CITY of CASCADE LOCKS
AGENDA

CITY COUNCIL MEETING, Monday, June 24, 2019, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
   a. **Approval of June 10, 2019 City Council Minutes.**
   b. **Ratification of Gorge Hubs Notice to Proceed.**
   c. **Approve OLCC Permits**
   d. **Ratification of the Bills in the Amount of $125,833.54.**
4. **Public Hearing: None.**
5. **Action Items:**
   a. **Appointment to Committees.**
   b. **Approve Audit Proposal from Merina and Company.**
   c. **Approve Letter of Support for Build Grant.**
   d. **Approve Resolution No. 1419 Adopting 2018-2019 Budget Adjustments.**
   e. **Business License Discussion.**
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. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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

Minutes
City Council
June 10, 2019

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Randall, Fitzpatrick (via phone), Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Ed Hodges, Port General Manager Paul Koch, Brenda Wood, Kirstin Walter, James Armstrong, Butch Miller and Camera Operator Marianne Bump.

2. **Additions or amendments to the Agenda.** CA Zimmerman asked Council to consider letting PGM Koch speak before the action items so that he doesn't have to stay for the entire meeting.

3. **Adoption of Consent Agenda.**
   a. **Approval of May 13, 2019 City Council Minutes.**
   b. **Approve 2019-2020 Contract (Amendment #13) with Jacobs For Operation of Wastewater Treatment Plant for $97,035.**
   c. **Approve Renewal of Property. Liability, and Workers Compensation Insurance.**
   d. **Approve CGRA Grant Request Payment from Tourism Committee.**
   e. **Ratification of the Bills in the Amount of $285,252.87.**

   Motion: CM Groves moved to pull the minutes from the consent agenda. CM Walker seconded the motion. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

   Motion: CM Groves moved, seconded by CM Randall, to approve the remainder of the Consent Agenda. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

   CM Groves stated that she and CM Walker voted against the motion to approve Tourism's request to move the bus stop (page 3 of the 5/13/19 minutes) and she would like the minutes amended to reflect the nay votes.

   Motion: CM Groves moved, seconded by CM Walker, to approve the May 13, 2019 City Council Minutes as amended. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

4. **Public Hearing: State Revenue Sharing.** Mayor Cramblett opened the Public Hearing at 7:09 PM and asked for public testimony. CA Zimmerman gave examples of uses of the State Revenue Sharing funds. Hearing no testimony, Mayor Cramblett closed the Public Hearing at 7:11 PM.

   7. b. Port of Cascade Locks Presentation: Paul Koch and Olga Kaganova (moved ahead). PGM Koch stated the Port Commission would like to continue with Movies in the Park and asked City Council to participate. He said the bid for the projector and equipment is $3,300.00. He said there would be a community picnic and puppet show on July 14 to welcome the new citizens in town. He reported that Olga will be the Port General Manager as of July 1. He reported that Thunder Island Brewery will be presenting a progress schedule to the Port Commission for their WaNaPa building. He added pFRIEM will be breaking ground soon on their building and there will be two ribbon cutting ceremonies soon for the cove access and Fisherman Road.

   CA Zimmerman thanked PGM Koch for his service and moving Cascade Locks forward.

5. **Action Items:**
   a. **Appointment to Committees.** Mayor Cramblett appointed Mila Kickert to the Tourism Committee. There was consensus of Council.

b. Approve Gorge Hubs Notice to Proceed. CA Zimmerman explained the shortage of funds to complete the Gorge Hubs project. He said items could be eliminated but this project is in the center of our downtown and should be a signature project for Cascade Locks. He asked Council to consider the options listed in the staff report in order to complete the project as designed.

CM Walker said he had a problem taking money out of Street Capital Reserve as the streets are in bad condition. CA Zimmerman spoke about the State's Small City Allotment Grants for streets. He said the breakdown in the staff report is an option to fund the project. He added the sale of timber off of the land the City is clearing could replace what is taken from the Park System Development Charge fund. CM Walker suggested the timber sales be used for this rather than the street fund. Mayor Cramblett said that money could be earmarked to replace what is taken from the street fund. CM Groves suggested the Park SDC funds be used. She said this is a current project where the money can be used and said it could be many years before any other land would be developed into a park. She said she is glad to see that the Public Works Crew will be working on this project also.

Mayor Cramblett said this project could potentially create a parking problem for the post office customers. He asked if there could be signs installed for limited parking. CA Zimmerman said signs could be installed but there is not any enforcement.

Council agreed the funds from Park SDC be used instead of the Street Capital Reserve funds and that the revenue from the sale of the timber be put into the Park SDC fund. **Motion:** CM Walker moved, seconded by CM Randall, to award contract to Lee Construction for the Gorge Hub Project. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

c. Approve Resolution No. 1416 Authorizing the Issuance of a Wastewater Revenue Bond. Motion: CM Randall moved, seconded by CM Groves, to adopt Resolution No. 1416. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

d. Approve Resolution No. 1417 Declaring the City's Election to Receive State Revenues. Motion: CM Groves moved, seconded by CM Randall, to adopt Resolution No. 1417. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

e. Adopt Resolution No. 1418 Approving Municipal Corporate Budget for FY 2019-2020, making appropriations, authorizing expenditures and levying taxes. Motion: CM Walker moved, seconded by CM Randall, to adopt Resolution No. 1418. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

f. Approve Participation in Movies in the Park Equipment Purchase. CA Zimmerman said the Port of Cascade Locks bought the projector and Hood River County Community Ed donated the screen. He reported that there is $3,980.00 remaining in this year's budget if Council chooses to participate. **Motion:** CM Walker moved, seconded by CM Randall, to share the expense of the equipment for Movies in the Park. CA Zimmerman said that would be $1,675.00, which would be half of the invoice from Audio Professionals NW. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

g. Recommendations from the Joint Work Group for Economic Development.

1) **Approve Multifaceted Economic Development Strategy.** CA Zimmerman said this version is an enhanced version and geared toward viability instead of survival. **Motion:** CM Randall moved, seconded by CM Groves, to approve the Multifaceted Economic Development Strategy. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett. CM Fitzpatrick said he appreciated the progress that has been made by this subcommittee.

PGM Koch said this subcommittee was born out of the Downtown Revitalization Committee when the City had to move away from the Nestlé or Casino proposals and move toward development with long term survival and building a better community.

2) **Approve Concept Paper Regarding the Efficiency and Effectiveness of JWGED.** CA Zimmerman explained that this document was improved with a little wordsmithing. **Motion:** CM Patrick moved, seconded by CM Groves, to approve the Concept Paper. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

3) **Approve Job Description of JWGED. Motion:** CM Randall moved, seconded by CM Groves, to approve the Job Description. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

4) **Approve Establishment of Community Development Sub-Committee of JWGED.** CA Zimmerman said as stated in the staff report, he has a problem with a subcommittee reporting to an advisory committee. He said this is just too bureaucratic. He said it would be better as a committee reporting to Council. He said the proposal is for this group to function as an interim step and they would propose to request funding in the next fiscal year.

Kirstin said she has worked with kids and families for 20 years and has started a nonprofit to fund her programs. She said her company, Envirovillage, is funding a four-week Summer Camp program at the school this summer and there are 27 kids enrolled. She said her nonprofit received a donation that paid for the Summer Camp.

Kirstin stated that she has done community development professionally and would provide a five-year plan. She said she would propose the subcommittee as a group of volunteers that would meet three times a year and work toward the plan. She said the first project would be to get the community involved in conversation to find out what the community would like to see. She said there are a lot of new people in town. She said in the four months that she has lived in Cascade Locks she has heard numerous times that a daycare is something that is desperately needed. She said the subcommittee could create a five-year plan. She said the subcommittee would be a more formalized process and provide a contact. She reported that there are grants available but the community has to have a point of contact.

Kirstin said she got Hood River Community Ed to provide bus for Cascade Locks kids to go swimming in Hood River. She said in the future the City would have to budget some funds for the programs.

CA Zimmerman said this group would function as an advisory committee and if successful the Council could choose to put money in the budget to fund a program. He said this is a developing concept.

CM Walker said the proposal was hard for him to follow. He said he is supportive but thought there were too many moving pieces. He said the services being offered at the school are confusing to him. Kirstin explained that the school will be used until they run out of room. She explained

that any community services programs have to be in the part of the building that the school kids are not in.

Mayor Cramblett asked Kirstin how she reached out to get 27 kids enrolled in the Summer Camp. Kirstin said flyers were posted around town, sent home with the kids and she attended a music program at the school where she handed out registrations and answered questions about the Summer Camp. She said sustainable funding would be needed to continue programs for the community. Mayor Cramblett said Council would have to be willing to agree or disagree on the funding and keep in mind that it should be a sustainable program. CM Walker agreed that this is important but not sure what Council's role is. CA Zimmerman said Council can do what they want and would be controlled by the budget. He said the subcommittee will accurately identify what is needed and the City Council will be the approving body. He said the City's funds are less restricted than the School District's funds and also have more grant opportunities. CA Zimmerman said the City Council can choose to fund what they can.

Kirstin said the subcommittee will meet three times a year and start with a "community ask". She said the subcommittee will develop a five-year plan doing all the research and leg work. She said the five-year plan will benefit everyone.

CM Groves said she would rather see something that can be sustainable instead of numerous things. She said the City will not be able to do it all. She said out of the big list there should be one or two things chosen that can actually be sustainable. CM Groves said it may not be a recreation program but it may be a day care program. She said funding is always an issue.

CM Randall agreed that this is a lot of information to take in but a subcommittee should be created that can always be changed to a funded committee in the future. He said he wasn't sure how the authority would work but it should be all right since there isn't any funding at this point. Kirstin said this will be a body of people to help accomplish something and genuinely want to know the needs of the community. She said she understood that the day care would be a private business but she is working collaboratively to find funding.

Mayor Cramblett said this is a combined effort with Hood River Community Ed, the School District, Port of Cascade Locks and the City of Cascade Locks. He said this subcommittee will serve as the connection. He said he knew that requests for funding would be coming to Council in the future. Mayor Cramblett said this will be a positive connection with the other agencies. CM Groves said a big commitment should come from Community Ed. She agreed that it would help to have the contact person.

Kirstin said the Cascade Locks School Principal, Amy Moreland, is only part time but also puts in a lot of her own time for the youth in the community. She said it is important to have someone in the community be able to help.

CM Fitzpatrick said getting all the agencies talking will be incredibly important and funding is always a problem. He said the program can get narrowed down as it evolves. **Motion:** CM Randall moved, seconded by CM Groves, to approve the creation and establishment of the community development subcommittee of the Joint Work Group on Economic Development. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

5) **Approve Appointment to JWGED Citizen Position. Motion:** CM Randall moved, seconded by CM Groves, to appoint Kirstin Walter as a nonvoting citizen member of the

JWGED. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

6) **Approve Drug Free Community Partnership with Hood River County.** CA Zimmerman reported some statistics of alcohol and drug abuse in Hood River County. He explained the grant program and that the City's match would be in-kind.

CM Walker said 70% of the budget is paying for personnel so that would leave very little for programs. He said it is a very thin budget but agreed that it is better than nothing. He said the kids are in Hood River all day so the coordinator would have to be in Cascade Locks during the evenings and weekends. CM Groves said it would be difficult when Cascade Locks only has K-5 here while the other school kids are in Hood River. CA Zimmerman said the coordinator would have to figure out how to reach all the kids. **Motion:** CM Randall moved, seconded by CM Fitzpatrick, to approve the City Council supporting the Drug Free Community concept by approving the grant concept and allowing the City Administrator to be the signer for the initial paperwork.

CM Fitzpatrick said it would be better if there were more funds available for programs for the kids but it is more than what is available now. He said anything that we could do to even save a couple would be worth it. Mayor Cramblett said Council should ask what it is we are trying to accomplish. He said if it is a person trying to make a living then that is not doing a whole lot for our kids. He said Council is responsible to make sure that the program would move ahead.

The motion failed with CM's Groves, Walker, Caldwell-Wagner, and Patrick voting against the motion. CM's Randall, Fitzpatrick, and Mayor Cramblett voted in favor.

CM Groves said it is a fight all the time with Hood River County to try to get anything for our kids. She said we don't get enough. CA Zimmerman said the grant has to follow federal guidelines. CM Walker said the organization chart is not good for our kids. He said there is a terrible drug problem and drugs are too easy to get. He said he didn't think the answer was to facilitate funding that wouldn't directly affect our kids. He said the coordinator would not be in Cascade Locks much at all. Kirstin said the grant would not allow any funding for recreational activities. CA Zimmerman stated the community development subcommittee could eventually become a committee that could be funding and help in this area.

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

7. **Reports and Presentations.**

a. **City Committees: None.**

b. **Port of Cascade Locks Presentation: Paul Koch and Olga Kaganova.** This took place before Action Items.

c. **City Administrator Zimmerman Report**. CA Zimmerman reported that all fire hydrants have been tested and waiting for parts to repair the 97th hydrant. He said there will be a BPA power outage on 7/20 at 10:00 PM through 7/21 at 6:00 AM. CA Zimmerman asked Council to hire John Logan as the Station Captain and work with him on his paramedic certification over the next year. He said he would like permission to advertise for another paramedic, rather than an EMT, while we're in the process of training the paramedics. There was consensus of Council to hire and train John Logan and advertise for another paramedic rather than an EMT. He said with the position change there would be two paramedics and two EMT's to cover shifts. He reported on Congressional visits, downtown cleanup, Phase 3 Well Development, and celebrating the Historic

River Highway State Trail. CA Zimmerman informed Council that the City is eligible for Community Development Block Grants and he would be looking into that.

8. **Mayor and City Council Comments.** CM Fitzpatrick welcomed Kirstin to the JWGED and thanked Staff. CM Patrick said it is okay to have disagreements and explained that they are learning to find their voices. She wished a Happy Birthday to the City. CM Caldwell-Wagner said she is excited about Movies in the Park and more being done in our community for those that live here. CM Walker thanked Kirstin for her presentation and said he is also excited about the Movies in the Park continuing. He said he thinks there are other programs that would be more beneficial to our kids than the County Drug Program. CM Randall thanked Staff for all they do. He said he is excited that the Gorge Hubs Project will be moving forward the way it was designed. He reminded all to take care of their pets in the warm weather. He stated he had mixed feelings about the Community Drug Grant Program. He said he has heard everyone say how bad the problem is but then dismiss it. He said this is a separate program and it might be lopsided but thinks it is a missed opportunity. CM Groves thanked PGM Koch for all his years and hard work at the City and the Port and has done a great job bringing everyone together. She thanked CA Zimmerman for his work on the Hubs Project. She said she is glad that Public Works will be working on this project and agreed that this is a good project for our community. She thanked Staff. CM Groves thanked Kirstin and said it will be exciting to see how this all goes. Mayor Cramblett said the Grant Hubs Project is going to be a successful project for the City. He thanked the Council for their part in supporting our community even in the difficult times. He said it is good for Council to be a part of the community and projects. Mayor Cramblett asked about making sure there is some signage or something limiting the time for parking so that the post office parking is still available for its customers.

   Mayor Cramblett described the water system when the City became incorporated. He said this is a great birthday for the City of Cascade Locks with the water lines being replaced in improvement project. He said it is great for Council to be a part of this 84th City birthday.

9. **Other matters.** None.

10. **Executive Session as may be required under ORS 192.660 (2) (h) Legal Counsel.** Mayor Cramblett opened Executive Session at 9:30 PM. CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett were present. Also present were CA Zimmerman and City Recorder Woosley. No decisions were made in Executive Session.

11. **Adjournment.** **Motion:** CM Randall moved, seconded by CM Groves, to adjourn. The motion was passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Caldwell-Wagner, Patrick, and Mayor Cramblett.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

_____
Tom Cramblett, Mayor

AGENDA ITEM NO: 3b

CASCADE LOCKS STAFF REPORT

Date Prepared: June 17, 2019

For City Council Meeting on: June 24, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Ratification of Gorge Hubs Project Notice to Proceed.

SYNOPSIS: At the last Council meeting, the City Council approved going ahead with the Gorge Hubs project if we could use $45,000 in City labor for the project. In working with the contractor, they were unwilling to change the bid parameters indicating that if the City did that work (removing the sidewalk and pavement and installing the water and sewer hookups), the contractor would only credit us about $11,000, not $45,000. On Monday June 17, the contractor indicated that if the City did not proceed as bid, they would be forced to pull out of the project.

In consultation with the Mayor and reviewed by the rest of the City Council, a decision was made to continue with the project with the following changes in funding.

		Available
Cost of Sidewalk/Driveway (From Street Capital Reserve)	$ 25,014	$ 137,200
Bike/Ped Path Funding	$ 2,350	$ 2,350
Parks SDC Funding	$ 74,625	$ 74,625
In Kind City Crew Work	$ -	
Tourism Capital Projects Fund	$ 20,000	$ 65,150
	$ 121,989	

Any moneys received from the logging of the burned timber on the City's Dry Creek property will be returned to the Parks SDC funding. A resolution adopting these changes to the 2019-2020 budget will be brought to the City Council in July.

CITY COUNCIL OPTIONS: Since the City Council approved this action in a telephonic consultation with the City Administrator, this action is to ratify the Council direction.

RECOMMENDED MOTION: "I move to approved the changes to the funding resources for the Gorge Hubs project as identified in the Staff Report."

OREGON LIQUOR CONTROL COMMISSION

APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE (TUAL)

FULL ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION

Allows an Oregon Full On-Premises Sales Licensee to sell wine, cider, malt beverages, and distilled spirits for drinking on the special event licensed premises. There is no license fee.

LIMITED ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION

Allows an Oregon Limited On-Premises Sales Licensee to sell wine, cider, and malt beverages for drinking on the special event licensed premises. There is no license fee.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #11 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **License Days:** In #11 below, you may apply for a maximum of seven license days per application form. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

1. My annual license is: ☒ FULL ON-PREMISE ☐ LIMITED ON-PREMISES
2. Licensee Name: Rogue River Brewing Co.: Lic#275723 exp 6/30/2019
3. Email: briannab@rogue.com
4. Trade Name of Business: Rogue PSU Hall
5. Fax: n/a
6. Address of Annual Business: 1717 SW Park Avenue
7. City: Portland
8. Contact Person: Bri Brey
9. Contact Phone: 541-788-7863
10. Event Name: / Run with Paula event
11. Date(s) of event (no more than seven days): September 14, 2019
12. Start/end hours of alcohol service: 7.00 ☒ am ☐ pm to 4:00 ☐ am ☒ pm
13. Address of Special Event: Marine Park 355 Wa Na Pa St | City: Cascade Locks | Zip: 97014
14. Is the event outdoors? ☒ Yes ☐ No

14a. If no, in what area(s) of the building is the event located?

14b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

15. List the primary activities within the licensed area: Bridge of the Goddess half marathon finisher event. Run, beer, food.
16. Will minors and alcohol be allowed together in the same area? ☐ Yes ☒ No
17. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 1,000

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #17 is 501 or more, in addition to your answers to questions 18, 19, and 20, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

18. Describe your plan to prevent problems and violations:

There will be ID checkers who will check IDs of anyone wanting to consume alcohol. Only those who are 21 and over will be wrist-banded. Only those wearing a wristband will be served alcohol. All servers have active OLCC permits and will enforce OLCC rules & guidelines.

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

There will be ID checkers who will check IDs of anyone who appears under the age of 26. Only those who are 21 & over will be wrist-banded / served. All servers have active OLCC permits.

20. Describe your plan to manage alcohol consumption by adults:

All servers have OLCC server permits and are trained to follow & enforce OLCC rules & guidelines. VIPs will not be served & will be enforced off the premises.

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

Charles "Chip" Carter # 491633 (503) 403-8171

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least $300,000 of liquor liability insurance coverage (ORS 471.168).

22. Insurance Company: Mutual of Enumclaw

23. Policy #: CPP002446800	24. Expiration Date: 12/31/2019

MARIJUANA

25. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? ☐ Yes ☒ No

FOOD SERVICE: See the attached sheet for an explanation of this requirement).

26. If you will not provide distilled spirits, name at least two different substantial food items that you will provide:

1. Burgers	2. Hotdogs

27. If you are a Full On-Premises Sales Licensee and will provide distilled spirits, name at least five different substantial food items that you will provide:

1.	2.
3.	4.
5.	

GOVERNMENT RECOMMENDATION

You must obtain a recommendation from the local city or county named in #26 before submitting this application to the OLCC.

26. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits: Hood River

SIGNATURE

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

27. Name (please print): Bri Brey

28. Signature:	29. Date: 6/10/2019

CITY OR COUNTY USE ONLY

The city/county named in #26 above recommends:

☒ Grant ☐ Acknowledge ☐ Deny (attach written explanation of deny recommendation)

City/County Signature:	Date: 6/12/19

FORM TO OLCC

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

License is: ☐ Approved ☐ Denied

OLCC Signature: Date:

FOOD REQUIREMENTS FOR AN ANNUAL LICENSE (TUAL)

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- TWO: A Full On-Premises Sales Licensee not providing distilled spirits at the event and a Limited On-Premises Sales Licensee must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- FIVE: A Full On-Premises Sales Licensee providing distilled spirits at the event must provide at all times and in all areas where alcohol service is available at least five different substantial food items.

WHAT IS A SUBSTANTIAL FOOD ITEM?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

WHAT DOES "DIFFERENT" MEAN?

"Different" means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO DIFFERENT SUBSTANTIAL FOOD ITEMS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one substantial food item if you are not providing distilled spirits or one to four different substantial food items if you are a Full On-Premises Sales Licensee providing distilled spirits. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE "AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE"?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

MAY I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO MAY THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract may be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

OREGON LIQUOR CONTROL COMMISSION

PLAN TO MANAGE SPECIAL EVENTS

When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL-NP and TSL-FP), Special Event Winery (SEW), Special Event Grower (SEG), Special Event Brewery-Public House (SEBPH), Special Event Brewery (SEB), Special Event Distillery (SED), or a Temporary Use of an Annual License (TUAL) event must complete this form (unless exempted from this requirement by the OLCC) and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area projecting an emphasis on alcohol consumption, projecting an emphasis on entertainment, or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan.

1. Applicant Name: Bri Brey
2. Email: Briannab@rogue.com
3. Event Name: Bridge of the Goddess Half Marathon & 5k / Run with Paula event
4. Date(s) of event: Saturday September 14, 2019
5. Start/end hours of alcohol service: 7:00 [X] am [ ] pm to 4:00 [ ] am [X] pm
6. Event Street Address
   Marine Park 355 Wa Na Pa St
7. City: Cascade Locks | 8. County: Hood River | 9. Zip: 97014
10. Will minors be allowed at the event? [X] Yes [ ] No
11. If yes, will minors and alcohol be allowed together in the same area? [ ] Yes [X] No
12. Will any portion of the licensed premises be prohibited to minor patrons? [X] Yes [ ] No
    If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area:
    The beer service area will be fully enclosed. There will be ID checkers; who will check the ID of anyone who appears under the age of 26. Only those who are 21 and over will be wrist-banded. Only those with a wristband will be allowed to consume alcohol.
13. Expected total attendance per day in the area(s) where alcohol will be sold or consumed)? 1,000
14. List name(s) and contact phone(s) of alcohol manager(s) on-duty and in the licensed area:
    Charles "Chip" Carter # 491633 503-403-8171
15. Describe the primary activities within the licensed area:
    Half Marathon - food & beer after the running event
16. Do you estimate that 30 percent or more of the people attending the event will be between 15-20 years of age?
    [ ] Yes [X] No

17. Do you estimate the number of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? ☐ Yes ☒ No
If no, what are the estimated times that a greater number of patrons will attend?
between 12pm & 4pm

18. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior?

4 servers

19. Will Alcohol Monitors work in the licensed area? ☐ Yes ☒ No
(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)

20. If yes to #19, list the minimum number of Alcohol Monitors you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:

_____ Minimum number during estimated times of greater patron attendance

_____ Minimum number during estimated times of regular patron attendance

21. If yes to #19, describe how Alcohol Monitors will be readily identifiable as such to patrons:

22. Will all Alcohol Monitors be required to have a service permit? ☒ Yes ☐ No

23. If no to #22, those Alcohol Monitors without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s):

24. Is the applicant a nonprofit or charitable organization with an Oregon Registry Number issued by the Oregon Secretary of State's office? ☐ Yes ☒ No

If yes, list Oregon Registry Number (OLCC does not accept a federal registry number or an EIN number):

24a. If yes to #24, will the applicant use servers who don't hold a service permit? ☐ Yes ☒ No

25b. If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? [X] Yes [ ] No

If yes, please describe:
Servers will wear Rogue tshirts.

27. Describe for alcoholic beverages meant for consumption in the licensed area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages	16oz	16oz
Wine	N/A	N/A
Cider	N/A	N/A
Distilled Spirits	N/A	N/A

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:
Containers used to serve alcoholic beverages will be clear, Rogue branded cups. Non-alcoholic beverages will be served in non-Rogue branded cups or in their original containers (ie: water bottle or soda can)

29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time? Each person may purchase no more than 2 drinks at a time.

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

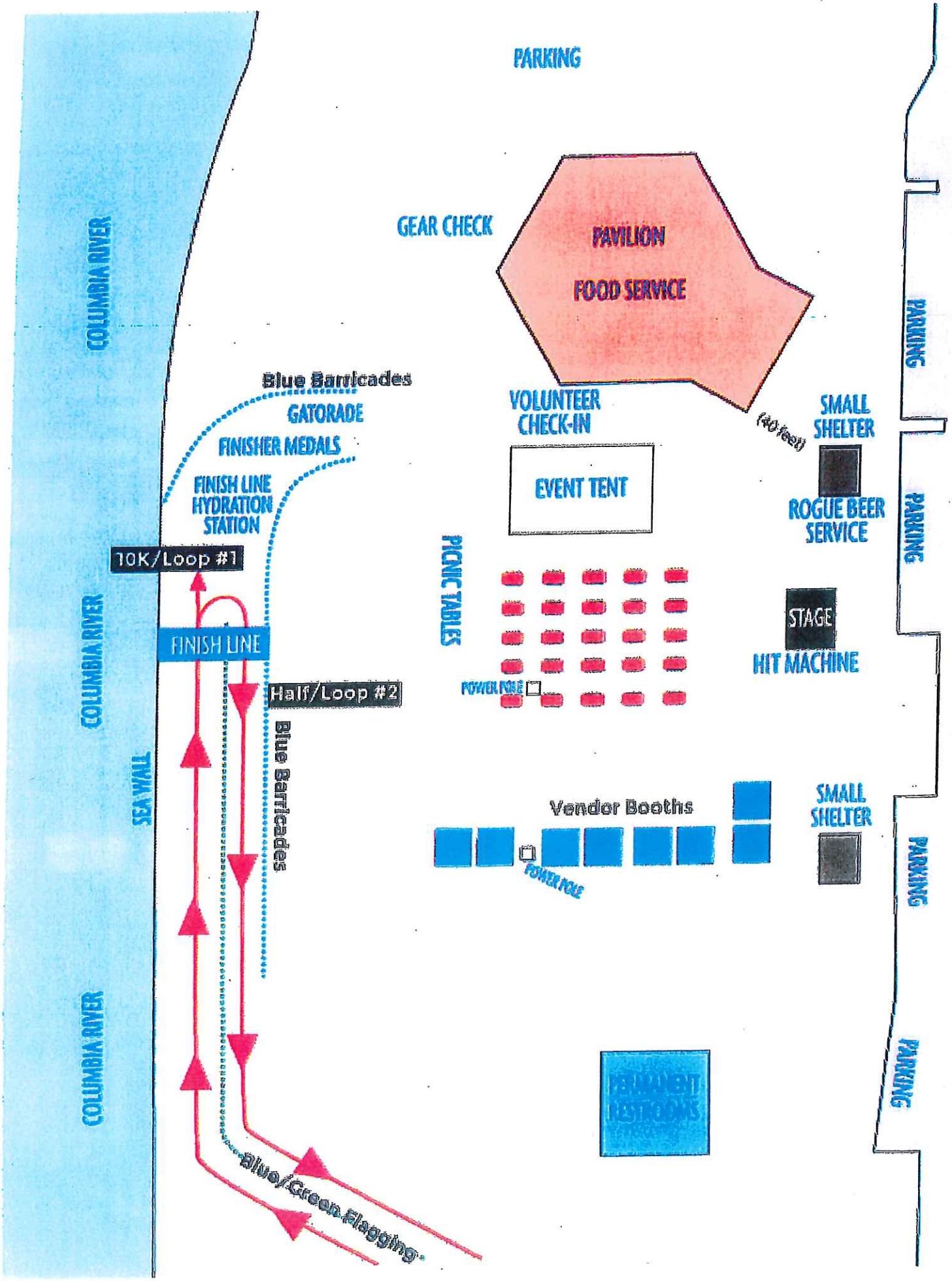
[X] A level of lighting sufficient to read common newspaper print; or
[ ] A level of lighting that will be (please describe):

31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan):

32. Applicant Name (please print):
Bri Brey

33. Applicant Signature:

34. Date
6/10/2019


PARKING
GEAR CHECK
PAVILION
FOOD SERVICE
COLUMBIA RIVER
PARKING
Blue Barricades
GATORADE
FINISHER MEDALS
FINISH LINE HYDRATION STATION
VOLUNTEER CHECK-IN
(40 feet)
SMALL SHELTER
EVENT TENT
ROGUE BEER SERVICE
PARKING
10K/Loop #1
PICNIC TABLES
STAGE
HIT MACHINE
COLUMBIA RIVER
FINISH LINE
POWER POLE
Half/Loop #2
Blue Barricades
SEA WALL
Vendor Booths
SMALL SHELTER
POWER POLE
PARKING
COLUMBIA RIVER
PERMANENT RESTROOMS
PARKING
Blue/Green Flagging

OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT WINERY (SEW) APPLICATION

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

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** $10 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #10 below, you may apply for a maximum of **five** license days per application form.

1. Licensee Name: Native Cider LLC
2. Email: jasper@sonofman.co
3. Trade Name of Business: Son Of Man
4. Fax:
5. Address of Annual Business: 160 NE Herman Creek Lane Suite 102
6. City: Cascade Locks
7. Contact Person: Jasper Smith
8. Contact Phone: 503 341 6987
9. Event Name: Gorge Pedal Experience
10. Date(s) of event (no more than five days): July 20th 2019
11. Start/end hours of alcohol service: 9 ☐ am ☐ pm to 4 ☐ am ☒ pm
12. Address of Special Event: 355 WaPaNa (Cascade Marine Park) | City: Cascade Locks | Zip: 97014
13. Is the event outdoors? ☒ Yes ☐ No

13a. If no, in what area(s) of the building is the event located?
This is the bike ride' s finish line and the location for the post race celebration.

13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

14. Describe the primary activities within the licensed area:

15. Will minors be allowed at the event? ☒ Yes ☐ No

16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 500

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #16 is 501 or more, **in addition** to your answers to questions 17, 18, and 19, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations:
There will be 1 ID checkers at the entrance to the event beer line. There will be 1 alcohol monitor patrolling the event grounds. Beer servers will have OLCC servers permits. After ID's have been checked attendees over 21 will receive a wristband before alcohol is served.

18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:
There will be ID checkers at the entrance wristbanding everyone over 21 who will be drinking alcoholic beverages. We will also have Alcohol Monitors roaming to ensure everyone with a beverage has a wristband on.

19. Describe your plan to manage alcohol consumption by adults:
All servers will have OLCC Servers Permits and are employed by Thunder Island Brewing Company. There will be no less than one alcohol monitor roaming the venue at all times. There will be no outside alcohol allowed to be brought into the event. All attendees will be checked upon entry

20. List name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:
Jasper Smith 554384 02/14/2022

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least $300,000 of liquor liability insurance coverage (ORS 471.168).

21. Insurance Company: The Hanover American Insurance Company

22. Policy #: ZZ2D467775

23. Expiration Date: 01/03/2020

MARIJUANA

24. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? ☐ Yes ☒ No

FOOD SERVICE

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

25. Name at least two different substantial food items that will be provided:

1. La Gula Mexican Food (tacos, burritos, etc)

2. Pork, Wind, and Fire. (Barbeque Foods)

GOVERNMENT RECOMMENDATION

You must obtain a recommendation from the local city or county named in #26 before submitting this application to the OLCC.

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

SIGNATURE

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

27. Name (please print): Jasper Smith

28. Signature:

29. Date: 06/17/19

CITY OR COUNTY USE ONLY

The city/county named in #26 above recommends:

☐ Grant ☐ Acknowledge ☐ Deny (attach written explanation of deny recommendation)

City/County Signature:

Date:

FORM TO OLCC

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

OLCC USE ONLY Fee Paid:	Date:	Receipt #:

License is: ☐ Approved ☐ Denied

OLCC Signature:

Date:

OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT BREWERY-PUBLIC HOUSE (SEBPH) APPLICATION

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

- **Process Time**: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee**: $10 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days**: In #10 below, you may apply for a maximum of **five** license days per application form.

1. Licensee Name: Thunder Island Brewing Company
2. Email: jared@thunderislandbrewing.com
3. Trade Name of Business: Thunder Island Brewing Company
4. Fax:
5. Address of Annual Business: 515 NW Portage Road
6. City: Cascade Locks
7. Contact Person: Jared Jensen
8. Contact Phone: 541-399-2433
9. Event Name: Gorge Pedal Experience
10. Date(s) of event (no more than five days): July 20th 2019
11. Start/end hours of alcohol service: 9 [X] am [ ] pm to 4 [ ] am [X] pm
12. Address of Special Event: 355 WaPaNa (Cascade Marine Park) City: Cascade Locks Zip: 97014
13. Is the event outdoors? [X] Yes [ ] No

13a. If no, in what area(s) of the building is the event located?

13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

14. Describe the primary activities within the licensed area:
This is the bike ride's finish line and the location for the post race celebration.

15. Will minors be allowed at the event? [X] Yes [ ] No
16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 500

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #16 is 501 or more, **in addition** to your answers to questions 17, 18, and 19, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations:

There will be 1 ID checkers at the entrance to the event beer line. There will be 1 alcohol monitor patrolling the event grounds. Beer servers will have OLCC servers permits. After ID's have been checked attendees over 21 will receive a wristband before alcohol is served.

18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:
There will be ID checkers at the entrance wristbanding everyone over 21 who will be drinking alcoholic beverages. We will also have Alcohol Monitors roaming to ensure everyone with a beverage has a wristband on.

19. Describe your plan to manage alcohol consumption by adults:
All servers will have OLCC Servers Permits and are employed by Thunder Island Brewing Company. There will be no less than one alcohol monitor roaming the venue at all times. There will be no outside alcohol allowed to be brought into the event. All attendees will be checked upon entry

20. List name(s) and service permit number(s) of **alcohol manager(s)** on-duty and in the licensed area:
Dave Lipps 593817 4/21/2021

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and **expected attendance is 301 or more** per day in the licensed area, the event must have at least $300,000 of liquor liability insurance coverage (ORS 471.168).

21. Insurance Company: The Hanover American Insurance Company

22. Policy #: ZZ2 D238739 02	23. Expiration Date: 05/02/2020

MARIJUANA

24. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? ☐ Yes ☒ No

FOOD SERVICE

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

25. Name at least **two** different substantial food items that will be provided:

1. La Gula Mexican Food (tacos, burritos, etc)	2. Pork, Wind, and Fire. (Barbeque Foods)

GOVERNMENT RECOMMENDATION

You must obtain a recommendation from the local city or county named in #26 before submitting this application to the OLCC.

26. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

SIGNATURE

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

27. Name (please print):

28. Signature:	29. Date:

CITY OR COUNTY USE ONLY

The city/county named in #26 above recommends:

☐ Grant ☐ Acknowledge ☐ Deny (attach written explanation of deny recommendation)

City/County Signature:	Date:

FORM TO OLCC

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

OLCC USE ONLY Fee Paid:	Date:	Receipt #:

License is: ☐ Approved ☐ Denied

OLCC Signature:	Date:

OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT BREWERY-PUBLIC HOUSE (SEBPH) APPLICATION

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

- **Process Time**: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee**: $10 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days**: In #10 below, you may apply for a maximum of **five** license days per application form.

1. Licensee Name: Thunder Island Brewing Company
2. Email: jared@thunderislandbrewing.com
3. Trade Name of Business: Thunder Island Brewing Company
4. Fax:
5. Address of Annual Business: 515 NW Portage RD
6. City: Cascade Locks
7. Contact Person: Jared Jensen
8. Contact Phone: 541-399-2433
9. Event Name: Bridge of the Gods Half Marathon
10. Date(s) of event (no more than five days): August 11th 2019
11. Start/end hours of alcohol service: 8:00 [X] am [ ] pm to 3:00 [ ] am [X] pm
12. Address of Special Event: 355 WaNaPa | City: Cascade Locks | Zip: 97014
13. Is the event outdoors? [X] Yes [ ] No

13a. If no, in what area(s) of the building is the event located?

13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

14. Describe the primary activities within the licensed area:
Race finish line. This will also be the site of the after race celebration.

15. Will minors be allowed at the event? [X] Yes [ ] No
16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 2000

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #16 is 501 or more, **in addition** to your answers to questions 17, 18, and 19, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations:
There will be 2 ID checkers at the entrance to the beer line. There will be 3 alcohol monitors patrolling the event grounds. Beer servers will have OLCC servers permits. No minors will be allowed in the beer line or where the beer is being served. After ID's have been checked, attendees over 21 will receive a whristband before alcohol is served.

18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:
There will be ID checkers at the entrance to the beer line and minors will not be allowed into the area where the beer will be served. Alcohol monitors will be patrolling the event grounds. All the guest will have a wristband after their age has been checked

19. Describe your plan to manage alcohol consumption by adults:
All servers will have OLCC Servers Permits and are employed by Thunder Island Brewing Company. There will be no less than two alcohol monitors roaming the venue at times and three alcohol monitors at peak hours. There will be no outside alcohol allowed to be brought into the event. All attendees will be checked upon entry.

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

David Lipps 593817 4/24/21

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and **expected attendance is 301 or more** per day in the licensed area, the event must have at least $300,000 of liquor liability insurance coverage (ORS 471.168).

21. Insurance Company: The Hanover American Insurance Company

22. Policy #: ZZ2 D238739 02

23. Expiration Date: 5/02/2020

MARIJUANA

24. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? ☐ Yes ☒ No

FOOD SERVICE

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

25. Name at least **two** different substantial food items that will be provided:

1. Hamburgers from Thunder Island Brewing
2. Hot Dogs from Thunder Island Brewing

GOVERNMENT RECOMMENDATION

You must obtain a recommendation from the local city or county named in #26 before submitting this application to the OLCC.

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

SIGNATURE

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

27. Name (please print):

28. Signature:

29. Date:

CITY OR COUNTY USE ONLY

The city/county named in #26 above recommends:

☐ Grant ☐ Acknowledge ☐ Deny (attach written explanation of deny recommendation)

City/County Signature:

Date:

FORM TO OLCC

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

OLCC USE ONLY Fee Paid:	Date:	Receipt #:

License is: ☐ Approved ☐ Denied

OLCC Signature:

Date:

OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT BREWERY-PUBLIC HOUSE (SEBPH) APPLICATION

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

- **Process Time**: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee**: $10 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days**: In #10 below, you may apply for a maximum of **five** license days per application form.

1. Licensee Name: Brittany Sheets
2. Email: Brittany@thunderislandbrewing.com
3. Trade Name of Business: Thunder Island Brewing Company
4. Fax:
5. Address of Annual Business: 515 NW Portage RD
6. City: Cascade Locks
7. Contact Person: Brittany Sheets
8. Contact Phone: 9712279543
9. Event Name: Pacific Crest Trail Days
10. Date(s) of event (no more than five days): August 16th & 17th
11. Start/end hours of alcohol service: 11 [X] am [ ] pm to 10 [ ] am [X] pm
12. Address of Special Event: 395 SW Portage RD; City: Cascade Locks; Zip: 97014
13. Is the event outdoors? [X] Yes [ ] No

13a. If no, in what area(s) of the building is the event located?

13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

14. Describe the primary activities within the licensed area:
Food, beer, wine, music, outdoor gear show

15. Will minors be allowed at the event? [X] Yes [ ] No

16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 2000

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #16 is 501 or more, in addition to your answers to questions 17, 18, and 19, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations:
We will have security posted at each entry and exit point checking for IDs and issuing minor and 21 & over bracelets. Security is also going to be checking to make sure no outside alcohol is brought in. They will also be checking that no visibly intoxicated people are allowed inside the event. We will have roving alcohol monitors to make sure no minors are in possession of alcohol. Alcohol monitors will also be checking that no on is visibly intoxicated. In such case, anyone who is intoxicated will be escorted off the event grounds. Alcohol monitors and servers will make sure no minors approach the service area.

18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:
Every attendees ID will be checked at both entrances. A color coded bracelet will be given to each attendee, identifying whether they are 21 & over or not. All alcohol monitors will be trained to identify the difference between the bracelets. If the attendee removes the bracelet, they will be asked to leave and will only be allowed to re-enter after going through the ID check process at the entrance and issued a new bracelet. Minors will not be allowed near the service area where the alcohol is being served.

19. Describe your plan to manage alcohol consumption by adults:
All servers will have OLCC servers permits and are employed by Thunder Island Brewing Company. There will be no less than 2 alcohol monitors roaming the venue at times and four alcohol monitors at peak hours. There will be no outside alcohol allowed to be brought into the event. All attendees will be checked upon entry.

20. List name(s) and service permit number(s) of **alcohol manager(s)** on-duty and in the licensed area:
David Lipps 593817 04/24/2023
Brittany Sheets 22U50E 05/22/2024

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and **expected attendance is 301 or more** per day in the licensed area, the event must have at least $300,000 of liquor liability insurance coverage (ORS 471.168).

21. Insurance Company: The Hanover American Insurance Company

22. Policy #: ZZ2 D238739 02

23. Expiration Date: 05/02/2020

MARIJUANA

24. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? ☐ Yes ☒ No

FOOD SERVICE

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

25. Name at least **two** different substantial food items that will be provided:

1. Pulled Pork Sandwiches

2. Tacos

GOVERNMENT RECOMMENDATION

You must obtain a recommendation from the local city or county named in #26 before submitting this application to the OLCC.

26. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits: Cascade Locks, OR

SIGNATURE

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

27. Name (please print):

28. Signature:

29. Date:

CITY OR COUNTY USE ONLY

The city/county named in #26 above recommends:

☐ Grant ☐ Acknowledge ☐ Deny (attach written explanation of deny recommendation)

City/County Signature:

Date:

FORM TO OLCC

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

OLCC USE ONLY Fee Paid:	Date:	Receipt #:

License is: ☐ Approved ☐ Denied

OLCC Signature:

Date:

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
6/7/2019	Payroll	$ 41,673.47
6/7/2019	Accounts Payable	$ 975.22
6/13/2019	Accounts Payable	1,760.00
6/14/2019	Accounts Payable	$ 53,065.62
6/17/2019	Accounts Payable	$ 28,359.23
	GRAND TOTAL	$ 125,833.54

APPROVAL:

Mayor

F&B/ACCOUNTING CLERK/UTILITYCLERK/BLANKET APPROVALS

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10574	06/19	06/05/2019	6966	01410018TF	American Messaging	Paging Service	5140562110	9.00
Total 10574:								9.00
10575	06/19	06/05/2019	4910	06032019	Ana Torres	Refund Deposit Balance	5121130	136.73
Total 10575:								136.73
10576	06/19	06/05/2019	4910	06032019(2)	Blair Hill Saxon	Refund Deposit Balance	5121130	128.47
Total 10576:								128.47
10577	06/19	06/05/2019	4910	06032019(3)	Estate of Roy Connely	Refund Deposit Balance	5121130	146.23
Total 10577:								146.23
10578	06/19	06/05/2019	2570	16	HOOD RIVER NEWS	Fire Chief Ad	0840562113	170.00
Total 10578:								170.00
10579	06/19	06/05/2019	4910	06032019(4)	Mark Dambrosio	Refund Deposit Balance	5121130	79.05
Total 10579:								79.05
10580	06/19	06/05/2019	4910	06032019(5)	Refund Customer Deposit	Refund Deposit Balance	5121130	196.43
10580	06/19	06/06/2019	4910	06032019(5)	Refund Customer Deposit	Refund Deposit Balance	5121130	196.43- V
Total 10580:								.00
10581	06/19	06/05/2019	4910	06032019(6)	Ronald Neiger	Refund Overpayment	9911033	84.71
Total 10581:								84.71
10582	06/19	06/05/2019	5380	97751, 9877	SKAMANIA COUNTY PIONEER	P/T Tourism Staff Position	0840562113	24.60
Total 10582:								24.60

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10583	06/19	06/07/2019	4910	06032019(5)	Ramin Neshati	Refund Deposit Balance	5121130	196.43
Total 10583:								196.43
Grand Totals:								975.22

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
08-21010	.00	194.60-	194.60-
08-405-62113	194.60	.00	194.60
51-21010	196.43	892.34-	695.91-
51-21130	883.34	196.43-	686.91
51-405-62110	9.00	.00	9.00
99-11033	84.71	.00	84.71
99-21010	.00	84.71-	84.71-
Grand Totals:	1,368.08	1,368.08-	.00

Report Criteria:
Report type: GL detail

City of Cascade Locks

Check Register - By Check No.
Check Issue Dates: 6/13/2019 - 6/13/2019

Jun 13, 2019 10:05AM

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10620	06/19	06/13/2019	7034	918	Bernadette Murray-Macioce	Admin, emails, phone calls, agenda minu	0840562110	800.00
Total 10620:								800.00
10621	06/19	06/13/2019	7055	917	Pixel Dust Studio	CL Brochure Update, Website Updates,	0840562114	960.00
Total 10621:								960.00
Grand Totals:								1,760.00

M = Manual Check, V = Void Check

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
08-21010	.00	1,760.00-	1,760.00-
08-405-62110	800.00	.00	800.00
08-405-62114	960.00	.00	960.00
Grand Totals:	1,760.00	1,760.00-	.00

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
10584	06/19	06/14/2019	6839	83223053	Bound Tree Medical LLC	Sodium Bicarbonate	0540562351	14.04
Total 10584:								14.04
10585	06/19	06/14/2019	6900	V901777	BSK Associates	Water Testing - V-Coliform (x2)	2140562150	60.00
Total 10585:								60.00
10586	06/19	06/14/2019	6979	05312019	Cartomation Inc	GIS Service for City	5140562190	1,000.00
Total 10586:								1,000.00
10587	06/19	06/14/2019	670	01500 5/19	CASCADE LOCKS LIGHT CO	New Fire Station	0540562439	583.61
10587	06/19	06/14/2019	670	03500 5/19	CASCADE LOCKS LIGHT CO	Res. No. 2	2140562070	40.38
10587	06/19	06/14/2019	670	14000 5/19	CASCADE LOCKS LIGHT CO	Corrosion Control	2140562070	9.37
10587	06/19	06/14/2019	670	20000 5/19	CASCADE LOCKS LIGHT CO	Cemetery Water	1740562551	193.92
10587	06/19	06/14/2019	670	30200 5/19	CASCADE LOCKS LIGHT CO	Pump Lift Station	3140562070	28.30
10587	06/19	06/14/2019	670	35000 5/19	CASCADE LOCKS LIGHT CO	City Hall Utilities	0140162552	626.33
10587	06/19	06/14/2019	670	35700 5/19	CASCADE LOCKS LIGHT CO	Sewer Lift on Cascade	3140562070	19.28
10587	06/19	06/14/2019	670	36900 5/19	CASCADE LOCKS LIGHT CO	87 Ruckel	3140562070	34.09
10587	06/19	06/14/2019	670	38200 5/19	CASCADE LOCKS LIGHT CO	Well House	2140562070	1,674.23
10587	06/19	06/14/2019	670	39800 5/19	CASCADE LOCKS LIGHT CO	Radio Tower	0540562439	72.70
10587	06/19	06/14/2019	670	42700 5/19	CASCADE LOCKS LIGHT CO	Wasco Crk Lift Station	3140562070	72.66
10587	06/19	06/14/2019	670	49800 5/19	CASCADE LOCKS LIGHT CO	City Hall Irrigation	0140162552	241.91
10587	06/19	06/14/2019	670	55100 5/19	CASCADE LOCKS LIGHT CO	Main Lift Station	3140562070	992.73
10587	06/19	06/14/2019	670	55900 5/19	CASCADE LOCKS LIGHT CO	Museum	0140762630	172.07
10587	06/19	06/14/2019	670	61200 5/19	CASCADE LOCKS LIGHT CO	Bike Path	0140162552	32.63
10587	06/19	06/14/2019	670	71800 5/19	CASCADE LOCKS LIGHT CO	Mall Lighting	5140562800	60.93
10587	06/19	06/14/2019	670	79100 5/19	CASCADE LOCKS LIGHT CO	Treatment Plant	3140562070	2,007.04
10587	06/19	06/14/2019	670	81300 5/19	CASCADE LOCKS LIGHT CO	Warehouse	2140562070	53.40
10587	06/19	06/14/2019	670	83900 5/19	CASCADE LOCKS LIGHT CO	Moody Lift Station	2140562070	29.06
Total 10587:								6,944.64
10588	06/19	06/14/2019	6996	19-0112025	Certified Folder	Yearly Billing for Brochure Delivery	0840562114	1,450.82

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10588:								1,450.82
10589	06/19	06/14/2019	900	SSS 5/19	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140862025	204.30
Total 10589:								204.30
10590	06/19	06/14/2019	1090	06122019(1)	COLUMBIA GORGE RACING ASSOCIA	2018 CGRT Grant	0840562114	3,487.50
Total 10590:								3,487.50
10591	06/19	06/14/2019	1120	B238864	COLUMBIA HARDWARE LLC	Lamp	2140562560	77.72
10591	06/19	06/14/2019	1120	B238864	COLUMBIA HARDWARE LLC	Misc.	3140562560	77.71
10591	06/19	06/14/2019	1120	B240752	COLUMBIA HARDWARE LLC	Misc.	0540562440	24.37
10591	06/19	06/14/2019	1120	B241032	COLUMBIA HARDWARE LLC	Misc.	0540562440	15.69
Total 10591:								195.49
10592	06/19	06/14/2019	1130	21156	COLUMBIA MARKET (dba;)	Misc. groceries	0540562350	4.85
10592	06/19	06/14/2019	1130	21160	COLUMBIA MARKET (dba;)	Misc. groceries	0540562350	7.38
10592	06/19	06/14/2019	1130	21167	COLUMBIA MARKET (dba;)	Misc. groceries	3140562560	11.39
10592	06/19	06/14/2019	1130	21181	COLUMBIA MARKET (dba;)	Misc. supplies	0540562350	8.44
10592	06/19	06/14/2019	1130	21190	COLUMBIA MARKET (dba;)	Glade	0140462520	2.85
10592	06/19	06/14/2019	1130	21197	COLUMBIA MARKET (dba;)	Misc. groceries	2140562560	5.58
Total 10592:								40.49
10593	06/19	06/14/2019	7028	1905-1668	Curran-McLeod, Inc.	General Engineering - Overlook Park	0740562114	972.50
Total 10593:								972.50
10594	06/19	06/14/2019	1620	2336	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services	5140562139	800.00
Total 10594:								800.00
10595	06/19	06/14/2019	6795	0765001-1	Ferguson Enterprises Inc. #3011	Copper Meter Setterer	3140562560	184.51
10595	06/19	06/14/2019	6795	0767405	Ferguson Enterprises Inc. #3011	Collision Repair Kit	5642363950	163.25
10595	06/19	06/14/2019	6795	0767605	Ferguson Enterprises Inc. #3011	Hydrant Adapter	5642363950	179.66
10595	06/19	06/14/2019	6795	0771808	Ferguson Enterprises Inc. #3011	Annual Sensus Software Support	2140562081	1,287.50
10595	06/19	06/14/2019	6795	0771808	Ferguson Enterprises Inc. #3011	Annual Sensus Software Support	5140562081	1,287.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10595	06/19	06/14/2019	6795	0771844	Ferguson Enterprises Inc. #3011	8" Gate Valve Project	2141562009	1,297.75
Total 10595:								1,297.75
10596	06/19	06/14/2019	2450	64599	HOOD RIVER COUNTY	Lien Satisfaction	0140362869	4,400.17
Total 10596:								4,400.17
10597	06/19	06/14/2019	2420	05312019	HOOD RIVER COUNTY - FINANCE	Balance of Dog License(s)	0121011	115.00
10597	06/19	06/14/2019	2420	10104	HOOD RIVER COUNTY - FINANCE	June Deputy Service	0141962250	7.00
Total 10597:								7,600.00
								7,607.00
10598	06/19	06/14/2019	2570	34682	HOOD RIVER NEWS	Notice of Budget Hearing	0140162030	252.00
10598	06/19	06/14/2019	2570	34683	HOOD RIVER NEWS	Notice of Public Hearing	0140162030	48.00
Total 10598:								300.00
10599	06/19	06/14/2019	3070	1600490842	LES SCHWAB TIRE CENTER	2016 Dodge - 4 new tires	5140562201	1,063.92
Total 10599:								1,063.92
10600	06/19	06/14/2019	3160	06112019	MARIANNE BUMP/PETTY CASH	Cake from A&J for City's 84th Birthday C	0140862022	37.76
Total 10600:								37.76
10601	06/19	06/14/2019	4910	06072019	Mary Kay Abshire	Refund Deposit Balance	5121130	116.83
Total 10601:								116.83
10602	06/19	06/14/2019	4020	ME124787	ODOT-FUEL SALES	Fuel	0140462530	184.23
10602	06/19	06/14/2019	4020	ME124787	ODOT-FUEL SALES	Fuel	0540562420	263.02
10602	06/19	06/14/2019	4020	ME124787	ODOT-FUEL SALES	Fuel	2140562530	254.68
10602	06/19	06/14/2019	4020	ME124787	ODOT-FUEL SALES	Fuel	3140562530	184.23
10602	06/19	06/14/2019	4020	ME124787	ODOT-FUEL SALES	Fuel	5140562200	116.82
10602	06/19	06/14/2019	4020	ME124787	ODOT-FUEL SALES	Fuel	5140662200	29.21
Total 10602:								1,032.19
10603	06/19	06/14/2019	7090	3841	Onsite Supply House, LLC	Misc.	0140462520	97.85

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 10603:								97.85
10604	06/19	06/14/2019	4910	06122019(3)	Patricia Barker	Refund Deposit Balance	5121130	298.80
Total 10604:								298.80
10605	06/19	06/14/2019	6834	06122019(2)	Patricia Barker	Refund Energy Assistance Balance	5121025	247.49
Total 10605:								247.49
10606	06/19	06/14/2019	4620	3308946006	PITNEY BOWES - RENTAL	Periodic Payment	0140162120	165.93
Total 10606:								165.93
10607	06/19	06/14/2019	4670	1245005	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140662200	20.00
Total 10607:								20.00
10608	06/19	06/14/2019	7048	38723	Precision Graphics	Tourism Brochure	0840562114	2,482.71
Total 10608:								2,482.71
10609	06/19	06/14/2019	6780	5056793933	Ricoh USA, Inc.	Copies	0140162110	71.72
Total 10609:								71.72
10610	06/19	06/14/2019	5650	153435	T & R ELECTRIC SUPPLY CO.	50 KVA Single Phase Pad Mount	5140563770	900.00
10610	06/19	06/14/2019	5650	153435	T & R ELECTRIC SUPPLY CO.	50 KVA Single Phase Pad Mount	5141562009	900.00
10610	06/19	06/14/2019	5650	153435	T & R ELECTRIC SUPPLY CO.	75 KVA Single Phase Pad Mount	5141562009	1,115.00
10610	06/19	06/14/2019	5650	153436	T & R ELECTRIC SUPPLY CO.	50 KVA Single Phase Pole Mount	5141562009	2,580.00
10610	06/19	06/14/2019	5650	153437	T & R ELECTRIC SUPPLY CO.	1000 KVA Three Phase Pad Mount	5141562009	11,675.00
Total 10610:								17,170.00
10611	06/19	06/14/2019	7044	SLS/1028407	Trojan UV	Lamp & pack	3140562560	694.45
Total 10611:								694.45
10612	06/19	06/14/2019	6070	079519	TWGW, INC NAPA AUTO PARTS	Misc. parts	2140562441	16.99

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
10612	06/19	06/14/2019	6070	845134	TWGW, INC NAPA AUTO PARTS	Misc. supplies	0140462520	15.03
Total 10612:								32.02
10613	06/19	06/14/2019	7092	10391	VanKoten & Cleaveland, LLC	Attorney services	0140162100	1,942.00
Total 10613:								1,942.00
Grand Totals:								53,065.62

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	11,816.61-	11,816.61-
01-21011	7.00	.00	7.00
01-401-62030	300.00	.00	300.00
01-401-62100	1,942.00	.00	1,942.00
01-401-62110	71.72	.00	71.72
01-401-62120	165.93	.00	165.93
01-401-62552	900.87	.00	900.87
01-403-62869	115.00	.00	115.00
01-404-62520	115.73	.00	115.73
01-404-62530	184.23	.00	184.23
01-407-62630	172.07	.00	172.07
01-408-62022	37.76	.00	37.76
01-408-62025	204.30	.00	204.30
01-419-62250	7,600.00	.00	7,600.00
05-21010	.00	994.10-	994.10-
05-405-62350	20.67	.00	20.67
05-405-62351	14.04	.00	14.04
05-405-62420	263.02	.00	263.02
05-405-62439	656.31	.00	656.31
05-405-62440	40.06	.00	40.06
07-21010	.00	972.50-	972.50-
07-405-62114	972.50	.00	972.50
08-21010	.00	7,421.03-	7,421.03-
08-405-62114	7,421.03	.00	7,421.03
17-21010	.00	193.92-	193.92-
17-405-62551	193.92	.00	193.92
21-21010	.00	4,806.66-	4,806.66-
21-405-62070	1,806.44	.00	1,806.44
21-405-62081	1,287.50	.00	1,287.50
21-405-62150	60.00	.00	60.00
21-405-62441	16.99	.00	16.99
21-405-62530	254.68	.00	254.68
21-405-62560	83.30	.00	83.30
21-415-62009	1,297.75	.00	1,297.75
31-21010	.00	4,306.39-	4,306.39-
31-405-62070	3,154.10	.00	3,154.10
31-405-62530	184.23	.00	184.23
31-405-62560	968.06	.00	968.06

GL Account	Debit	Credit	Proof
51-21010	.00	22,211.50-	22,211.50-
51-21025	247.49	.00	247.49
51-21130	415.63	.00	415.63
51-405-62081	1,287.50	.00	1,287.50
51-405-62139	800.00	.00	800.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62200	116.82	.00	116.82
51-405-62201	1,063.92	.00	1,063.92
51-405-62800	60.93	.00	60.93
51-405-63770	900.00	.00	900.00
51-406-62200	49.21	.00	49.21
51-415-62009	16,270.00	.00	16,270.00
56-21010	.00	342.91-	342.91-
56-423-63950	342.91	.00	342.91
Grand Totals:	53,065.62	53,065.62-	.00

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
10614	06/19	06/17/2019	740	95740	CASELLE, INC.	Contract Support	0140162082	21,125.00
Total 10614:								21,125.00
10615	06/19	06/17/2019	1670	2019_4278	EMERGENCY REPORTING	2019-20 Yearly Invoice	0540562113	3,608.00
Total 10615:								3,608.00
10616	06/19	06/17/2019	2690	04292019	ICMA	Membership 7/2019-6/2020	0140162030	720.00
Total 10616:								720.00
10617	06/19	06/17/2019	3050	2019-200204	LEAGUE OF OREGON CITIES	Annual Membership	0140162030	1,188.23
Total 10617:								1,188.23
10618	06/19	06/17/2019	6110	06052019	U.S. POSTAL SERVICE	Annual Box Fee	0140162110	76.00
Total 10618:								76.00
10619	06/19	06/17/2019	6280	100262117	VFIS	Accident & Sickness EMS	0540562060	1,642.00
Total 10619:								1,642.00
Grand Totals:								28,359.23

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	23,109.23-	23,109.23-
01-401-62030	1,908.23	.00	1,908.23
01-401-62082	21,125.00	.00	21,125.00
01-401-62110	76.00	.00	76.00
05-21010	.00	5,250.00-	5,250.00-
05-405-62080	1,642.00	.00	1,642.00
05-405-62113	3,608.00	.00	3,608.00
Grand Totals:	28,359.23	28,359.23-	.00

Report Criteria:
Report type: GL detail

AGENDA ITEM NO: 5b

CASCADE LOCKS STAFF REPORT

Date Prepared: June 17, 2019

For City Council Meeting on: June 24, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Review Auditor's Letter

SYNOPSIS: The two great accounting cycles the City goes through every year are the budget in the first half of the year and the audit in the last half of the year. Each year the Council receives a letter from the auditing firm explaining the process they must go through as defined by generally accepted accounting practices and audit standards.

We approved a three-year contract with Merina and Company in the winter of 2018. This is the second year of that contract.

CITY COUNCIL OPTIONS: Accept the letter and continue with the audit.

RECOMMENDED MOTION: This is for Council information only. No motion is required.

7624 SW Mohawk Street
Tualatin, OR 97062
www.merina.com
503.723.0300

MERINA+CO

June 17, 2019

To the Honorable Mayor and City Council
City of Cascade Locks

We are engaged to audit the financial statements of the governmental activities, the business-type activities, , each major fund, and the aggregate remaining fund information of the City of Cascade Locks for the year ended June 30, 2019. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards* and the Uniform Guidance

As stated in our engagement letter dated June 17, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements approved by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free from material misstatement. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the City of Cascade Locks' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the City of Cascade Locks' financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the City of Cascade Locks' compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the City of Cascade Locks' compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the City of Cascade Locks' compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI), which includes the management's discussion and analysis, schedule of the proportionate share of the net pension liability, schedule of contributions pension, schedule of changes in total OPEB liabilities and related ratio's – implicit rate subsidy, schedule of contributions OPEB – implicit rate subsidy, schedule of the proportionate share of the OPEB – OPERS, and schedule of contributions OPEB - OPERS, to supplement the basic financial statements. Our responsibility with respect to the items listed above, and which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on required supplementary information other than the items listed above, and other supplementary information, such as combining schedules and budgetary comparison schedules, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

We gave significant consideration to the preparation of the year-end journal entries and the preparation of the financial statements, which may reasonably be thought to bear on independence, in reaching the conclusion that independence has not been impaired.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will

also communicate any internal control related matters that are required to be communicated under professional standards.

This information is intended solely for the use of the Honorable Mayor, City Council, and management of the City of Cascade Locks and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Merina + Co

Merina+Co
Tualatin, Oregon
Focused on Your Wants and Understanding Your Needs

AGENDA ITEM NO: 5C

CASCADE LOCKS STAFF REPORT

Date Prepared: June 17, 2019

For City Council Meeting on: June 24, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Letter of Support for the BUILD Grant.

SYNOPSIS: The Port of Cascade Locks is putting together an application for a Federal grant called BUILD. This grant would provide full funding for the projects listed:

Forest Lane & Cramblett Road Intersection Subtotal	$ 4,598,000
Frontage Road & Forest Lane Intersection Subtotal	$ 2,309,000
Weigh Station & Frontage Road Intersection Sub-Total	$ 2,125,500
WaNaPa Intersection Subtotal	$ 2,709,186
COMBINED TOTAL	$ 11,741,686
Escalation @ 9%	*$ 12,798,438*

The first three items are all necessary for the improvement of a truck route that follows WaNaPa Street to the Frontage Road at the Weigh Station, then along Frontage Road eastward to the intersection with Forest Lane, then northward to the intersection of Forest Lane and NE Cramblett Way into the Business Park.

The last project listed is the improvement to the Tollhouse Road intersection with WaNaPa Street. The amount listed is for the Traffic Control Signal option. The roundabout option is about $1 million less.

CITY COUNCIL OPTIONS: Approve, modify, or reject the letter of support for the BUILD grant.

RECOMMENDED MOTION: "I move to approve the letter of support for the BUILD grant application."

"The Heart of the Columbia River Gorge"

City of Cascade Locks
PO Box 308 140 SW WaNaPa St.
Cascade Locks, OR 97014

CASCADE LOCKS

(541) 374-8484 Fax: (541) 374-8752 TTY: 711

To: Federal Highway Administration

Fr: Tom Cramblett
Mayor of Cascade Locks

Re: Port of Cascade Locks BUILD Grant

Dt: June 24, 2019

The City of Cascade Locks is very supportive of the Port of Cascade Locks efforts to secure a BUILD grant for our community's transportation needs. This $12.8 million grant would fund specific transportation projects such as:

Forest Lane/Cramblett Road Intersection
Forest Lane/Frontage Road Intersection
Weigh Station/Frontage Road Intersection
WaNaPa/Tollhouse Road Intersection

All of these projects improve the movement of trucks through town and to the Business Park, while attempting to reduce the amount of truck traffic through the residential areas in town.

For many years this small community struggled with high unemployment and low housing valuation. In 2010 for example the City had 26% unemployment and an assessed valuation of $62 million. That valuation brought in $128,000 in property taxes. This year, 2019, we have an unemployment rate of 12% and assessed valuation of $100 million. This growth has occurred over the last 52 months. Since February of 2015, we have experienced over 100 housing starts in a community with just 450 housing units in 2014. In the last 36 months we have welcomed 8 new commercial and industrial businesses with a total increased employment of 80 people. This has become a very desirable community to live in, work in, and grow in.

New homes and new jobs put a strain on the infrastructure. This BUILD grant addresses to critical need of improving our truck route to the Business Park without increasing traffic through the residential zones in town. Addressing the intersection of Tollhouse Road and WaNaPa Street is a requirement of the City's 2001 Transportation System Plan as are the other projects in this

grant. The receipt of this funding would be a great boost to the street infrastructure for the Community.

The City recognizes the importance of the Tollhouse Road/WaNaPa intersection and the need to facilitate traffic flow coming off of the east bound freeway off ramp and the egress onto Tollhouse Road to the Bridge of the Gods. But the City also is cognizant of the fact that the traffic proceeding into town on WaNaPa has a tendency to exceed the speed limit in our downtown core which begins with the intersection at Tollhouse Road. The City encourages looking at a combination of traffic flow and traffic calming requirements in its decision on the infrastructure at that intersection.

The City also understands the significance of the Historic Highway designation and the sometimes onerous restrictions that places on the design. ODOT does not have to acquire additional land for a roundabout because it already owns sufficient land as shown in the design. Besides the traffic calming potential, artwork in the center of the roundabout can be a signature piece for and a welcoming invitation to a growing community. The significantly lower cost and the minimal difference in the traffic capacity between the two designs begs serious consideration for the roundabout alternative.

The City of Cascade Locks, our community and our businesses, would greatly benefit from the award of BUILD grant dollars to the Port of Cascade Locks.

Respectfully Submitted,

Tom Cramblett
Mayor of Cascade Locks

AGENDA ITEM NO 5d

STAFF REPORT

Date Prepared: 6/18/19

For City Council Meeting on: 6/24/19

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Authorizing budget appropriations & expenditures from various funds for fiscal year ending June 30, 2019.

SYNOPSIS: During the adopted budget year certain funds may experience expenditures and revenues above approved category limits. Oregon Budget Law recognizes these events and allows for transferring of fund between approved category limits.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1419 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approve Resolution No. 1419 authorizing the transfer of funds between categories of various funds, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2019.

Legal Review and Opinion: N/A

Financial review and status: For various reasons funds and budget limits within various categories will/have exceed budgeted limits for the Fiscal Year ending June 30, 2019. The reallocation is necessary for Oregon Budget Law compliance.

BACKGROUND INFORMATION:

1. This is a reallocation of resources that can occur each year to correct the current budget before June 30, 2019.

RESOLUTION No. 1419

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS BETWEEN CATEGORIES OF VARIOUS FUNDS, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2019.

WHEREAS, during the adopted budget year certain funds may experience expenditures above approved category limits; and

WHEREAS, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits; and

WHEREAS, for various reasons the following funds and the budgeted limits within various categories have been exceeded in the Fiscal Year ending June 30, 2019; and

WHEREAS, the reallocation of resources and requirements is necessary to correct the FY 2018-2019 Budget;

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES THAT THE FOLLOWING TRANSFERS OF FUNDS BETWEEN BUDGETED CATEGORIES ARE AUTHORIZED;

Section 1. Authorizing Budget Transfers.

FUND OR DEPARTMENT.	BUDGETED LINE ITEM WITHIN CATEGORY	RESOURCES NEEDED	REALLOCATE	ACCOUNT NO.
General Fund				
Utilities	16,000	15,850	-150	01-401-62552
Museum Utilities/Expenses	1,750	1,900	+150	01-407-62630
Tourism Fund				
Contingency	19,110	9,110	-10,000	08-405-65010
Tourism Support	38,000	48,000	+10,000	08-405-62114
Sewer Fund				
Beginning Balance (Revenue)	119,500	159,000	+40,000	31-305-40010
Materials Parts & Supplies	12,000	32,000	+20,000	31-405-62560
Contract Service-Misc	2,000	22,000	+20,000	31-405-62110
Electric Fund				
Reimbursable Projects (Revenue)	50,000	120,000	+70,000	51-305-40085
Materials Parts & Supplies	0	70,000	+70,000	51-405-62560

Section 2. Expiration. This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 2018-2019.

Adopted by the City Council this 24th day of June, 2019.

Approved by the Mayor this 24th day of June 2019.

ATTEST:

APPROVED:

Kathy Woosley, City Recorder

Tom Cramblett, Mayor

AGENDA ITEM NO: 5e

CASCADE LOCKS STAFF REPORT

Date Prepared: May 14, 2019

For City Council Meeting on: June 24, 2019

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Business License Discussion

SYNOPSIS: Please find attached a model business license ordinance with additions and comments from Ruben Cleaveland, the City Attorney.

CITY COUNCIL OPTIONS: Council discussion only.

RECOMMENDED MOTION: Council discussion only.

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR LICENSES ON BUSINESSES, PROVIDING THE METHOD FOR THE ISSUANCE OF LICENSES, AND PROVIDING PENALTIES FOR VIOLATION OF THIS ORDINANCE

WHEREAS, the City Council of the City of Cascade Locks ("City") has determined that it is necessary to ensure each business is conducted in compliance with applicable federal, state, and local laws, regulations and ordinances;

Commented [RC1]: You will see several references to "federal" laws throughout the ordinance. I have highlighted some of them in yellow. We need to keep marijuana businesses in mind with how we word the federal requirements as they are still illegal under federal law.

WHEREAS, regulating businesses is necessary to ensure public health, safety, and general welfare;

WHEREAS, a business license will provide revenue to assist in defraying the City's cost of administering and enforcing its laws and ordinances and the City's provision of certain municipal services; and

WHEREAS, business licenses will provide important information to emergency responders, planning, and building personnel.

NOW, THEREFORE, THE CITY OF CASCADE LOCKS, OREGON, ORDAINS AS FOLLOWS:

Section 1. Applicability. Nothing in this Ordinance shall be construed to apply to any person transacting and carrying on any business within the City of Cascade Locks which is exempt from taxation or regulation by the City by virtue of the constitutions of the United States or the State of Oregon, or applicable federal or state law.

Section 2. Definitions. As used in this Ordinance:

A. "Applicant" means the person applying for a license to conduct a particular business within the City.

B. "Business" means any activity, trade, profession, occupation, or pursuit operated, engaged, conducted, or carried on for profit, gain, livelihood, or any other purpose, regardless of the form under which the activity, trade, profession, occupation, or pursuit is operated, engaged, conducted, or carried on within the City. For purposes of this Ordinance, "Business" also includes street vendors and temporary food vendors, as defined by City of Cascade Locks Ordinance 450, and the operation of hosted homeshares and vacation home rentals as defined by City of Cascade Locks Ordinance 448.

Commented [RC2]: We probably want to include them but you may want to have a reduced fee for temporary vendors.

C. "Day" means a calendar day unless otherwise noted.

D. "Doing business" means to engage in any activity in pursuit of profit, gain, livelihood, or any other purpose.

E. "Income" means the net income arising from any business, as reportable to the State of Oregon for personal income, corporation excise, or income tax purposes, before any allocation or apportionment for operation out of state, or deduction for net operating loss carry-forward or carry-back.

F. "License" means the permission granted by the City under this Ordinance to operate, engage, conduct, or carry on a business within the City.

G. "Licensee" means an applicant who has received a business license.

H. "Non-profit organization" means any business or organization which is exempt from taxation under the United States Internal Revenue Code and produces a determination letter of proof thereof.

I. "Person" means an individual, partnership, corporation, limited liability company, joint venture, cooperative, or any other entity in law or in fact.

J. "Special event" means any special event receiving the prior approval of the City Administrator to be exempt from the license requirements under this Ordinance.

Section 3. License Required.

A. Except as exempt under Section 4 below, it shall be unlawful for any person to conduct business within the City without first having obtained a license for the current year as provided under this Ordinance.

B. A person engaged in business in more than one location, or in more than one business licensed under this Ordinance shall make a separate application and pay a separate license fee for each business or location, except as otherwise provided in this Ordinance. Only one license under this Ordinance is required for mobile businesses such as housekeeping services, food trucks, and other related businesses that travel throughout the City.

C. If more than one business is conducted on the same premises, each business must obtain a separate license.

D. A person representing him or herself, or exhibiting any sign or advertisement that he or she is engaged in a business within the City of which a license fee is levied by this Ordinance shall be deemed to be actually engaged in such business, shall be liable for the payment of such license fee, and shall be subject to the penalties for failure to comply with the requirements of this Ordinance.

E. The City may require proof of state registration. An applicant shall possess any County or State license required or shall be awaiting final approval by the County or State before a license will be issued.

F. No person shall do business within the City as the employee, agent, or representative of another person unless either the principal or the employee, agent, or representative has a current, valid City business license for the business, no matter where the principal offices of that business are situated.

G. A person who operates multiple vacation home rentals is not required to make a separate application and pay a separate license fee for each vacation home rental location.

Commented [RC3]: I don't know how you feel about this.

Section 4. Exemptions.

The following are exempt from the licensing requirement:

A. A service business operated by a person under the age of 18, such as a lawn mowing business, a newspaper delivery business, a lemonade stand, and the like.

B. Individuals who work only on the premises of, and as part of, a licensed business that includes the activity of the individual. Examples include barbers, beauticians, medical care providers, attorneys, accountants, realtors and others who perform services as part of the overall licensed business. This exemption does not apply if the overall business operation has not obtained a business license.

C. Garage sales, yard sales and other similar activity conducted, carried on or operated by an individual; provided, however, such exemption will not apply if either of the following conditions are met:

1. The individual conducts, carries on, or operates more than five such sales within any calendar year; or

2. Any one such sale has a duration of more than 72 consecutive hours.

D. An organizer or participant in a special event, but only with respect to that particular special event.

E. Activities that qualify as hobbies or passive holding of property for investment purposes under the United States Internal Revenue Code.

The following must obtain a business license but are exempt from payment of the license fee:

A. Any business exempt from paying local business license fees or taxed by Federal or State constitution or law.

B. Any business exempt from paying property tax.

C. Any entity registered with the Oregon Secretary of State as a not-for-profit corporation.

Section 5. Business License Application Requirements. Each person desiring to engage in doing business must apply for a license to operate, engage, conduct or carry on the business on such forms and in such manner as the City Administrator may prescribe. The application must be accompanied by the applicable license fee provided in Section 7 below. The application must be filed with the City Administrator and, in addition to any other information reasonably required by the City Administrator, must contain the following information:

A. The date of the application;

B. The name and physical address of the business, the address where the business will be located or have its office within the City, and the address of the principal office of such business;

C. A brief description of the nature of the business, including its primary or predominant business activity;

D. The date that business operations will commence;

E. The name and address of the applicant and, if the applicant is an entity, the name and address of the authorized agent submitting an application on behalf of the applicant;

F. The average number of persons regularly employed;

G. The person who may be contacted in case of an emergency and the phone number at which that person may be reached;

H. The types of hazardous materials, if any, regularly maintained on the premises as defined under ORS 466.605;

I. Whether any local, state or federal licenses, certificates, registrations or permits are required for the business and the identification of such licenses, certificates, registrations or permits;

J. The license fee tendered with the application;

K. A verification by signature of the applicant, or authorized agent submitting the application on behalf of the applicant of the following:

1. The information stated in the application is true, accurate and complete;

2. The business is in compliance with all applicable federal, state and local laws, regulations and ordinances;

3. The applicant or authorized agent has read, understands and agrees to abide by this Ordinance; and

4. If the applicant is an entity, the authorized agent has the requisite power and authority to sign and submit the application on behalf of the applicant;

L. A notice that the application is a public record and that the City will exempt from disclosure only information of a sensitive and confidential nature to the extent required by the Oregon Public Records Law (ORS 192.410- 192.505) and other applicable laws; and

M. Any other information necessary to enable the City Administrator or designee to review the application to determine whether the application should be approved.

Section 6. Posting and Display of License. Licensee shall post the license in a conspicuous place upon the business premises, available for inspection by the public and any employees and prospective employees of the business. When the licensee has no office, business premises or other established place of business within the City, the license must be in the possession of the agent or representative of the business who is present in the City at all times during which business is being transacted by the agent or representative in the City. If a licensed business is based in a motor vehicle, a photocopy of the license must be carried in the motor vehicle.

Section 7. Fees Imposed.

A. An annual license fee is imposed on the act of doing business within the City. This Ordinance, as ratified in accordance with Section 32(4) of the City of Cascade Locks Charter, authorizes the City Council to impose a maximum of $ _____; provided, the City Council may adjust the license fee to a lower amount or eliminate it by resolution. The business license fee shall not be revised above the amount set forth herein without approval of the voters in accordance with the City Charter.

Commented [RC4]: This deserves some thought. Since we are putting this on the ballot, I want to give an upper range that the City can charge so we don't have to go to the ballot every time we want an increase/adjustment. That said, I don't want the fee to be so high that it is offputting to voters. This will be a fine line.

B. Fees are due at the time of the initial application. Renewal fees are due annually by January 1 of the respective year.

C. A person doing business in the City, for whom payment of a business license fee is delinquent, shall pay as a penalty for delinquency the additional sum of $100.00 for each calendar month or fraction thereof for which payment remains delinquent.

D. Nothing contained in this Ordinance shall vest any right in a license as a contract obligation on the part of the City as the amount of the fee.

E. A person operating more than one business shall pay the license fee prescribed for each of the businesses, except as specifically provided by Ordinance.

F. Any business which commences operation after June 30 of a respective year, shall have the business license fee reduced by 50%.

Commented [RC5]: Not sure how you feel about this.

Section 8. Transfers and Relocations, Terms of License.

A. Transfer of License. In the event of the transfer of ownership of a business, the applicable business license may be transferred by application to the City Administrator. The City Administrator may approve the transfer upon finding that the new applicant meets the requirements of this Ordinance.

B. Relocation of an Existing Business. In the event a business is relocated, the licensee shall reapply to the City Administrator to transfer the business license. The City Administrator may issue the license upon finding that the new location meets the requirements of this Ordinance and other applicable federal, state, and local regulations.

C. License Term. A business license issued under this Ordinance shall be valid from the date of issuance until the following January 1.

Section 9. Approval, Denial, Revocation and Suspension.

A. Approval of Application.

1. The City Administrator shall issue a decision on an application for a new business license within 30 days of the submission of a complete application and required fee upon a finding that the applicant has met all requirements of federal, state and local laws.

2. The City Administrator shall issue a license renewal upon finding that the applicant has met all requirements of federal, state and local law.

3. If an application for a new license is approved, the City Administrator shall notify the applicant in writing. The notice shall state any condition or limitation placed on the license as a condition of maintaining the license which the City Council deems necessary to protect the public health, safety, or welfare which is required by federal, state, or local law.

B. Denial, Suspension, Revocation of Application. The City Administrator may deny, suspend or revoke a business license upon finding that:

1. The licensee fails to meet the requirements of, or is doing business in violation of federal, state or local laws;

2. The applicant has provided false or misleading material information, or has omitted disclosure of a material fact on the applications, related materials, or license;

3. The applicant's past or present violation of law presents a reasonable doubt about his or her ability to perform the licensed activity without endangering property or the public health or safety;

4. The information supplied for the review does not indicate that the applicant has the special knowledge or skill required to perform the licensed activity; or

5. The licensed activity would endanger property or the public health or safety.

C. Notice. The City Administrator shall provide written notice to the applicant or licensee of the denial, suspension or revocation. The notice shall state the reason for the action taken and shall inform the applicant or licensee of the right to appeal under Section 10 of this Ordinance. The notice shall be given at least 15 days before the suspension or revocation becomes effective. If the violation ends within the 15 days, the City Administrator may discontinue the suspension or revocation proceedings.

D. Reapplication. A person whose application for a business license that has been denied, suspended or revoked, may, after 90 days from the date of the denial, suspension or revocation, apply for a license or reinstatement upon payment of the application fee and submission of an application form and related documents.

E. Disqualification. A person whose application for any business license that has been denied or whose license has been revoked for a total of two times within one year, or who has a total of four denials, suspensions or revocations, shall be disqualified from applying for a license or reinstatement for a period of two years from the date of the denial, suspension or revocation.

F. Summary Suspension. Upon determining that a licensed activity presents an immediate danger to persons or property, the City Administrator may summarily suspend the license for the activity. The suspension takes effect immediately upon notice of the suspension being received by the licensee or being delivered to the licensee's business address as stated on the licensee's application for the license being suspended. Such a notice shall state the reason for the suspension and inform the licensee of the provisions for appeal under Section 10 of this Ordinance. Within 15 days of the summary suspension the City Council shall review the pertinent facts which resulted in the suspension and shall determine whether said facts deem it necessary to continue the suspension in order to protect the health, safety and welfare of the citizens of the City, or to otherwise ensure that the requirements of this Ordinance are complied with. The City Council may continue a suspension as long as the reason for the suspension exists or until a determination on appeal regarding the suspension is made under Section 10 of this Ordinance.

Section 10. Appeal. In the event an application for a license under this Ordinance is denied, or in the event a license is suspended or revoked, the applicant or licensee shall have the right to appeal.

A. The written notice of appeal to the City Council shall be filed with the City Administrator within 15 days after the license denial, suspension, or revocation.

B. The City Council shall hear and make a determination in regard to the appeal at its next regular meeting immediately following the filing of the notice of appeal.

C. The decision of the City Council on the appeal shall be final and conclusive.

Section 11. Violations and Penalties.

A. Any person convicted of violating any of the provisions of this Ordinance shall be

punished by a fine not to exceed $600.00 for any one offense, each day constituting a separate offense.

B. Inspection and Right of Entry. Whenever they shall have cause to suspect a violation of any provisions of this Ordinance, or when necessary to investigate a license application, or revocation of a license under any of the procedures prescribed in this Ordinance, officials for the enforcement or administration of this Ordinance, or their duly authorized representatives, may enter on any site, or into any structure, for the purpose of investigation providing they do so in a reasonable manner. If an owner or occupant denies access for an inspection, the City will seek a warrant. No secured building shall be entered without the consent of the owner or occupant unless under authority of a lawful warrant.

C. Abatement. Any business which is established, operated, moved, altered, enlarged or maintained contrary to the licensing requirements shall be, and is hereby declared to be, unlawful and a public nuisance, and may be abated as such.

D. Legal Proceedings by City Attorney. In addition to the enforcement provisions of this Ordinance, upon request by the City Council, the City Attorney may institute any additional proceedings, including, but not limited to, seeking injunctive relief to enforce the provisions of this Ordinance.

Section 12. Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section or part of this Ordinance shall not affect the validity of the remaining parts to this Ordinance.

Section 13. Effective Date. This Ordinance is effective on _____.