7. Reports and Presentations.

a. City Committees. None.

b. City Administrator Zimmerman Report. CA Zimmerman stated that he would be attending the quarterly Tri-County Hazardous Waste board meeting on Wednesday. He said he attended the CIS Annual Conference and reported on projected insurance increases. He asked Council to contact him if they are interested in attending the LOC Annual Conference in September so that sufficient funds could be budgeted for that. CA Zimmerman said he attended a one-day small water systems workshop and will be sharing information with Council at the next meeting. He said CATV negotiations are continuing. He asked for Council approval to hire temporary part time paramedics and use those until July. He said the City would know what the parameters would be after the election. There was consensus of Council.

8. Mayor and City Council Comments. CM Helfrich stated he had spoken with Port Commissioner Groves and was told that he and Mayor Cramblett are talking with the people in Washington, D.C. and gathering ideas and solutions of how to help get businesses into Cascade Locks. He said as discussed in the Joint Work Group on Economic Development meetings it is contingent on the City and Port getting the infrastructure into the industrial park. CM Helfrich said he is glad to see the City will be getting out of the CATV business.

CM Busdieker thanked the City crew for their work during the recent snow storm.

9. Other matters. None.

10. Executive Session as may be required. None.

11. Adjournment. **Motion:** CM Helfrich moved, seconded by CM Randall, to adjourn. The motion was passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich, and Busdieker. The meeting was adjourned at 7:38 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
3/7/2014	Payroll	\$ 33,265.28
3/14/2014	A/P	\$ 78,552.28

GRAND TOTAL \$ 111,817.56

APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4536	03/14	03/14/2014	20	18498	ADDYLAB	Water Sample Testing	2140562150	45.00
Total 4536:								
4537	03/14	03/14/2014	6880	112319	American Equipment Company, Inc.	fuel pump and hose	5140562201	119.20
Total 4537:								
4538	03/14	03/14/2014	6822	97381	American Legal Publishing Corporation	Codification final billing	0140162110	589.47
4538	03/14	03/14/2014	6822	97381	American Legal Publishing Corporation	Codification final billing	0542162110	43.62
4538	03/14	03/14/2014	6822	97381	American Legal Publishing Corporation	Codification final billing	2142162110	161.21
4538	03/14	03/14/2014	6822	97381	American Legal Publishing Corporation	Codification final billing	3142162110	187.74
4538	03/14	03/14/2014	6822	97381	American Legal Publishing Corporation	Codification final billing	5142162110	1,384.56
Total 4538:								
4539	03/14	03/14/2014	460	5169	BROWN & KY SAR, INC	General Consulting	5140562110	621.60
Total 4539:								
4540	03/14	03/14/2014	580	03012014	CARR, SHIRLEY	Brochure Delivery	0840562101	500.00
Total 4540:								
4541	03/14	03/14/2014	590	C273818	CARSON OIL COMPANY	fuel	0540562420	75.04
Total 4541:								
4542	03/14	03/14/2014	670	100030200 3	CASCADE LOCKS LIGHT CO.	pump lift station	3140562070	21.30
4542	03/14	03/14/2014	670	100038200 3	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,429.82
4542	03/14	03/14/2014	670	100379100 3	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	2,024.13
4542	03/14	03/14/2014	670	103714500 3	CASCADE LOCKS LIGHT CO.	wasco creek lift station	3140562070	21.30
4542	03/14	03/14/2014	670	200120000 3	CASCADE LOCKS LIGHT CO.	cemetery	1740562551	21.30
4542	03/14	03/14/2014	670	300155100 3	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	404.54
4542	03/14	03/14/2014	670	300155900 3	CASCADE LOCKS LIGHT CO.	museum	0140762630	187.39
4542	03/14	03/14/2014	670	300159202 3	CASCADE LOCKS LIGHT CO.	fire station	0540562439	24.73
4542	03/14	03/14/2014	670	300171800 3	CASCADE LOCKS LIGHT CO.	mail lighting	5140562800	21.30

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4542	03/14	03/14/2014	670	300183900 3	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	69.96
4542	03/14	03/14/2014	670	314	CASCADE LOCKS LIGHT CO.	senior sewer subsidy	0140862025	204.30
4542	03/14	03/14/2014	670	6001350 3/1	CASCADE LOCKS LIGHT CO.	new fire station	0540562439	844.09
4542	03/14	03/14/2014	670	600135000 3	CASCADE LOCKS LIGHT CO.	city hall utilities	0140462551	1,589.44
4542	03/14	03/14/2014	670	600135000 3	CASCADE LOCKS LIGHT CO.	city hall utilities	2142162071	374.39
4542	03/14	03/14/2014	670	600135000 3	CASCADE LOCKS LIGHT CO.	city hall utilities	5142162071	636.30
4542	03/14	03/14/2014	670	600136900 3	CASCADE LOCKS LIGHT CO.	87 Ruckle	3140562070	47.68
4542	03/14	03/14/2014	670	600137000 3	CASCADE LOCKS LIGHT CO.	chlorinator	2140562070	21.30
4542	03/14	03/14/2014	670	699999800 3	CASCADE LOCKS LIGHT CO.	tourism	0840562071	15.00
Total 4542:								7,955.27
4543	03/14	03/14/2014	740	55954	CASELLE, INC.	Contract Support	0140162082	142.20
4543	03/14	03/14/2014	740	55954	CASELLE, INC.		0340562082	45.03
4543	03/14	03/14/2014	740	55954	CASELLE, INC.		0540562082	40.29
4543	03/14	03/14/2014	740	55954	CASELLE, INC.		2140562082	244.11
4543	03/14	03/14/2014	740	55954	CASELLE, INC.		3140562082	218.04
4543	03/14	03/14/2014	740	55954	CASELLE, INC.		5140562082	417.12
4543	03/14	03/14/2014	740	55954	CASELLE, INC.		5140562082	78.21
Total 4543:								1,185.00
4544	03/14	03/14/2014	790	313230273 3	CENTURYLINK	Fire Department Phones	0540562050	134.91
4544	03/14	03/14/2014	790	313401451 2	CENTURYLINK	Lift Station	3140562050	115.46
Total 4544:								250.37
4545	03/14	03/14/2014	820	58542	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,250.00
Total 4545:								7,250.00
4546	03/14	03/14/2014	1120	B64221	COLUMBIA HARDWARE, LLC	Misc supplies	1740562519	7.38
4546	03/14	03/14/2014	1120	B64221	COLUMBIA HARDWARE, LLC	wood	2140562560	37.96
Total 4546:								45.34
4547	03/14	03/14/2014	1290	18974	CRUISE MASTER PRISMS, INC	glass plaque	0540562028	211.23
Total 4547:								211.23

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4548	03/14	03/14/2014	1620	347	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services February 2014	5140562139	750.00
Total 4548:								750.00
4549	03/14	03/14/2014	1670	2014-0644	EMERGENCY REPORTING	Quarterly Invoice	0540562113	567.00
Total 4549:								567.00
4550	03/14	03/14/2014	4910	601304302	Estate of George Krawitter	Refund Deposit	5121130	307.96
Total 4550:								307.96
4551	03/14	03/14/2014	2080	5396186	GLOBALSTAR	Satellite Phone	0540562050	27.39
Total 4551:								27.39
4552	03/14	03/14/2014	6854	22814	Gordon Zimmermann	reimburse mileage	0140162020	31.90
4552	03/14	03/14/2014	6854	22814	Gordon Zimmermann	reimburse mileage	2142162020	9.53
4552	03/14	03/14/2014	6854	22814	Gordon Zimmermann	reimburse mileage	3142162020	6.80
4552	03/14	03/14/2014	6854	22814	Gordon Zimmermann	reimburse mileage	5142162020	27.37
4552	03/14	03/14/2014	6854	3414	Gordon Zimmermann	reimburse mileage	2140562020	49.28
Total 4552:								124.88
4553	03/14	03/14/2014	2190	13112	GRANICH ENGINEERED PRODUCTS	Impeller	3140562560	6,150.07
Total 4553:								6,150.07
4554	03/14	03/14/2014	2320	C050170	HD Supply Waterworks, LTD.	Fittings	2140562560	254.20
Total 4554:								254.20
4555	03/14	03/14/2014	2420	31214	HOOD RIVER CO. - FINANCE	Dog License	0130143280	8.50
Total 4555:								8.50
4556	03/14	03/14/2014	2530	7837464	HOOD RIVER GARBAGE SVC.	20 Yard Drop Box	5140561580	842.66
Total 4556:								842.66

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4557	03/14	03/14/2014	2550	000146226	HOOD RIVER HEALTH DEPT.	Immunizations for PW	3140562870	109.45
Total 4557:								
4558	03/14	03/14/2014	6874	FEB2014	LIN Television Corporation	programming	4140562740	213.92
Total 4558:								
4559	03/14	03/14/2014	3160	31314	MARIANNE BUMP/PETTY CASH	office supplies	0140162010	11.40
4559	03/14	03/14/2014	3160	31314	MARIANNE BUMP/PETTY CASH	office supplies	0140262010	1.13
4559	03/14	03/14/2014	3160	31314	MARIANNE BUMP/PETTY CASH	office supplies	0542162010	.29
4559	03/14	03/14/2014	3160	31314	MARIANNE BUMP/PETTY CASH	office supplies	2142162010	5.68
4559	03/14	03/14/2014	3160	31314	MARIANNE BUMP/PETTY CASH	office supplies	3142162010	5.63
4559	03/14	03/14/2014	3160	31314	MARIANNE BUMP/PETTY CASH	office supplies	5142162010	24.82
4559	03/14	03/14/2014	3160	31314	MARIANNE BUMP/PETTY CASH	office supplies	5142162055	24.99
Total 4559:								
4560	03/14	03/14/2014	3380	KPDX FEB20	Meredith Corporation	Retransmission	4140562740	57.30
4560	03/14	03/14/2014	3380	KPTV FEB20	Meredith Corporation	Retransmission	4140562740	143.25
Total 4560:								
4561	03/14	03/14/2014	3490	96-01-01 3/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,256.28
4561	03/14	03/14/2014	3490	96-01-01 3/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	262.40
4561	03/14	03/14/2014	3490	96-01-02 3/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	1,016.01
4561	03/14	03/14/2014	3490	96-01-02 3/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	249.55
Total 4561:								
4562	03/14	03/14/2014	6787	22237	NorthShore Medical Group	CDL Exam	5140562110	98.50
4562	03/14	03/14/2014	6787	22237	NorthShore Medical Group	CDL Exam	5140662110	98.50
Total 4562:								
4563	03/14	03/14/2014	4020	ME113621	ODOT-FUEL SALES	Fuel	0540562420	523.73
4563	03/14	03/14/2014	4020	ME113621	ODOT-FUEL SALES	Fuel	2140562530	182.68
4563	03/14	03/14/2014	4020	ME113621	ODOT-FUEL SALES	Fuel	3140562530	342.22
4563	03/14	03/14/2014	4020	ME113621	ODOT-FUEL SALES	Fuel	5140562200	404.19
4563	03/14	03/14/2014	4020	ME113621	ODOT-FUEL SALES	Fuel	5140562200	269.46

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4563:								
4564	03/14	03/14/2014	4080	2012/2013	ONSTOTT & BROEHL, PC	2012-13 Annual Audit	0140162080	6,495.00
4564	03/14	03/14/2014	4080	2012/2013	ONSTOTT & BROEHL, PC	2012-13 Annual Audit	0542162080	480.00
4564	03/14	03/14/2014	4080	2012/2013	ONSTOTT & BROEHL, PC	2012-13 Annual Audit	0840562080	690.00
4564	03/14	03/14/2014	4080	2012/2013	ONSTOTT & BROEHL, PC	2012-13 Annual Audit	2142162080	1,916.00
4564	03/14	03/14/2014	4080	2012/2013	ONSTOTT & BROEHL, PC	2012-13 Annual Audit	3142162080	3,549.00
4564	03/14	03/14/2014	4080	2012/2013	ONSTOTT & BROEHL, PC	2012-13 Annual Audit	5142162080	9,890.00
Total 4564:								
4565	03/14	03/14/2014	4670	7771232	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140561660	30.00
Total 4565:								
4566	03/14	03/14/2014	4760	2332696-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	0140162110	19.68
4566	03/14	03/14/2014	4760	2332696-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	0542162110	1.46
4566	03/14	03/14/2014	4760	2332696-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	2142162110	5.38
4566	03/14	03/14/2014	4760	2332696-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	3142162110	6.27
4566	03/14	03/14/2014	4760	2332696-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	5142162110	46.21
Total 4566:								
4567	03/14	03/14/2014	4840	478	PUBLIC UTILITY DIST. #1	Misc Service-Materials	5140662770	79.00
Total 4567:								
4568	03/14	03/14/2014	6834	030414	Rebecca Sergeant	reimbursement	0840562020	33.22
Total 4568:								
4569	03/14	03/14/2014	6780	5029727741	Ricoh Americas Corporation	Copies	0140162110	35.10
4569	03/14	03/14/2014	6780	5029727741	Ricoh Americas Corporation	Copies	0542162110	2.60
4569	03/14	03/14/2014	6780	5029727741	Ricoh Americas Corporation	Copies	2142162110	9.60
4569	03/14	03/14/2014	6780	5029727741	Ricoh Americas Corporation	Copies	3142162110	11.18
4569	03/14	03/14/2014	6780	5029727741	Ricoh Americas Corporation	Copies	5142162110	82.44
Total 4569:								
								140.92

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4570	03/14	03/14/2014	5160	724/14	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	802.00
Total 4570: 802.00								
4571	03/14	03/14/2014	5380	2014	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	0140162030	8.31
4571	03/14	03/14/2014	5380	2014	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	0140262030	8.23
4571	03/14	03/14/2014	5380	2014	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	2142162030	2.49
4571	03/14	03/14/2014	5380	2014	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	3142162030	2.20
4571	03/14	03/14/2014	5380	2014	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	5142162030	6.77
4571	03/14	03/14/2014	5380	SD-37884-2	SKAMANIA COUNTY PIONEER	Fall Fest Ad	0840562160	94.50
Total 4571: 122.50								
4572	03/14	03/14/2014	5460	FEB 2014	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	322.71
4572	03/14	03/14/2014	5460	FEB 2014	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140262100	79.65
4572	03/14	03/14/2014	5460	FEB 2014	Sosnkowski & Cleaveland P.C.	Attorney Fees	0542162100	16.48
4572	03/14	03/14/2014	5460	FEB 2014	Sosnkowski & Cleaveland P.C.	Attorney Fees	2142162100	129.09
4572	03/14	03/14/2014	5460	FEB 2014	Sosnkowski & Cleaveland P.C.	Attorney Fees	3142162100	212.85
4572	03/14	03/14/2014	5460	FEB 2014	Sosnkowski & Cleaveland P.C.	Attorney Fees	5142162100	612.47
Total 4572: 1,373.25								
4573	03/14	03/14/2014	5660	11092	TANNINEN REPAIR SERVICE LLC	new medic air bag repair	0540562441	1,250.36
Total 4573: 1,250.36								
4574	03/14	03/14/2014	4910	301785105 3	Terry Ryan	Refund Deposit	5121130	261.64
Total 4574: 261.64								
4575	03/14	03/14/2014	6070	334561	TW/GW, INC NAPA AUTO PARTS	gas cap and spark plugs	0140462441	44.49
Total 4575: 44.49								
4576	03/14	03/14/2014	6190	37867S-01	UNIVERSITY OF OREGON	Quarterly Billing	0840562110	15,000.00
Total 4576: 15,000.00								
4577	03/14	03/14/2014	6570	87857	WHEELER'S COMMUNICATIONS	programm tap out radio	0540562442	100.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4577:								
4578	03/14	03/14/2014	6700	24014	XTC TRUCK & TOY	Steel Skid Shoe	0340562560	98.00
Total 4578:								
4579	03/14	03/14/2014	6730	220141980	ZCORUM INC.	Internet	4140662730	740.50
Total 4579:								
Grand Totals:								
								78,552.28

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	9,778.90-	9,778.90-
01-301-43280	8.50	.00	8.50
01-401-62010	11.40	.00	11.40
01-401-62020	31.90	.00	31.90
01-401-62030	8.31	.00	8.31
01-401-62080	6,495.00	.00	6,495.00
01-401-62082	142.20	.00	142.20
01-401-62100	322.71	.00	322.71
01-401-62110	644.25	.00	644.25
01-402-62010	1.13	.00	1.13
01-402-62030	8.23	.00	8.23
01-402-62100	79.65	.00	79.65
01-404-62441	44.49	.00	44.49
01-404-62551	1,589.44	.00	1,589.44
01-407-62630	187.39	.00	187.39
01-408-62025	204.30	.00	204.30
03-21010	.00	143.03-	143.03-
03-405-62082	45.03	.00	45.03
03-405-62560	98.00	.00	98.00
05-21010	.00	4,323.22-	4,323.22-
05-405-62028	211.23	.00	211.23
05-405-62050	162.30	.00	162.30
05-405-62082	40.29	.00	40.29
05-405-62113	567.00	.00	567.00
05-405-62420	598.77	.00	598.77
05-405-62439	868.82	.00	868.82
05-405-62441	1,250.36	.00	1,250.36
05-405-62442	100.00	.00	100.00
05-421-62010	.29	.00	.29
05-421-62080	460.00	.00	460.00
05-421-62100	16.48	.00	16.48
05-421-62110	47.68	.00	47.68
08-21010	.00	16,332.72-	16,332.72-
08-405-62020	33.22	.00	33.22
08-405-62071	15.00	.00	15.00
08-405-62080	690.00	.00	690.00
08-405-62101	500.00	.00	500.00
08-405-62110	15,000.00	.00	15,000.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
08-405-62160	94.50	.00	94.50
17-21010	.00	28.68-	28.68-
17-405-62519	7.38	.00	7.38
17-405-62561	21.30	.00	21.30
21-21010	.00	4,944.68-	4,944.68-
21-405-62020	49.28	.00	49.28
21-405-62070	1,521.08	.00	1,521.08
21-405-62082	244.11	.00	244.11
21-405-62150	45.00	.00	45.00
21-405-62530	182.68	.00	182.68
21-405-62560	292.16	.00	292.16
21-421-62010	5.68	.00	5.68
21-421-62020	9.53	.00	9.53
21-421-62030	2.49	.00	2.49
21-421-62071	371.39	.00	371.39
21-421-62080	1,916.00	.00	1,916.00
21-421-62100	129.09	.00	129.09
21-421-62110	176.19	.00	176.19
31-21010	.00	20,685.86-	20,685.86-
31-405-62060	115.46	.00	115.46
31-405-62070	2,518.95	.00	2,518.95
31-405-62082	218.04	.00	218.04
31-405-62530	342.22	.00	342.22
31-405-62560	6,150.07	.00	6,150.07
31-405-62700	7,250.00	.00	7,250.00
31-405-62870	109.45	.00	109.45
31-421-62010	5.63	.00	5.63
31-421-62020	6.80	.00	6.80
31-421-62030	2.20	.00	2.20
31-421-62080	3,549.00	.00	3,549.00
31-421-62100	212.85	.00	212.85
31-421-62110	205.19	.00	205.19
41-21010	.00	1,956.97-	1,956.97-
41-405-62740	414.47	.00	414.47
41-406-62050	802.00	.00	802.00
41-406-62730	740.50	.00	740.50
46-21010	.00	2,784.24-	2,784.24-
46-405-62711	2,272.29	.00	2,272.29
46-405-62712	511.95	.00	511.95
51-21010	.00	17,573.98-	17,573.98-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-21-130	569.60	.00	569.60
51-405-61580	842.66	.00	842.66
51-405-61660	30.00	.00	30.00
51-405-62082	417.12	.00	417.12
51-405-62110	720.10	.00	720.10
51-405-62139	750.00	.00	750.00
51-405-62200	404.19	.00	404.19
51-405-62201	119.20	.00	119.20
51-405-62800	21.30	.00	21.30
51-406-62082	78.21	.00	78.21
51-406-62110	98.50	.00	98.50
51-406-62200	269.46	.00	269.46
51-406-62770	517.71	.00	517.71
51-421-62010	24.82	.00	24.82
51-421-62020	27.37	.00	27.37
51-421-62030	6.77	.00	6.77
51-421-62055	24.99	.00	24.99
51-421-62071	636.30	.00	636.30
51-421-62080	9,890.00	.00	9,890.00
51-421-62100	612.47	.00	612.47
51-421-62110	1,513.21	.00	1,513.21
Grand Totals:	78,552.28	78,552.28-	.00

Report Criteria:
 Report type: GL detail

AGENDA ITEM NO: 3C

CASCADE LOCKS STAFF REPORT

Date Prepared: March 19, 2014

For City Council Meeting on: March 24, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Tourism Brochure Printing

SYNOPSIS: The Tourism Committee has developed an outstanding brochure that is passed out at all events in town, is placed in stores and in City Hall, and is distributed to every travel center in the State. This check request is for the printing of 50,000 copies. The cost is significant (\$8,524) but is only \$0.17 per brochure, which is significant below what I have paid for similar brochures in other places. In Oakridge, the brochure cost about \$0.25 per copy. The Tourism Committee approved the expenditure at their meeting on Tuesday, March 11. Since this is over my approval limit, I am asking Council for approval. This printing will last approximately two years.

CITY COUNCIL OPTIONS: Accept or reject the request.

RECOMMENDED MOTION: "I move to approve the purchase order for the printing of the Tourism brochure for \$8,524."

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Tuesday, March 11, 2014, 7:00 PM, The Bold Orange

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:01pm. TM Fine, TM Lipps, TM Shelley, TM Miller, TM Baseman and TC Carron were present. RARE Rebecca Sergeant was present, and Lions Club Members Samantha Verschuren, Martena Pennington, and Pat Hesgard were also present. RARE Program Coordinator Megan Smith and community member Steve Gast arrived a while after the meeting began. Lorraine Massey has resigned from the committee.
2. **Amendments to the Agenda** – Added: 7H. Bike Racks, 7I. Scenic Bikeways, 8G. Newsletter, 8H. Gorge Hubs. Also, a discussion of the RARE AmeriCorps program will be had upon the arrival of Megan Smith.
3. **Comments by the General Public** –
4. **Discussion/Declaration of Potential Conflicts of Interest** – TC Carron will abstain from voting on item 7D.
5. **Approval of Minutes** –
Motion: TM Fine motioned, seconded by TM Baseman, to approve the Nov 29th 2013, Dec 20th 2013, Jan 20th 2014, Feb 3rd 2014, and Feb 17th 2014 minutes. The motion passed unanimously.
6. **Approval of Bills** –
Motion: TM Miller motioned, seconded by TM Lipps, to reimburse TM Shelley in the amount of \$15 for the Winter Ruck he attended in Cascade Locks recently. The motion passed unanimously.
Motion: TM Fine motioned, seconded by TM Shelley, to reimburse TC Carron in the amount of \$92.63 for unexpected food costs in San Diego incurred because of a delayed flight back from the US Sailing Symposium. The motion passed unanimously.
7. **New Business:**
 - A. **Sternwheeler Days/Ducky Derby** – A brief history of Sternwheeler Days was given by the Lions Club, followed by a brief recap of last year's Ducky Derby by TC Carron. RARE Rebecca was asked to email the Application for Project/Event Funding to Samantha. The Lions welcomed everyone to their next meeting on March 18th at 6pm at the Community Church.
Motion: TM Lipps motioned, seconded by TM Baseman, to hold a second annual Rubber Ducky Derby during the 2014 Sternwheeler Days. The motion passed unanimously.
Consensus: The Tourism Committee will assist with advertising for the 2014 Sternwheeler Days.
 - B. **RARE AmeriCorps program** – Megan Smith explained how the RARE (Resource Assistance for Rural Environments) program got started in 1994 within the University of Oregon's Community Service Center, the very same year that the national service program AmeriCorps came about. The graduate-level participants get valuable job experience in the

somewhat hard to define field of “community development.” Communities get the opportunity to dedicate a professional to special projects they wouldn’t normally have the resources for. Megan also described how participants and communities are matched through a process of multiple interviews. Usually the program will receive over 100 applications, and narrows that down to 25.

C. Budget – Set up Workshop Dates/Times – Tabled.

D. Garage Sale Days – The Committee’s discussion about this event was guided by a customized task sign-up sheet created by RARE Rebecca for event-planning. Each tourism member signed up for at least one task. TM Miller suggested that an antique appraiser would be a good fit to enhance the event, and agreed to make some contacts.

E. Brochures/Event Cards – TC Carron presented the need for additional brochures and rack cards to be printed. The brochures are distributed at welcome centers and chambers all over the state. Tourism members inquired as to how this expenditure fits into the budget. TC Carron said that the marketing plan is hard to explain, but takes into account the budget, vision, objectives, and TLT Law. TM Lipps wondered if there was a way to track the brochure’s success, to determine the return on the Committee’s investment. Discussion concluded that it would be difficult and/or more expensive to track.

The cost of the brochures and cards include design and delivery. The event rack cards will be distributed by TC Carron personally.

Motion: TM Fine motioned, seconded by TM Miller, to purchase 50,000 brochures at \$8,524, and 5,000 event rack cards at \$555.00. The motion passed with four votes with TC Carron abstaining.

F. Ad Buys – TC Carron stated that unfortunately, she can no longer provide free design work to the committee. Typically, when there’s an advertisement or logo or layout needed, she simply creates it for free. The brochure project is a different case because it predates her involvement on the committee. TC Carron has been able to ensure consistency in style and graphic message.

Consensus: The Tourism Committee does not wish to advertise this year in the Hood River News Panorama 2014 newspaper insert.

RARE Rebecca reminded the group that they have already voted for ad space at the I-84 Multnomah Falls parking lot kiosk, and the remaining task is to create and print the ad itself. She passed around a simple mockup, for discussion purposes, of what information the ad might include. TC Carron showed a half-page magazine ad that she felt would be easily adapted to the proportions of the kiosk. The Committee agreed that this would be fine. TC Carron agreed to go ahead with creating the ad for the kiosk.

G. EasyCLIMB Picnic Shelter – Northwest Trail Alliance has filled out and submitted the first page of the Tourism Application for Project/Event Funding. TC Carron and the Committee are supportive, and feel this project should be expedited by the Port.

Consensus: The Tourism Committee will make a motion to approve the application upon its completion.

H. Bike Racks – TM Lipps presented a colorful and concise one-page summary of the price breakdown of buying 30 bike racks for downtown Cascade Locks. The intention is to provide a basic gesture of bicycle parking to the cyclists using the new multi-million dollar trail connection. The proposal is for the Committee to pay for the unfinished racks, and businesses would only need to pay to have them finished with paint/powdercoating and a semi-customized emblem. Lorang Fine Art is an enthusiastic partner in this effort. The Port is also looking into purchasing bike racks for the Marine Park and there’s an opportunity to buy in bulk. TC Carron would very much like to see the Business Association involved in this, and

STAFF REPORT

Date Prepared: March 17, 2014

For City Council Meeting on: March 24, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, City Recorder

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Codification of Ordinances.

SYNOPSIS: The City entered into a contract with American Legal Publishing to codify the City's ordinances in January of 2013. The project is complete and now an ordinance is being presented to Council for adoption of the Municipal Code.

In the near future a link will be posted on the City's website for easy access to the City of Cascade Locks Municipal Code.

CITY COUNCIL OPTIONS:

1. Approve Ordinance No. 432 and have first reading.
2. Do nothing.

RECOMMENDATION: Approve Ordinance No. 432 and have first reading by title only.

Legal Review and Opinion: American Legal Publishing team of attorneys and City Attorney Ruben Cleaveland has been included in the process.

ORDINANCE NO. 432

AN ORDINANCE ADOPTING THE CITY OF CASCADE LOCKS MUNICIPAL CODE AS REVISED, REFORMATTED, INDEXED, CODIFIED, COMPILED AND EDITED.

WHEREAS, the present general and permanent ordinances of the City of Cascade Locks are inadequately arranged and classified and are insufficient in form and substance for the complete preservation of the public peace, health, safety and general welfare of the municipality and for the proper conduct of its affairs; and

WHEREAS, the Acts of the Legislature of the State of Oregon empower and authorize the political subdivision to revise, amend, restate, codify and compile any existing ordinances and all new ordinances not heretofore adopted or published and to incorporate such ordinance into one ordinance in book form; and

WHEREAS, American Legal Publishing, in its efforts to promote better and more efficient municipal government, is willing to undertake the codification of the City’s ordinances;

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

SECTION 1. The general ordinances of the City of Cascade Locks as revised, amended, restated, codified, and compiled in book form are hereby adopted as and shall constitute the “Code of Ordinances for the City of Cascade Locks, State of Oregon”.

SECTION 2. Such Code of Ordinances as adopted in Section 1 shall consist of the following Titles as Shown on Exhibit A.

SECTION 3. If any section, subsection, sentence, clause or phrase of the Code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Code. The Council declares that it would have passed this Code, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases have been declared invalid or unconstitutional, and if for any reason this Code should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION 4. This ordinance shall take effect on the 30th day following its enactment.

ADOPTED by the City Council this _____ day of _____, 2014.

APPROVED by the Mayor this _____ day of _____, 2014.

Mayor

ATTEST:

City Recorder

First Reading Approved: _____; Ayes _____; Nays _____

Second Reading Approved: _____; Ayes _____; Nays _____

**CASCADE LOCKS, OREGON
TABLE OF CONTENTS**

Chapter

TITLE I: GENERAL PROVISIONS

- 10. General Provisions

TITLE III: ADMINISTRATION

- 30. City Officials
- 31. City Organizations
- 32. City Policies
- 33. Emergency Management

TITLE V: PUBLIC WORKS

- 50. Garbage
- 51. Sewers
- 52. Water
- 53. Electricity

TITLE VII: TRAFFIC CODE

- 70. General Provisions
- 71. Traffic-Control Devices
- 72. Traffic Regulations
- 73. Parking Regulations
- 74. Bicycles and Recreational Vehicles
- 75. Impoundment
- 76. Transportation System Plan

TITLE IX: GENERAL REGULATIONS

- 90. Animals
- 91. Fire Prevention
- 92. Inoperable and Discarded Vehicles
- 93. Cemeteries
- 94. Noise
- 95. Nuisances
- 96. Rights-of-Way
- 97. Artifacts and Historical Materials

Cascade Locks - Table of Contents

TITLE XI: BUSINESS REGULATIONS

- 110. Temporary Outdoor Businesses
- 111. Timber
- 112. Transient Rooms
- 113. Cable Television
- 114. Social Gaming
- 115. Street Vendors

TITLE XIII: GENERAL OFFENSES

- 130. General Offenses
- 131. Minors
- 132. Drug-Free Zone

TITLE XV: LAND USAGE

- 150. Building Regulations
- 151. Flood Damage Prevention

TABLE OF SPECIAL ORDINANCES

Table

- I. Vacations

PARALLEL REFERENCES

- References to Oregon Revised Statutes
- References to Ordinances

INDEX

CASCADE LOCKS STAFF REPORT

Date Prepared: March 18, 2014

For City Council Meeting on: March 24, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Electric Master Plan Request

SYNOPSIS: As the City seeks funding for the expansion of our electrical distribution system into the Industrial Park because of the projected increasing demand required with the development of the Puff Factory, a fish production plant, and the potential expansion of Bear Mountain, we have been told by the Infrastructure Finance Authority (IFA) of the Oregon Business Development Department (OBDD) that funders will require an independent third party report that the expansion is necessary. Hence the need exists for an Electric Master Plan. We have a quote from BKI, our electrical engineering consultant, to complete an Electric Master Plan for \$44,200. The IFA has requested a Project Notification and Intake Form (PNIF) for master plan. If accepted by the IFA, they will fund 85% of the cost meaning the City would be required to pay \$6,630 for the completed report. This amount would be due and payable in the next Fiscal Year. With a completed Master Plan potential lenders will feel more comfortable that the activities outlined in the Master Plan are required and that the potential to repay for the infrastructure development can be realized.

CITY COUNCIL OPTIONS: Approve or reject the proposed grant request to the IFA.

RECOMMENDED MOTION: "I move to approve the request to submit the Project Notification and Intake Form to the Infrastructure Finance Authority."



Project Notification & Intake Form

Prepared by: Loren Shultz
Regional Coordinator

Phone: 503.986.0138

This Project Notification & Intake Form (PNIF) has been prepared by the above named Regional Coordinator with information gathered from the Potential Applicant and with advice from other IFA staff.

Date PNIF Circulated for IFA Review:

Project Category: TA Const Other

County: **Hood River**

Population of potential applicant's jurisdiction: **1200**

Low/Mod Income: **37.5%**

Median Household Income: **\$35,284**

Distressed Area: Yes No Mixed

Rural: Yes No Mixed

SDWRLF Letter of Interest Number: **SD-** -

PORTFOL Numbers:

Client Number: **138**

Deal Number:

Project Name:	City of Cascade Locks Electrical Distribution Master Plan
Project Location:	City of Cascade Locks, Hood River County
Potential Applicant:	City of Cascade Locks
If potential applicant is an entity other than city or county, specify the type of entity (special district, authority, association, etc.) and identify the ORS under which the entity is formed. city	

Local Contact Name: Gordon Zimmerman	Phone: 541-374-8484
	Fax:
Title: city administrator	Email: gzimmerman@cascade-locks.or.us
Street Address: 140 SW WaNaPa Cascade Locks, OR 97014 City, State & Zip code:	Mailing Address : Box 308 Cascade Locks, OR 97014 City, State & Zip code:

Estimated Funding Request		
	Amount	Status of Funding
Funding Assistance from IFA	\$ 37,570	n/a
Funds from potential applicant	+ \$ 6,630	<input type="checkbox"/> Pending <input checked="" type="checkbox"/> Available
Other Funds (identify source)	+ \$	<input type="checkbox"/> Pending <input type="checkbox"/> Available
Other Funds (identify source)	+ \$	<input type="checkbox"/> Pending <input type="checkbox"/> Available
Estimated Total Project Cost	= \$ 44,200	

Date of Project Cost Estimate: **Jan. 2014** Estimate Prepared by: **BKI Engineering**

If funding assistance from IFA includes a loan, how will a loan be repaid? NA

Estimated Project Start Date: April 15 2015

Estimated Project Completion Date: June 15 2014

Estimated Date First Cash Reimbursement is needed: June 15, 2014

Readiness to Proceed for Construction Projects

NA Planning project For construction projects, the proposed project is (select one):

- Budgeted or will be budgeted within the potential applicant's FY2013-2014 budget.
- Planned to be budgeted within FY2014-2015.
- Planned to be budgeted within FY2015-2016.
- Planned to be budgeted later in: FY

For construction projects, has a licensed engineer or architect certified in a Master Plan, Facilities Plan or other technical report that the project is feasible and cost effective? Yes No

Date of Plan or Report:

If No, when will an engineering or architectural report be completed?

For construction projects, has the governing body of the potential applicant conducted a public meeting (Council or Board meeting, public hearing, workshop, etc.) to identify and discuss the proposed project, including such items as nature and need for project, starting date, financing requirements that may involve taking on additional debt, and consistency with the local comprehensive land use plan?

Yes No

Type of public meeting: Date of public meeting:

If No, when will a public meeting be held?

If Other Funds are identified as a pending or committed source of funding for the proposed project, identify when these funds are expected to be available and the actions needed to secure these funds.

If USDA Rural Development Funds are being identified as a source of permanent financing, what source of funding has been identified for interim construction financing?

Have interim construction funds been applied for?

Yes

No

If Yes:

Has there been approval?

Yes

No

If Yes, provide detailed information.

When will these interim funds be available?

Are there any limitations on the use of these interim funds?

Yes

No

Explain:

Project Description

Brief statement describing the problem or the opportunity:

Cascade Locks need to update its municipal electric distribution system to meet the needs of current industrial prospects. Cascade Locks is currently able to deliver 2.56 megawatts of power to the site. Demand from two nearly committed manufacturers would raise the need to 5 megawatts. Two additional manufacturers, not as advanced in their commitment to Cascade Locks, would raise the short term (2 years) demand to 10 megawatts. In addition to new properly sized distribution lines, the increased demand also requires extensive rehabilitation to, or replacement of substations serving the industrial area.

Brief statement describing the proposed solution to the identified problem or opportunity (*Include identification of whether the proposed solution is a planning (feasibility, preliminary engineering, etc.) only, final design only, construction only, or combined final design/construction project*):

The propose solution at this stage is completion of an electrical distribution master plan. Elements of the plan would include:

- Five year load history and analysis
- Coordination of local economic development plans with electrical needs
- 20 year load forecast, including peak and demand issues
- On site data collection and analysis of existing system including system maps, feeder routes,

Project Description

transformers, substations, kVA ratings and analysis of city identified problems

- Analysis of 3 phase trunk loading using a combination of city provided meter data and modeling software to determine load flow, voltage drop, and other key factors.
- Identification of and mitigation recommendations for power quality issues, bottlenecks in distribution for current and future loads
- Recommendations and estimates for alternative solutions and plans
- Options and costs for 20 year capital improvements recommendations
- Options and costs for 5 year capital improvement recommendations
- Milestones of need for capital improvements
- Rate study including capital improvement funding alternatives
- Plan for converting to 12.47kV system.

Is the project consistent with the local acknowledged comprehensive plan? Yes No

Is the project listed on any local countywide or regional plan (e.g., adopted capital improvement plan, Master or Facility Plan, local inventory of planned projects, etc) Yes No

Will the project result in locating or expanding industrial or major commercial firm(s)? Yes No
If yes, firm's name and estimated number of jobs that will be created and/or retained.

To be named

For Water or Wastewater Projects Only

Current Monthly Residential User Charge
(assume 7,500 gallons per month water consumption):

\$_____/month Water \$_____/month Wastewater

Planned Monthly Residential User Charge at Construction Completion (Complete for Final Design Only, Construction Only, or combined Final Design & Construction)(must adequately cover operation, maintenance, replacement and debt financing):

\$_____/month Water \$_____/month Wastewater

What is the existing annual debt service for the existing system? \$____

What amount, if any, of the existing annual debt service for the system is paid by property taxes?

\$_____/year Water \$_____/year Wastewater

What is the annual cost of material & services and personal services to maintain the existing system?

\$
What is the estimated cost of material & services and personal services for the new system?

\$

Does an Operation, Maintenance & Replacement (OM&R) Manual exist? Yes No

Does the potential applicant annually budget for both Maintenance and Replacement expenditures? Yes No

For Water or Wastewater Projects Only

COMPLIANCE

Is the utility now, or soon to be, out of compliance with State or Federal standards? Yes No

What regulatory agency has been contacted and when?

Is there written documentation or confirmation of the compliance issue? *If yes, attach.* Yes No

Will the proposed project bring the utility into compliance? *If no, attach explanation.* Yes No

USE	Current / Existing System		Future / At Completion of Construction	
	EDUs	Flow	EDUs	Flow
Residential				
Commercial & Business				
Industrial				
Other				
Total Uses				
Of Residential, Number occupied by Permanent Residents				
Percent Permanent Residential	%	%	%	%
Number of connections				
Number of Service Meters (for water)				

Are all current service connections required to be metered? Yes No

For Potential Water Projects Based on Safe Drinking Water Letters of Interest (LOIs)

NA Planning project for electrical Does the referenced LOI(s) include Green Project Reserve (GPR) Activity? Yes No

Has GPR Activity been identified since submittal of the referenced LOI(s)? Yes No

If No to both questions, skip the remainder of this section.

Does the entire potential project qualify for GPR designation? Yes No

If No, skip to the next question. If Yes, using the Green Project Reserve (GPR) Project Eligibility Guidance (EPA) Guidance dated April 20, 2010 describe what the GPR activity(ies) are and specify whether these activities qualify as "green infrastructure, water efficiency improvements, energy efficient improvements, or environmentally innovative" GPR Types.

If the potential project is not entirely a GPR project, do any component activities qualify as GPR? Yes No

If Yes, using the Green Project Reserve (GPR) Project Eligibility Guidance (EPA) Guidance dated April 20, 2010 describe what the GPR activity(ies) are and specify whether these activities qualify as "green infrastructure, water efficiency improvements, energy efficient improvements, or environmentally innovative" GPR Types.

What are the estimated costs for the identified GPR activities? Complete the table below.

Green Project Reserve (GPR) Activity	Type of GPR	Estimated Cost
<i>(Example: Install AMR Meter System)</i>	<i>(Water Efficiency Improvement)</i>	<i>(\$500,000)</i>

GPR Component Cost Total:

(If entire potential project is GPR, the total of GPR component estimated costs should equal total project cost from Estimated Funding Request Section.)

Current Project Activity with IFA

1. List each open CDBG grant award by project name, project number, grant award amount (\$) and describe the status of each.

\$150,000 facilities plan update, just underway #138-11640

2. Does potential applicant have more than three open CDBG grants? Yes No
If "Yes," explain.

3. Is potential applicant meeting the age and expenditure requirements for all open CDBG grants funded by Oregon Housing and Community Services and IFA? (See requirements below.) Yes No

Requirements for open ONE YEAR grants are:

- *Any Regional Housing Center (RHC) grant that is one or two years old must be meeting contract requirements.*
- *Any Microenterprise grant that is one year old must be 70% drawn*
- *Any Microenterprise grant that is two years old must be administratively closed*
- *Any RHC grant that is three years old must be administratively closed*

Requirements for open MULTI YEAR grants are:

- *Any grant that is two years old must be 60% drawn*
- *Any grant that is three years old must be 100% drawn*
- *Any grant that is four years old must be administratively closed*

If "No," explain.

4. Does the potential applicant have other open grant and loan awards from IFA? Yes No

If Yes, identify each award by project name, project number, award amount (\$) and describe the status of each project.

Instructions for Project Notification & Intake Form

The Project Notification & Intake Form (PNIF) provides information necessary to determine if a potential project is ready-to-proceed, such that a complete application may be invited from the potential applicant.

Once the Infrastructure Finance Authority (IFA) determines that the PNIF provides sufficient information to determine that a potential project appears to be an eligible project ready-to-proceed, the Regional Coordinator shall invite the prospective applicant to submit a complete application. The potential applicant has one year to submit a complete application for funding consideration. If a complete application is not submitted within the one-year period, after consultation with the potential applicant, the Regional Coordinator may prepare a revised PNIF for IFA approval before a new complete application will be invited.

Project Name: Name of the potential applicant, Name of the project (ex. Stayton Water System Improvements)

Project Location: City/unincorporated area/county where project is/will be located or, if the project doesn't involve a physical location, the city(ies)/county(ies) that will benefit from the project (ex. Applicant is Deschutes County, and the project location is in Bend, Oregon, or the benefiting entity is a district such as Odell Sanitary District.)

Potential Applicant: Entity that will contract with the IFA for financial assistance and will manage the project.

Information for Contact Person: Information for the person we should contact if we have questions about the project.

Estimated Funding Request: Indicate the amounts committed or pending from the potential applicant and other sources and the amount requested from the IFA. The Estimated Project Cost should include all costs to complete the project, such as: construction, contingencies, engineering, administration, permits, inspection, legal, etc.

Date of Project Cost Estimate: Date the estimated project cost was determined. If older than one (1) year, the estimate must be updated. Also, identify who prepared the cost estimate.

How would a loan be repaid: List the specific source(s) of revenue intended to repay a loan (monthly user fees, property tax assessments, etc.).

Estimated Start Date (m/yr): This date (m/yr) also provides a guide for determining when a contract must be signed by the potential applicant and developing a timeline for managing the project. If "Pre-award Costs" are not requested in this intake, a contract must be signed before work can be commenced.

Estimated Project Completion Date (m/yr): The date (m/yr) when construction activity is anticipated to be completed.

Estimated first Draw: The date (m/yr) the potential applicant will require the first disbursement of funds. This date is required so that the IFA can monitor cash flows by program.

Readiness To- Proceed for Construction Projects: The following requested information is needed by the IFA as part of the evaluation of when identified high priority projects are expected to be ready to proceed with application, award and construction phases. Information supplied by the potential applicant will help determine when a proposed high priority project will be invited to submit a complete application for funding consideration.

Fiscal Year in which the potential applicant will budget for the proposed construction project: Identify and select the specific fiscal year (FY2010-11, 2011-12, 2012-13, or other) in which the project is anticipated to begin and funds need to be budgeted by the potential applicant.

Certification of Master, Facilities or other technical Plan: Has a licensed engineer or architect certified in a Master Plan, Facilities Plan or other technical report that the project is feasible and cost effective? If not, when will a report be prepared?

Public meeting review of proposed construction project: Has the governing body of the potential applicant conducted and documented the results of a public meeting (Council or Board meeting, public hearing, workshop, etc.) to identify and discuss major factors and options of the proposed project, including such items as nature and need for project, starting date, financing requirements that may involve taking on additional debt, and consistency with the applicable comprehensive land use plan? If not, when will a public meeting be held?

Status of Other Funds: When are the other funds identified as pending or committed expected to be available and what actions are needed to secure these funds.

Rural Development Participation: When USDA Rural Development is expected to provide funds for the proposed project, the potential applicant must identify the source of interim loan financing, since Rural Development only provides take-out financing. Remember that the grant funds provided by Rural Development cannot be used on project expenditures until all of the interim loan funds have been expended. Rural Development must release the potential applicant to expend funds on the project (any source). Failure to obtain this release could jeopardize Rural Development participation in the project funding.

The potential applicant must provide the status of the interim loan financing, such as when they applied for the funds and if they received confirmation that funding would be provided. The potential applicant must also indicate when the funds are available. They must indicate if there are any limitations on the use of these funds. IFA analysis for funding of this proposed project will consider these limitations. At the least, a special condition of award shall be placed in the Special Condition of Award exhibit of the contract.

Local Acknowledged Comprehensive Plan: In order to determine that the project is consistent with the Comprehensive Plan, the potential applicant should provide that portion of the plan that supports a yes answer. If a change in zoning will be needed for the project to proceed, an explanation of the status of the zoning change is required.

Local, Countywide, Regional Plan: Identify whether the proposed project is listed on any local plan or inventory of planned projects. Also, identify the priority of the proposed project to the potential applicant.

Industrial/Commercial Development: Is there a "firm business commitment" to create/retain jobs associated with the proposed project? If yes, provide company name(s) and estimated number of jobs that will be created and/or retained.

Project Description

Problem Statement: This information should be simple and to the point (i.e., non-compliance, lack of capacity for economic development, inability to provide required services)

Solution or Opportunity Statement: This statement should describe how the problem will be resolved. The information should be simple and to the point. Indicate if there are any circumstances that would prevent the potential applicant from proceeding with the project after funding is awarded and a contract is signed. State whether the proposed solution is a planning (feasibility, preliminary engineering, etc.) only, final design only, construction only, or combined final design/construction project.

For Water or Wastewater Projects Only:

Current Monthly Residential User Charge: According to the potential applicant's current rate schedule, the amount of a residential user's monthly charge if 7500 gallons of water were used. For Wastewater projects provide the sewer rate for residential users.

Planned Monthly Residential User Charge at Construction Completion: For final design, construction, or combined final design & construction potential projects, provide the necessary residential user monthly charge that is needed at completion of construction to adequately cover operation, maintenance, replacement and debt financing requirements.

Existing annual debt service for the system: Amount paid annually (from all sources) to retire existing debt for prior improvements made to the existing system. (This is the system that is being improved by the requested funding)

Amount of the existing annual debt service paid by property taxes: If property tax revenues are used to retire debt that was incurred to make improvements to the existing system, what is the annual amount of property tax revenues used?

Annual cost of Material & Services: These include Personal Services and Materials and Services line items found in the Municipal Audit, and do not include Capital Outlay, Debt Service, Depreciation, Replacement Reserves or other non-operating expenses.)

Estimated operation/maintenance costs after the project: Estimated annual operation/maintenance expenses after the proposed improvements are completed.

Operation, Maintenance & Replacement Manual: Does an Operation, Maintenance & Replacement (OM&R) Manual exist for the system?

Budgeting for Maintenance and Replacement costs: Does the potential applicant annually budget for both Maintenance and Replacement costs for the system?

Compliance: Identify whether utility system is now, or soon to be, out of compliance with state or federal standards. If "yes", attach documentation from DEQ or the Department of Human Services, Drinking Water Program that supports the yes answer (i.e., formal letter, e-mail).

The potential applicant must indicate when they last spoke with the regulatory agency regarding the compliance issue.

The recipient is to provide a copy of the MAO or MOU from the regulatory agency (i.e., DEQ, DHS)

If the potential applicant indicates that the project will not bring the utility into compliance they must provide an explanation as to why.

Number of Equivalent Dwelling Units (EDUs): For water systems, an Equivalent Dwelling Unit is one residential connection up to the equivalent of 7,500 gallons of usage, whichever is less. A recent Water Master Plan or Facility Plan should determine the number of EDUs for your system. (Commercial and industrial users normally account for multiple units.)

Number of Total Available Residential Uses: The maximum number of residences and flows, which could be served by the system.

Number of Commercial & Businesses Uses: Number of EDUs assigned to commercial and business units and their Flows.

Number of Industrial Uses: Number of EDUs assigned to industrial units and their Flows.

Number of Other Uses: Number of EDUs assigned to other units, such as schools, hospitals, etc., and their Flows.

Total Uses: Number of EDUs and Flows assigned to the sum of Permanent Residential, Commercial & Business, Industrial and Other Uses.

Number of Permanent Residential Uses: Of the number of Residences, how many are occupied by permanent residents. For potential projects to be considered for CDBG funding, the potential project must serve primarily residential units, of which a majority of residences are permanent residences; that is, the occupants must reside in the residence for more than six months of the year.

Percent Permanent Residential: Total Permanent Residential EDUs or Flows divided by The Respective Total EDUs or Flows multiplied by 100.

Number of connections: The number of service connections, which are currently connected to the system. This includes all types of connections (permanent residential, commercial & business, industrial, and other).

Number of Service Meters (for Water): Number of service meters among all uses.

Service Meter Requirement: If current service connections are not required to be metered, the project must include metering of the entire system. The project budget must be adjusted accordingly. The potential applicant will be required to adopt a resolution, ordinance or order requiring all future service connections to be metered as part of this project.

For Potential Water Projects Based on Safe Drinking Water Letters of Interest (LOIs)

Using the document entitled Green Project Reserve (GPR) Project Eligibility Guidance (EPA Guidance dated April 20, 2010), identify whether the potential project is entirely GPR, or whether components of the potential project are GPR

Current Project Activity Funded by IFA

Identify the status of all **OPEN** IFA grant and loan funding awards previously made to the potential applicant.

AGENDA ITEM NO: 5d

CASCADE LOCKS STAFF REPORT

Date Prepared: March 18, 2014

For City Council Meeting on: March 24, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of Municipal Judge Court

SYNOPSIS: As we have discussed in the past, we have an opportunity to have Judge Will Carey serve as our Municipal Court Judge on an as needed basis. Please review the attached contract. When required, court costs will be assessed to losing party and paid for out of contracted services.

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

RECOMMENDED MOTION: "I move to approve the contract for a municipal court judge with Mr. Will Carey to serve the City of Cascade Locks."

4. Contract Term: This Contract becomes effective on the date it is fully executed by each party and shall continue until March 31, 2015. This Contract may be renewed automatically for up to two (2) additional one (1) year terms by mutual written consent of the parties, which consent shall specify the renewal period. This Contract may be extended for any defined period by mutual written consent of the parties, which consent shall specify the extension period. Notwithstanding the above, this Contract may be terminated by either party upon thirty (30) days written notice of termination to the other party. Contract termination does not extinguish or prejudice City's right to enforce this Contract with respect to any default by Contractor that has not been cured.

5. Compensation: Contractor shall be paid at the rate of \$175.00 per hour. Time spent traveling to and from Cascade Locks will not be paid at the hourly rate; however, Contractor will be reimbursed for mileage at the federal Standard Mileage Rate currently in use at the time of travel. Contractor shall submit invoices to the City for work performed and shall itemize and explain all expenses that this Contract requires City to pay and for which Contractor claims reimbursement. Payments shall be made within 30 days of the date of the invoice. Should this Contract be prematurely terminated, payments will be made for work completed and accepted to date of termination.

6. Indemnification: CONTRACTOR SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY THE CITY AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEYS FEES, RESULTING FROM, ARISING OUT OF, OR RELATING TO THE ACTIVITIES OF CONTRACTOR OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS CONTRACT. Contractor shall not be held responsible for any claims, suit, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of City. Contractor shall maintain professional liability insurance during the term of this contract.

7. Independent Contractor Status:

a. In performing the duties of Municipal Court Judge, Contractor shall serve as an independent contractor and not as an employee of the City. The City shall have no right or responsibility to control or influence the means or manner in which Contractor carries out his judicial responsibilities; however, Contractor agrees to carry out his duties in a timely, consistent, and impartial manner.

b. Contractor understands and agrees that it is not an "officer", "employee", or "agent" of the City, as those terms are used in ORS 30.265.

c. Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, City will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social

security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual..

8. Pro Tem Services:

a. While it is agreed that Contractor shall personally serve as Municipal Judge, it is anticipated that ethical conflicts, scheduling conflicts, vacations, illness and other circumstances may require use of a pro tem municipal judge. A pro tem judge shall exercise the same functions, duties, powers and responsibilities as those assumed by Contractor under this agreement. Such duties include, but are not limited to being licensed by and in good standing with the Oregon State Bar and maintaining professional liability insurance through the Oregon State Bar.

b. Any pro tem municipal judge shall be an independent contractor and not an employee of the City as set forth in Section 7 herein.

c. City approves the appointment of Victor VanKoten and Jeffrey Baker of Annala Carey Baker Thompson & VanKoten PC as pro tem municipal judges.

9. Notices: All notices required by this Contract are sufficient if sent in writing by registered mail to the above listed addresses for each party.

10. Assignment and Subcontracts: Contractor shall not assign this Contract or subcontract any portion of the work without the written consent of City. Any attempted assignment or subcontract without written consent of City shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract shall not create any Contractual relation between the assignee or subcontractor and City.

11. Governing Law; Venue; Consent to Jurisdiction. This Contract shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between City and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

12. Merger Clause; Waiver. This Contract and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained.

13. Amendments. No amendment to this Contract is effective unless it is in writing signed by the parties.

/

CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR

CITY

By: Wilford Carey

Gordon Zimmerman
City Administrator

Approved as to form:

City Attorney

CASCADE LOCKS STAFF REPORT

Date Prepared: March 18, 2014

For City Council Meeting on: March 24, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of Gorge Hub Concepts

SYNOPSIS: With the completion of the Troutdale to Cascade Locks Bike/Hike Trail and the potential to complete this trail all the way to The Dalles, representatives from Wood Village, Troutdale, Cascade Locks, Hood River, Mosier, The Dalles, ODOT, State Parks, and the USFS all met in a meeting to discuss a system of trail hubs along the Historic Columbia River Highway. Please see the attached email from Holly Howell explaining the concept and the requirements. No money is required from the City, only a commitment to support the concept.

CITY COUNCIL OPTIONS: Approve, modify, or reject the proposed declaration of support for the Gorge Hubs concept.

RECOMMENDED MOTION: "I move to approve the declaration of support for the Gorge Hubs concept in providing consistently branded signage and unified marketing through Travel Oregon once the Historic Columbia River Highway State Trail is completed."

Gordon Zimmerman

From: Holly Howell <hhowell@portofcascadelocks.org>
Sent: Thursday, March 06, 2014 10:37 AM
To: Paul Koch; Gzimmerman@cascade-locks.or.us; Kayla; Thomas Owens; Sandy Place
Cc: Rebecca Sergeant; Kristi Bengtson; Kathy Woosley
Subject: GORGE HUBS - Your Next Steps

Paul, Gordon, Tom & Kayla,

Yesterday was the second meeting of a coalition of Gorge communities gathering to discuss a future system of trail hubs along the Historic Columbia River Highway. We are calling them "Gorge Hubs" so that they are inclusive for all recreational users (not just bikes). Representatives from Wood village, Troutdale, Cascade Locks, Hood River, Mosier, The Dalles, ODOT, State Parks, and USFS are on board with this concept. The Friends have been informed and it aligns with their Towns to Trails campaign. The Gorge Commission is aware of the concept and sat in on the meeting. Leadership comes primarily from Kristen Stallman of ODOT and Kathy Fitzpatrick of Mosier.

VISION:

The historic highway will be a world-class scenic byway with regular rest stops or "hubs" for hikers, bikers, and tourists in each urban area (and potentially some state parks). The hubs will offer various amenities such as bike rack, drinking fountain, bench, bike repair station, informational maps, phone charger, parking, business info, etc. The reason for placing the hubs in the urban areas is for ease of access to businesses and services. They are an extra incentive for visitors to stay longer and spend dollars in our communities. All stakeholders agree that while each hub will be slightly different, they will be tied together with consistently branded signage, and eventually unified marketed through Travel Oregon and others, once the HCRHST is completed.

IMPLEMENTATION:

1. The first step is for all the stakeholders to sign a one page declaration of support for the Gorge Hubs Concept. This requires NO commitment of funds. The region-wide support will strengthen future grant applications. The document is currently under revision and will be completed next week. I recommend all 4 local entities adopt as an extension of the *Connect Cascade Locks* plan -City Council, Port Commission, Tourism Committee, and Cascade Locks Business Association. The adopted *Connect Cascade Locks* plan already identified Overlook Park as such a hub. We are one step ahead of the rest!
2. Kathy F & Kristen S will apply for TGM planning grant this month for design/planning dollars. Funds will secure professional design team to assist. DLCD Karen Swirsky is already informed and supportive of this project. Highly likely this will happen very soon.
3. Each community will work with design team to custom fit their hub needs/opportunities/culture.
4. Seek additional grant funding for amenities as needed, either as individual communities or as a connected regional project in association with the HCRH reconnection project. Kristen is really good at getting these dollars for our region!

PROGRESS TO DATE:

- Troutdale has site identified (downtown park).
- Cascade Locks has site identified (Overlook Park).
- Hood River has site identified (brand new State Street public bathrooms with bike racks and public art).
- Mosier has site identified (the Mosier Triangle).
- The Dalles has site identified (new city park).
- Mosier has some design \$.
- CL has \$5,000 cycle oregon grant for wayfinding.
- New Historic Highway Bike Map is online, by ODOT.
- Kristen Stallman has \$Ms of grant dollars secured for remainder of historic highway engineering & construction. Final construction phase requires \$32M more.

DECLARATION OF SUPPORT: FOR ADOPTION

We will provide the one page document to you for review as soon as it is ready.

Gordon says it can be on CC agenda 3/24.

Paul - I recommend Port Commission agenda 3/20.

Tom - CLBA?

Kayla - CLTC?

Rebecca Sergeant and I would be happy to visit with each of these bodies to present or answer questions.

Thank you!

--

Holly C. Howell

Marketing & Development Manager

Port of Cascade Locks

PO BOX 307

Cascade Locks, OR 97014

www.portofcascadelocks.org

(541) 374-8619 Office

(541) 419-1148 Cell

Please consider the environment before printing

A Coordinated System of Gorge Hubs along the Historic Columbia River Highway State Trail and Gorge Communities

March 2014

Background

The history of the Historic Columbia River Highway is a tale of visionaries, astonishing engineering feats, strong leadership, and extraordinary beauty. Samuel Lancaster designed this King of Roads for the sole purpose of giving the public, or “men of all climes”, access to the stunning vistas and natural wonders of the Columbia River Gorge.

Completed in 1922, the Historic Columbia River Highway stretched from Portland to The Dalles. Also known as Highway 30, the route traveled through 73 miles of spectacular waterfalls, temperate rainforests, steep volcanic cliffs, dry oak savannahs, and endemic springtime wildflowers. From every carefully planned outlook the traveler enjoyed sweeping views of the rugged basalt walls of the Gorge rising up from the Columbia River. As the first planned scenic roadway in the United States, it was considered a destination unto itself.

But the construction of Interstate 84 in 1956 severed the original Historic Highway route in a number of locations. The Historic Highway was the main artery that flowed through and linked the downtown corridors of the Historic Highway communities. When this connection was broken, these small, rural communities that once served the travelers along the Historic Highway lost the ability to keep many local services viable.

In 1986, directed by both the Columbia River Gorge National Scenic Area Act and the Oregon Legislature, the Oregon Department of Transportation (ODOT) began efforts to preserve and restore the continuity and historic integrity of the remaining segments of the Historic Columbia River Highway for public use as a State Trail. These remaining sections, are rebuilt and reconnected as a multi-use path, for cyclists and hikers to provide access to beautiful State Parks and communities in the Gorge. Once a State Trail section is complete, it is given to the Oregon Parks and Recreation Department to manage. Much work has now been accomplished and the goal to complete the reconnection of this national treasure, as the Historic Highway and State Trail, from Troutdale to The Dalles.

The Economic Development Story

The recently rebuilt and reconnected sections of the Historic Highway State Trail are designated for bikers and hikers only and are already attracting growing numbers of local, national, and international visitors. The Historic Highway and State Trail system offers a large cross-section of the public the opportunity to experience the breath-taking natural beauty of the Columbia Gorge while hiking or biking. The paths are paved and

can be easily traveled and enjoyed by families, beginning cyclists and casual walkers, or experienced road cyclists and hikers.

According to the 2013 Oregon Bicycle Travel Survey (Travel Oregon), recreational bicycle travel accounts for \$400 million of Oregon's annual \$9 billion tourism industry. The study showed that the impact is especially big in the Columbia Gorge area, where cycling accounts for 15 percent of all recreational travel.

A white paper produced by PARC Resources for the City of Mosier demonstrates conclusively that Mosier, one of the communities along the Historic Highway, is a town whose economic future is tied to visitors primarily interested in exploring the Historic Columbia River Highway and State Trail and that the area is seeing a significant increase in tourism traffic, especially bicyclists and people traveling along the Historic Highway.

The communities along the Historic Highway are situated perfectly to offer their local services at every stage of the journey. Depending on whether they choose to ride or hike for 6 miles or for the entire 73 miles, travelers can plan to eat their meals at local restaurants and rest at local hotels.

These communities, once prey to the boom and bust cycles of extractive industries, began to embrace the wave of recreational tourism created after the Columbia Gorge was designated a National Scenic Area in 1986. These recreational opportunities bring visitors and new energy to small town commercial centers and create a quality of life that attracts industries offering high-paying jobs.

The fact that visitors to the Columbia Gorge and to the Historic Columbia River Highway are already arriving in large numbers creates an urgency and opportunity to offer these multi-modal users a sense of continuity, comfort, and welcome as they initiate, experience, and complete their journeys along the Historic Columbia River Highway and State Trail.

So, what is a Gorge Hub?

The Recreational Hub, as a general concept, acts as a welcome center, an information center, a trailhead, and a rest area for travelers (especially hikers and bikers). It is designed to meet the needs of visitors as well as of the local community.

The Historic Highway communities of Troutdale, Springdale, Corbett, Cascade Locks, Hood River, Mosier, and The Dalles are all currently in various stages of developing Recreational Hubs within their urban centers. Each Hub may feature many different amenities such as drinking water, wayfinding information, interpretive panels, rest rooms, shade, picnic tables, seating, bike parking, lockers, solar charging stations, and U-Fix-It Bike Stations. The Hub may also include public art and can display a community's own unique characteristics and style.

Why Create a System of Hubs?

The communities along the Historic Highway recognize that a coordinated effort to develop a complete system of Recreational Hubs will not only enhance the users' experience but will create the kind of collective impact necessary to achieve world-class status similar to other famous town-to-town trail systems like Hadrian's Wall National Trail in Great Britain or the Central Otago Rail Trail in New Zealand. Since the Otago Rail Trail opened in 2000, it has already breathed economic life back to the urban centers of the many struggling rural communities that it passes through.

A completed Historic Columbia River Highway with a coordinated system of Hubs will create a world renowned hiker/biker trail system that stretches 73 miles through a wonderland of natural beauty and will offer visitors a fascinating variety of small towns and unique downtown areas in which to eat, drink, sleep, play, and explore. The Hub system will ensure that these visitors are welcomed into every community, that these visitors know where and what local services are available, that they can easily locate local attractions, and that they have the comforts they need to stay awhile in that downtown center. The Hub system will create a Historic Columbia River Highway adventure that families on day trips and seasoned cyclists on multi-day journeys can all enjoy.

The Historic Columbia River Highway will once again become a destination unto itself. The potential for the Historic Highway communities to experience significant economic benefits should not be underestimated.

Does signing the Partnership Proclamation commit the signee to provide funding?

No, as stated in the Partnership Proclamation, a *"separate Intergovernmental or Cooperative Improvement Agreements may be required between affected participating parties. Said agreement(s) must be executed prior to the construction of Project elements, or financial contributions made toward such a Project."*

What is the approach to Hub development?

At this time, we are not quite ready to go out and construct the full network. We need to step back and figure out our end goal and develop a tool kit or a plan. There is interest by the coalition to one day create a world class destination hub trail system.

- 1) A Declaration of Support will be signed by each community. An official representative list with an identified official community liaison will be submitted to the Recreational Trail Hub steering committee.
- 2) Funding will be secured from various private and public funders using a cash match donated by each community (within their resource limits) in order to move to the next steps. (Ford Family Foundation, Oregon Investment Board, and Oregon State Agencies are some of the sources that have grant funding for this type of work.)

- 3) The Gorge Hub working group will continue to meet to discuss progress and next steps.
- 4) A partnership of ODOT, MCEDD and Travel Oregon will create the Design Toolkit and Implementation Plan from graphic design to layout to printing. Grant funds will be used to pay for some of these costs.
- 5) The Design Toolkit and Implementation Plan will become a powerful tool for the steering committee to then seek federal, state, and private funding for a phased approach to the plan, depending on the level of readiness of each community. Applications for funding for a project like the Historic Highway Communities' Recreational Hub System are certain to be successful, given the strong collaboration over a broad range of participants, the clear economic development benefits, and the developed Design Toolkit and Implementation Plan.
- 6) A coordinated Historic Highway Hub System will be implemented in strategic stages as resources become available.

Gorge Hubs

*Bridging the Gap Between the Historic Highway State Trail
and Gorge Communities*

Partnership Proclamation

A proclamation of partners for the development of Gorge Hubs

The Gorge Hubs as a general concept will act as welcome centers, information centers, trailheads, and a rest areas for travelers (especially hikers and bikers) along the Historic Highway. Building upon the work of the Historic Columbia River Highway State Trail and community partnerships within the Gorge we have gathered to participate in the development of a network of Gorge Hubs.

We, the undersigned, agree to participate in the implementation of the Historic Columbia River Highway and State Trail Gorge Hub Project. We agree to identify opportunities and solutions whenever possible, to contribute assistance and support within resource limits, and to communicate and collaborate with other team members in promoting a coordinated Historic Highway Recreational Gorge Hub System.

We, the undersigned, also agree that separate Intergovernmental or Cooperative Improvement Agreements may be required between affected participating parties. Said agreement(s) must be executed prior to the construction of Project elements, or financial contributions made toward such a Project.

As evidenced by our signatures below, we agree to come together to celebrate this partnership and dedicate ourselves to contributing to the creation of a plan and design tool kit for the sustainable development of the Gorge Hubs.

Signature

Title, Organization

Date

Rural Oregon Economy: Bicycle Tourism is Critical in the Columbia River Gorge National Scenic Area

Bikes are Good for Business & Our Cycling Customers are Diverse

For the small communities of the Columbia River Gorge National Scenic Area, bicycle tourism includes mountain biking, road cycling day rides, multi-day touring trips, and casual family cruising. All are important for economic development in our communities. New trail facilities, wayfinding signage, and memorable events are successfully introducing customers to brand new businesses in downtown Cascade Locks.

1. Historic Columbia River Highway & State Trail – Final Phases of Construction

The HCRH is a 75 mile world-class scenic byway from the Portland Metro Area to The Dalles through the Columbia River Gorge National Scenic Area. ODOT recently completed a missing section of the state trail, allowing cyclists to safely travel from Portland to Cascade Locks without riding on the shoulder of busy Interstate-84. The final phase will reconnect the missing 9 miles between Cascade Locks and Hood River. Previous funding for environmental and engineering was secured through STIP, PLHD, FLAP, and Parks. **Support Needed:** \$32M for ODOT HCRHST construction



Photo: Oregon Dept of Transportation

2. CLIMB Trail Project – Partnership with US Forest Service

CLIMB stands for Cascade Locks International Mountain Bike Trail, a 25 mile multi-use trail network flagged on USFS land south of Cascade Locks. The new facility will use 9 miles of existing dirt roads, plus 16 miles of new single track trail designed by the International Mountain Bicycle Association (IMBA), with critical trail connections to the downtown business district. As an economic development project, the Port of Cascade Locks invested \$100,000 into background field studies. The USFS will complete the NEPA Environmental Analysis (EA) in 2014. Non-profit trail groups are ready to assist in the construction and long term maintenance of the trail.

Support Needed: \$500,000 for CLIMB Trail construction



Photo: Trail Hightower

3. Bridge of the Gods – Non-Motorized Lane

The iconic steel bridge is an important regional connection between Oregon and Washington. Non-motorized users including through-hikers on the Pacific Crest Trail, bicyclists, and equestrians must share the lane with vehicles. A 2012 feasibility study explored an additional cantilevered lane on the east side of the bridge. A local coalition is raising funds for the initial engineering cost estimate for a safer facility. Reese Witherspoon's 2014 release of *Wild* will increase national visibility of the bridge.

Support Needed: \$18,000 for engineering cost estimate

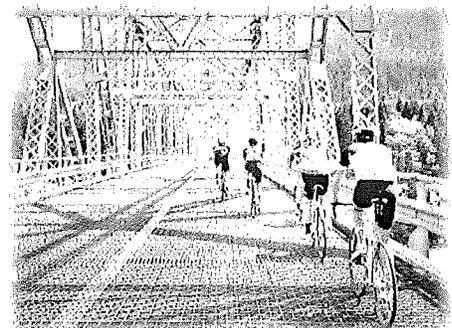


Photo: Let's Go on the Road



CASCADE LOCKS STAFF REPORT

Date Prepared: March 18, 2014

For City Council Meeting on: March 24, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Rate Definition Discussion

SYNOPSIS: One of the goals we have this Fiscal Year is the development of industrial water and sewer rates. Because we have some pending industrial recruitments, we need to understand what a rate is and what it is not so that we can comply with the City Charter.

We must understand that first and foremost the City Council decides what a rate is and what isn't. The Courts have routinely indicated that the Council has the right and responsibility to interpret its own City Charter and codes.

The second thing that we must understand is that there can be many approaches to a rate setting process. Here are some helpful definitions from the United States Environmental Protection Agency brochure *Setting Small Drinking Water System Rates for a Sustainable Future* published in January of 2006 and available on the EPA website http://water.epa.gov/infrastructure/sustain/upload/2009_05_26_waterinfrastructures_final_ratesetting_guide.pdf.

Rate: The charge a system assesses its customers for use of the system's services, usually billed monthly.

Rate Structure: A set of fees and rates that a water system uses to charge its customers for water.

Fixed Costs: Costs that remain the same regardless of variations in how much water your system delivers (e.g. debt service on loans, rent, etc.)

Variable Costs: The costs of operating your system that change as the amount of water that you pump increases or decreases. Examples include chemicals and maintenance.

I have attached a one page summary of "Setting Water Rates" from the Washington Department of Health which again refers to a rate structure. The emphasis here is that anything that comprises the monthly water billing is part of the rate structure.

Resolution No. 1273 is attached as an example of our current rate structure for the water system. It has three charges (Meter Maintenance, Base Rate, and Fire Flow equaling \$11.38) and a per unit rate (\$2.50 per thousand gallons. Together they make a rate structure.

The meter maintenance charges collected are deposited in the Capital Reserve fund for maintenance, testing, calibration and replacement of water meters.

The Fire Flow charge is deposited into the Water Department for maintenance of fire hydrants and piping to supply water for firefighting.

The base charges (or base rate in the resolution) and the per unit rate are reflected into a total base charge of \$11.38 and a multiplication of \$2.50 per thousand gallons used based on the meter reading.

The Council has commissioned a rate study to be done by the Oregon Association of Water Utilities (OAWU).

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

Is a rate structure such as the City has for water, wastewater, and electricity subject to this provision? As defined in our annual audit, water, wastewater, Cable TV and Broadband, emergency services, and electricity are business-type activities of the City. This may be a simple way to define the difference between a fee or charge and a rate. A fee or charge is assessed in the general government activities such as administration or planning, or the cost of a cemetery plot. A rate structure is generally associated with business-type activities defined in our accounting/audit documents.

The difficulty comes in determining what is a fee or charge. (A tax is relatively simple to identify.) A fee or charge is generally a fixed charge designed to cover the costs of an activity such as the price of a copy or a planning activity such as a site plan review or a conditional use permit. This seems simple enough, but some courts have defined a difference in legislatively set fees and administratively set fees. If a fee is established in legislation, i.e. an ordinance of the City ("now, therefore let it be ordained"), it is subject to voter initiative or referendum. If a fee is established in legislation, but set in a resolution by the council ("now, therefore be it resolved"), it is administrative in nature and not subject to voter initiative or referendum.

Multnomah County Judge Eric Bloch recently ruled in the Portland Convention Center financing case in favor of Multnomah County and Metro that the reallocation of transient room tax funds from one project to another project is an administrative function of the respective boards and therefore not subject to voter referendum. The fees were collected because of legislation that was passed, but since the money was already collected and therefore not a new fee or tax, the governing bodies could repurpose the use of the funds as long as it was within the intent of the legislation. If this ruling were to be applied to the City of Cascade Locks, the redirection of the additional 2% of utility revenue to the General Fund was an administrative function not subject to voter referral.

Further, it is clear that the ability to assess water (Ord. 255 amended by 355 and 369), sewer (Ord. 271), Cable TV (Ord. 265), and electric (Ord. 358 amended by 369) rates was set legislatively. The rates for those activities are set administratively by resolution.

CITY COUNCIL OPTIONS:

The purpose of this discussion is to remove any ambiguities before we are required to set industrial water and sewer rates. We need to know:

1. If it is the Council's desire to send the fixed portion of the water and/or sewer rates to a vote of the people before we can implement those rates; or
2. If the Council would consider the base charges as part of a rate structure and therefore not subject to the need for an election per the City Charter.

RECOMMENDED MOTION: Council decision.

Setting Water Rates

No community water system *wants* to raise rates. However, the goal of every public water system is to provide customers an uninterrupted supply of safe, reliable, fairly priced water now and in the future. To do that, your system needs to be financially viable. A key to financial viability is the amount of revenue coming through your door. And, of course, your system's rates determine your income.

Tips for developing a sound rate structure

1. **Rates must cover the full cost of producing, treating, storing, and distributing water to customers.** This includes debt service, financial reserves, operation, maintenance, all regulatory compliance costs, and inflation.
2. **Rates must be adequate and fair.** *Adequate* means the rate is high enough to cover all system costs. *Fair* means each customer type or class pays its fair share of the costs.
3. **Do not use water system revenues to pay for other municipal services.** Using water revenues for other purposes, and not maintaining adequate financial reserves for future expenditures, will increase your long-term operating costs.
4. **Customers should know what the rates are.** This information should be in your annual Consumer Confidence Report and water bill.
5. **Your rate structure should be easy to understand.** In general, the rate structure for a system with fewer than 5,000 connections should have no more than three user classifications and no more than five consumption blocks.
6. **Examine your rate structure once a year as part of your budget development process.** Water rates have a short life span.
7. **Use good budgeting practices and customer records to support your rates.** It's tough to develop a fair and adequate rate structure if you don't know expenses and revenues from previous years or how much water you're selling to each customer.
8. **Your rate structure should be easy to administer.** Customers need to understand their rates to support them. Make careful, thoughtful decisions that balance the needs of both small and large users in your service area.

9. **Consider the need to conserve.** Washington's Water Use Efficiency (WUE) Rule requires municipal systems to set water saving goals, implement water saving measures, and report progress to us each year. Conservation can help maintain storage levels and help you avoid paying peak power rates that some electrical companies charge during "heavy use" times.

10. **Calibrate and replace meters as needed.** Meters are the cash registers of your utility. If the meters are inaccurate, you may be losing revenue! The WUE Rule requires you to calibrate and replace your meters periodically. Make sure you have a plan and budget to calibrate or replace them.

Rates and water use efficiency

We often hear water systems say they can't conserve water because it negatively affects their revenue. When your rates encourage conservation, people generally use less, which results in less revenue. However, it is possible to encourage conservation and generate the revenue your system needs—take another look at the tips above.

With the exception of mobile home parks, the WUE Rule requires you to install meters for all of your customers by January 2017. After you install service meters, how will you charge for water? Will you continue to use a flat rate, allowing customers to use as much as they want for one price? Or, will you adopt a rate structure that charges customers based on what they actually use?

Choosing a conservation rate structure that charges customers for what they use counts as a WUE measure that supports your customer goals. It also shows you are dedicated to carrying out the intent of the WUE requirements, and being a good steward of Washington's water resources.

For more information

If you need help setting rates, call your regional planner:

Eastern Region, Spokane Valley (509) 329-2100

Northwest Region, Kent (253) 395-6750

Southwest Region, Tumwater (360) 236-3030

You can also attend rate training at the Infrastructure Assistance Coordinating Council conference October 18-21, 2011, in Wenatchee.

For more information, call Karen Klocke, infrastructure finance lead, at (360) 236-3116 or e-mail karen.klocke@doh.wa.gov

RESOLUTION NO. 1273

A RESOLUTION ESTABLISHING A FEE FOR THE MAINTENANCE, TESTING AND REPLACEMENT OF WATER METERS; ESTABLISHING WATER RATES; AND REPEALING RESOLUTION NO. 1006.

WHEREAS, it is necessary for the City to establish a fair and equitable fee for maintenance, testing, calibration and replacement of each and every water meter; and

WHEREAS, the current water system is aging and in need of repair; and

WHEREAS, the City Council recognizes the need to expend more funds to repair the aging system;

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

SECTION 1. Meter Maintenance Fee. A monthly charge will be assessed to each water system customer based upon the size of the supply of each water meter. This fee shall be transferred to the Capital Reserve Fund each month and used for the maintenance, testing, calibration and replacement for each water meter.

SECTION 2. Fire Flow Fee. A monthly charge will be assessed to each water system customer based upon the size of the water meter for the maintenance of hydrants and attendant water transmission lines.

SECTION 2. Calculations of Meter Maintenance and Monthly Capacity Charges.

Beginning with the July 1, 2013 billing period, each customer shall pay the following water meter maintenance charge, fire flow, and monthly capacity charge:

Meter Size	Meter Maint.	Base Rate	Fire Flow	Total
5/8 inch	\$ 0.88	\$ 9.50	\$ 1.00	\$ 11.38
3/4 inch	1.10	\$ 14.12	1.00	16.22
1 inch	1.42	\$ 23.34	3.00	27.76
1 1/2 inch	2.82	\$ 46.40	6.00	55.22
2 inch	3.96	\$ 74.07	8.00	86.03
2 inch turbine	6.04	\$ 74.07	10.00	90.11
3 inch turbine	7.78	\$ 161.70	15.00	184.48
3 inch compound	15.60	\$ 161.70	20.00	197.30
4 inch compound	25.20	\$ 290.55	25.00	340.75

SECTION 3. Establishing Rate Per 1,000 Gallons. The charge for all water usage, regardless of purpose, shall be **\$2.50** per 1,000 gallons of water used.

SECTION 4. Accidental Meter Damage. If a water meter is accidentally damaged by construction equipment or for any other reason, the person, corporation, partnership or business responsible for operating the equipment which has damaged the water meter shall pay all costs associated with its replacement or repair by the City.

SECTION 5. Meter Tampering. Any person, corporation, partnership or business which attempts to alter the reading on a water meter shall be assessed a fee to recalibrate, repair or replace that or any other water meter so altered. The fee shall include all administrative, inspection, recalibration, repair, replacement or legal costs associated with any attempt to alter a water meter. The City may disconnect such service until such time as all fees are paid by the responsible person, corporation, partnership or business.

SECTION 6. Repeal of Prior Resolutions. Resolution No. 1006 is hereby repealed.

SECTION 7. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 8. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 10th day of June, 2013.

APPROVED by the Mayor this 10th day of June, 2013.

Mayor Tom Cramblett

ATTEST:

City Recorder Kathy Woosley

CASCADE LOCKS STAFF REPORT

Date Prepared: March 18, 2014

For City Council Meeting on: March 24, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Medical Marijuana Discussion

SYNOPSIS: Please see the attached information from the League of Oregon Cities regarding a ban on Medical Marijuana Dispensaries.

This embodies a two pronged approach:

1. An outright ban on medical marijuana facilities until May 1, 2015, through City legislative process.
2. A city may limit dispensaries only to time, place or manner restrictions through land use ordinances.

Does the City want to do Option #1 through action of the Council (an ordinance) while we work on developing Option #2 through the Planning Commission?

From the LOC: "The bill states that cities may only impose time, place, and manner restrictions on Medical Marijuana Facilities, unless the City adopts an ordinance declaring a moratorium on Medical Marijuana Facilities and notifies the Oregon Health Authority by May 1, 2014. Individuals who violate the moratorium, which it is in place, are subject to prosecution, even if they are a medical marijuana card holder. However, the bill limits the moratorium to May 1, 2015, after which the city will be limited to only time, place, and manner restrictions.

The intent of the bill is to provide cities and counties with a way to prevent the development of medical marijuana facilities in their communities without fear of a law suit, while the legislature studies this matter further. The House and Senate Judiciary Committees have been charged with holding a workgroup to make further changes to the dispensary system and the issue of local bans will be taken up then."

CITY COUNCIL OPTIONS:

1. Do nothing at this time.

2. Adopt an ordinance prohibiting medical marijuana dispensaries.
3. Change the code to limit the time, place, or manner to be implemented after May 1, 2015.

RECOMMENDED ACTION: Direct Staff to develop desired approach.

Medical Marijuana Facility Moratorium Ordinance

Introduction

In March 2014, the Oregon Legislature passed Senate Bill 1531, which purports to restrict local government regulation of medical marijuana facilities to only time place and manner restrictions,¹ unless a city or county (local jurisdiction) enacts² an ordinance declaring a moratorium and notifies the Oregon Health Authority of such moratorium by May 1, 2014. SB 1531 limits the moratorium to May 1, 2015, after which it is replaced by the time, place, and manner restrictions.

This model moratorium ordinance is intended to aid local jurisdictions in implementing local decisions. The model is not a substitute for legal advice. Any local jurisdiction considering a moratorium should consult with legal counsel to obtain advice regarding the advantages, disadvantages, limitations, and applicability of such an ordinance to local circumstances. This sample is intended to be a starting, not an ending point, for any jurisdiction considering a moratorium on medical marijuana facilities. The law in this area is complex, and jurisdictions might face unintended consequences by simply adopting the following model without adequate legal counsel.

This model is predicated on the understanding that the moratorium represents an exercise of the jurisdiction's home rule authority and police powers to prohibit certain activities within the territorial limits of the city or county.³ Pursuant to SB 1531, the moratorium has the additional effect of removing the immunity provisions of the Oregon Medical Marijuana Act for anyone operating a medical marijuana facility in an area of a moratorium, notwithstanding that they may be a medical marijuana card holder or previously registered with the Oregon Health Authority under ORS 475.314.

Jurisdictions that adopted a moratorium type ordinance prior to the effective date of SB 1531 are advised to consult with legal counsel to determine the adequacy of the prior enactment and its relationship to SB 1531.

Finally, it is important to note the jurisdictions that adopt a moratorium must notify the Oregon Health Authority. The Oregon Health Authority is currently developing a process by which local jurisdictions may provide such notice. LOC and AOC are monitoring that issue and will provide additional guidance when known.

Model Ordinance

AN ORDINANCE OF THE {CITY/ COUNTY} OF {NAME}
DECLARING A MORATORIUM ON MEDICAL MARIJUANA FACILITIES,
AND DECLARING AN EMERGENCY

WHEREAS, the Oregon Legislature enacted House Bill 3460 (2013) which requires the Oregon Health Authority to develop and implement a process to register medical marijuana facilities;

WHEREAS, House Bill 3460 (2013) directed that persons who operate or are employed by a registered medical marijuana facility would enjoy immunity from state prosecution;

WHEREAS, the issue of whether a local government believes a certain type of business should operate within its jurisdictional limits is a local government decision, the enforcement of which is subject to the general and police powers of that jurisdiction;

WHEREAS, the Oregon Legislature enacted Senate Bill 1531 (2014) which removes immunity from state prosecution for a person who is responsible for or employed by a registered medical marijuana facility located in an area subject to the jurisdiction of a city or county that enacts a moratorium prohibiting the operation of a medical marijuana facility; and

WHEREAS, the {City Council/County Board of Commissioners} believes it is in the best interests of the health, safety and welfare of the citizens of {City/County Name} to enact such a moratorium prohibiting the operation of medical marijuana facilities within the jurisdictional boundaries of {City/County Name};

NOW THEREFORE, BASED ON THE FOREGOING, THE {CITY/COUNTY NAME} ORDAINS AS FOLLOWS:

MORATORIUM DECLARED. The {City/County} of {Name} hereby prohibits the operation of any medical marijuana facility in any area subject to the jurisdiction of {City/County} of {Name}. As used in this section, "medical marijuana facility" includes any facility that dispenses marijuana pursuant to ORS 475.314 or any other provision of Oregon law.

DURATION OF MORATORIUM. The moratorium imposed by this ordinance shall be effective until May 1, 2015, unless rescinded sooner.⁴

ENFORCEMENT. The {title of public official, i.e., chief of police, sheriff} is charged with enforcement of the moratorium.

REMEDIES NOT EXCLUSIVE. The remedies available under Senate Bill 1531 (2014) for a violation of the moratorium imposed by this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law. It is within the discretion of the {City/County} of {Name} to seek cumulative remedies for a violation of the moratorium imposed by this ordinance.

SEVERABILITY. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this

Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

EMERGENCY. This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance takes effect on its passage.⁵

¹ SB 1531 is predicated on the assumption that the preemption in SB 863 (adopted in the 2013 Special Session and codified at ORS 633.738) includes medical marijuana. SB 863, known as the so called “Genetic Modified Organism (GMO) Bill,” preempts local regulations of certain agricultural products. Specifically, SB 1531 states that, notwithstanding the preemption in SB 863, local governments may impose reasonable time, place, and manner regulations on medical marijuana. Likewise, SB 1531 assumes that HB 3460 (the so called “dispensary bill” codified at ORS 475.314) may preempt local authority to regulate medical marijuana facilities. However, it is debatable whether SB 863 or HB 3460 indeed preempt local control of medical marijuana, and if so, whether that preemption is, in turn, preempted by federal law under the analysis set out by the Oregon Supreme Court in *Emerald Steel Fabricators, Inc. v. Bureau of Labor and Industries*, 348 Or. 159, 230 P.3d 518 (2010). Consequently, local jurisdictions are encouraged to consult with their legal counsel to obtain an opinion on the relationship of SB 863 and HB 3460 to SB 1531 and federal law, to determine whether the jurisdiction is limited to only “reasonable time, place, and manner” restrictions, either without or after a moratorium.

² SB 1531 expressly uses the term “enact.” The Oregon Court of Appeals has held that the term “enact” refers to the date upon which the governing body took the final action required under its rules, and not necessarily its effective date. *American Energy v. City of Sisters*, 250 Or App 243, 280 P3d 985, *rev den* 352 Or 377, 290 P3d 813 (2012). In order to make the May 1, 2014, deadline, cities that desire to impose a moratorium should examine their rules and determine whether they are able to suspend certain rules to expedite the adoption of the ordinance.

³ As an exercise of the jurisdiction’s police powers, this model is separate and distinct from a land use moratorium that operates to suspend a local jurisdiction’s land use actions for a period of time. Consequently, as drafted, this model prohibits the operation of a medical marijuana facility, but does not suspend the application of business license or land use ordinances, which could already restrict the issuance of a license or permit if the proposed business or land use activity is unlawful under local, state, or federal law. Nonetheless, local jurisdictions should consult with their legal counsel on the applicability of ORS 197.610 to their situation.

⁴ The Oregon Health Authority has indicated it might not acknowledge a moratorium ordinance unless it includes an end date of May 1, 2015.

⁵ Although SB 1531 requires a governing body desiring to impose a moratorium to enact the ordinance by May 1, 2014, this ordinance includes an emergency clause to make the ordinance effective upon adoption.

1. **Call Meeting to Order/Pledge of Allegiance.** Planning Commission Chair Larry Cramblett called the meeting to order at 7:10 PM. Planning Commission Members Virginia Fitzpatrick, Jason Sergeant, and PCC Larry Cramblett were present. Planning Commissioners Gyda Haight and Todd Mohr were absent. Also present were City Administrator Gordon Zimmerman and Accounting Clerk Megan Webb.
2. **Approval of Minutes:**
 - a. Approval of Planning Committee Minutes of January 9, 2014. **Motion:** PCM Fitzpatrick moved, seconded by PCM Sergeant, to approve the Planning Commission minutes of January 9, 2014. The motion passed unanimously.
3. **Work Session Items:**
 - a. Community Development Code. PCC Cramblett said he would really like to discuss these issues when all of the Commission members are present. He said this needs to be addressed so we will just continue. PCC Cramblett said he would like to discuss any issues that anyone has with the Community Development Code. He said he has made notes of his own of what he would like to work on. He said he would like the new commissioners to go over the definitions in the beginning of the CDC. He said this will help them to understand what certain things mean.

PCC Cramblett said he would like to address Article II, section 8-6.20.030. He said he doesn't agree with the wording "reasonably objective". He said he feels it's too open for interpretation.

PCC Cramblett said that according to the bottom of the pages in the CDC, it hasn't been updated since May of 2001. He said it has been updated and the only way someone would know that is if they were included in that update. He said he would like to create a process to better identify what and where amendments have been made in the CDC.

PCC Cramblett said he would like to look at amending the sidewalk requirements. He said he believes that sidewalks should only be on the main streets in town, not the side streets. PCM Sergeant suggested that the Planning Commission should decide how we would like the streets to look.

PCC Cramblett said he is concerned with the Medium Density Residential Code as well as the Planned Unit Development Code. He said he feels like the amendments that were made to those codes were only done because of what people wanted at that time. He said he would like to review those two code sections.

PCC Cramblett said he would like to review the Downtown Code and the design guidelines to make sure that it still matches what the Commission wants.

PCM Sergeant suggested that all of the Commissioners look through the CDC and make note of anything they are concerned with or would like to review. PCC Cramblett said that he was hoping that would happen tonight but without all of the Commissioners here that is difficult.

PCC Cramblett said he would like to hold a meeting on March 13.

4. **Adjournment.** PCC Cramblett adjourned the meeting at 8:30 PM.

Prepared by
Megan Webb

APPROVED:

Larry Cramblett, Planning Commission Chair

1. Call To Order/Pledge of Allegiance: Port President Groves called the meeting to order at 7:00 PM. Port Commissioner Brenda Cramblett and Council Members Bruce Fitzpatrick, Jeff Helfrich, Mayor Cramblett, and citizen member Gary Munkhoff were present. Also present were City Administrator Gordon Zimmerman, Port Interim General Manager Paul Koch, City Recorder Kathy Woosley, Electric Foreman Keith Terry, Bobby Walker, Rian Windsheimer, Ken Wittenberg, Rob Brostoff, Dave Palais, Joeinne Cramblett, Gary Rains, and Don and Gyda Haight.
2. Welcome and Self-Introductions.
3. Adoption of meeting minutes of January 2014. Motion: CM Helfrich moved, seconded by PC Cramblett, to approve the January 30, 2014 minutes. The motion passed unanimously.
4. Citizen Input. None.
5. City/Port Issues:
 - a. Report on the recommended priorities. CA Zimmerman listed the Economic Development Priorities as:
 1. Port Industrial Park Master Plan (completed)
 2. City Waster Master Plan (completed)
 3. Elected Officials understand #1 and #2 and engage with citizens to explain the needs
 4. Adequate electric power to the Industrial Park now and in the future.
 5. Adequate water to the Industrial Park now and in the future.
 6. Provide upgraded truck access to the Industrial Park
 7. Stable long term funding for the EMS Department
 8. Refurbish wastewater pump station at Industrial Park.

Mr. Palais stated that it would be helpful for any company wanting to be in the Industrial Park to see a timeline for goals to be completed. He said if the timeline is to extend for more than a few years of time his company would need to know sooner than later. PP Groves suggested the next step would be to establish the time line. CA Zimmerman stated the first three are immediate and explained the estimated time for the rest of the list. He said some phases would be dependent on businesses bringing in additional revenue. PIGM Koch stated that the staff and elected officials are committed to this.
 - b. Discussion of electric system. EF Terry explained the plan of getting power to the Industrial Property and doing that work in three different phases. CA Zimmerman gave estimates of each phase. Mr. Munkhoff suggested using the buying power of BPA to try and reduce costs. He said he thought the City had the leverage to get a better deal. PIGM Koch also suggested looking into other energy options. Mayor Cramblett suggested that the Port, City, and EF Terry meet with BPA and discuss with their experts. Mayor Cramblett said he did not want to build big and then get stuck with it as has happened in the past.
 - c. Discussion of road options via Nestlé. Mr. Windsheimer gave some examples of what is being discussed for truck route options into the Industrial Park. He said he could have some conceptual drawings for the next meeting. He also reported on some funding options that may be available.
 - d. Discussion of IGA. PIGM Koch said the IGA is vague but was built as an agreement to be able to negotiate and bring business to Cascade Locks.

e. Nestlé. Mr. Palais stated he didn't have any new updates. He said that Food and Water Watch and BARK had filed exceptions to the proposed order.

6. Economic Development Department Update. Mr. Rains reported that the Port's Master Plan had been adopted by the Port Commission and there is \$3.3 Million of anticipated expenditures. He said the first step is to create a list of development standards as the current standards in the City's Public Works Design Standards are not acceptable to development in the Industrial Park. He said Jim Bussard is working on the mapping and engineering for the municipal access into the Industrial Park and will also be surveying and platting the park.

Mr. Rains said the Port is moving forward with Heukers, the Puff Factory, and Smokey Bear Holdings. He said the transportation issues need to be resolved within two years.

Mr. Rains reported that Cascade Locks has five projects, four projects on the top ten priority list, created by the Economic Development Work Group for the County for possible funding. He said he also attended a meeting in Salem where Representative Johnson made him aware of possible funds available. He said he put in a grant for 1.9 Million for work as laid out in the Port's Master Plan.

PP Groves stated that he, Mayor Cramblett, and Holly Howell would be going to Washington, D.C. to also lobby for funds for infrastructure needs in the Industrial Park. Mr. Rains said he is also reviewing a packet to apply for funds from the Infrastructure Finance Authority. He said the Port is now in a good position to seek funding.

PIGM Koch said the Port Commission did increase the tolls for more than two axle vehicles. He said there is an increase of fifty cents per axle to be put into the bridge repair fund.

PIGM Koch said he also wanted to report that the Downtown Association is having a membership campaign and that Nestlé is donating a heart defibrillator to the first 10 businesses. He said that Nestlé has also donated \$500.00 toward the library move from City Hall to the School, and \$1500.00 to CGRA for a boat. CM Helfrich said there is a YouTube video to watch which shows how Nestlé gives back to communities.

7. Next Meeting. March 27, 2014
8. Adjournment. Motion: CM Helfrich moved, seconded by PC Cramblett, to adjourn. The motion passed unanimously.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Jess Groves, Port President

**City of Cascade Locks
Finance Committee
Tuesday, February 18, 2014
7:00 pm, City Council Chambers
Minutes**

Attendance: Mayor Tom Cramblett
City Councilor Bobby Walker
Darlene Sullenger
Arni Kononen
Nancy Renault

Absent: Gary Munkhoff
Sandra Kelley
Tiffany Pruitt
City Councilor Richard Randall

Staff: Gordon Zimmerman, City Administrator

1. Call to Order/Pledge of Allegiance at 7:00 p.m.
2. Approval of January 21, 2014 minutes

Darlene Sullenger moved and Bobby Walker seconded the approval of the minutes. Motion carried 5-0.

3. Review of City Attorney Input on Large Project Policies

After discussion, Darlene Sullenger moved to approve the City Attorney recommend to designate large projects as \$150,000 and above, that change orders larger than \$2,500 need to be approved by the City Council, and that projects may not be split into smaller projects to avoid the large project policies.

Arni Kononen seconded the motion. Motion carried 5-0.

4. Review of EMS Time Information

After review and discussion, the Committee asked Staff to develop information concerning the revenue generated by calls where the paramedic responded. Is there a process that would allow this information to be generated? City Administrator Zimmerman will work to generate that information.

The Committee also discussed the EMS Funding process the Council is developing for the May Primary ballot. The area encompassed by the Ambulance Service area needs to

be clarified.

5. Review of Commercial Real Estate Broker Program

The City has received inquiries from 5 real estate brokers about listing the Fire Hall. One of the five was the result of the mailing and four were generated by phone calls from Mr. Scott Sullenger.

6. Review BKI COSA Study

There was considerable discussion about the validity of the BKI Cost of Service study.

Mr. Kononen questioned the use of a negative growth rate for general services in the table 4.1. This causes the net operating margins to dramatically decrease of the five year time frame. He strongly encourages us to hold the rates steady and carefully watch the beginning fund balances and the capital reserves as these potential industrial customers come on line. We should want a steady growth rate, not an accelerated rate. He asked if we could develop a report to track the reserve account and the beginning fund balance for the electric department.

Ms. Sullenger asked the question, "How can we get to people to come here? Why don't we market our community?" She recommended that the Council market the city. She also asked if we could ask BPA for a lower rate. She also asked if the OMEU Executive Director was coming to visit the committee.

Mayor Cramblett suggested that we should revisit the industrial power rate to make sure we have enough margin. He asked Staff to develop, or have BPA provided, a history of the actual power and transmission costs for the past ten years. Our industrial rate should be closer to Skamania PUD or Hood River rates. The Mayor also asked for a history of the City's last two electric rate increases.

Bobby Walker suggested that a study is just a tool to use. He also reiterated that there has been more interest in Cascade Locks in the last six months than for many years. The Port and the City are working together to develop the infrastructure that will attract new businesses to come.

7. Other Matters and Concerns

There was considerable discussion about water and electric rates and costs and the cost to provide an effective EMS program.

8. Next scheduled Meeting is Monday, March 17.

9. Adjourned at 9:02 p.m.

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE WORKSHOP, Monday, Feb 17, 2014, 7:00 PM, The Bold Orange

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:01pm. TM Massey, TM Miller, TM Baseman and TC Carron were present. RARE Rebecca Sergeant was also present. TM Fine TM Lipps, and TM Shelley were not present.
2. **Amendments to the Agenda** – None
3. **Comments by the General Public** – None
4. **Discussion/Declaration of Potential Conflicts of Interest** – None
5. **Approval of Minutes** –
6. **Approval of Bills** – None
7. **Workshop Items:** First, the Tourism Members took a few moments to get their laptop computers onto wifi.
 - A. **Website Update Tour** – RARE Rebecca had the Members follow along as she visited www.cascadelocks.net. She stated that for many tourists, this website is their very first impression of Cascade Locks. It is important to showcase our amenities, and avoid blank unfinished webpages. She showed how the Google calendar is embedded into the events webpage and what it looks like to our tourists. A particular goal is for each day of the week to have several activities listed, so that visitors can see they have all kinds of options right here in town.
 - B. **Calendar Practice** – A 1-page guide to maintaining the tourism calendar was passed out. Using the steps outlined, Rebecca walked TM Massey, TM Baseman, and TM Miller through the process of finding and entering event information for the public. Keyboard shortcuts for ‘copy’ and ‘paste’ were discussed.
 - C. **Flash Report** – There was a short discussion of items to be included on the March Flash Report to businesses.
8. **Adjournment** –

Motion: TM Massey motioned, seconded by TM Baseman, to adjourn the meeting at 8:09pm. The motion passed unanimously.

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 2014

1. **TOTAL CALLS FOR SERVICE: 107** (Includes follow-ups, Officer initiated, agency assist, ect.)
2. **TOTAL PRIORITY CALLS: 6**
3. **TOTAL CRIMES/CALLS AGAINST FAMILIES: 1**
4. **TOTAL CASE NUMBERS ISSUED: 14**
5. **TRAFFIC STOPS: 19**
6. **TOTAL ANIMAL CONTROL CALLS/CITATIONS: 1**

Additional Investigative Support: Deputy Guertin, Deputy Anderson and Deputy Carmody. Case numbers include: S140120, S140122, S140125, S140129, S140135, S140157, S140146, S140150, S140151, S140158, S140176, S140193, S140179 and S140186.

Deputy Harvey worked 88.71 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 31.86 hours within the City of Cascade Locks, (Sgt.Castaneda, Deputy Carmody, Deputy Anderson, Deputy Stefanini, Deputy Smith, Sgt. Flem, Reserve Deputy Pivarunas and Sgt.Hughes.

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

STATE OF OREGON



2013

ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST

[INFORMATION FOR THE CALENDAR YEAR 2012]

PLEASE READ CAREFULLY:

- The Oregon Government Ethics Commission (Commission) has been informed that you are a public official who is required by ORS 244.050 to file a Statement of Economic Interest (SEI) form. The governing body you serve has provided us with your name, position, and mailing address. If any of our information is incorrect, please notify your governing body as soon as possible, and also make the correction on the SEI form before you return it so we may update our records.
- You must file if you will hold your position on April 15, 2013. The information you report must reflect the economic interests you held at **any time during the calendar year January 1, 2012 through December 31, 2012**. This applies even if you did not hold your position during the calendar year 2012.
- Do not leave any section blank. Indicate "N/A" if the requested information does not apply to you, **except in item 2, Sources of Income**. You may attach additional sheets if necessary to provide complete information. Please see instructions on page 2 for additional information.
- Enter your name in the space provided at the top of each page.
- Sign, date, and provide your daytime telephone number and email address in the spaces provided at the bottom of page 6.
- **Please make a copy of the completed form and retain it for your own records in case you are asked for a copy at a later date.** If you return your form by fax or email, please include this cover sheet as it contains information we need for prompt processing of your filing.

NOTE: Failure to complete and file this form by the final filing date may subject you to an automatic civil penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter, up to a maximum of \$5,000 [ORS 244.350(4)(c)].

This area will come personalized to you with your name, address, and name of the public body you serve.

Note: If you hold any additional positions please identify by placing the title here next to your address label. Please Print Clearly.

Annual Verified Statement of Economic Interest
Filing Instructions

- ORS 244.050 specifically identifies certain public officials who are required to complete the SEI form. Your position is one of those listed. **If you do not believe that you are required to file a SEI or if you have other questions, please call the Commission at (503) 378-5105 as soon as possible.**
- If you hold more than one position that is required to file, you may receive multiple forms. You need only return one form. We will apply the filing date of that one form to each position in our database that is associated with your name. It helps us if you indicate on the front page of the form what additional position(s) you hold.
- The most common errors officials make when filing their form are:
 - (a) Forgetting to sign and date the form on the last page.
 - (b) Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. *(The question does not relate only to the public position you hold.)* Do not overlook the fact that a pension or social security benefit represents part of the household income. Please refer to the definition of income on page 3.
 - (c) Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box on page 5. The questions need to be answered only if the conditions described in the instructions apply to your responses.
- **Please do not fail to respond to this notification!** ORS 244.350(4)(c) prescribes assessment of a penalty of \$10 for each of the first 14 days the SEI is late and \$50 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5000.
- Please return this form to the Oregon Government Ethics Commission as soon as possible. **It must be postmarked or received no later than Monday, April 15, 2013.** Please contact the Commission at 503-378-5105 if you have questions.
- Return your form as soon as possible:

By mail to be postmarked on or before April 15 to: Oregon Government Ethics Commission
3218 Pringle Rd. SE, Suite 220
Salem, OR 97302-1544

By Fax to 503-373-1456, or
By scanning and emailing to ogec.mail@state.or.us

Please remember to retain a copy for your records

STATUTORY REFERENCES

Item 4-A, ORS 244.020(6)(b)(F) – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

Item 4-B, ORS 244.020(6)(b)(H) – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

- (i) On an officially sanctioned trade-promotion or fact-finding mission; or
- (ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

DEFINITIONS

"Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax-exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. [ORS 244.020(2)]

"Income" means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). [ORS 244.020(8)]

"Honorarium" means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. [ORS 244.020(7)]

"Person" means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

"Member of Household" means any person who resides with the public official. [ORS 244.020(10)]

1. **BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:**

A. If you or a member of your household were an officer or director of a business (see definition of "business" above) during 2012, please indicate that information below. (These would be personal business ventures, not the public position you hold. Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A for example.)

<u>Business Name</u>	<u>Business Address</u>	<u>Description of Business</u>	<u>Title of Office</u>	<u>Held By Whom</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

B. List the names under which you or members of your household did business (see definition of "business" above) during 2012:

<u>Business Name</u>	<u>Business Address</u>	<u>Description of Business</u>	<u>Held By Whom</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

2. **SOURCES OF INCOME:** Identify the sources of income (See definition of "income" on page 3) received by you or a member of your household, who is 18 years of age or over, during the 2012 calendar year that produced 10% or more of the total annual household income. (Your business would be a source, not the individual clients of your business.)

<u>Name of Source</u>	<u>Address of Source</u>	<u>Description of Source</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Name _____
Last First

3. **REAL PROPERTY:** List all real property (*residential, commercial, vacant land, etc.*) in which, during **2012**, you or a member of your household had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract, **located within the geographical boundaries of the public entity you serve.** (*Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.*) **Do not list your principal residence.**

<u>Description</u>	<u>Address</u>
1. _____	_____
2. _____	_____
3. _____	_____

4. **OFFICE RELATED EVENTS:**

A. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2012** when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(6)(b)(F), (*see reference on page 2*), which is an exception to gift restrictions. (*Do not list expenses that were paid by the public body you represent.*)

<u>Date</u>	<u>Organization Name</u>	<u>Address</u>	<u>Nature of Event</u>	<u>Amount</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

B. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2012** when participating in a mission, negotiations, or economic development activities described in ORS 244.020(6)(b)(H), (*See reference on page 2*), which is an exception to the gift restrictions. (*These events are those that were officially sanctioned or designated by your public body. Do not list expenses that were paid by the public body you represent.*)

<u>Date</u>	<u>Organization Name</u>	<u>Address</u>	<u>Nature of Event</u>	<u>Amount</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

5. **HONORARIA:** List all honoraria (*see definition on page 3*) allowed in ORS 244.042, with a value exceeding \$15, received by you or a member of your household during **2012**.

<u>Date</u>	<u>Organization Name</u>	<u>Nature of Event</u>	<u>Amount</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Name _____
Last First

6. **SHARED BUSINESS WITH LOBBYIST:** List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during **2012**. (Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist. Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.)

	<u>Name of Lobbyist</u>	<u>Name of Business</u>	<u>Type of Business</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

PLEASE NOTE – Do NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.

"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official.

(Please refer to the instructions in the box above.)

7. **INCOME OF \$1,000 OR MORE:** Respond only if you or a member of your household received a source of income exceeding an aggregate amount of \$1,000 during **2012**, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve.

	<u>Income Source</u>	<u>Address</u>	<u>Description</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

(Please refer to the instructions in the box above.)

8. **DEBT OF \$1,000 OR MORE:** Respond only if you or a member of your household owed a debt of \$1,000 or more to a person (see definition of "person" on page 3) during **2012**, and that debt involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (Note: Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.)

	<u>Name of Creditor</u>	<u>Date of Loan</u>	<u>Interest Rate of Loan</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Name _____
Last First

(Please refer to instructions in the box on page 5.)

9. **BUSINESS INVESTMENT OF MORE THAN \$1,000:** Respond only if you or a member of your household had a personal, beneficial interest or investment in a business (see definition of "business" on page 3) of more than \$1,000 during 2012, if the investment involved an individual or business that did business with or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (Note: Do not list the amount of the investment. Do not list individual items in a mutual fund or blind trust, or a time or demand deposit in a financial institution, shares in a credit union, or the cash surrender value of life insurance.)

<u>Business Name</u>	<u>Address</u>	<u>Description of Business</u>
1. _____	_____	_____
2. _____	_____	_____

(Please refer to instructions in the box on page 5.)

10. **SERVICE FEE OF MORE THAN \$1,000:** Respond only if you (not your business) received a fee of more than \$1,000 in 2012 from a person (see definition of "person" on page 3) for whom you performed a service, if the service involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (Do not list fees if you are prohibited from doing so by law or a professional code of ethics.)

<u>Name</u>
1. _____
2. _____

11. **VERIFICATION:** Under penalties for false swearing/false affirmation, I declare that the information submitted in this document is, to the best of my knowledge and belief, true, accurate, and complete.



Signature _____ Date _____

Daytime Telephone Number _____

Email Address _____

Return your form as soon as possible:

By mail to be postmarked on or before April 16 to: Oregon Government Ethics Commission
3218 Pringle Rd. SE, Suite 220
Salem, OR 97302-1544

By Fax to 503-373-1456, or
By scanning and emailing to ogec.mail@state.or.us

Please remember to keep a copy for your records. If you return your form by fax or email, please include the cover sheet as it contains information we need for prompt processing of your filing.

Oregon Government Ethics Commission

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[Advisory Opinions](#)
[Training - Education](#)
[Commission Meetings](#)
[Performance Measures](#)
[Forms and Publications](#)
[Case Information](#)
[Public Records](#)
[Calendar](#)

Training/Education



On-site Training

Trainers are available to present training sessions or workshops throughout the state on government ethics law, lobbying regulations, and executive session provisions at no cost.

You can now request training sessions online! [Click here to request training.](#)

For more information related on-site training services, please call 503-378-5105 or contact us by email at OGEC.training@state.or.us.

iLinc Webinars - Presented Live Over the Internet - OGEC is pleased to offer iLinc Webinars as a training option! These 30-60 minute trainings are presented live by an OGEC trainer using the internet. Several different classes will be presented each month. Anyone may participate in any of these classes, but the number of available spaces is limited. Please register at least one day in advance by emailing OGEC.Training@state.or.us. Webinars are provided free of charge. OGEC can also provide customized webinar trainings for any group on request.

[Click here to access iLinc](#)

iLearnOregon

OGEC is pleased to offer free on-line learning through iLearn Oregon. Training modules are short, focused, and convenient. We are using the system to offer free e-learning training modules focusing on **government ethics law, lobbying regulations, and executive session provisions.**

Whether you are a public official or a private citizen, anyone with an e-mail address can register to take classes through iLearnOregon at no cost. In addition, once you are registered in iLearn, you can access training from any internet-connected computer.

iLearn allows you to take training and keeps record of the training you have taken. Plus, using online training allows you to reduce travel time, save on training costs, and creates flexibility by delivering the training when you need it.

Training Topics:

- *Conflicts of Interest*
- *Complaints*
- *Ethics Statutes Overview for Employees and Other Appointed Officials*
- *Ethics Statutes Overview for Elected Officials and Officials Appointed to Boards, Commissions, or Advisory Groups*
- *Gifts*
- *Introduction to Executive Sessions*
- *Prohibited Use of Office*

- *2010 Legislative Changes*

Open iLearn

Click this link to open iLearn: [Access iLearnOregon](#)

Log Into iLearn

Once you are on the iLearn site, you will need to enter your user name and password. If you do not have a user name and password, you will need to register.

Register in iLearn

If you are NOT a state employee, click this link for step-by-step instructions on how to register in iLearn : [/OGEC/docs/Training/iLearn New Acct Non State Employee 20101129.pdf](#)

If you ARE a state employee, click this link for step-by-step instructions on how to register in iLearn: [OGEC/docs/Training/iLearn New Acct State Employee 20101130.pdf](#)

Enroll in an iLearn Class

Once you are logged into iLearn, you will sign up for the courses you wish to take. [Instructions on how to register for a course](#) (.pdf)

Start an iLearn Class

To start the training, click on the underlined title of the training module. This brings up a pop-up box with a link labeled with the name of your module. Click this link. You might have to click it twice to get the program to activate.

Contact Us

Feel free contact our office if you have any questions about training through iLearnOregon. 503-378-5105 or OGEC.training@state.or.us.

A Guide for Public Officials

The Oregon Government Ethics Commission has prepared a booklet entitled "Oregon Government Ethics Law - A Guide for Public Officials." This resource reviews several ethics topics one by one. It covers both the statutes and the Oregon Administrative Rules, and includes examples. This 50-page book is a useful tool.

You can either print off a hard copy or save a PDF version to your computer. The electronic copy is a searchable PDF, allowing you to easily research a topic.

The most recent version was approved by the Commission in October, 2010, as it incorporates the changes that were made to the law during the legislative session of 2009, and no changes were made to the Oregon Government Ethics law during the 2011 legislative session.

Access the current guide by selecting this link: "[Guide For Public Officials](#)". To request a hard copy free of charge, call 503-378-5105 or e-mail ogec.mail@state.or.us.

Training Resources

iLinc Webinars

The webinars are presented live by an OGEc trainer. Anyone may participate in any of these classes, but the number of available spaces is limited. Please register at least one day in advance by emailing OGEC.Training@state.or.us with the name and date of the webinar you wish to take. Webinars are provided free of charge.

You will need to be at an internet-connected computer. You can access the sound by either connecting to a conference telephone call, or through your computer speakers using VOIP.

These webinars work best on computers with recent operating systems, Internet Explorer 6.0, 7.0, or 8.0, at least 256 MB of memory, a processor speed of at least 1GHz, and an internet connection of at least 56Kbps. This website will test your system to make sure you can successfully participate in an iLinc webinar: <https://oregonconnect.ilinc.com/perl/ilinc/lms/systest.pl>

For a full description of the system requirements, please see the last page of this document.

Conference calls are clearer than VOIP, do not use any internet bandwidth, and allow you to speak to the instructor. VOIP sound is provided through your internet connection, but is a little less clear and uses 15KBps of bandwidth, so you need an internet speed of at least 100Kbps. Attendees listening via VOIP can type-chat with the instructor, but cannot be heard. You can choose to listen in by either method.

February iLinc Calendar

March iLinc Calendar

OREGON.GOV

- State Directories
- Agencies A to Z
- Oregon Administrative Rules
- Oregon Revised Statutes
- Oregon - an Equal Opportunity Employer
- About Oregon.gov



WEB SITE LINKS

- Text Only Site
- Accessibility
- Oregon.gov
- File Formats
- Privacy Policy
- Site Map
- Web Site Feedback

PDF FILE ACCESSIBILITY

Adobe Reader, or equivalent, is required to view PDF files. Click the "Get Adobe Reader" image to get a free download of the reader from Adobe.

