

# CITY of CASCADE LOCKS

# AGENDA

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## CITY COUNCIL MEETING, Monday, March 25, 2019, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of February 25, 2019 City Council Minutes.**
  - b. **Ratification of the Bills in the Amount of \$260,557.69.**
4. **Public Hearing: None**
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Acting as Local Street Review Board: Approve Shahala HOA Board Request.**
  - c. **Approve First Reading of Ordinance No. 450 Expanding the Street Vendor Ordinance to Include Temporary Food Vendors.**
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: None.**
  - b. **Audit Presentation: Tonya Moffitt, Merina & Company, LLP.**
  - c. **Review of Fire Chief Job Description.**
  - d. **Corrosion Control Debt Service Resolution Discussion.**
  - e. **Wastewater Debt Service Resolution Discussion.**
  - f. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required under ORS 192.660 (2) (d) Labor Negotiations.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7PM. Present were CM's Julie Caldwell-Wagner, Glenda Groves, Bruce Fitzpatrick, Richard Randall and Bobby Walker. CM Sara Patrick was excused. Also present were CA Gordon Zimmerman, City Attorney Rueben Cleaveland, Camera Operator Marianne Bump, City Recorder Kathy Woosley, Deputy Recorder Marilyn Place, Fire Chief Jessica Bennett, EMT Rebecca Gehrman, Superintendent for Skamania EMS Ann Lueders, Karen Saro Troeger and Brenda Wood.
2. **Additions or amendments to the Agenda.** CM Groves said she would like to apologize to the Council, community, Chief Jessica Bennett and EMT Rebecca Gehrman for her comments at the last Council meeting. She said her comments were out of order, out of line and she meant no disrespect to the ladies that do such a great job for us. She said they are professionals and she should have treated them as professionals. She said she personally apologized to Ms. Bennett and Ms. Gehrman and discussed what caused her strong reaction to their proposal for the Wildland Fire application. She said they both accepted her apology and she was grateful for that.  
  
CA Zimmerman said there are two late additions to the Action Items, 5i and 5j.
3. **Adoption of Consent Agenda.**
  - a. **Approval of January 28, 2019 Goal Setting Minutes.**
  - b. **Approval of January 28, 2019 City Council Minutes.**
  - c. **Ratification of the Bills in the Amount of \$ 282,829.49.** **Motion:** CM Groves moved to approve the Consent Agenda, CM Randall seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
  - a. **Appointment to Committees.** CA Zimmerman said the City received one application for the only remaining opening on the Budget Committee from Ken Wittenberg. There was consensus of Council to appoint Mr. Wittenberg to the Budget Committee.
  - b. **Approval of Hood River County Reads Proclamation.** CA Zimmerman said Ms. Jean Harmon was unable to make the trip to the meeting. He asked if Council would like to go forward with the Hood River County Reads Proclamation which this year takes place March 2 to April 14, 2019. CA Zimmerman read the Proclamation. **Motion:** CM Randall moved to approve the Proclamation, CM Groves seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
  - c. **Approve Resolution No. 1410 Establishing the Goals for Fiscal Year 2019/2020.** CA Zimmerman said at the January 28, 2019 meeting Council worked through the goals and added a couple more. He said he can't guarantee the City will get them all done but they will try. **Motion:** CM Groves moved to approve Resolution No. 1410, CM Randall seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
  - d. **Approve Resolution No. 1411 Adjusting Wastewater Rates to Pay for Debt Service for the Wastewater Facilities Improvement Project.** CA Zimmerman said this is a requirement from our lenders and it's for two increases for September 2019 and September 2020. **Motion:** CM Randall moved to approve resolution No. 1411, CM Walker seconded.

CM Caldwell-Wagner said it has been brought to her attention that it may be against the City Charter to increase the rates and could she get an explanation. CA Zimmerman said the City

Charter was amended in 2008 to say any fees, taxes or charges would have to be approved by the people. He said this is a rate increase and it's involved in the water rates and utility rates are not part of that Charter amendment. City Attorney Rueben Cleaveland added that if you look in the Water Ordinance it specifically defines rates for the uses or consumption of water or the provision of the service related thereto shall be set from time to time by the resolution of Council. He said it means the Council is in charge by administrative action and they are not passing any law they are just setting forth the rate as provided in that water ordinance.

CM Groves said on the resolution CA Zimmerman has the rate increase for residential at \$10.38 and that is not what Council agreed on. She said we agreed on the amount of \$8.30 in September of 2019 and the same amount increase for September 2020. CA Zimmerman explained it's a reflection of the percentage increase on the per thousand gallons charge so the residential and business rates are increased relatively the same.

Mayor Cramblett said the only thing the Council wanted to do by approving the increase was to pay off the loan. CA Zimmerman said if you don't increase the per thousand gallon rate then we won't be collecting enough to pay off the loan. He said we tried to make the increase across the board so households and businesses bear the same percentage increase. He added it's not fair for households to subsidize the businesses.

CM Walker said he would like to see it written out because it does not sound like what Council talked about.

Mayor Cramblett said there should be a piece of the billing statement that shows the amount the Council agreed to that goes specifically to the loan. CA Zimmerman said we can break it out to show what the amount for debt service and what amount is for the existing rate. He said however, if the amount for the water usage doesn't increase the same percentage as the other rate then the residents pay more than the businesses.

Mayor Cramblett said the debt service rate should not reflect water usage charges. CA Zimmerman said he can go back and recalculate it but then how do we get the businesses to pay their share. Mayor Cramblett said the increase amount the Council agreed on has nothing to do with the water rates but rather strictly to pay a loan. CA Zimmerman said the waste water rates are based on how much water you use. He said if you just have a flat rate then businesses don't pay their share. Mayor Cramblett said I'm only asking for enough increase to pay for the loan. CA Zimmerman said but it will all go to debt service and you pay off the loan faster. Mayor Cramblett said the speed at which the loan is paid off is not what he is after. He said he is after a fair solid payment that will pay off the loan. CA Zimmerman said but that is how our sewer is charged, that's how we make it fair. Mayor Cramblett said the way you're structuring the payment you're asking residents to dump even more money to the loan. He said all he wants the residents to do is pay for the loan with no additional increase.

CA Zimmerman said he misunderstood Council and he will go back and recalculate the flat rate increase for the loan.

CM Walker said he would like to retract his Second to the motion. CM Randall said he takes back his motion. The motion was retracted and Council decided to ask staff to recalculate the loan payment based off a flat rate that pays off the loan only and does not increase the per gallon charge.

- e. **Approve Resolution No. 1412 Accepting NE Columbia Gorge Way.** CA Zimmerman said the port has stripped the street and the City needs to take it over to manage. **Motion:** CM Randall moved to approve Resolution No. 1412, CM Groves seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
  - f. **Approve Contract for Installation of 3-Phase 1000MCM Primary Line Extension.** CA Zimmerman said the Port is rapidly recruiting businesses for the Industrial Business Park and we need to get power to the new businesses that are going to be there. He said the \$110,080.33 estimate is the only bid that has been received. He said this money will be paid back to the City by the Port but he needs approval to get the equipment. **Motion:** CM Groves moved to approve the contract for installation, CM Randall seconded the motion. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
  - g. **Approve Ruben Cleaveland of VanKoten & Cleaveland LLC as the City Attorney.** **Motion:** CM Randall moved to approve Ruben Cleaveland as City Attorney, CM Groves seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
  - h. **Adopt 2019/2020 Budget Calendar.** **Motion:** CM Groves moved to adopt the budget calendar, CM Walker seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
  - i. **Notice of Intent to Award Corrosion Control Project.** **Motion:** CM Groves moved to approve the intent to award, CM Randall seconded. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
  - j. **Funding Wastewater System Repairs.** CA Zimmerman said the engineers for our waste water system pointed out some problems with the equipment at the Marine Park lift station. He said the corrections to the system will cost \$25,000.00. **Motion:** CM Randall moved to approve the funding, seconded by CM Groves. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Ms. Anne Lueders said she is the Superintendent for Skamania County EMS and she was present that evening to read her letter to the City of Cascade Locks, CA Zimmerman and the Council. (Exhibit A).
7. **Reports and Presentations.**
- a. **City Committees:** None.
  - b. **Work Order Presentation.** Deputy Recorder Utility Specialist Marilyn Place reported on the creation of the Work Order System and where the process is so far.
  - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.** CM Fitzpatrick said he wanted to commend the two citizens that took care of all the people stranded on I-84 last week during the snow storm. He thanked staff for the work on the Work Order System.

CM Caldwell-Wagner said she have been reading the weather reports that the Cascade Locks Fire Department posts on Facebook. She said they were very informative and entertaining and encouraged everyone to check them out. She said there has been a lot of reports of vandalism and thefts in town and asked if a Neighborhood Watch could be formed to help combat the problem. She said three cars had smashed windows Sunday morning on Forest Lane.

CM Walker said he encourages people in Cascade Locks or anyone traveling in the Gorge please prepare yourself in the winter time. He said he always tries to be prepared to sit for 5 hours and keeps things in his car in case of an emergency. He said he was very happy to see the Work Order System beginning and it's very encouraging. He said it was a good healthy discussion regarding paying back the loan for the Wastewater Facilities Project. He reminded folks that winter is not over yet.

CM Randall said he wanted to thank Chief Bennett for her service and wishes her the best in her career. He said John Harvey could give people pointers about how to organize a Neighborhood Watch. He said whoever is doing the vandalism and thefts seems to know when the police are not in town.

CM Walker said he thought it was unfortunate we were going to lose Chief Bennett and he owed her a debt because she literally helped save his life. He said whatever is in her future he hopes she excels at it because she is a genuinely excellent person.

CM Groves said when Sheriff English was here he said he would help the residents establish a Neighborhood Watch and to contact him. She wanted to thank Chief Bennett for all the hours she has given to the community and she has really done a great job. She thanked staff for the initial work on the Work Order System and she knows it will take some time to get the wrinkles out but it's a good start.

Mayor Cramblett said Chief Bennett has been through difficult times with the changes in directions from Council and staff and she has worked through them. He said our great relationship with Skamania County EMS is partly due to the relationship Chief Bennett has with them. He said Chief Bennett and her staff has worked hard with the resources we've given them.

Mayor Cramblett said he appreciates the work that has been done so far on the Work Order System.

Mayor Cramblett said when citizens ask questions we should try and get the answers for them. He said we've had a question at a couple meetings regarding the loans the City has out. He said he looked at past records which are available for anyone to see to find information on all the City's loans. Mayor Cramblett said an example from 2012 there was a loan to build the Fire Department and the loan was taken out from the power company. He said the Council at that time said they were only going to pay the interest on that loan in hopes of selling the old Fire Station. He said the estimated payoff date for that loan was 2021. He said this Council took that on and didn't only just pay the interest they paid more to get it paid down and in 2018 it was paid off. He said there were two OIB loans, one was \$150,000.00 and another was \$125,00.00. He said those loans were taken out to cover the overages of building the new Fire Department and were due to be paid off in 2019 and those loans are already paid off. He said another loan to grow the sewer system which is supposed to be paid off in 2038 but it's on target to be paid off in 2028 and that's because this Council voted to refinance it which was very responsible. He said there's a loan for the Fire Truck which will be paid off this year. He said they were all reasonable and legal loans and this Council has done everything possible to take care of those outstanding loans and will continue to do so.

- 9. Other matters.**
- 10. Executive Session as may be required under ORS 192.660 (2) (h) Legal Council.**

11. **Adjournment. Motion:** CM Walker moved to adjourn, seconded by CM Randall. The motion passed unanimously by CM's Caldwell-Wagner, Groves, Fitzpatrick, Randall, Walker and Mayor Cramblett. The meeting adjourned at 9:15PM.

Prepared by  
Marilyn Place

APPROVED:

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Mayor Cramblett



BLANKET VOUCHER APPROVAL

PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
2/25/2019	Accounts Payable	\$ 141,720.16
2/28/2019	Accounts Payable	\$ 2,821.36
3/1/2019	Payroll	\$ 42,891.13
3/8/2019	Accounts Payable	\$ 19,309.91
3/15/2019	Payroll	\$ 53,815.13

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GRAND TOTAL \$ 260,557.69

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APPROVAL:

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Mayor





Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10273:								
10274	02/19	02/25/2019	1290	23649	CRUISE MASTER PRISMS, INC	BEVELED GLASS PLAQUE/passport na.	0540562028	41.53
10274	02/19	02/25/2019	1290	23649	CRUISE MASTER PRISMS, INC	passport nametags, turnout name plates	0540562350	228.00
Total 10274:								
10275	02/19	02/25/2019	7028	1901-1668	Curran-McLeod, Inc.	Overlook Park 12/26/18 to 1/25/19	0740562114	294.90
Total 10275:								
10276	02/19	02/25/2019	1340	25557	Daniel L. Jerman Co. Inc.	#1 meter	2140563471	2,750.00
Total 10276:								
10277	02/19	02/25/2019	1360	131671	DAVID R. CUNNINGHAM	Firewall updates	0140162082	2,854.50
10277	02/19	02/25/2019	1360	131672	DAVID R. CUNNINGHAM	new computer setup, replace camera, em	0140162082	60.00
Total 10277:								
10278	02/19	02/25/2019	1390	1029654546	DELL MARKETING L.P.	Computer for Deputy Recorder	5640563941	960.00
Total 10278:								
10279	02/19	02/25/2019	7088	6002036268	Endress & Hauser Inc.	Water Depth Monitor equipment	2140562560	1,020.00
Total 10279:								
10280	02/19	02/25/2019	6991	77636	Harris WorksSystems	Desk bases	5640563941	833.76
Total 10280:								
10281	02/19	02/25/2019	2420	2019-01	HOOD RIVER CO. - FINANCE	Reverse 911	0140362201	1,263.95
10281	02/19	02/25/2019	2420	9980	HOOD RIVER CO. - FINANCE	February Deputy Service	0141962250	3,823.40
Total 10281:								
10282	02/19	02/25/2019	2570	020619	HOOD RIVER NEWS	LU 19-002 Public Hearing Notice	0140262037	3,823.40
Total 10282:								
								104.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10282:								104.00
10283	02/19	02/25/2019	2980	253370	L.N. CURTIS & SONS	NON Ambient aircheck air analysis	0540562440	135.00
Total 10283:								135.00
10284	02/19	02/25/2019	3490	2680	MID-COLUMBIA ECONOMIC	corrosion control project	2141562025	10,000.00
Total 10284:								10,000.00
10285	02/19	02/25/2019	3870	897055	NORTHSIDE FORD TRUCK SALES INC	oil, regulator, switch assembly,gaskets,o-	0340562441	126.53
10285	02/19	02/25/2019	3870	897055	NORTHSIDE FORD TRUCK SALES INC	oil,regulator,switcho assembly,gaskets, o	2140562441	126.53
10285	02/19	02/25/2019	3870	897055	NORTHSIDE FORD TRUCK SALES INC	oil,regulator,switch assembly,gaskets,o-r	3140562441	126.52
10285	02/19	02/25/2019	3870	897076	NORTHSIDE FORD TRUCK SALES INC	adaptor,gaskets,o-rings	0340562441	77.46
10285	02/19	02/25/2019	3870	897076	NORTHSIDE FORD TRUCK SALES INC	adaptor,gaskets,o-rings	2140562441	77.46
10285	02/19	02/25/2019	3870	897076	NORTHSIDE FORD TRUCK SALES INC	adaptor,gaskets,o-rings	3140562441	77.45
Total 10285:								611.95
10286	02/19	02/25/2019	7055	897	Pixel Dust Studio	website update	0840562114	400.00
Total 10286:								400.00
10287	02/19	02/25/2019	6780	31397358	Ricoh Americas Corporation	Lease	0140162120	179.02
10287	02/19	02/25/2019	6780	5055803492	Ricoh Americas Corporation	Copies	0140162110	63.85
Total 10287:								242.87
10288	02/19	02/25/2019	6970	1508-118027	Suburban Propane	Propane	0540562421	1,409.34
Total 10288:								1,409.34
10289	02/19	02/25/2019	4910	6001394.20	Thomas Stout	Refund Deposit	5121130	195.68
Total 10289:								195.68
10290	02/19	02/25/2019	6080	1035 JANUA	U S BANK	Bank Fees	0140162110	376.27

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10290:								376.27
10291	02/19	02/25/2019	6937	378104277	US Bank Equipment Finance	Contract Payment	5140566001	1,261.20
10291	02/19	02/25/2019	6937	378104277	US Bank Equipment Finance	Contract Payment	5140566002	32.41
Total 10291:								1,293.61
Grand Totals:								141,720.16

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	10,384.67	10,384.67
01-401-62082	1,020.00	.00	1,020.00
01-401-62110	440.12	.00	440.12
01-401-62120	179.02	.00	179.02
01-402-62037	104.00	.00	104.00
01-404-62520	41.53	.00	41.53
01-408-62201	1,000.00	.00	1,000.00
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	203.99	203.99
03-405-62441	203.99	.00	203.99
05-21010	.00	2,266.22	2,266.22
05-405-62028	228.00	.00	228.00
05-405-62063	40.00	.00	40.00
05-405-62111	360.00	.00	360.00
05-405-62350	66.90	.00	66.90
05-405-62351	26.98	.00	26.98
05-405-62421	1,409.34	.00	1,409.34
05-405-62440	135.00	.00	135.00
07-21010	.00	2,750.00	2,750.00
07-405-62114	2,750.00	.00	2,750.00
08-21010	.00	1,200.00	1,200.00
08-405-62110	800.00	.00	800.00
08-405-62114	400.00	.00	400.00
21-21010	.00	14,382.44	14,382.44
21-405-62150	60.00	.00	60.00
21-405-62441	203.99	.00	203.99
21-405-62560	1,263.95	.00	1,263.95
21-405-63471	2,854.50	.00	2,854.50
21-415-62025	10,000.00	.00	10,000.00
31-21010	.00	8,108.39	8,108.39
31-405-62441	203.97	.00	203.97
31-405-62700	7,904.42	.00	7,904.42
51-21010	.00	97,767.29	97,767.29
51-21130	495.68	.00	495.68
51-405-62820	75,121.00	.00	75,121.00
51-405-62821	10,134.00	.00	10,134.00
51-405-66001	1,261.20	.00	1,261.20
51-405-66002	32.41	.00	32.41

GL Account	Debit	Credit	Proof
51-406-62820	9,448.00	.00	9,448.00
51-406-62821	1,275.00	.00	1,275.00
56-21010	.00	4,657.16-	4,657.16-
56-405-63941	4,657.16	.00	4,657.16
<b>Grand Totals:</b>	<b>141,720.16</b>	<b>141,720.16-</b>	<b>.00</b>

Report Criteria:  
Report type: GL detail

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10296	02/19	02/28/2019	4910	1000490.05	Antonio Munoz	Refund Deposit	5121130	280.11
Total 10296:								
10297	02/19	02/28/2019	200	02192019	AT&T MOBILITY	Electric Department Phone	5140562050	56.34
Total 10297:								
10298	02/19	02/28/2019	790	313401451 0	CENTURYLINK	Treatment Plant	3140562050	120.43
10298	02/19	02/28/2019	790	313785538 0	CENTURYLINK	telemetry	2140562050	132.15
10298	02/19	02/28/2019	790	313785538 0	CENTURYLINK	telemetry	3140562050	132.14
10298	02/19	02/28/2019	790	313891134 0	CENTURYLINK	Emergency After Hours	5140562050	66.06
10298	02/19	02/28/2019	790	313891134 0	CENTURYLINK	Emergency After Hours	5140662050	16.51
10298	02/19	02/28/2019	790	314228414 0	CENTURYLINK	Lift Station	3140562050	106.91
10298	02/19	02/28/2019	790	320153997 0	CENTURYLINK	well house dialer	2140562050	12.90
Total 10298:								
10299	02/19	02/28/2019	6854	ER 022819	Gordon Zimmerman	CA Expense	0140162094	179.80
Total 10299:								
10300	02/19	02/28/2019	7021	1642381	Gorge Networks	internet and phone	0140162050	226.00
10300	02/19	02/28/2019	7021	1642381	Gorge Networks	internet and phone	0140162082	261.79
10300	02/19	02/28/2019	7021	1642381	Gorge Networks	internet and phone	0540562050	234.16
Total 10300:								
10301	02/19	02/28/2019	4910	3018773.13	Jessica Poirier	Refund Deposit	5121130	721.95
Total 10301:								
10302	02/19	02/28/2019	6834	1037164.00	Oregon Custom Home Builders	Refund credit on closed account	2130540210	.04
10302	02/19	02/28/2019	6834	1037164.00	Oregon Custom Home Builders	Refund credit on closed account	5130543810	132.22
Total 10302:								

Check Number	GL Peroid	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10303	02/19	02/28/2019	6110	UB 022819	U.S. POSTAL SERVICE	UB Postage	0140162055	315.79
Total 10303:								
22801	02/19	02/28/2019	6090	2974 021319	U S BANK CC	At&t data	0540562050	14.99 M
22801	02/19	02/28/2019	6090	2974 021319	U S BANK CC	OSP Open records	0540562110	20.00 M
Total 22801:								
2281902	02/19	02/28/2019	6090	2671 021311	U S BANK CC	wood	0140462520	137.55 M
2281902	02/19	02/28/2019	6090	2671 021311	U S BANK CC	Chevron	21405662530	26.02 M
Total 2281902:								
2281903	02/19	02/28/2019	6090	2305 021319	U S BANK CC	crash plan	0140162082	19.98 M
2281903	02/19	02/28/2019	6090	2305 021319	U S BANK CC	battery backup	0540563946	112.22 M
Total 2281903:								
2281904	02/19	02/28/2019	6090	4393 021319	U S BANK CC	Dues American Planning Assoc	0140262030	50.00 M
2281904	02/19	02/28/2019	6090	4393 021319	U S BANK CC	broom,ext cord,vac filter	0140462520	39.29 M
2281904	02/19	02/28/2019	6090	4393 021319	U S BANK CC	goal setting session	0140862022	4.18 M
2281904	02/19	02/28/2019	6090	4393 021319	U S BANK CC	goal setting session	0140862022	36.44 M
2281904	02/19	02/28/2019	6090	4393 021319	U S BANK CC	goal setting session	0140862022	79.00 M
Total 2281904:								
Grand Totals:								208.91
								2,821.36

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	1,349.82-	1,349.82-
01-401-62050	226.00	.00	226.00
01-401-62055	315.79	.00	315.79
01-401-62082	281.77	.00	281.77
01-401-62094	179.80	.00	179.80
01-402-62030	50.00	.00	50.00
01-404-62520	176.84	.00	176.84
01-408-62022	119.62	.00	119.62
05-21010	.00	381.37-	381.37-
05-405-62050	249.15	.00	249.15
05-405-62110	20.00	.00	20.00
05-405-63946	112.22	.00	112.22
21-21010	.00	171.11-	171.11-
21-305-40210	.04	.00	.04
21-405-62050	145.05	.00	145.05
21-405-62530	26.02	.00	26.02
31-21010	.00	359.48-	359.48-
31-405-62050	359.48	.00	359.48
51-21010	.00	559.58-	559.58-
51-21130	288.45	.00	288.45
51-305-43810	132.22	.00	132.22
51-405-62050	122.40	.00	122.40
51-406-62050	16.51	.00	16.51
<b>Grand Totals:</b>	<b>2,821.36</b>	<b>2,821.36-</b>	<b>.00</b>

Report Criteria:

Report type: GL detail



Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10304	03/19	03/08/2019	6966	O1410018TC	American Messaging	Paging Service	5140562110	7.50
Total 10304:								
10305	03/19	03/08/2019	6820	65931	Anderson Perry & Associates Inc.	TIB	3141562009	510.00
10305	03/19	03/08/2019	6820	65932	Anderson Perry & Associates Inc.	208-04 corrosion control facility	2141562025	1,811.25
10305	03/19	03/08/2019	6820	65933	Anderson Perry & Associates Inc.	208-05 wastewater system improvement	3141562030	985.00
Total 10305:								
10306	03/19	03/08/2019	7034	899	Bernadette Murray-Macioce	Tourism Staff Support	0840562110	800.00
Total 10306:								
10307	03/19	03/08/2019	580	3152019	CARR, SHIRLEY	Brochure Delivery	0840562101	750.00
Total 10307:								
10308	03/19	03/08/2019	6979	2282019	Cartmotion, Inc.	GIS Service for City	5140562190	1,000.00
Total 10308:								
10309	03/19	03/08/2019	670	1500	CASCADE LOCKS LIGHT CO.	fire station	0540562439	801.68
10309	03/19	03/08/2019	670	20000	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	193.92
10309	03/19	03/08/2019	670	30200	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
10309	03/19	03/08/2019	670	3500	CASCADE LOCKS LIGHT CO.	res. no 2	2140562070	38.95
10309	03/19	03/08/2019	670	35000	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	1,647.98
10309	03/19	03/08/2019	670	36900	CASCADE LOCKS LIGHT CO.	87 Ruckel	3140562070	52.47
10309	03/19	03/08/2019	670	38200	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,526.72
10309	03/19	03/08/2019	670	42700	CASCADE LOCKS LIGHT CO.	Wasco Crk Lift Station	3140562070	95.16
10309	03/19	03/08/2019	670	49800	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	241.91
10309	03/19	03/08/2019	670	55100	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	1,019.03
10309	03/19	03/08/2019	670	59900.	CASCADE LOCKS LIGHT CO.	museum	0140762630	171.43
10309	03/19	03/08/2019	670	61200	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	32.63
10309	03/19	03/08/2019	670	69800	CASCADE LOCKS LIGHT CO.	radio tower	0540562439	60.67
10309	03/19	03/08/2019	670	71800	CASCADE LOCKS LIGHT CO.	Mall Lighting	5140562800	60.93
10309	03/19	03/08/2019	670	79100	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	2,247.94

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10309	03/19	03/08/2019	670	81300	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	68.98
10309	03/19	03/08/2019	670	83900	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	56.01
Total 10309: 8,344.73								
10310	03/19	03/08/2019	900	SSS MARCH	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140862025	204.30
Total 10310: 204.30								
10311	03/19	03/08/2019	1120	A215441	COLUMBIA HARDWARE, LLC	casing clamshell	0140462520	70.98
10311	03/19	03/08/2019	1120	B231663	COLUMBIA HARDWARE, LLC	dry wall joint compound	0140462520	14.24
10311	03/19	03/08/2019	1120	B232161	COLUMBIA HARDWARE, LLC	texture	0140462520	20.65
Total 10311: 105.87								
10312	03/19	03/08/2019	7028	1901-1735	Curran-McLeod, Inc.	Forest Lane Overlay SCA 2019	0340562110	1,200.00
Total 10312: 1,200.00								
10313	03/19	03/08/2019	1540	L000062128	DMV SERVICES STATE OF OREGON	Accounting Clerk Driving Record Inquiry	0140162110	1.50
Total 10313: 1.50								
10314	03/19	03/08/2019	1620	2237	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services	5140562139	800.00
Total 10314: 800.00								
10315	03/19	03/08/2019	2570	2262019	HOOD RIVER NEWS	Accounting Clerk Ad	0140162030	240.00
Total 10315: 240.00								
10316	03/19	03/08/2019	3150	CR 3012019	MARIANNE BUMP	Reimburse Mileage - Banking	0140162020	23.20
Total 10316: 23.20								
10317	03/19	03/08/2019	3160	3062019	MARIANNE BUMP/PETTY CASH	Council goal setting session	0140862022	7.33
Total 10317: 7.33								
10318	03/19	03/08/2019	3870	897408	NORTHSIDE FORD TRUCK SALES INC	bolts,grommet,hardware	0340562441	46.71

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10318:								
10319	03/19	03/08/2019	3950	01704	OAMR	Mid-year Academy Conf	0140162020	46.71
10319	03/19	03/08/2019	3950	01705	OAMR	Mid-year Academy Conf	0140162020	150.00
Total 10319:								
10320	03/19	03/08/2019	6769	02-19-606	PARC Resources, LLC	Planning Services	0140262075	96.75
10320	03/19	03/08/2019	6769	02-19-606	PARC Resources, LLC	Planning Services	0140262090	225.75
Total 10320:								
10321	03/19	03/08/2019	7055	900	Pixel Dust Studio	website update	0840562114	322.50
Total 10321:								
10322	03/19	03/08/2019	4670	985578	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562200	10.00
10322	03/19	03/08/2019	4670	985578	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140662200	10.00
Total 10322:								
10323	03/19	03/08/2019	5510	1623078430	STAPLES CONTRACT & COMMERCIA	toners and supplies	0140162010	555.62
Total 10323:								
10324	03/19	03/08/2019	6070	069253	TWGW, INC NAPA AUTO PARTS	antifreeze, windshield wash	5140562201	12.90
10324	03/19	03/08/2019	6070	069826	TWGW, INC NAPA AUTO PARTS	oil pump,gasket kits,pump gasket	2140562441	534.39
10324	03/19	03/08/2019	6070	069826	TWGW, INC NAPA AUTO PARTS	oil pump,gaskets	3140562441	534.40
10324	03/19	03/08/2019	6070	069995	TWGW, INC NAPA AUTO PARTS	oil pump,gaskets	2140562441	370.15
10324	03/19	03/08/2019	6070	069995	TWGW, INC NAPA AUTO PARTS	oil pump,gaskets	3140562441	370.16
10324	03/19	03/08/2019	6070	070452	TWGW, INC NAPA AUTO PARTS	dist. cap,rotor,plug wire kit	2140562560	78.45
10324	03/19	03/08/2019	6070	070452	TWGW, INC NAPA AUTO PARTS	cooler gasket kit,oil pump,core deposits	2140562441	606.87-
10324	03/19	03/08/2019	6070	070452	TWGW, INC NAPA AUTO PARTS	cooler gasket kit,oil pump,core deposits	3140562441	606.86-
10324	03/19	03/08/2019	6070	070696	TWGW, INC NAPA AUTO PARTS	battery cleaner,protector	2140562441	10.98
10324	03/19	03/08/2019	6070	070696	TWGW, INC NAPA AUTO PARTS	oxygen sensor	2140562441	19.10
10324	03/19	03/08/2019	6070	070696	TWGW, INC NAPA AUTO PARTS	oxygen sensor	3140562441	19.11
10324	03/19	03/08/2019	6070	071490	TWGW, INC NAPA AUTO PARTS	threadlocker stick	0340562560	14.03
10324	03/19	03/08/2019	6070	071526	TWGW, INC NAPA AUTO PARTS	screw,wire stop	0340562560	4.48

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
								<u>754.40</u>
								<u>19,309.91</u>

Total 10324:

Grand Totals:

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	3,854.27-	3,854.27-
01-401-62010	555.62	.00	555.62
01-401-62020	323.20	.00	323.20
01-401-62030	240.00	.00	240.00
01-401-62110	1.50	.00	1.50
01-401-62552	1,922.52	.00	1,922.52
01-402-62075	96.75	.00	96.75
01-402-62090	225.75	.00	225.75
01-404-62520	105.87	.00	105.87
01-407-62630	171.43	.00	171.43
01-408-62022	7.33	.00	7.33
01-408-62025	204.30	.00	204.30
03-21010	.00	1,265.22-	1,265.22-
03-405-62110	1,200.00	.00	1,200.00
03-405-62441	46.71	.00	46.71
03-405-62560	18.51	.00	18.51
05-21010	.00	862.35-	862.35-
05-405-62439	862.35	.00	862.35
08-21010	.00	2,070.00-	2,070.00-
08-405-62101	750.00	.00	750.00
08-405-62110	800.00	.00	800.00
08-405-62114	520.00	.00	520.00
17-21010	.00	193.92-	193.92-
17-405-62551	193.92	.00	193.92
21-21010	606.87	4,514.98-	3,908.11-
21-405-62070	1,690.66	.00	1,690.66
21-405-62441	934.62	606.87-	327.75
21-405-62560	78.45	.00	78.45
21-415-62025	1,811.25	.00	1,811.25
31-21010	606.88	5,861.59-	5,254.71-
31-405-62070	3,442.92	.00	3,442.92
31-405-62441	923.67	606.88-	316.79
31-415-62009	510.00	.00	510.00
31-415-62030	985.00	.00	985.00
51-21010	.00	1,901.33-	1,901.33-
51-405-62110	7.50	.00	7.50
51-405-62139	800.00	.00	800.00
51-405-62190	1,000.00	.00	1,000.00

GL Account	Debit	Credit	Proof
51-405-62200	10.00	.00	10.00
51-405-62201	12.90	.00	12.90
51-405-62800	60.93	.00	60.93
51-408-62200	10.00	.00	10.00
<b>Grand Totals:</b>	<b>21,737.41</b>	<b>21,737.41-</b>	<b>.00</b>

Report Criteria:  
Report type: GL detail

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: 2/25/19

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee \_\_\_\_\_ Planning Commission \_\_\_\_\_ Tourism Committee X Other \_\_\_\_\_

NAME: STEVE ANDERSON

HOME PHONE:                     ?

MAILING ADDRESS

CELL PHONE:                     

EMAIL ADDRESS:                     

Do you live within the city limits? Yes X No \_\_\_\_\_

How long have you lived in the City? 2 1/2 yrs

1. Why are you interested in serving?

TO MAKE CASCADE LOCKS A BETTER PLACE TO VISIT

2. Do you feel that you can meet the schedule required by the City Council?

YES

3. What experiences have you had with City Committees, Boards, or Commissions?

1 YEAR (SO FAR) AS MEMBER OF  
CASCADE LOCKS TOURISM COMMITTEE

4. What special skills or interests do you think you bring to this effort?

MANAGEMENT, HANDS ON PARTICIPATION,  
TRUE INTEREST IN IMPROVING CASCADE LOCKS

APPLICANT SIGNATURE 

DATE: 2/25/19

**Thank you. We appreciate your willingness to serve.**



## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** March 19, 2019

**For City Council Meeting on:** March 25, 2019

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Acting as Local Street Review Board: Approve Shahala HOA Board Request.

**SYNOPSIS:** Please see the attached request from the Shahala Home Owners Association. The board is concerned about speeding through the intersection of Warm Springs Drive and Windsong Drive. With the increased development in the Wasco Creek Subdivision, traffic through the intersection has increased. The board wants to make the intersection a four way stop in order to decrease the speed of the traffic.

Please understand that stop signs do not decrease speeding. They interrupt speeding. If a person determines that they are late or in a rush, the stop sign will slow them down momentarily, they will speed faster to the next stop sign to make up for lost time. Since we do not have routine traffic enforcement, while the stop sign may help, it will not decrease the incidents of speeding in the neighborhood.

The Homeowner's Association has indicated that they will reimburse the City for the expense of the signs and installation.

The City Engineer Ed Hodges of Curran-McLeod recommends moving the stop signs to the Windsong Drive locations. He also recommends installing stop bars, the lane width one foot deep white paint or material to indicate the location of the stop.

### **CITY COUNCIL OPTIONS:**

1. Install the two new stop signs at HOA expense.
2. Move the two stop signs to stop Windsong and not Warm Springs at HOA expense.
3. Do not install two new stop signs.
4. And/or ask the County Sheriff to patrol the neighborhood occasionally.

**RECOMMENDED MOTION:** "I move to remove the current stop signs on Warm Springs Drive at the intersection with Windsong Drive and place stop sign stopping traffic on Windsong Drive, allowing Warm Springs traffic to continue unimpeded."





PO BOX 629 | CASCADE LOCKS, OR 97014

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March 4, 2019

**Dear City of Cascade Locks Administrator-**

The Shahala Homeowners Association wishes to officially request the placement of two additional "STOP" signs at the intersection of SE Windsong Drive and SE Warm Springs Drive, effectively creating a 4-Way Stop. See diagram below:



Key:  Proposed  Existing

Sincerely,

*Martha Lamont, board member*

The Shahala HOA Board

Enclosed: Check



**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: March 19, 2019**

**For City Council Meeting on: March 25, 2019**

**TO: Honorable Mayor and City Council**

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

**SUBJECT: Approve First Reading of Ordinance No. 450 Expanding the Street Vendor Ordinance to Include Temporary Food Vendors.**

**SYNOPSIS:** Last fall a local citizen and business owner complained about temporary food vendors taking business away from her establishment. Working with Hood River County Environmental Health Office, the attached ordinance addresses these temporary food vendors.

Please understand that the City has no enforcement capabilities for temporary food vendors. They come solely under the jurisdiction of the Health Department (County and State). With that in mind, the attached ordinance combines our enforcement of street vendors establish in Ord. No. 425 and amended in Ord. No 436 and Ord. No. 442, with a process to review temporary food vendor certifications and incorporating the food vendor propane use permit into one City ordinance.

Attached for your review are:

1. Marked Up Ordinance No. 450 showing changes in bold red color;
2. A clean version of Ordinance No. 450 available for the first reading.
3. The Temporary Food Vendors Definitions and Contact Procedure Instructions.
4. The Food Establishment Contact Report.
5. The Cascade Locks Fire and EMS "Portable Propane Cooking Devices Permit"
6. Ordinance No. 425 Establishing Street Vending regulations.
7. Ordinance No. 436 Amended Ordinance No. 425 to exempt enrolled members of federally recognized Indian tribe whose items consist solely of fish harvested pursuant to treat reserved rights.
8. Ordinance No. 442 expanding the compliance of the street vendor ordinance to the associated property owner.

This is the first reading. It may be read by title only if the Council unanimously approves. Otherwise it must be read in full. No vote will be taken at this Council meeting tonight. The vote

will be taken at the second reading of the ordinance at our next Council meeting on April 8. While no vote may be taken tonight, discussion and suggestions for improvements are welcome.

This has been reviewed and approved by City Attorney Ruben Cleaveland.

**CITY COUNCIL OPTIONS:**

1. Approve the first reading in full.
2. Approve the first reading by title only.
3. Do not move the ordinance forward to a second reading.

**RECOMMENDED MOTION: "I move to approve the first reading of Ordinance No. 450 by title only."**

ORDINANCE NO. ~~XXX~~ 49

AN ORDINANCE OF THE CITY OF CASCADE LOCKS  
PROVIDING FOR THE REGULATION OF STREET VENDORS WITHIN THE CITY OF CASCADE  
LOCKS; REQUIRING REGISTRATION OF STREET VENDORS;  
ESTABLISHING RULES REGARDING THE PLACEMENT OF SIGNS USED BY STREET VENDORS;  
**ESTABLISHING RULES FOR TEMPORARY FOOD VENDORS; PROVIDING A PENALTY FOR  
VIOLATION; AND REPEALING ORDINANCES 425, 436, AND 442.**

WHEREAS, the City Council of the City of Cascade Locks finds there is a need for the regulation and registration of street vendors;

WHEREAS, regulating street vendors will protect the general health, safety and welfare of the public; **and**

**WHEREAS, regulating temporary food vendors will also protect the general health, safety and welfare of the public.**

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

**SECTION 1. Definitions.**

- 1) **Street Vendor.** A street vendor is a person or persons, including a business entity, who sells items, including but not limited to crafts, artwork, trinkets, souvenirs, produce or animal products from temporary shelters, stands, vehicles or carts on a seasonal basis. Any person or entity that allows the sale of items on property they own or control by a person who has not registered with the City of Cascade Locks under Section 2 of this Ordinance shall also be considered a street vendor for all purposes related to this Ordinance.
- 2) **Temporary Food Vendor.** A person or persons, including a business entity, who operates an Intermittent Temporary Restaurant, Seasonal Temporary Restaurant, Single Event Temporary Restaurant, or Mobile Unit as defined below:
  - a) **Intermittent Temporary Restaurant.** An establishment that operates temporarily at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events, at least two of which are arranged for by different oversight organizations; and where food is prepared or served for consumption by the public.
  - b) **Seasonal Temporary Restaurant.** An establishment that operates at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events that are arranged for by the same oversight organization; and where food is prepared or served for consumption by the public.
  - c) **Single Event Temporary Restaurant.** An establishment that operates in connection with a single public gathering, entertainment event, food product promotion or other event; and where food is prepared or served for consumption by the public.

- d) **Mobile Unit.** Any vehicle on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer.

**SECTION 2. Registration.**

- 1) No person shall operate as a street vendor without first registering with the City of Cascade Locks, except an enrolled member of a federally recognized Indian tribe whose items for sale consist solely of fish harvested pursuant to treaty reserved rights.
- 2) Registration shall be on forms provided by the City. All street vendors shall be required to provide the following information:
  - a) Official picture identification in the form of a valid state issued driver's license, state issued identification card, or valid passport;
  - b) Current contact information, including a valid mailing address and phone number;
  - c) A current Oregon State food handler's certification if handling food;
  - d) The location of vending;
  - e) If vending on private property, the street vendor must provide a copy of the affected property owner's written permission for placement of a temporary shelter, stand, vehicle or cart; and
  - f) Any other information deemed necessary to enforce this Ordinance.
- 3) Oregon Revised Statutes Chapter 624 requires all food service vendors to be licensed in advance of operation. In accordance with ORS 624.020, all food service vendors shall display their license in clear view of the public during any food service. The following restaurant activities shall operate as set forth below:
  - a) Intermittent Temporary Restaurant (ORS 624.082): A person may not operate an intermittent temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The intermittent temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.
  - b) Seasonal Temporary Restaurant (ORS 624.084): A person may not operate a seasonal temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The seasonal temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.
  - c) Single Event Temporary Restaurant (ORS 624.086): A person may not operate a single-event temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The single-event temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.
  - d) Mobile Unit (ORS 624.320): A person may not operate mobile unit without first procuring a license to do so from the Oregon Health Authority. The operator shall post the license in a conspicuous place on the mobile unit; or, if the operator has multiple mobile units, the operator shall affix a card, emblem or other device clearly showing the name and address of the licensee to each mobile unit.
    - a. Mobile Unit Carts/Trucks/Units may move around Oregon. Out-of-state licenses are not transferable to Oregon. Mobile Units from out-of-state, do not have license reciprocity in Oregon. Out-of-state mobile units shall contact the Hood River County Environmental Health Office and get an Oregon license before operating.

- b. Mobile Food Carts/Trucks/Units may be licensed in other Oregon Counties, but they are still required to contact the Hood River County Environmental Health Office prior to arrival at any location to discuss their operations.
- 4) All temporary food vendors cooking with propane shall obtain a Portable Propane Cooking Devices Permit from the Cascade Locks Fire and EMS Office.

**SECTION 3. Method of Operation.**

- 1) No street vendor shall:
- a) Occupy an area within ten (10) feet of a crosswalk, alleyway or building doorway;
  - b) Obstruct or impede vehicular or pedestrian traffic;
  - c) Leave a location without first picking up, removing and disposing of all trash and refuse remaining within a twenty-five foot (25') radius of their vending area. Each vendor shall be responsible for maintaining a twenty-five foot (25') radius around their vending area clean of any trash or debris;
  - d) Make any loud noise for the purpose of advertising or attracting attention to their wares;
  - e) Leave their shelter, stand, vehicle or cart unattended;
  - f) Sell from any location other than the registered location;
  - g) Solicit or conduct business with any persons in motor vehicles located within any traffic lane on a public street;
  - h) Unreasonably interfere with or obstruct the free flow of pedestrian traffic or access to businesses; or
  - i) Violate any federal, state or local ordinance, statute or regulation.
- 2) If vending on private property, the street vendor must prominently display a copy of the affected property owner's written permission for placement of the street vendor's temporary shelter, stand, vehicle or cart at the vending location.

**SECTION 4. Signage.**

- 1) No street vendor shall:
- a) Place signs anywhere other than the street vendor's place of business;
  - b) Place more than one sign on each of four sides of the street vendor's temporary shelter, stand, vehicle or cart.
  - c) Place a sign greater than ten square feet on any side of the street vendor's temporary shelter, stand, vehicle or cart.
  - d) Place signs on vehicles other than the vendor's registered sales structure or within the road right-of-way;
  - e) Place signs within ten feet (10') of a crosswalk, alleyway, or fire hydrant; or
  - f) Place signs in any way that obstructs or impedes vehicular or pedestrian traffic.
- 2) One hand held sign is allowed for each approaching travel direction but in no instance shall more than two hand held signs be allowed.

- 3) Hand held signs may only be used on the sidewalk; they shall not be used in the vehicular right of way; including travel lanes, bike lanes, or parking areas.

**SECTION 5. Enforcement; Penalty; and Abatement.**

- 1) The City Administrator for the City of Cascade Locks or their designee is authorized to enforce this ordinance by issuing a Uniform Citation or other citation form complying with Oregon Revised Code Chapter 153.
- 2) Any person who shall be found guilty of violating any of the provisions of this ordinance commits a civil infraction punishable by up to \$500.00 per incident, plus court costs and other costs associated with enforcement.
- 3) Each day's violation of this ordinance constitutes a separate offense, for which a separate penalty may be imposed.
- 4) In addition to any remedies available under this ordinance, any violation of this ordinance is deemed a nuisance. The abatement of such a nuisance is in addition to any other penalty or remedy. Such nuisance may be abated as provided in the City Code of Cascade Locks §95.01 et seq., or in any other manner authorized by law.
- 5) Any temporary shelter, stand, vehicle, cart or sign in violation of this ordinance may be removed by the City Administrator or designee twenty four (24) hours after written notice is delivered to the vendor in person or five (5) days after written notice is mailed to the address registered with the City.
  - a) Any item(s) removed may be stored by the City up to 30 days or until the owner redeems the property by paying a storage and removal charge as established by the City Administrator. The City may dispose of items left longer than 30 days from the date of notice provided in this section.
  - b) Written notice shall include at least the following:
    - i) A statement that the item(s) are in violation of this ordinance;
    - ii) The approximate location of the violation;
    - iii) Date the item(s) will be removed;
    - iv) Statement that the removal and storage costs are the responsibility of the owner or vendor;
    - v) Statement that the item(s) shall be disposed of after thirty (30) days of storage;
    - vi) Cost of removal and storage;
    - vii) Location of storage or person to contact concerning storage;
    - viii) Statement that the owner or vendor may remove the item(s) at their own expense prior to the date of removal; and
    - ix) Statement that further violation will result in immediate removal without prior notification.
- 6) All temporary food vendors in violation of this ordinance shall be reported to Oregon Health Authority representative at Hood River County Environmental Health Office.

**SECTION 6. Exemption.** This Ordinance does not apply to non-public events. Non-public events includes sporting events where only the participants, support staff, and invited guests are served food.

**SECTION 7. Separability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this Ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said Ordinance, or such portion thereof, was enacted.

**SECTION 8. Repeal of Prior Ordinances.** City of Cascade Locks Ordinances Number 425, 436, 442, and amendments thereto are hereby repealed.

**SECTION 79. Effective Date.** This Ordinance will take effect 30 days after approval by the Mayor.

**ADOPTED** by the City Council this 8<sup>th</sup> day of April, 2019.

**APPROVED** by the Mayor this 8<sup>th</sup> day of April, 2019.

ATTEST:

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

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



**ORDINANCE NO. 450**

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS  
PROVIDING FOR THE REGULATION OF STREET VENDORS WITHIN THE CITY OF CASCADE  
LOCKS; REQUIRING REGISTRATION OF STREET VENDORS;  
ESTABLISHING RULES REGARDING THE PLACEMENT OF SIGNS USED BY STREET VENDORS;  
ESTABLISHING RULES FOR TEMPORARY FOOD VENDORS; PROVIDING A PENALTY FOR  
VIOLATION; AND REPEALING ORDINANCES 425, 436, AND 442.**

**WHEREAS**, the City Council of the City of Cascade Locks finds there is a need for the regulation and registration of street vendors;

**WHEREAS**, regulating street vendors will protect the general health, safety and welfare of the public; and

**WHEREAS**, regulating temporary food vendors will also protect the general health, safety and welfare of the public.

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

**SECTION 1. Definitions.**

- 1) Street Vendor.** A street vendor is a person or persons, including a business entity, who sells items, including but not limited to crafts, artwork, trinkets, souvenirs, produce or animal products from temporary shelters, stands, vehicles or carts on a seasonal basis. Any person or entity that allows the sale of items on property they own or control by a person who has not registered with the City of Cascade Locks under Section 2 of this Ordinance shall also be considered a street vendor for all purposes related to this Ordinance.
  
- 2) Temporary Food Vendor.** A person or persons, including a business entity, who operates an Intermittent Temporary Restaurant, Seasonal Temporary Restaurant, Single Event Temporary Restaurant, or Mobile Unit as defined below:
  - a) Intermittent Temporary Restaurant.** An establishment that operates temporarily at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events, at least two of which are arranged for by different oversight organizations; and where food is prepared or served for consumption by the public.
  
  - b) Seasonal Temporary Restaurant.** An establishment that operates at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events that are arranged for by the same oversight organization; and where food is prepared or served for consumption by the public.
  
  - c) Single Event Temporary Restaurant.** An establishment that operates in connection with a single public gathering, entertainment event, food product promotion or other event; and where food is prepared or served for consumption by the public.

- d) **Mobile Unit.** Any vehicle on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer.

**SECTION 2. Registration.**

- 1) No person shall operate as a street vendor without first registering with the City of Cascade Locks, except an enrolled member of a federally recognized Indian tribe whose items for sale consist solely of fish harvested pursuant to treaty reserved rights.
- 2) Registration shall be on forms provided by the City. All street vendors shall be required to provide the following information:
  - a) Official picture identification in the form of a valid state issued driver's license, state issued identification card, or valid passport;
  - b) Current contact information, including a valid mailing address and phone number;
  - c) A current Oregon State food handler's certification if handling food;
  - d) The location of vending;
  - e) If vending on private property, the street vendor must provide a copy of the affected property owner's written permission for placement of a temporary shelter, stand, vehicle or cart; and
  - f) Any other information deemed necessary to enforce this Ordinance.
- 3) Oregon Revised Statutes Chapter 624 requires all food service vendors to be licensed in advance of operation. In accordance with ORS 624.020, all food service vendors shall display their license in clear view of the public during any food service. The following restaurant activities shall operate as set forth below:
  - a) Intermittent Temporary Restaurant (ORS 624.082): A person may not operate an intermittent temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The intermittent temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.
  - b) Seasonal Temporary Restaurant (ORS 624.084): A person may not operate a seasonal temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The seasonal temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.
  - c) Single Event Temporary Restaurant (ORS 624.086): A person may not operate a single-event temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The single-event temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.
  - d) Mobile Unit (ORS 624.320): A person may not operate mobile unit without first procuring a license to do so from the Oregon Health Authority. The operator shall post the license in a conspicuous place on the mobile unit; or, if the operator has multiple mobile units, the operator shall affix a card, emblem or other device clearly showing the name and address of the licensee to each mobile unit.
    - a. Mobile Unit Carts/Trucks/Units may move around Oregon. Out-of-state licenses are not transferable to Oregon. Mobile Units from out-of-state, do not have license reciprocity in Oregon. Out-of-state mobile units shall contact the Hood River County Environmental Health Office and get an Oregon license before operating.

- b. Mobile Food Carts/Trucks/Units may be licensed in other Oregon Counties, but they are still required to contact the Hood River County Environmental Health Office prior to arrival at any location to discuss their operations.
- 4) All temporary food vendors cooking with propane shall obtain a Portable Propane Cooking Devices Permit from the Cascade Locks Fire and EMS Office.

**SECTION 3. Method of Operation.**

- 1) No street vendor shall:
- a) Occupy an area within ten (10) feet of a crosswalk, alleyway or building doorway;
  - b) Obstruct or impede vehicular or pedestrian traffic;
  - c) Leave a location without first picking up, removing and disposing of all trash and refuse remaining within a twenty-five foot (25') radius of their vending area. Each vendor shall be responsible for maintaining a twenty-five foot (25') radius around their vending area clean of any trash or debris;
  - d) Make any loud noise for the purpose of advertising or attracting attention to their wares;
  - e) Leave their shelter, stand, vehicle or cart unattended;
  - f) Sell from any location other than the registered location;
  - g) Solicit or conduct business with any persons in motor vehicles located within any traffic lane on a public street;
  - h) Unreasonably interfere with or obstruct the free flow of pedestrian traffic or access to businesses; or
  - i) Violate any federal, state or local ordinance, statute or regulation.
- 2) If vending on private property, the street vendor must prominently display a copy of the affected property owner's written permission for placement of the street vendor's temporary shelter, stand, vehicle or cart at the vending location.

**SECTION 4. Signage.**

- 1) No street vendor shall:
- a) Place signs anywhere other than the street vendor's place of business;
  - b) Place more than one sign on each of four sides of the street vendor's temporary shelter, stand, vehicle or cart.
  - c) Place a sign greater than ten square feet on any side of the street vendor's temporary shelter, stand, vehicle or cart.
  - d) Place signs on vehicles other than the vendor's registered sales structure or within the road right-of-way;
  - e) Place signs within ten feet (10') of a crosswalk, alleyway, or fire hydrant; or
  - f) Place signs in any way that obstructs or impedes vehicular or pedestrian traffic.
- 2) One hand held sign is allowed for each approaching travel direction but in no instance shall more than two hand held signs be allowed.

- 3) Hand held signs may only be used on the sidewalk; they shall not be used in the vehicular right of way; including travel lanes, bike lanes, or parking areas.

**SECTION 5. Enforcement; Penalty; and Abatement.**

- 1) The City Administrator for the City of Cascade Locks or their designee is authorized to enforce this ordinance by issuing a Uniform Citation or other citation form complying with Oregon Revised Code Chapter 153.
- 2) Any person who shall be found guilty of violating any of the provisions of this ordinance commits a civil infraction punishable by up to \$500.00 per incident, plus court costs and other costs associated with enforcement.
- 3) Each day's violation of this ordinance constitutes a separate offense, for which a separate penalty may be imposed.
- 4) In addition to any remedies available under this ordinance, any violation of this ordinance is deemed a nuisance. The abatement of such a nuisance is in addition to any other penalty or remedy. Such nuisance may be abated as provided in the City Code of Cascade Locks §95.01 et seq., or in any other manner authorized by law.
- 5) Any temporary shelter, stand, vehicle, cart or sign in violation of this ordinance may be removed by the City Administrator or designee twenty four (24) hours after written notice is delivered to the vendor in person or five (5) days after written notice is mailed to the address registered with the City.
  - a) Any item(s) removed may be stored by the City up to 30 days or until the owner redeems the property by paying a storage and removal charge as established by the City Administrator. The City may dispose of items left longer than 30 days from the date of notice provided in this section.
  - b) Written notice shall include at least the following:
    - i) A statement that the item(s) are in violation of this ordinance;
    - ii) The approximate location of the violation;
    - iii) Date the item(s) will be removed;
    - iv) Statement that the removal and storage costs are the responsibility of the owner or vendor;
    - v) Statement that the item(s) shall be disposed of after thirty (30) days of storage;
    - vi) Cost of removal and storage;
    - vii) Location of storage or person to contact concerning storage;
    - viii) Statement that the owner or vendor may remove the item(s) at their own expense prior to the date of removal; and
    - ix) Statement that further violation will result in immediate removal without prior notification.
- 6) All temporary food vendors in violation of this ordinance shall be reported to Oregon Health Authority representative at Hood River County Environmental Health Office.

**SECTION 6. Exemption.** This Ordinance does not apply to non-public events. Non-public events includes sporting events where only the participants, support staff, and invited guests are served food.

**SECTION 7. Separability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this Ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said Ordinance, or such portion thereof, was enacted.

**SECTION 8. Repeal of Prior Ordinances.** City of Cascade Locks Ordinances Number 425, 436, 442, and amendments thereto are hereby repealed.

**SECTION 9. Effective Date.** This Ordinance will take effect 30 days after approval by the Mayor.

**FIRST READING** by the City Council on March 25, 2019.

**ADOPTED** by the City Council this 8<sup>th</sup> day of April, 2019.

**APPROVED** by the Mayor this 8<sup>th</sup> day of April, 2019.

ATTEST:

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

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



## TEMPORARY FOOD VENDORS Definitions and Contact Procedure

Oregon Revised Statutes Chapter 624 and the City Code of Cascade Locks §\_\_\_ et seq., requires all food service vendors to be licensed in advance of operating. All food service vendors are required, by State and local law, to display their license in clear view of the public during any food service.

### Intermittent Temporary Restaurant

624.082(1): A person may not operate an intermittent temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The intermittent temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

### Seasonal Temporary Restaurant

624.084(1): A person may not operate a seasonal temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The seasonal temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

### Single Event Temporary Restaurant

624.086(1): A person may not operate a single-event temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The single-event temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

### Mobile Unit

624.320.(1): A person may not operate a vending machine, warehouse, commissary or mobile unit without first procuring a license to do so from the Oregon Health Authority. The operator shall post the license in a conspicuous place in the warehouse or commissary.

<b>Hood River County Environmental Health Single Event For Profit Temporary</b>		
Event: Cascade Locks Elementary School Lunch/Burgers Fundraiser Location: 355 WaNaPa Street Cascade Locks, OR 97014  Etab ID: ISTF-ASTP0X Thunder Island Brewery  Thunder Island Brewing Co., LLC PO BOX 10 Cascade Locks, OR 97014 (971) 231-4599		Issue Date: August 11, 2018 Exp. Date: August 12, 2018  License Fee Paid: \$115.00 Reference #: [none]   Patricia Elson, RPH, Director

Check the date and location specified on the license. Temporary booth vendors are licensed for a particular spot, during a particular period, for a single-event only.

Mobile Unit Carts/Trucks/Units may move around Oregon. Out-of-state licenses are not transferable to Oregon. Mobile Units from Washington State do not have license reciprocity in Oregon. They need to contact Hood River County Environmental Health Office and get a separate license before operating.

Mobile Food Carts/Trucks/Units may be licensed in other Oregon Counties, but they are still required to contact Hood River County Environmental Health Office in advance of arriving at any location to discuss their operations. This is particularly true for out-of-County Mobile units.

#### Non-Public Events

Cascade Locks hosts several events that may be interpreted as non-public events. This may include sporting events such as regattas where only the participants, support staff, and invited guests are fed (and the general public is not). The Oregon Health Authority does not license non-public food vendors in Oregon.

#### Contact Procedure

At the Cascade Locks' discretion, the City may utilize the following procedure in enforcement of ORS Chapter 624 and City Code of Cascade Locks §\_\_\_\_ et seq.:

1. Approach the vendor and look/ask to see a license.
2. If properly licensed, thank them and move on.
3. If not licensed, advise them that the City intends to report their food service to the local health authority. If they wish to acquire a license, they should contact the HRC Environmental Health Office immediately.
4. Collect evidence:
  - a. A picture (with a date stamp) is very helpful;
  - b. A list of foods served (packaged/unpackaged);
  - c. Inquire as to whether they plan to operate for just an event, or as an ongoing food service?
  - d. Who is the food service operator?
    - i. Is it an employee or owner?
    - ii. Is the booth operated by a corporation?
    - iii. Who is the owner?
    - iv. Gather contact information (phone, email, address, etc.);
  - e. Inquire whether the food was prepared in an off-site kitchen, or all prepared on-site?
  - f. Write a contact report/inspection report and ask them to sign it.
5. Submit evidence to HRC Environmental Health Office:

Ian Stromquist, REHS  
*Environmental Health Response Coordinator*  
Hood River County Health Department, Environmental Health Office  
1109 June St., Hood River, OR, 97031  
541-387-6885 (EH-Office)  
541-387-7130 (Desk)  
541-386-9181 (Fax)  
541-386-1115 (HD-Office)  
[ian.stromquist@co.hood-river.or.us](mailto:ian.stromquist@co.hood-river.or.us)

Adopted: April 8, 2019



<b>Person in Charge:</b>	<b>City of Cascade Locks Official:</b>
Name:	Name:
Signature:	Signature:
Contact Phone:	Contact Phone: <b>(541) 374-8484</b>

All food service vendors are required, by State Statute, to display their license in clear view of the public during any food service.

Intermittent Temporary Restaurant: 624.082(1): A person may not operate an intermittent temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The intermittent temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

Seasonal Temporary Restaurant: 624.084(1): A person may not operate a seasonal temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The seasonal temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

Single Event Temporary Restaurant: 624.086(1): A person may not operate a single-event temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The single-event temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

Mobile Unit: 624.320.(1): A person may not operate a vending machine, warehouse, commissary or mobile unit without first procuring a license to do so from the Oregon Health Authority. The operator shall post the license in a conspicuous place in the warehouse or commissary.

- a. Mobile Unit Carts/Trucks/Units may move around Oregon. Washington State licenses are not transferable to Oregon. Mobile Units from Washington State, do not have license reciprocity in Oregon. They need to contact Hood River County Environmental Health Office and get a separate license before operating.
- b. Mobile Food Carts/Trucks/Units may be licensed in other Oregon Counties, but they are still required to contact Hood River County Environmental Health Office in advance of arriving at any location to discuss their operations. This is particularly true for out-of-County Mobile units.



# CASCADE LOCKS FIRE & EMS

## Fire Marshal's Office

25 SE Wa-Na-Pa St. / P.O.BOX 308 CASCADE LOCKS OR 97014

Phone: 541-374-8510

Fax: 541-374-8152

### APPLICATION FOR PUBLIC / SPECIAL EVENTS

### **\*PORTABLE PROPANE COOKING DEVICES PERMIT\***

**FOR FIRE DEPARTMENT USE ONLY**

PERMIT # _____	AMT. SUBMITTED WITH APPLICATION \$ _____
DATE REC'D. _____	CASH / CHECK # _____
CODES _____	REC'D FROM _____
BLDG. KEY # _____	RECEIPT # _____

Approved By \_\_\_\_\_

**POST IN A VISABLE LOCATION**

PLEASE READ AND FOLLOW THE REQUIREMENTS ON THE BACK OF THIS FORM

This Permit may be revoked or a citation may be issued if permit conditions are not followed

**This Public / Special Event Permit is required for:**

- Any cooking with flammable gas
- Any device using Propane or other flammable device for cooking or heating

Permit fee is \$25.00 per calendar year.

Make check payable to "City of Cascade Locks". Either bring or send required materials and payment to: **PERMITS – Cascade Locks Fire & EMS, 25 SE Wa-Na-Pa St. / P.O.BOX 308, Cascade Locks OR 97014.**

NOTE: Permit applications must be received at least FOURTEEN (14) calendar days before the event. Any permit request received after deadline will be charged double fees.

Type of vending operation (Push cart, food stand, etc.): \_\_\_\_\_

Applicant (Your Name): \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Event or Facility: \_\_\_\_\_ Event or Facility Address: \_\_\_\_\_

Facility Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Location where the equipment is to be located: \_\_\_\_\_

**\*PLEASE READ AND FOLLOW THE REQUIREMENTS ON THE BACK OF THIS FORM\***

Permit may be revoked or a citation issued if conditions are not followed.

**\*NOTE: PROPANE CYLINDERS SHALL NOT BE STORED OR USED IN BUILDINGS OR ENCLOSED STRUCTURES\***

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read, understand and will follow the requirements on the back of this form.

## REQUIREMENTS FOR THE USE OF PORTABLE PROPANE COOKING DEVICES

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ALL FOOD VENDORS USING PROPANE OR OTHER FLAMABLE COOKING DEVICES SHALL HAVE THEIR CURRENT PROPANE PERMIT OBTAINED FROM THE CASCADE LOCKS FIRE MARSHALL'S OFFICE POSTED IN A VISABLE LOCATION IN EACH BOOTH / CART

### FUEL CYLINDERS

1. All equipment used in the fuel system shall be approved for its intended use (UL/FM/Etc.).
2. Shall be limited to enough fuel to last for one day's usage.
3. Shall be protected from physical damage.
4. Cylinders larger than five (5) gallons shall be secured to prevent falling or being knocked over.
5. If in a pushcart or mobile stand, the tank shall be outside of the cart in a vented compartment.
6. Propane valves shall be easily accessible for immediate shut off.
7. Shall be used as designed (Cylinders designed for vertical use shall not be laid down when being used).
8. Located far enough from flame or spark producing devices to not heat the cylinders.
9. Hoses shall be protected from physical damage. Hoses shall be of an approved type.
10. NO TEFLON TAPE on any connections. Connections are designed to have metal to metal contact.
11. Regulator to be on each cylinder. User can manifold two (2) cylinders together into one regulator. Hose from manifold to regulator to be not more than two (2) feet.
12. No splices in supply lines.
13. No more than enough supply hose to run from appliance to cylinders.
14. Only approved propane or fuel clamps to be used on supply lines. No aviation clamps etc.
15. All propane cylinders shall not be stored or used in buildings or enclosed structures.
16. All cylinders shall have collars around the valves and shall be in good condition with current hydrostatic test date stamp on the cylinder(s).
17. Propane cylinders are not to be tied or placed together with any other compressed gas cylinders.
18. Food booths located in their own separate tent structures may have propane bottles inside their tent structure provided that all sides and or back walls of the tent structure are raised six (6) feet off of the floor or ground, whichever is higher.
19. All cylinders shall be equipped with the new (OPD) or Overflow Protection Device valves. Old type tanks will not be allowed.

### APPLIANCES & DEVICES

1. Each cart, cooking booth or other installation is required to have at least a minimum of one **(1) 2A-10BC or higher rated fire extinguisher**. If cooking utilizes a deep fat fryer the vendor is required to have one **(1) K Class fire extinguisher**. **ALL FIRE EXTINGUISHERS** are to bear a current servicing tag that is current within one year from a certified fire extinguishing company.
2. Appliances shall be approved for their intended uses.
3. There shall be at least one (1) foot of clearance between appliances and combustibles.
4. Any LPG burning appliance or device whose flame is not visible while operating, shall be equipped with approved automatic devices to shut off the flow of gas to the burners and pilots in the event of flame extinguishment or combustion failure.
5. Fuel supply to appliances shall be turned off at the cylinder when the appliance is not in use or during changing of cylinders.

**ORDINANCE NO. 425**

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS  
PROVIDING FOR THE REGULATION OF STREET VENDORS WITHIN THE CITY OF CASCADE  
LOCKS; REQUIRING REGISTRATION OF STREET VENDORS;  
ESTABLISHING RULES REGARDING THE PLACEMENT OF SIGNS USED BY STREET VENDORS;  
AND PROVIDING A PENALTY FOR VIOLATION.**

**WHEREAS**, the City Council of the City of Cascade Locks has indicated a need for the regulation and registration of street vendors; and

**WHEREAS**, regulating street vendors will protect the general health, safety and welfare of the public;

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

**SECTION 1. Street Vendor Defined.** A street vendor is a person or persons, including a business entity, who sells items, including but not limited to crafts, artwork, trinkets, souvenirs, produce or animal products from temporary shelters, stands, vehicles or carts on a seasonal basis.

**SECTION 2. Registration.**

- 1) No person shall operate as a street vendor without first registering with the City of Cascade Locks.
- 2) Registration shall be on forms provided by the City. All street vendors shall be required to provide the following information:
  - a) Official picture identification in the form of a valid state issued driver's license, state issued identification card, or valid passport;
  - b) Current contact information, including a valid mailing address and phone number;
  - c) A current Oregon State food handler's certification if handling food;
  - d) The location of vending;
  - e) If vending on private property, the street vendor must provide a copy of the affected property owner's written permission for placement of a temporary shelter, stand, vehicle or cart; and
  - f) Any other information deemed necessary to enforce this Ordinance.

**SECTION 3. Method of Operation.**

- 1) No street vendor shall:
  - a) Occupy an area within ten (10) feet of a crosswalk, alleyway or building doorway;
  - b) Obstruct or impede vehicular or pedestrian traffic;
  - c) Leave a location without first picking up, removing and disposing of all trash and refuse remaining within a twenty-five foot (25') radius of their vending area. Each vendor shall be

- responsible for maintaining a twenty-five foot (25') radius around their vending area clean of any trash or debris;
- d) Make any loud noise for the purpose of advertising or attracting attention to their wares;
  - e) Leave their shelter, stand, vehicle or cart unattended;
  - f) Sell from any location other than the registered location;
  - g) Solicit or conduct business with any persons in motor vehicles located within any traffic lane on a public street;
  - h) Unreasonably interfere with or obstruct the free flow of pedestrian traffic or access to businesses; or
  - i) Violate any federal, state or local ordinance, statute or regulation.
- 2) If vending on private property, the street vendor must prominently display a copy of the affected property owner's written permission for placement of the street vendor's temporary shelter, stand, vehicle or cart at the vending location.

**SECTION 4. Signage.**

- 1) No street vendor shall:
  - a) Place signs anywhere other than the street vendor's place of business;
  - b) Place more than one sign on each of four sides of the street vendor's temporary shelter, stand, vehicle or cart.
  - c) Place a sign greater than ten square feet on any side of the street vendor's temporary shelter, stand, vehicle or cart.
  - d) Place signs on vehicles other than the vendor's registered sales structure or within the road right-of-way;
  - e) Place signs within ten feet (10') of a crosswalk, alleyway, or fire hydrant; or
  - f) Place signs in any way that obstructs or impedes vehicular or pedestrian traffic.
- 2) One hand held sign is allowed for each approaching travel direction but in no instance shall more than two hand held signs be allowed.
- 3) Hand held signs may only be used on the sidewalk; they shall not be used in the vehicular right of way; including travel lanes, bike lanes, or parking areas.

**SECTION 5. Enforcement; Penalty; and Abatement.**

- 1) The City Administrator for the City of Cascade Locks or their designee is authorized to enforce this ordinance by issuing a Uniform Citation or other citation form complying with Oregon Revised Code Chapter 153.
- 2) Any person who shall be found guilty of violating any of the provisions of this ordinance commits a civil infraction punishable by up to \$500.00 per incident, plus court costs and other costs associated with enforcement.
- 3) Each day's violation of this ordinance constitutes a separate offense, for which a separate penalty may be imposed.

- 4) In addition to any remedies available under this ordinance, any violation of this ordinance is deemed a nuisance. The abatement of such a nuisance is in addition to any other penalty or remedy. Such nuisance may be abated as provided in Cascade Locks Ordinance No. 344 or in any other manner authorized by law.
- 5) Any temporary shelter, stand, vehicle, cart or sign in violation of this ordinance may be removed by the City Administrator or designee twenty four (24) hours after written notice is delivered to the vendor in person or five (5) days after written notice is mailed to the address registered with the City.
  - a) Any item(s) removed may be stored by the City up to 30 days or until the owner redeems the property by paying a storage and removal charge as established by the City Administrator. The City may dispose of items left longer than 30 days from the date of notice provided in this section.
  - b) Written notice shall include at least the following:
    - i) A statement that the item(s) are in violation of this ordinance;
    - ii) The approximate location of the violation;
    - iii) Date the item(s) will be removed;
    - iv) Statement that the removal and storage costs are the responsibility of the owner or vendor;
    - v) Statement that the item(s) shall be disposed of after thirty (30) days of storage;
    - vi) Cost of removal and storage;
    - vii) Location of storage or person to contact concerning storage;
    - viii) Statement that the owner or vendor may remove the item(s) at their own expense prior to the date of removal; and
    - ix) Statement that further violation will result in immediate removal without prior notification.

**SECTION 6. Separability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this Ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said Ordinance, or such portion thereof, was enacted.

**SECTION 7. Effective Date.** This Ordinance will take effect 30 days after approval by the Mayor.

**ADOPTED** by the City Council this 9th day of December, 2013.

**APPROVED** by the Mayor this 9th day of December, 2013.

ATTEST:

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

\_\_\_\_\_  
Mayor



**ORDINANCE NO. 436**

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS AMENDING ORDINANCE 425 PERTAINING TO THE REGULATION OF STREET VENDORS WITHIN THE CITY OF CASCADE LOCKS**

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

**WHEREAS**, the City Council considers it necessary to amend Ordinance 425 to exempt enrolled Native American tribal members whose items for sale consist solely of fish harvested pursuant to treaty reserved rights.

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

Ordinance 425 is amended as follows [additions in underline and deletions in ~~strikeout~~]:

**SECTION 1. Street Vendor Defined.** A street vendor is a person or persons, including a business entity, who sells items, including but not limited to crafts, artwork, trinkets, souvenirs, produce or animal products from temporary shelters, stands, vehicles or carts on a seasonal basis.

**SECTION 2. Registration.**

- 1) No person shall operate as a street vendor without first registering with the City of Cascade Locks, except an enrolled member of a federally recognized Indian tribe whose items for sale consist solely of fish harvested pursuant to treaty reserved rights.
- 2) Registration shall be on forms provided by the City. All street vendors shall be required to provide the following information:
  - a) Official picture identification in the form of a valid state issued driver's license, state or tribally issued identification card, or valid passport;
  - b) Current contact information, including a valid mailing address and phone number;
  - c) A current Oregon State food handler's certification if handling food;
  - d) The location of vending;
  - e) If vending on private property, the street vendor must provide a copy of the affected property owner's written permission for placement of a temporary shelter, stand, vehicle or cart; and
  - f) Any other information deemed necessary to enforce this Ordinance.

**SECTION 3. Method of Operation.**

- 1) No street vendor shall:
  - a) Occupy an area within ten (10) feet of a crosswalk, alleyway or building doorway;
  - b) Obstruct or impede vehicular or pedestrian traffic;
  - c) Leave a location without first picking up, removing and disposing of all trash and refuse remaining within a twenty-five foot (25') radius of their vending area. Each vendor shall be

- responsible for maintaining a twenty-five foot (25') radius around their vending area clean of any trash or debris;
- d) Make any loud noise for the purpose of advertising or attracting attention to their wares;
  - e) Leave their shelter, stand, vehicle or cart unattended;
  - f) Sell from any location other than the registered location;
  - g) Solicit or conduct business with any persons in motor vehicles located within any traffic lane on a public street;
  - h) Unreasonably interfere with or obstruct the free flow of pedestrian traffic or access to businesses; or
  - i) Violate any federal, state or local ordinance, statute or regulation.
- 2) If vending on private property, the street vendor must prominently display a copy of the affected property owner's written permission for placement of the street vendor's temporary shelter, stand, vehicle or cart at the vending location.

#### **SECTION 4. Signage.**

- 1) No street vendor shall:
  - a) Place signs anywhere other than the street vendor's place of business;
  - b) Place more than one sign on each of four sides of the street vendor's temporary shelter, stand, vehicle or cart.
  - c) Place a sign greater than ten square feet on any side of the street vendor's temporary shelter, stand, vehicle or cart.
  - d) Place signs on vehicles other than the vendor's registered sales structure or within the road right-of-way;
  - e) Place signs within ten feet (10') of a crosswalk, alleyway, or fire hydrant; or
  - f) Place signs in any way that obstructs or impedes vehicular or pedestrian traffic.
- 2) One hand held sign is allowed for each approaching travel direction but in no instance shall more than two hand held signs be allowed.
- 3) Hand held signs may only be used on the sidewalk; they shall not be used in the vehicular right of way; including travel lanes, bike lanes, or parking areas.

#### **SECTION 5. Enforcement; Penalty; and Abatement.**

- 1) The City Administrator for the City of Cascade Locks or their designee is authorized to enforce this ordinance by issuing a Uniform Citation or other citation form complying with Oregon Revised Code Chapter 153.
- 2) Any person who shall be found guilty of violating any of the provisions of this ordinance commits a civil infraction punishable by up to \$500.00 per incident, plus court costs and other costs associated with enforcement.
- 3) Each day's violation of this ordinance constitutes a separate offense, for which a separate penalty may be imposed.

- 4) In addition to any remedies available under this ordinance, any violation of this ordinance is deemed a nuisance. The abatement of such a nuisance is in addition to any other penalty or remedy. Such nuisance may be abated as provided in Cascade Locks Ordinance No. 344 or in any other manner authorized by law.
- 5) Any temporary shelter, stand, vehicle, cart or sign in violation of this ordinance may be removed by the City Administrator or designee twenty four (24) hours after written notice is delivered to the vendor in person or five (5) days after written notice is mailed to the address registered with the City.
  - a) Any item(s) removed may be stored by the City up to 30 days or until the owner redeems the property by paying a storage and removal charge as established by the City Administrator. The City may dispose of items left longer than 30 days from the date of notice provided in this section.
  - b) Written notice shall include at least the following:
    - i) A statement that the item(s) are in violation of this ordinance;
    - ii) The approximate location of the violation;
    - iii) Date the item(s) will be removed;
    - iv) Statement that the removal and storage costs are the responsibility of the owner or vendor;
    - v) Statement that the item(s) shall be disposed of after thirty (30) days of storage;
    - vi) Cost of removal and storage;
    - vii) Location of storage or person to contact concerning storage;
    - viii) Statement that the owner or vendor may remove the item(s) at their own expense prior to the date of removal; and
    - ix) Statement that further violation will result in immediate removal without prior notification.

**SECTION 6. Separability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this Ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said Ordinance, or such portion thereof, was enacted.

**SECTION 7. Effective Date.** This Ordinance will take effect 30 days after approval by the Mayor.

**ADOPTED** by the City Council this 27<sup>th</sup> day of October, 2014.

**APPROVED** by the Mayor this 27<sup>th</sup> day of October, 2014.

ATTEST:

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

\_\_\_\_\_  
Mayor

**ORDINANCE NO. 442**

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS AMENDING ORDINANCE No. 425, AS AMENDED BY ORDINANCE NO. 436, PERTAINING TO THE REGULATION OF STREET VENDORS WITHIN THE CITY OF CASCADE LOCKS**

**WHEREAS**, the City Council of the City of Cascade Locks has established Ordinance No. 425 for the regulation of street vendors within the City of Cascade Locks;

**WHEREAS**, Ordinance No. 425 was amended by Ordinance No. 436; and

**WHEREAS**, the City Council considers it necessary to amend Ordinance No. 425; as amended by Ordinance No. 436, to address the responsibility of persons that allow unlicensed vending on property under their ownership or control.

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

**SECTION 1.** Section 1 of Ordinance No. 425, as amended by Ordinance No. 436, is amended to read as follows [additions in underline and deletions in ~~strikeout~~]:

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

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

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

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

ATTEST:

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

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

AGENDA ITEM NO: 7C

## **CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** March 19, 2019

**For City Council Meeting on:** March 25, 2019

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Review of Fire Chief Job Description

**SYNOPSIS:** With the resignation of the Fire Chief, I would like to review the Job Description for the position with the City Council before we advertise for the new Fire Chief.

Please find attached the current Job Description done in 2003 and suggested deletions and one question concerning the education level you would like to see.

**CITY COUNCIL OPTIONS:** For discussion before advertising.

**RECOMMENDED MOTION:** Discussion only.



# JOB DESCRIPTION OF FIRE CHIEF

position authorized \_\_\_\_\_  
by Resolution No. \_\_\_\_\_  
job description revised 12/08/03

## GENERAL STATEMENT OF DUTIES:

Under general direction of the City Administrator administers, plans, directs, and supervises the overall functions performed by the Fire and Ambulance Division of the Public Safety Department, including personnel supervision and evaluation; cooperation with all other City departments, and related work as required.

## SUPERVISION RECEIVED:

Work is performed under the general supervision of the City Administrator.

## SUPERVISION EXERCISED:

Exercises full supervision over any paid or volunteer Fire and Ambulance personnel, including routine and non-routine work assignments, and evaluations.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

Under general direction of the City Administrator, administers, plans and directs the overall functions performed by the Fire and Ambulance Division of the Public Safety Department, including personnel supervision and evaluation; cooperation with all other City departments, and related work as required.

Advise and direct the activities of the City's Safety Committee.

Draft and implement Emergency Response Plans for the City Hall and for the community as a whole.

Other duties as assigned by the City Administrator.

## NECESSARY KNOWLEDGE, SKILL, AND ABILITY:

### Knowledge:

Extensive knowledge of fire and ambulance practices; required reporting, recordkeeping, and training requirements; Oregon emergency services law; emergency services delivery, procedures and methods; and supervisory techniques. Knowledge of the municipal government organization, powers and functions, and general geographical layout of City. Knowledge of Oregon budget law.

### Abilities:

Have the ability to plan, organize, oversee and supervise all the functions of the Fire and Ambulance Division of the Public Safety Department. Have the ability to develop and prepare effective and complete correspondence and administrative reports. Have the ability to prepare and implement training programs. Have the ability to draft and implement Emergency Response Plans.

Have considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with the City, legislative/administrative officials, volunteers and employees, representatives of business and governmental organizations, and the general public.

### Skills:

Operation of ambulance and fire fighting equipment. Operation of general office equipment, including phone systems, typewriter, calculator, copier, etc. Basic computer skills. Type 50 WPM.

Ability to establish and maintain effective and harmonious working relationships with other City departments, other local government entities, mutual aid entities, and the general public.

**MINIMUM QUALIFICATIONS:**

Qualified and certified as NFPA Firefighter I. Qualified and certified as an Oregon State Paramedic. At least five years experience in emergency services delivery. Must have considerable knowledge of fire department and emergency medical services practices and procedures. Ability to plan, assign, supervise and evaluate work of paid and volunteer emergency services personnel. Must be able to understand and follow oral and written instructions and adhere to prescribed departmental routines; establish and maintain harmonious working relationships with other employees, elected officials, volunteers, and the public. Certification as trainer for fire and/or ambulance courses is also desirable.

Special Requirements/Licenses: Valid State Driver's License.

**POSITION FUNCTIONAL REQUIREMENTS**

Division/Dept: Public Safety Department

Job Title: Fire Chief

Reports To: City Administrator

The functions and abilities for successful performance in this position include, but may not be limited to:

**Physical Job Functions**

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

<b><u>Designated Function (Inches)</u></b>	<b><u>Reach</u></b>	<b><u>Distance</u></b>	<b><u>Weight</u></b>	<b><u>Time</u></b>
		<b><u>(Feet)</u></b>	<b><u>(Pounds)</u></b>	<b><u>(%)</u></b>
COLLATING		3		40
DIALING	18			30
FILING	18			50
KNEELING				5
LIFTING		3	40	5
REACHING		3		40
SITTING				80
SORTING	18			60
STOOPING				30
STANDING				30
KEYBOARDING	18			75
WALKING				20
WORD PROCESSING	18			40

**LIST ANY SPECIAL WORKSITE CONDITIONS:**

Standard office atmosphere; occasional exposure to verbal abuse from the public. Able to perform the functions of both a Firefighter I and a Paramedic..

**LIST ANY OTHER FUNCTIONAL REQUIREMENTS:**

~~Full-time = Forty-hour work week; may be required to work overtime, depending on work load.~~

~~Part-time = less than 40-hour work week, depending on work load. Pulling, pushing, carrying, bending.~~

Must be able to climb ladders, drive emergency vehicles, and perform other physical tasks usually performed by a firefighter or EMT.

**Mental Aptitudes Table**

<u>Designated Function</u>	<u>% Time</u>	<u>Aptitude Level</u>
WRITING	60	1
READING	60	1
REASONING	90	1
MATHEMATICS	50	1
VERBAL	70	1

**Basic Acuities**

<u>Designated Function</u>	<u>Acuity Level</u>
VISION	1
HEARING	1
TOUCH	1
TASTE	3
SMELL	3

Note: Acuities levels are:  
High equals 1  
Medium equals 2  
Low equals 3

**EXPERIENCE DESIRED:**

Minimum five years experience in emergency services delivery, including two years supervisory experience.

**EDUCATION:**

Minimum High School graduate or equivalent education.

**ESSENTIAL SKILLS:**

Extensive knowledge of fire and ambulance service practices, procedures, methods and training requirements; business English, spelling, and punctuation; and supervisory techniques. Knowledge of the municipal government organization, powers and functions, and general geographical layout of City. Have the ability to develop and prepare effective and complete correspondence and administrative reports. Have considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with the City, legislative/administrative officials and employees, volunteers, representatives of business and governmental organizations, and the general public. Knowledge of current private and public billing practices for reimbursement for service. Demonstrated ability to design and implement plans and procedures to ensure compliance with city, state and federal laws, rules, regulations, procedures and guidelines in the delivery of emergency services.

**PRE-EMPLOYMENT REQUIREMENTS:**

**Bondable;** pre-employment drug screen; educational and experience verification. Demonstrated skills and ability to perform essential functions.

**COMPENSATION TYPE:** Salary for full-time ~~and hourly for part-time.~~

**EXEMPTION STATUS:** Exempt

**GRADE:** ~~To be assigned to grade on current range table.~~

# **CITY OF CASCADE LOCKS JOB OPENINGS**

## **FIRE CHIEF**

**DEPARTMENT:** EMERGENCY SERVICES DEPARTMENT  
**SALARY RANGE:** Up to \$26.00 per hour DOE  
**WORK HOURS:** Full Time (40 hours a week)

Job description and application available at City Hall Office or on our web site at [www.cascade-locks.or.us](http://www.cascade-locks.or.us). Submit application to City of Cascade Locks, Attn: HR, PO Box 308, Cascade Locks, OR 97014. City of Cascade Locks application required. Pre-employment drug test required.

Job open until filled. The City of Cascade Locks is an equal opportunity employer and provider.

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: March 19, 2019**

**For City Council Meeting on: March 25, 2019**

**TO: Honorable Mayor and City Council**

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

**SUBJECT: Corrosion Control Debt Service Resolution Discussion**

**SYNOPSIS:** With the cost of the Corrosion Control Project exceeding the engineering estimate by \$215,000, the City applied for an amendment with Business Oregon to increase the amount of loan for the project.

Originally the estimated cost of the project was \$855,000:

Loan:	\$280,000
Forgivable Loan:	\$495,000
City Match:	<u>\$ 80,000</u>
Total:	\$855,000

With the project cost overrun, the total is now \$1,070,000.

Loan:	\$495,000
Forgivable Loan:	\$495,000
City Match:	<u>\$ 80,000</u>
Total:	\$855,000

The terms are still the same – 1% interest rate over 30 years. The first payment is due one year after the completion of the project which should be December 31, 2019.

Since we started collecting the rate increase for this in June 2018, and with the first payment due approximately December 31, 2020, we can wait until September, 2020, before we add the additional \$.75. Or to be sure we have enough, we can raise the rate September 1, 2019, and pay more when the first payment is due.

The attached spreadsheet shows the current rate if \$1.25 on the top and the new rate of \$2.00 per month on the bottom. Please note that the rate is assessed according to meter size of the customer, and not the usage of the customer.

**CITY COUNCIL OPTIONS:**

1. Is the Council OK with the \$.75 rate increase?
2. When would you like to implement that increase?

**RECOMMENDED MOTION:** Discussion only.

Corrosion Control Treatment Project

Principal: \$ 855,000.00  
 Interest: \$ 280,000.00  
 Term: 1.00%  
 Monthly: \$899.84  
 Annual: \$10,798.09

Meter Size	Number	Fixed Charge			New Debt Service		Monthly Revenues			New Debt Service		Annual Revenues			New Debt Service	
		Meter Maint.	Base Charge	Fire Flow	Debt Service	Total	Meter Maint.	Base Rate	Fire Flow	Debt Service	Total	Meter Maint.	Base Rate	Fire Flow	Debt Service	Total
5/8 inch	444	\$ 0.88	\$ 9.50	\$ 1.00	\$ 1.25	\$ 12.63	\$ 391	\$ 4,218	\$ 444	\$ 555	\$ 5,608	\$ 4,689	\$ 50,616	\$ 5,328	\$ 6,660	\$ 67,293
3/4 inch	16	1.10	14.12	1.00	1.86	18.07	18	226	16	30	289	211	2,710	192	357	3,470
1 inch	17	1.42	23.34	3.00	3.07	30.83	24	397	51	52	524	290	4,761	612	626	6,289
1 1/2 inch	12	2.82	46.38	6.00	6.10	61.31	34	557	72	73	736	406	6,679	864	879	8,828
2 inch	13	3.96	74.04	8.00	9.74	95.75	51	963	104	127	1,245	618	11,551	1,248	1,520	14,936
2 inch turbine	1	6.04	74.04	10.00	9.74	99.83	6	74	10	10	100	72	889	120	117	1,198
3 inch compound	6	7.78	161.65	15.00	21.27	205.69	47	970	90	128	1,234	560	11,638	1,080	1,531	14,810
4 inch compound	1	15.60	161.65	20.00	21.27	218.51	16	162	20	21	219	187	1,940	240	255	2,622
6 inch	-	25.20	290.45	25.00	38.22	378.87	-	-	-	-	-	-	-	-	-	-
5/8 inch (rural)	4	50.00	400.00	35.00	52.63	537.63	-	-	-	-	-	-	-	-	-	-
Total	514	0.88	9.50	1.00	1.25	\$ 12.63	4	38	4	5	51	42	456	48	60	606

3/1/2018

Principal: \$ 1,070,000.00  
 Interest: \$ 495,000.00  
 Term: 1.00%  
 Monthly: \$1,590.79  
 Annual: \$19,089.48

50% Forgivable Loan

5/1/2019

Meter Size	Number	Fixed Charge			New Debt Service		Monthly Revenues			New Debt Service		Annual Revenues			New Debt Service	
		Meter Maint.	Base Charge	Fire Flow	Debt Service	Total	Meter Maint.	Base Rate	Fire Flow	Debt Service	Total	Meter Maint.	Base Rate	Fire Flow	Debt Service	Total
5/8 inch	444	\$ 0.88	\$ 9.50	\$ 1.00	\$ 2.00	\$ 13.38	\$ 391	\$ 4,218	\$ 444	\$ 888	\$ 5,941	\$ 4,689	\$ 50,616	\$ 5,328	\$ 10,656	\$ 71,289
3/4 inch	16	1.10	14.12	1.00	2.97	19.19	18	226	16	48	307	211	2,710	192	571	3,684
1 inch	17	1.42	23.34	3.00	4.91	32.67	24	397	51	84	555	290	4,761	612	1,002	6,665
1 1/2 inch	12	2.82	46.38	6.00	9.76	64.97	34	557	72	117	780	406	6,679	864	1,406	9,355
2 inch	13	3.96	74.04	8.00	15.59	101.59	51	963	104	203	1,321	618	11,551	1,248	2,432	15,848
2 inch turbine	1	6.04	74.04	10.00	15.59	105.67	6	74	10	16	106	72	889	120	187	1,268
3 inch compound	6	7.78	161.65	15.00	34.03	218.46	47	970	90	204	1,311	560	11,638	1,080	2,450	15,729
4 inch compound	1	15.60	161.65	20.00	34.03	231.28	16	162	20	34	231	187	1,940	240	408	2,775
6 inch	-	25.20	290.45	25.00	61.15	401.80	-	-	-	-	-	-	-	-	-	-
5/8 inch (rural)	4	50.00	400.00	35.00	84.21	569.21	-	-	-	-	-	-	-	-	-	-
Total	514	0.88	9.50	1.00	2.00	\$ 13.38	4	38	4	8	54	42	456	48	96	642



## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** March 20, 2019

**For City Council Meeting on:** March 25, 2019

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Wastewater Debt Service Resolution Discussion

**SYNOPSIS:** This discussion is to provide staff the direction it needs to implement the necessary rates to allow for repayment of the loans incurred in repair and refurbishment of the wastewater collection and treatment system for the city.

Our current wastewater rate structure was established in March of 1998. Before that a simple fee structure of \$4.07 was assessed for every 1000 gallons of water used per month was charge. In March the structure was changed to:

Residential: \$32.50 for up to 10,000 gallons with a \$5.70 charge per 1000 gallons over 10,000  
Commercial: \$32.50 for up to 5,000 gallons with a \$5.70 charge per 1000 gallons over 5,000

That rate was increased to \$37.50 and \$6.58 in 2001 and again to \$42.50 and \$7.45 in 2002.

Those 2002 rates were increased again twice in 2004 and finally in 2005 to the current rate of \$45.40 and \$8.77.

The option presented to Council at the last meeting followed this same pattern:

September 1, 2019

Residential: \$53.70 for 10,000 gallons, \$10.38 per 1000 gallons

Commercial: \$53.70 for 5,000 gallons, \$10.38 per 1000 gallons

September 1, 2020

Residential: \$62.00 for 10,000 gallons, \$12.00 per 1000 gallons

Commercial: \$62.00 for 5,000 gallons, \$12.00 per 1000 gallons

These rates are based on volume of water used. The average household in Cascade Locks uses less than 10,000 gallons per month (4,610 gallons) while the average commercial account uses

23,215 gallons (5 times as much as a residential user and the average public agency account uses 23,180 gallons per month, again about 5 times as much as a residential user.

The previously proposed rate structure keeps the structure developed in 1998 and the ratio of residential to commercial users proportionately.

This Council asked for a rate structure based on a more objective criteria that usage which can vary widely among each user class.

Let's begin with the current rate structure and the revenues raised to repay the refinanced 1998 sewer bond.

Principal: \$ 550,000.00  
 Interest: 3.00% Until January 1, 2022  
 4.00% Until July 1, 2027  
 Term: 108 months  
 Monthly: \$6,375.00  
 Annual: \$76,500.00

Meter Size	#	(Factor)	6/1/2019	Monthly	Annual	Residential	Commercial	Public Agency
5/8 inch	440	100%	\$ 7.90	\$ 3,476	\$ 41,712	440		
3/4 inch	11	149%	\$ 11.77	\$ 129	\$ 1,554	4	6	1
1 inch	23	246%	\$ 19.43	\$ 447	\$ 5,364		15	8
1 1/2 inch	12	488%	\$ 38.55	\$ 463	\$ 5,551		11	1
2 inch	13	779%	\$ 61.54	\$ 800	\$ 9,600		8	5
3 inch	6	1702%	\$ 134.46	\$ 807	\$ 9,681		3	3
4 inch	<u>1</u>	3057%	\$ 241.50	<u>\$ 242</u>	<u>\$ 2,898</u>		1	
Total	506			\$ 6,363	\$ 76,360	444	44	18

If we were to allocate the repayment of the remaining 1998 Sewer Bond, the column labeled 6/1/2019 would be the monthly charge by meter size to repay the debt service. Of the \$45.40 paid by a residence in the current rate structure, \$7.90 goes to repay the current debt.

For the \$1.1 million from Business Oregon, the structure based on meter size would look like this:

Principal: \$ 550,000  
 Interest: 3.50%  
 Term: 360 months (2049)  
 Monthly: \$2,492.00  
 Annual: \$29,904.00

Meter Size	Number	(Factor)	9/1/2019	Monthly	Annual
5/8 inch	440	100%	\$ 3.10	\$ 1,364	\$ 16,368
3/4 inch	11	149%	\$ 4.62	\$ 51	\$ 610
1 inch	23	246%	\$ 7.63	\$ 175	\$ 2,105
1 1/2 inch	12	488%	\$ 15.13	\$ 182	\$ 2,178
2 inch	13	779%	\$ 24.15	\$ 314	\$ 3,767
3 inch	6	1702%	\$ 52.76	\$ 317	\$ 3,799
4 inch	<u>1</u>	3057%	\$ 94.77	\$ 95	\$ 1,137
Total	506			\$ 2,497	\$ 29,964

The USDA Rural Utility Services \$4.6 million would look like this:

Principal: \$ 2,783,247  
Interest: 2.75%  
Term: 480 months (2059)  
Monthly: \$9,633  
Annual: \$115,592

Meter Size	Number	(Factor)	9/1/2019	Monthly	Annual
5/8 inch	440	100%	\$ 12.00	\$ 5,280	\$ 63,360
3/4 inch	11	149%	\$ 17.88	\$ 197	\$ 2,360
1 inch	23	246%	\$ 29.52	\$ 679	\$ 8,148
1 1/2 inch	12	488%	\$ 58.56	\$ 703	\$ 8,433
2 inch	13	779%	\$ 93.48	\$ 1,215	\$ 14,583
3 inch	6	1702%	\$ 204.24	\$ 1,225	\$ 14,705
4 inch	<u>1</u>	3057%	\$ 366.84	\$ 367	\$ 4,402
Total	506			\$ 9,666	\$ 115,991

The combined loan repayments would total as follows:

Meter Size	Number	9/1/2019	Monthly	Annual
5/8 inch	440	\$ 15.10	\$ 6,644	\$ 79,728
3/4 inch	11	\$ 22.50	\$ 247	\$ 2,970
1 inch	23	\$ 37.15	\$ 854	\$ 10,252
1 1/2 inch	12	\$ 73.69	\$ 884	\$ 10,611
2 inch	13	\$ 117.63	\$ 1,529	\$ 18,350
3 inch	6	\$ 257.00	\$ 1,542	\$ 18,504
4 inch	<u>1</u>	\$ 461.61	\$ 462	\$ 5,539
Total	506		\$ 12,163	\$ 145,955

Under the current rate structure, the increase would be from \$45.40 to \$62.00, an increase of \$16.60 per residential user.

When the rate structure by meter sized is used, there is a shift from the majority of the residences to commercial, industrial and public agency users. The increase would be only \$15.10 to \$60.50 per 5/8-inch meter.

Just a cautionary note: The projected revenues assume everyone pays the bill every month. There is no allowance for delinquent accounts. Should the City not raise enough money to pay the debt service, the difference would have to come from the operational funds. An option would be to raise the rate a few cents more to cover any delinquencies.

One concept aired at the last Council meeting was that as soon as one debt is paid off the assessed rate would be decreased. The debt retirement would look something like this:

Bond	Annual	Final	Interest
1998 Sewer Bond	\$ 76,500	30-Jun-27	\$ 177,380
2018 BizOregon	\$ 29,900	30-Jun-49	\$ 347,120
USDA RUS Loan	\$ 115,592	30-Jun-59	<u>\$ 1,840,593</u>
			\$ 2,365,093

However, if the City were to maintain the rate structure for the debt service, the pay off time frame would be:

Cascading Payments			
1998 Sewer Bond	\$ 76,500	30-Jun-27	\$ 177,380
2018 BizOregon	\$ 106,400	1-Jan-34 (16 years)	\$ 185,131
2018 RUS Loan	\$ 221,992	30-Jun-46 (28 years)	<u>\$ 1,288,415</u>
			\$ 1,650,926
Interest Saved by Cascading Debt Service Payments:			\$ 714,167

The Council has three questions to consider.

1. How much do we increase the rate for debt service?
2. When to increase the rate(s) to cover the debt service?
3. Should we continue the rate to decrease to total payback timeframe?

**CITY COUNCIL OPTIONS:** Discussion only.

**RECOMMENDED MOTION:** No motion at this time.

1. Call Meeting to Order. Chair Cramblett called the meeting to order at 7:02 PM. PCM's present were Todd Bouchard, Gary Munkhoff, Virginia Fitzpatrick, Catherine Adler, and Larry Cramblett. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Butch Miller, George Fischer, Todd Mohr, Darrin Eckman, Don Mann, and Rudy Kellner.

2. Approval of December 13, 2018 Minutes. **Motion:** PCM Munkhoff moved, seconded by PCM Fitzpatrick, to approve the minutes. The minutes were approved unanimously.

3. New/Old Business:

a. Public Hearing LU 19-002 Port of Cascade Lock for pFRIEM Family Brewers. Chair Cramblett opened the Public Hearing at 7:03 PM and read the Planning Commission Procedures and asked for declaration of conflicts of interest or ex-parte contact. CA Zimmerman read the Planner's portion of the procedures.

CA Zimmerman stated the staff report and application is very thorough and that staff recommended approval for the site plan review. He pointed out that an extension of the business is also a part of this site plan review so the applicant would not be coming back before the Planning Commission when the start that extension.

APPLICANT: Port of Cascade Locks Economic Development Manager Don Mann stated that the Port will be constructing the 23,600 square foot building and leasing to pFRIEM Family Brewers. He said pFRIEM is expanding their Hood River business. He said this industrial building will be a Port asset.

Rudy Kellner of pFRIEM Family Brewers stated that this expansion for pFRIEM will enhance the manufacturing and logistics of their business. He said distributors, sales partners, and customers will be brought to this facility for tours. He said it will be a show piece. He said there will not be a restaurant or any retail sales out of this facility.

Proponent/Opponent: None.

Commission Questions: PCM Munkhoff asked if this is an all steel building. Don stated that it is all steel and an industrial design.

Close Hearing: Chair Cramblett closed the hearing at 7:16 PM.

Commission Deliberation: **Motion:** PCM Munkhoff moved, seconded by PCM Bouchard, to approve the Site Plan Review with conditions of approval as listed in the staff report. The motion passed unanimously.

b. Discussion regarding proposed Community Development Code (CDC) amendments with recommendations to Council regarding proposed Public Works Design Standards (PWDS) amendments. PCM Fitzpatrick asked if this item could wait until the next meeting for discussion due to the inclement weather. CA Zimmerman said these were issues that were pointed out by Mr. Fischer. He said that he and CR Woosley have made some suggested amendments to the Public Works Design Standards and the Community Development Code regarding driveway widths. He said Public Works Foreman Sheldon Price has not had the time to review and make his suggestions for amendments.

4. Public Comment. George Fischer said he didn't know what he wanted to say until he knew what the Planning Commission decision was going to be on these changes.

Chair Cramblett said he would continue with the discussion. CA Zimmerman explained the recommended changes, thus far, to further clarify the driveway width issues. George said there needs to be some clarification in the definitions as to what and where does the PWDS and the CDC begin and



Hood River County Sheriff's Office  
 Statistical Information  
 City of Cascade Locks  
 February 2019

Case Numbers associated with Cascade Locks				Call Type Breakdown
Case #	Date	Deputy	Call Type	
S190112	02/01/19	17	OFCR	1 911
S190118	02/03/19	27	SAR	2 AC
S190133	02/08/19	17	MVC	5 ALARM
S190134	02/08/19	17	MVC	3 AOA
S190140	02/11/19	19	MVC	1 ASLT
S190141	02/12/19	28	DRUG	1 ASSIST
S190150	02/15/19	30	ASLT	1 DIST
S190152	02/15/19	17	VEH STOP	1 DRUG
S190159	02/20/19	28	VAND	4 FU
S190163	02/20/19	27	OV	3 INFO
S190173	02/24/19	30	SUSP	2 JUV
S190174	02/24/19	17	THEFT	2 MP
S190185	02/28/19	15	UNAD	1 MSG
				4 MVC
				6 OFCR
				1 OV
				6 PS
				1 SAR
				1 SUBJ STOP
				10 SUSP
				2 TA
				7 TC
				2 THEFT
				2 TRES
				1 UNAD
				2 VAND
				43 VEH STOP
				2 WELF
<b>Total</b>	<b>13</b>			<b>117</b>

Total Number of Cascade Locks patrols

43

Total Calls for Service

117

(includes followup, OFCR initiated, agency assist, SAR, etc.)

Hours worked by Deputy Economou (17)

82.63

Hours worked by other personnel

28.27

  
 Brian Rockett, Undersheriff

