

# CITY of CASCADE LOCKS

# AGENDA

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## JOINT CITY COUNCIL/PORT COMMISSION MEETING

Monday, June 25, 2018, 7:00 PM, CITY HALL

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

1. **Call to Order (City and Port of Cascade Locks/Pledge of Allegiance/Roll Call (City and Port of Cascade Locks)).**
2. **Additions or amendments to the Agenda.**
3. **Adoption of Consent Agenda.**
  - a. **Approval of June 11, 2018 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$242,087.95**
  - c. **Review Resolution No. 1148 Adopting A Supplemental Budget for Fiscal Year 2008/2009, Establishing a Capital Reserve Fund #56, Making Appropriations and Authorizing Expenditures from and Within the Capital Reserve Fund.**
  - d. **Resolution No. 1399 Authorizing Application for a Grant from the Oregon Department of Parks and Recreation in Support of the Gorge Hubs Project.**
  - e. **Resolution No. 1400 Authorizing Transfer of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2018.**
  - f. **Approve the Renewal of Property and Liability Insurance and Workers Compensation Insurance for Fiscal Year Ending June 30, 2019.**
4. **Public Hearing: None.**
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Adopt Ordinance No. 448 Adopting Short Term Rental Regulations Within the City of Cascade Locks.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.**
7. **Reports and Presentations.**
  - a. **City Committees.**
  - b. **Airport Feasibility Study.**
  - c. **Port of Cascade Locks Presentation.**
  - d. **Fire Chief Jessica Bennett Report.**
  - e. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Walker, Busdieker, Groves, Randall, Zerfing, and Mayor Cramblett were present. CM Fitzpatrick was present via phone at 7:50PM. Also present were CA Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Deputy Recorder Marilyn Place, Camera Operator Betty Rush, Butch Miller, Caroline Parks and Catherine Adler.

a. **HAPPY 83<sup>RD</sup> BIRTHDAY CITY OF CASCADE LOCKS.** Cake and punch was served.

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

3. **Adoption of Consent Agenda.**

a. **Approval of May 14, 2018 Minutes.**

b. **Ratification of the Bills in the Amount of \$1,057,582.43.**

c. **Approve Thunder Island Brewery OLCC Special Event Brewery Application for August 11, 2018.**

d. **Approve Thunder Island Brewery OLCC Special Event Brewery Application for August 17 and 18, 2018.**

e. **Approve Personal Services Contract for Tourism Support Staff**

f. **Approve Personal Services Contract, Amendment No. 2, for City Attorney Services**

CM Zerfing asked to have agenda items c and d be removed from the Consent Agenda for discussion.

**Motion:** CM Randall moved to approve the Consent Agenda excluding items c and d, CM Zerfing seconded. The motion passed unanimously by CM's Busdieker, Groves, Randall, Walker, Zerfing and Mayor Cramblett.

CM Zerfing said he felt Thunder Island Brewery (TIB) was not adhering to Health Code Requirements as they apply to dogs in restaurants outdoor seating areas. He said the state requires restaurants file written procedures that demonstrate how public health concerns will be addressed when the establishment permits dogs in an outdoor eating area. CM Zerfing said he spoke with Dave Lipps and was told TIB did turn in a statement outlining their procedures for addressing health concerns. CM Zerfing said, however, Mr. Lipps did not know if they had amenities for patrons to clean up after their pets if they have an accident, which is part of the state requirements. CM Zerfing said he didn't want to approve the OLCC Applications for TIB's two events because he felt they weren't adhering to all the state regulations if the events were being held at their brewery location.

CA Zimmerman said that Council is not authorized to enforce Health Codes, only the Health Department can do that. He added the question before the Council is only to allow TIB to have a liquor license for their events. CM Zerfing said he recognized that but voting against TIB's Application for a liquor license is the only way he can make his concerns known.

Caroline Park said to clarify TIB does have pet clean up amenities and the areas regarding the OLCC Application are off site and they will not be serving food. CM Zerfing said he was not aware of that and if that's the case he has no problem. Ms. Park said the Application was for two events that TIB participates in annually. She said there will be other food vendors there that have been approved by the State Health Department. **Motion:** CM Busdieker moved to approve Thunder Island Brewery's OLCC Special Events Applications for August 11, 17 and 18, 2018. CM Groves seconded. The motion passed with CM's Busdieker, Randall, Groves, Zerfing and Mayor Cramblett approving the agenda. CM Walker abstained.

4. **Public Hearings:**

a. **7:00PM Proposed Uses for State Revenue Sharing.** The Public Hearing opened at 7:18PM for public comment. No comments were voiced, the hearing closed at 7:18PM.

b. **7:00PM Budget.** The Public Hearing opened at 7:19PM for public comment. No comments were voiced, the hearing closed at 7:19PM.

**5. Action Items:**

a. **Appointment to Committees.** CA Zimmerman said we invited two applicants, Catherine Adler and Donna Gaudreault, to address City Council regarding the open position on the Planning Commission. He said Ms. Adler was here to speak but Ms. Gaudreault was not present. After a few questions were asked of Ms. Adler, Mayor Cramblett appointed her to the Planning Commission with consent of Council.

b. **Adopt Resolution No. 1396, Declaring the City's Election to Receive State Revenues.** **Motion:** CM Busdieker moved to adopt Resolution No. 1396, CM Walker seconded. The motion passed unanimously by CM's Busdieker, Groves, Randall, Walker, Zerfing and Mayor Cramblett.

c. **Adopt Resolution No. 1397, Approve Municipal Corporate Budget for FY 2018-2019, making appropriations, authorizing expenditures and levying taxes.** **Motion:** CM Busdieker moved to adopt Resolution No. 1397, CM Randall seconded. The motion passed unanimously by CM's Busdieker, Groves, Randall, Walker, Zerfing and Mayor Cramblett.

d. **Adopt Resolution No. 1398 A Resolution Authorizing the Payback of an Inter-Fund Loan from the Emergency Services Fund Operating contingency in the Amount of \$20,000 to the General Fund Operating Contingency.** **Motion:** CM Walker moved to adopt Resolution No. 1398, CM's Busdieker and Randall seconded. The motion passed unanimously by CM's Busdieker, Groves, Randall, Walker, Zerfing and Mayor Cramblett.

e. **Adopt Ordinance No. 446 Community Development Code Amendments.** Mayor Cramblett asked the Council for a vote on Ordinance No. 446. Ordinance No. 446 was adopted with CM's Groves, Randall, Zerfing and Mayor Cramblett voting in favor and CM's Busdieker and Walker opposing.

f. **Adopt Ordinance No. 447 Vacating Johnson Street.** Ordinance No. 447 passed unanimously by CM's Busdieker, Groves, Randall, Walker, Zerfing and Mayor Cramblett.

g. **Adopt Ordinance No. 448 Establishing Regulations for Short Term Rentals.** Mayor Cramblett said this is the first reading of this ordinance. **Motion:** CM Busdieker moved to adopt Ordinance No. 448, CM Randall seconded.

**6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mr. Butch Miller said if the City reserves 10% of the housing for Short Term Rentals (STR's) the livability of the City would be cut down. He said STR's drive up prices for the housing markets and regular rentals. He said the City's goal to provide adequate housing opportunities for people will be cut when the inventory of STR's is increased. He said most STR owners live in Portland which means if there's a problem they can not address it quickly. He said often times STR's are used for criminal activity and rarely are they ADA compliant. Mr. Miller wanted to urge Council to vote against the increase of STR's to 10% of the City's housing inventory.

**7. Reports and Presentations.**

a. **City Committees.** None

b. **City Administrator Zimmerman Report.** CA Zimmerman said the water line construction project would be completed this week. He said the City got approval to proceed with the second phase of the project which is the water tank construction. He reminded Council that phase three will be the well development with the USDA.

CA Zimmerman said the City is coming close to finalizing the proposal for OregonMines, Inc., the cryptocurrency trader. He said OregonMines is looking at the 10,000 square foot building at the Smokey Mountain Logistics site off Herman Creek Lane and Forest Lane. He said they require High Density Load power. He said the engineering costs have to be narrowed down so we can give OregonMines a

proper estimate. He said OregonMines has to bring a site plan review to the Planning Commission. He said they would also need to have Hood River County inspect the building to ensure its legitimate for their planned use. He said after they get the necessary approvals then they can pay us and that should be a 30 to 60 day process.

CA Zimmerman said the next City Council meeting scheduled for June 25, 2018 will be a joint meeting with the Port of Cascade Locks Commission at 7:00PM. The joint meeting will hear the report of the EcoNorthwest concerning economic development options for the Airport.

CA Zimmerman said the deadline to file for election for the open positions is Friday, August 24, 2018.

**8. Mayor and City Council Comments.** CM Zerfing said there is a possibility he will not be able to finish the rest of his term on City Council due to possible deployment to Puerto Rico for work for several months. He said if he goes he wants to make sure Council knows how much he's appreciated the work they've done.

CM Walker thanked City staff for the work they're doing.

CM Busdieker reminded Council that the weather is going to be turning warmer and to please consider checking on their elderly neighbors.

CM Randall thanked the staff for all they do and that he sees the benefit for the City's Facebook page and thanked Deputy Recorder Marilyn Place for administering it. He thanked the fire department and Chief Bennet's determination to find volunteer help.

Mayor Cramblett said the issues with turnover in our departments that we're dealing with is not easy. He said in the electric department it's been difficult because our department differs from others due to the size of our community. He said our employees have to take on several more jobs than just what they were hired to do simply because we don't have the resources to hire multiple people. He said the fire department is having a very difficult time recruiting volunteers so they are having to figure out new and creative ways to find people. He said we need to appreciate the good people we have now.

CA Zimmerman said we received two more applications for the Journeyman Lineman position.

**9. Other matters.** None.

**10. Executive Session per ORS 192.660.** None.

**11. Adjournment. Motion:** CM Busdieker moved to adjourn the meeting, CM Groves seconded. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett. The meeting adjourned at 8:30PM.

Prepared by  
Marilyn Place

APPROVED:

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Mayor Cramblett



BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
5/31/2018	AP	\$ 33,170.93
6/8/2018	PR	\$ 34,276.07
6/15/2018	AP	\$ 148,415.76
6/22/2018	PR	\$ 26,225.19

GRAND TOTAL \$ 242,087.95

APPROVAL:

\_\_\_\_\_  
Mayor



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9403	06/18	06/12/2018	6935	91497	Oregon Travel Experience	mult tails kiosk panel	0840562114	75.00 - V
Total 9403:								
9457	05/18	05/31/2018	100	306988	American Public Power Association	Annual Dues 2018	5140562030	751.72
9457	05/18	05/31/2018	100	306988	American Public Power Association	Annual Dues 2018	5140662030	187.94
Total 9457:								
9458	05/18	05/31/2018	200	2872729474	AT&T MOBILITY	Electric Department Phone 4/12/18-5/11/	5140562050	76.70
Total 9458:								
9459	05/18	05/31/2018	7094	861	Bernadette Murray-Macloce	Tourism Staff Support	0840562110	1,311.00
Total 9459:								
9460	05/18	05/31/2018	6900	V801841	BSK Associates	water testing	2140562150	60.00
Total 9460:								
9461	05/18	05/31/2018	790	313401451	CENTURYLINK	Treatment Plant	3140562050	119.61
9461	05/18	05/31/2018	790	313785538	CENTURYLINK	telemely	2140562050	130.99
9461	05/18	05/31/2018	790	313785538	CENTURYLINK	telemely	3140562050	130.99
9461	05/18	05/31/2018	790	313891134M	CENTURYLINK	Emergency/ After Hours	5140562050	38.79
9461	05/18	05/31/2018	790	313891134M	CENTURYLINK	Emergency/ After Hours	5140662050	38.79
9461	05/18	05/31/2018	790	314228414	CENTURYLINK	Lift Station	3140562050	105.18
Total 9461:								
9462	05/18	05/31/2018	800	320153997	CENTURYLINK COMMUNICATIONS, IN	WELL HOUSE	2140562050	564.35
Total 9462:								
9463	05/18	05/31/2018	6996	548676	Certified Folder	Annual Brochure Delivery Charge - Hood	0840562101	593.88
9463	05/18	05/31/2018	6996	548676	Certified Folder	Annual Brochure Delivery Charge - Portl	0840562101	552.00
9463	05/18	05/31/2018	6996	548676	Certified Folder	Annual Brochure Delivery Charge - Mt H	0840562101	165.71

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9463:								
9464	05/18	05/31/2018	1120	B203674	COLUMBIA HARDWARE, LLC	premix Pallet	1740562519	23.94
9464	05/18	05/31/2018	1120	B203635	COLUMBIA HARDWARE, LLC	mesh, pail, trim and refill	0140462520	22.64
Total 9464:								
-9465	05/18	05/31/2018	1360	131557	DAVID R. CUNNINGHAM	trouble shoot/repair wifi	0140162082	30.00
9465	05/18	05/31/2018	1360	131558	DAVID R. CUNNINGHAM	Install New server, email server, transfer i	0140162082	1,155.00
Total 9465:								
9466	05/18	05/31/2018	1620	1912	EFFICIENCY SERVICES GROUP, LLC	follow up kit	5140562140	125.00
Total 9466:								
9467	05/18	05/31/2018	6795	0655794	Ferguson Enterprises Inc. #3011	Meters	2140562590	1,066.90
Total 9467:								
9468	05/18	05/31/2018	7021	I-1595770	Gorge Networks	broadband and phone service May 2018	0140162050	276.84
9468	05/18	05/31/2018	7021	I-1595770	Gorge Networks	broadband and phone service May 2018	0140162082	251.79
9468	05/18	05/31/2018	7021	I-1595770	Gorge Networks	broadband and phone service April 2018	0540562050	899.09
9468	05/18	05/31/2018	7021	I-1595770	Gorge Networks	broadband and phone service May 2018	0540562050	233.76
Total 9468:								
9469	05/18	05/31/2018	2420	9576	HOOD RIVER CO. - FINANCE	May Deputy Service	0141962250	1,761.48
Total 9469:								
9470	05/18	05/31/2018	2570	0004181037	HOOD RIVER NEWS	Johnson St Vacation	0140162030	7,500.00
Total 9470:								
9471	05/18	05/31/2018	6834	CR052418	Hood River Valley High School (CCPVID)	High School Volunteer Program	0140362022	50.00
Total 9471:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9472	05/18	05/31/2018	3160	CR051818	MARIANNE BUMP/PETTY CASH	Mail package for tourism	0840562055	22.55
Total 9472:								22.55
9473	05/18	05/31/2018	3820	23664770	Norco, INC	Cylinder Rental	0540562351	40.80
Total 9473:								40.80
9474	05/18	05/31/2018	3910	38392	NORTHWEST PUBLIC POWER ASSOC	online job advertising - members	5140562030	115.00
Total 9474:								115.00
9475	05/18	05/31/2018	4640	MAY 2018	PITNEY BOWES INC	Postage	0140162055	150.00
Total 9475:								150.00
9476	05/18	05/31/2018	4670	CR05212018	PORT OF CASCADE LOCKS	Fireworks Support FY17-18	0140362171	5,000.00
Total 9476:								5,000.00
9477	05/18	05/31/2018	6943	0129540-IN	Pump Tech Inc.	impeller, lip and wear plates	3140562560	2,513.24
Total 9477:								2,513.24
9478	05/18	05/31/2018	4960	30106624	Ricoh USA, Inc.	PERIODIC PAYMENT	0140162120	179.02
Total 9478:								179.02
9479	05/18	05/31/2018	7056	2018-11350	Statehood Media, LLC	May/June 1859 Oregon's Magazine Ad	0840562114	995.00
Total 9479:								995.00
9480	05/18	05/31/2018	4910	301877718	Suzanne Phillips	Refund Deposit	5121130	222.27
Total 9480:								222.27
9481	05/18	05/31/2018	7044	SLS/027250	Trojan UV	Lamp & pack	3140562560	816.10
Total 9481:								816.10

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9482	05/18	05/31/2018	6110	MAY2018	U.S. POSTAL SERVICE	Mail utility bills	0140162055	304.57
Total 9482:								304.57
9483	05/18	05/31/2018	6937	357690221	US Bank Equipment Finance	Contract Payment	5140566001	1,234.81
9483	05/18	05/31/2018	6937	357690221	US Bank Equipment Finance	Contract Payment	5140566002	58.80
Total 9483:								1,293.61
9484	05/18	05/31/2018	7040	167	Yates Line Construction Company	Lineman - Chris White	5140562110	2,625.84
9484	05/18	05/31/2018	7040	167	Yates Line Construction Company	Lineman - John Yates	5140562110	394.44
9484	05/18	05/31/2018	7040	167	Yates Line Construction Company	single person squirt boom truck	5140562110	448.00
9484	05/18	05/31/2018	7040	167	Yates Line Construction Company	Ton pick up	5140562110	52.00
Total 9484:								3,520.28
9492	06/18	06/15/2018	6966	01410018SF	American Messaging	Paging Service	5140662060	5.00
Total 9492:								5.00
9493	06/18	06/15/2018	6820	64394	Anderson Perry & Associates Inc.	Professional Services through 5/15/2018	2141562025	1,718.75
9493	06/18	06/15/2018	6820	64395	Anderson Perry & Associates Inc.	engineering 5/15/2018	3141562030	8,637.50
9493	06/18	06/15/2018	6820	64396	Anderson Perry & Associates Inc.	Professional Services (Funding) through	3141562030	6,206.25
Total 9493:								16,562.50
9494	06/18	06/15/2018	7011	71170	Annala, Carey, Baker, Thompson, Vankot	Attorney Services for May 2018	0140162100	1,200.00
Total 9494:								1,200.00
9495	06/18	06/15/2018	7034	854	Bernadette Murray-Macioce	Tourism Staff Support	0840562110	1,406.00
Total 9495:								1,406.00
9496	06/18	06/15/2018	370	64187	BIO-MED TESTING SERVICE	Pre-Employment Drug Screening L Goobe	0140462063	40.00
9496	06/18	06/15/2018	370	64187	BIO-MED TESTING SERVICE	random drug test Mark R	0140462063	40.00
Total 9496:								80.00
9497	06/18	06/15/2018	6979	MAY 2018	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9497:								
9498	06/18	06/15/2018	670	100001500 5	CASCADE LOCKS LIGHT CO.	fire station	0540562439	476.71
9498	06/18	06/15/2018	670	100003500 5	CASCADE LOCKS LIGHT CO.	res. no 2	2140562070	39.45
9498	06/18	06/15/2018	670	100030200 5	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
9498	06/18	06/15/2018	670	100038200 5	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,793.63
9498	06/18	06/15/2018	670	100379100 5	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	1,866.75
9498	06/18	06/15/2018	670	100381300 5	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	69.20
9498	06/18	06/15/2018	670	103742700 5	CASCADE LOCKS LIGHT CO.	Wasco Crk Lift Station	3140562070	213.11
9498	06/18	06/15/2018	670	200120000 5	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	115.98
9498	06/18	06/15/2018	670	300155100 5	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	845.13
9498	06/18	06/15/2018	670	300155900 5	CASCADE LOCKS LIGHT CO.	museum	0140762830	158.00
9498	06/18	06/15/2018	670	3001771800 5	CASCADE LOCKS LIGHT CO.	Mall Lighting	5140562800	52.50
9498	06/18	06/15/2018	670	300183900 5	CASCADE LOCKS LIGHT CO.	mooody lift station	2140562070	29.06
9498	06/18	06/15/2018	670	301961200 5	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	22.63
9498	06/18	06/15/2018	670	600135000 5	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	575.87
9498	06/18	06/15/2018	670	600136900 5	CASCADE LOCKS LIGHT CO.	87 Ruckel	3140562070	33.52
9498	06/18	06/15/2018	670	600149800 5	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	213.71
9498	06/18	06/15/2018	670	601369800 5	CASCADE LOCKS LIGHT CO.	radio tower	0540562439	61.32
Total 9498:								
9499	06/18	06/15/2018	740	88547	CASELLE, INC.	Annual Contract Support & Maintenance	0140162082	21,375.00
9499	06/18	06/15/2018	740	88547	CASELLE, INC.	Credit Voucher	0140162082	250.00-
Total 9499:								
9500	06/18	06/15/2018	4910	600143400	Charles Wren	Refund Deposit	5121130	21,125.00
Total 9500:								
9501	06/18	06/15/2018	900	SSS 5/18	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140862025	227.00
Total 9501:								
9502	06/18	06/15/2018	7060	CGT050118	Columbia George Tourism Alliance	Membership	0840562113	150.00
Total 9502:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9503	06/18	06/15/2018	1120	B204587	COLUMBIA HARDWARE, LLC	Liner and brushes	0540562440	13.74
Total 9503:								13.74
9504	06/18	06/15/2018	4910	100724202	Cory Ingram	Refund Deposit	5121130	42.25
Total 9504:								42.25
9505	06/18	06/15/2018	1620	1661	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services October 2017	5140562139	750.00
9505	06/18	06/15/2018	1620	1804	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services Feb 2018	5140562139	750.00
9505	06/18	06/15/2018	1620	1828	EFFICIENCY SERVICES GROUP, LLC	Residential Direct Install Credits	5140562140	918.00
9505	06/18	06/15/2018	1620	1934	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services	5140562139	750.00
Total 9505:								3,168.00
9506	06/18	06/15/2018	1670	2018-3038	EMERGENCY REPORTING	2018-19 Yearly Invoice	0540562113	3,108.00
9506	06/18	06/15/2018	1670	2018-3038	EMERGENCY REPORTING	2018-19 Yearly Invoice	0540562113	500.00
Total 9506:								3,608.00
9507	06/18	06/15/2018	6796	0658745	Ferguson Enterprises Inc. #3011	water meters	5642263941	9,240.00
Total 9507:								9,240.00
9508	06/18	06/15/2018	2020	1307794	GENERAL PACIFIC INC.	PRI Dove, wire	5645163941	7,787.20
9508	06/18	06/15/2018	2020	1308054	GENERAL PACIFIC INC.	Meter for Bear MTTN replacement	5140563002	274.00
9508	06/18	06/15/2018	2020	1308477	GENERAL PACIFIC INC.	Underground wire supplies	5141562009	626.00
Total 9508:								8,586.20
9509	06/18	06/15/2018	2420	DL060418	HOOD RIVER CO. - FINANCE	Dog License	0121011	15.00
9509	06/18	06/15/2018	2420	DL060418	HOOD RIVER CO. - FINANCE	Dog License	0130143280	.50
Total 9509:								14.50
9510	06/18	06/15/2018	2690	7118-63019	ICMA	Membership 7/2018-6/2019	0140162030	680.00
Total 9510:								680.00
9511	06/18	06/15/2018	4910	200100507	Karen Shultz	Refund Deposit	5121130	5.24

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9511:								
9512	06/18	06/15/2018	2980	INV186633	L.N. CURTIS & SONS	Service on Compressor	0540562441	5.24
Total 9512:								
9513	06/18	06/15/2018	3070	01528936	LES SCHWAB TIRE CENTER	Flat Repair E239982	0340562441	1,120.00
Total 9513:								
9514	06/18	06/15/2018	3150	CROS3118	MARIANNE BUMP	Reimburse Mileage - Banking	0140162020	37.00
Total 9514:								
9515	06/18	06/15/2018	4910	601304406	Mary Sandstad	Refund Deposit	5121130	21.80
Total 9515:								
9516	06/18	06/15/2018	4070	8050337	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	173.89
Total 9516:								
9517	06/18	06/15/2018	4200	AR190419	OREGON DEPT. OF ENERGY	Energy Supplier Assessment	5140562030	17.85
9517	06/18	06/15/2018	4200	AR190419	OREGON DEPT. OF ENERGY	Energy Supplier Assessment	5140662030	1,885.20
Total 9517:								
9518	06/18	06/15/2018	4060	06062018	Oregon Gov. Finance Officers Assoc.	2018-19 Membership Dues	0140162030	473.80
9518	06/18	06/15/2018	4060	JEN0612201	Oregon Gov. Finance Officers Assoc.	2018-19 Membership Dues - Jen	0140162030	2,369.00
Total 9518:								
9519	06/18	06/15/2018	6935	91497	Oregon Travel Experience	mult falls kiosk panel	0840562114	110.00
9519	06/18	06/15/2018	6935	91933	Oregon Travel Experience	4x4 panel	0840562114	110.00
Total 9519:								
9520	06/18	06/15/2018	6901	INV-1692	Outdoor Viewfinder	PCT Days Sponsorship	0840562114	75.00
Total 9520:								
								150.00
								2,499.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9520:								2,499.00
9521	06/18	06/15/2018	6769	05-18-529	PARC Resources, LLC	City Planning Mau 2018	0140262090	1,214.03
Total 9521:								1,214.03
9522	06/18	06/15/2018	4620	3306231087	PITNEY BOWES - RENTAL	Periodic Payment	0140162120	154.47
Total 9522:								154.47
9523	06/18	06/15/2018	6780	5053542552	Ricon Americas Corporation	Copies	0140162110	85.70
Total 9523:								85.70
9524	06/18	06/15/2018	7026	8124899882	Shred-It USA	Archives Shred Bins	0140162110	51.30
Total 9524:								51.30
9525	06/18	06/15/2018	5960	INV001651	TRAFFIC SAFETY SUPPLY CO.	Public Works Supplies	0340562560	19.70
Total 9525:								19.70
9526	06/18	06/15/2018	7062	TP00014375	Treetop Products Consolidated	32 Gallon Trash Cans	0140462520	4,258.20
9526	06/18	06/15/2018	7062	TP00014375	Treetop Products Consolidated	supersaver replaceable mount kit	0140462520	438.35
9526	06/18	06/15/2018	7062	TP00014375	Treetop Products Consolidated	Shipping Charge	0140462520	819.29
Total 9526:								5,515.84
9527	06/18	06/15/2018	6210	579409	USA BLUEBOOK	Locator, Lamothe	2140562560	365.74
9527	06/18	06/15/2018	6210	579409	USA BLUEBOOK	Locator, Lamothe	3140562560	365.73
Total 9527:								731.47
9528	06/18	06/15/2018	6280	27700115	VFIS	Policy Premium	0540562060	1,642.00
Total 9528:								1,642.00
9529	06/18	06/15/2018	6460	MAY 2018	WEST COLUMBIA GORGE CHAMBER	2018 wqgc	0840562114	315.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9529:								
9530	06/18	06/15/2018	7061	CR060718	Whitfield, Jennifer	Mileage to bank	0140162020	21.80
Total 9530:								
9531	06/18	06/15/2018	6690	061118	WOOSLEY, KATHY	body cake and punch for CC Mtg - Millea	0140162020	3.82
9531	06/18	06/15/2018	6690	061118	WOOSLEY, KATHY	bridge toll tickets	0140162020	2.00
Total 9531:								
9532	06/18	06/15/2018	7040	168	Yates Line Construction Company	Lineman - Chris White	5140562110	875.28
9532	06/18	06/15/2018	7040	168	Yates Line Construction Company	single person squirt boom truck	5140562110	224.00
9532	06/18	06/15/2018	7040	172	Yates Line Construction Company	Lineman - Chris White	5140562110	875.28
9532	06/18	06/15/2018	7040	172	Yates Line Construction Company	single person squirt boom truck	5140562110	224.00
Total 9532:								
5311801	05/18	05/31/2018	6090	2974 05/18	U S BANK CC	AT&T Data 4/12	0540562050	14.99
5311801	05/18	05/31/2018	6090	2974 05/18	U S BANK CC	AT&T Data 5/12	0540562050	14.99
5311801	05/18	05/31/2018	6090	2974 05/18	U S BANK CC	osp open records	0540562110	10.00
Total 5311801:								
5311802	05/18	05/31/2018	6090	5243 5/18	U S BANK CC	Pi-um-sha at Kah-neeta	0140162020	104.65
5311802	05/18	05/31/2018	6090	5243 5/18	U S BANK CC	nhmp city admin meeting	0140162020	7.98
5311802	05/18	05/31/2018	6090	5243 5/18	U S BANK CC	omeo city admin meeting	0140162020	8.87
5311802	05/18	05/31/2018	6090	5243 5/18	U S BANK CC	one gorge budget meeting	0140162020	6.49
5311802	05/18	05/31/2018	6090	5243 5/18	U S BANK CC	oregon clean air	0140162020	10.00
5311802	05/18	05/31/2018	6090	5243 5/18	U S BANK CC	GAZ tourism conf	0140162020	15.00
5311802	05/18	05/31/2018	6090	5243 5/18	U S BANK CC	Pi-um-sha at Kah-neeta Celebration	0140862020	209.30
Total 5311802:								
5311803	05/18	05/31/2018	6090	2305 5/18	U S BANK CC	Projector adapter	0140162010	13.99
5311803	05/18	05/31/2018	6090	2305 5/18	U S BANK CC	external back up for ems	0140162010	49.99
5311803	05/18	05/31/2018	6090	2305 5/18	U S BANK CC	dri crash plan	0140162082	19.98
5311803	05/18	05/31/2018	6090	2305 5/18	U S BANK CC	Gardening items pw	0140462520	104.50
5311803	05/18	05/31/2018	6090	2305 5/18	U S BANK CC	Propane	2140562530	32.89

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5311803:								221.36
5311804	05/18	05/31/2018	6090	4393 5/18	U S BANK CC	camera city recorder	0140162010	21.19 M
5311804	05/18	05/31/2018	6090	4393 5/18	U S BANK CC	Professional dev marijyn place	0140162020	1,149.75 M
Total 5311804:								1,170.94
6151801	06/18	06/15/2018	6080	1035 MAY 20	U S BANK	Bank Fees	0140162110	403.46 M
Total 6151801:								403.46
6151802	06/18	06/15/2018	440	MAY18-PWR	BPA	May Power Bill	5140562820	42,893.00 M
6151802	06/18	06/15/2018	440	MAY18-PWR	BPA	May Transmission Bill	5140562821	5,845.00 M
6151802	06/18	06/15/2018	440	MAY18-PWR	BPA	May Power Bill	5140662820	5,464.00 M
6151802	06/18	06/15/2018	440	MAY18-PWR	BPA	May Transmission Bill	5140662821	745.00 M
Total 6151802:								54,947.00
Grand Totals:								180,935.69

Summary by General Ledger Account Number

GL Account	Debit	Credit	Profit
01-21010	250.50	49,078.98	48,828.48
01-21011	15.00	.00	15.00
01-301-43280	.00	.50	.50
01-401-62010	85.17	.00	85.17
01-401-62020	1,352.16	.00	1,352.16
01-401-62030	996.00	.00	996.00
01-401-62050	276.84	.00	276.84
01-401-62055	454.57	.00	454.57
01-401-62082	22,831.77	250.00	22,581.77
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	540.46	.00	540.46
01-401-62120	333.49	.00	333.49
01-401-62552	812.21	.00	812.21
01-402-62090	1,214.03	.00	1,214.03
01-403-62171	5,000.00	.00	5,000.00
01-404-62063	80.00	.00	80.00
01-404-62620	5,642.98	.00	5,642.98
01-407-62630	158.00	.00	158.00
01-408-62020	209.30	.00	209.30
01-408-62022	50.00	.00	50.00
01-408-62025	227.00	.00	227.00
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	56.70	56.70
03-405-62441	37.00	.00	37.00
03-405-62560	19.70	.00	19.70
05-21010	.00	8,235.40	8,235.40
05-405-62050	1,262.83	.00	1,262.83
05-405-62060	1,642.00	.00	1,642.00
05-405-62110	10.00	.00	10.00
05-405-62113	3,608.00	.00	3,608.00
05-405-62351	40.80	.00	40.80
05-405-62439	538.03	.00	538.03
05-405-62440	13.74	.00	13.74
05-405-62441	1,120.00	.00	1,120.00
08-21010	75.00	8,160.14	8,085.14
08-405-62055	22.55	.00	22.55
08-405-62101	1,311.59	.00	1,311.59
08-405-62110	2,717.00	.00	2,717.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
08-405-62113	150.00	.00	150.00
08-405-62114	3,969.00	75.00-	3,894.00
17-21010	.00	139.92-	139.92-
17-405-62519	23.94	.00	23.94
17-405-62551	115.98	.00	115.98
21-21010	.00	5,256.28-	5,256.28-
21-405-62050	140.66	.00	140.66
21-405-62070	1,871.34	.00	1,871.34
21-405-62150	60.00	.00	60.00
21-405-62530	32.89	.00	32.89
21-405-62560	1,432.64	.00	1,432.64
21-415-62025	1,718.75	.00	1,718.75
31-21010	.00	21,881.41-	21,881.41-
31-405-62050	355.78	.00	355.78
31-405-62070	2,986.81	.00	2,986.81
31-405-62560	3,695.07	.00	3,695.07
31-415-62030	14,843.75	.00	14,843.75
51-21010	.00	71,425.16-	71,425.16-
51-21130	720.42	.00	720.42
51-405-62030	2,761.92	.00	2,761.92
51-405-62050	115.46	.00	115.46
51-405-62110	5,736.69	.00	5,736.69
51-405-62139	2,250.00	.00	2,250.00
51-405-62140	1,043.00	.00	1,043.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62300	52.50	.00	52.50
51-405-62320	42,893.00	.00	42,893.00
51-405-62321	5,845.00	.00	5,845.00
51-405-63002	274.00	.00	274.00
51-405-66001	1,234.81	.00	1,234.81
51-405-66002	58.80	.00	58.80
51-406-62030	661.74	.00	661.74
51-406-62050	43.79	.00	43.79
51-406-62820	5,464.00	.00	5,464.00
51-406-62821	745.00	.00	745.00
51-415-62009	525.00	.00	525.00
56-21010	.00	17,027.20-	17,027.20-
56-422-63941	9,240.00	.00	9,240.00
56-451-63941	7,787.20	.00	7,787.20

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
Grand Totals:	181,586.69	181,586.69	.00

Report Criteria:  
Report type: GL detail



## STAFF REPORT

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**Date Prepared:** 6/14/18

**For City Council Meeting on:** 6/25/18

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Marianne Bump, Finance Officer

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

**SUBJECT:** Review the 2008 Capital Reserve Fund.

**SYNOPSIS:** On October 6, 2008, Resolution 1148 was passed establishing a Capital Reserve Fund to set aside money for the purpose of financing larger projects defined as Facilities, System, Vehicle, Equipment, Replacement and Upgrade. Every 10 years the fund is required to be reviewed per ORS 294.346. The purpose of this review is to determine whether the fund will be continued or dissolved.

**CITY COUNCIL OPTIONS:**

1. Continue with current Capital Reserve Fund.
2. Dissolve Capital Reserve Fund (will need Resolution for this process)

**RECOMMENDATION:** The City Council, by motion, approve the continuation of the current 2008 Capital Reserve Fund.

**Legal Review and Opinion:** N/A

**Financial review and status:** N/A

**BACKGROUND INFORMATION:** N/A



**RESOLUTION NO. 1148**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2008/2009, ESTABLISHING A CAPITAL RESERVE FUND #56 , MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FROM AND WITHIN THE CAPITAL RESERVE FUND.**

**WHEREAS**, the City is establishing a Reserve Fund #56 to hold funds saved by various departments of the City for the purpose of Facilities, System, Vehicle, Equipment, Replacement and Upgrade; and

**WHEREAS**, expenditures of these funds shall be made only when initiated by an approved resolution of the Council; and

**WHEREAS**, expenditures shall be made directly from the appropriate line item in the Capital Reserve Fund; and

**WHEREAS**, this fund will be reviewed on or before June 30, 2018 per ORS 294.525; and

**WHEREAS**, Notice of the Supplemental Budget and a Public Hearing on the Supplemental Budget was published in the September 27, 2008 issue of the Hood River News, and the Public Hearing was held before the City of Cascade Locks City Council on October 6, 2008;

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

**SECTION 1. Adopting a Supplemental Budget for Fiscal Year 2008/2009 to establish fund #56 as a Capital Reserve Fund to be used for the purpose of Facilities, System, Vehicle, Equipment, Replacement and Upgrade.** The Cascade Locks City Council hereby adopts the following supplemental budget, and appropriate funds to Capital Outlay.

<b>Summary of Supplemental Budget</b>				
<b>Fund</b>	<b>Resource</b>	<b>Amount</b>	<b>Requirement</b>	<b>Amount</b>
Capital Reserve Fund #56	Transfer from General Fund	1,155,279.84	Capital Outlay	1,155,279.84
	<b>Revised Total Resources</b>	<b>1,155,279.84</b>	<b>Revised Total Requirements</b>	<b>1,155,279.84</b>

**SECTION 2. Effective Date.** This resolution shall become effective upon adoption by the City Council and approval by the Council President.

**SECTION 3. Expiration.** This resolution shall remain in effect until repealed by council.

**ADOPTED** by the City Council this **6th** day of **October** 2008.

**APPROVED** by the Council President this **6th** day of **October**, 2008.

\_\_\_\_\_  
Mayor

ATTEST:

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



**294.346 Reserve fund established without vote; review of need for reserve fund; unexpended balances; application to system development charges.** (1) Any municipal corporation, by ordinance or resolution of its governing body, may establish one or more reserve funds to hold moneys to be accumulated and expended for the purposes specified in ORS 280.050, without submitting the question of establishing the reserve fund to a vote of the electors. The municipal corporation may cause to be credited to any reserve fund all or any portion of the revenues derived from taxes levied under ORS 280.060 and any other taxes, charges or revenues as the governing body may determine. The municipal corporation may also limit the crediting of such taxes, charges or revenues to a reserve fund to a specific period of time designated by the governing body.

(2) Not less frequently than every 10th anniversary of the date upon which a reserve fund is established under subsection (1) of this section, the governing body of the municipal corporation shall review the reserve fund and determine whether the fund will be continued or abolished. When the governing body determines, by resolution, that it is no longer necessary to maintain such a reserve fund:

(a) Commencing with the next succeeding fiscal year, the political subdivision shall discontinue the levy of any taxes under ORS 280.060 that would otherwise be required to be credited to such fund; and

(b) There shall be transferred to the general fund or any other fund of the political subdivision that the governing body determines is appropriate:

(A) Any unexpended balance in the fund to be abolished that is not required to be held for subsequent expenditure for the purposes for which the fund was established; and

(B) Any subsequent receipts from tax levies that are otherwise required to be credited to such fund, together with any penalties and interest thereon.

(3) This section does not apply to system development charges imposed under ORS 223.297 to 223.314, and no system development charges shall be credited to any reserve fund established under this section. [Formerly 294.525]



## CASCADE LOCKS STAFF REPORT

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**Date Prepared: June 18, 2018**

**For City Council Meeting on: June 25, 2018**

**TO: Honorable Mayor and City Council**

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

**SUBJECT: Resolution No. 1399 Authorizing Application for a Grant from the Oregon Department of Parks and Recreation in Support of Gorge Hubs Project.**

**SYNOPSIS:** Two years ago the City Council approved a grant application to the Oregon Department of Parks and Recreation for the Gorge Hubs project. At that time the project received the approval for \$125,000 out of the estimated \$200,000 needed. The City budgeted for the remaining \$75,000. When the engineering cost came in, the estimated cost of the Gorge Hub Project at Overlook Park was \$300,000. We have since applied to several organizations for the remaining funds – Travel Oregon is the most likely at a \$100,000 request. To cover all the bases, we are asking Oregon Parks for the maximum grant this year. If we don't need the money, we can return it. Part of the application is a Council resolution in support of the Gorge Hubs Project.

**CITY COUNCIL OPTIONS: Approve or reject Resolution No. 1399.**

**RECOMMENDED MOTION: "I move to approve Resolution No. 1399 in support of the Gorge Hubs project."**



**RESOLUTION NO. 1399**

**A RESOLUTION AUTHORIZING APPLICATION FOR A GRANT  
FROM THE OREGON DEPARTMENT OF PARKS AND RECREATION  
IN SUPPORT OF THE GORGE HUBS PROJECT**

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for the Recreational Trails Grant Program; and

**WHEREAS**, the City of Cascade Locks desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreational improvements and enhancements; and

**WHEREAS**, the City Council has identified improvements at Overlook Park as a high priority need in the City of Cascade Locks; and

**WHEREAS**, the Gorge Hubs Project would increase the amenities for hikers, bikers, and citizens at Overlook Park in the center of the downtown including upgrading the pergola, installing public restrooms, drinking fountain, new seating, and a bike repair station, rebuilding the public parking lot, building a Pacific Crest Trail Monument marking the City's position on the PCT; and

**WHEREAS**, the City of Cascade Locks has available local matching funds of \$75,000 to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, the City of Cascade Locks will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded;

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

**SECTION 1.** The City Council demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for the development of the Gorge Hubs Project in Overlook Park.

**SECTION 2.** This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**ADOPTED** by the City Council this 25<sup>th</sup> day of June, 2018.

**APPROVED** by the Mayor this 25<sup>th</sup> day of June, 2018.

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Tom Cramblett, Mayor

ATTEST:

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Kathy Woosley, City Recorder



**STAFF REPORT**

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**Date Prepared: 6/13/18**

**For City Council Meeting on: 6/25/18**

**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, 2018.

**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. 1400 as presented.
2. Establish other direction for staff to proceed
3. Take no action

**RECOMMENDATION:** The City Council, by motion, approve Resolution No. 1400 authorizing the transfer of funds between categories of various funds, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2018.

**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, 2018. 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, 2018.



**RESOLUTION No. 1400**

**A RESOLUTION AUTHORIZING TRANSFER OF FUNDS BETWEEN CATEGORIES OF VARIOUS FUNDS, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2018.**

**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, 2018; and

**WHEREAS**, the reallocation of resources and requirements is necessary to correct the FY 2017-2018 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.**

<u>FUND OR DEPARTMENT.</u>	<u>BUDGETED LINE ITEM WITHIN CATEGORY</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATE</u>	<u>ACCOUNT NO.</u>
<b><u>General Fund</u></b>				
Utilities	16,000	15,500	-500	01-401-62552
Museum Utilities/Expenses	1,750	2,250	+500	01-407-62630
Travel & Training	9,725	8,525	-1,200	01-401-62020
Gov. & Com Relations Travel & Training	4,000	5,200	+1,200	01-408-62020
<b><u>Electric Fund</u></b>				
Transfer from Capital Reserve	0	100,000	+100,000	51-305-40085
Purchased Power	580,000	680,000	+100,000	51-405-62820
<b><u>Capital Reserve Fund</u></b>				
Electric Dept. Capital Reserve	335,000	235,000	-100,000	56-451-63941
Interfund Transfer	0	100,000	+100,000	56-451-64001

**Section 2. Expiration.** This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 2017-2018.

**Adopted** by the City Council this 25<sup>th</sup> day of June, 2018.

**Approved** by the Mayor this 25<sup>th</sup> day of June 2018.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Recorder



## STAFF REPORT

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**Date Prepared:** 6/13/18

**For City Council Meeting on:** 6/25/18

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Marianne Bump, Finance Officer

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

**SUBJECT:** Approve the renewal of Property and Liability Insurance and Workers Compensation Insurance for fiscal year ending June 30, 2019.

**SYNOPSIS:** Each year the City is required to renew Property/Liability Insurance and Workers Compensation Insurance. CIS continues to provide excellent service and staff recommends we renew our insurance policy with this provider.

**CITY COUNCIL OPTIONS:**

1. Approve Insurance Renewal with CIS.
2. Establish other direction for staff to proceed
3. Take no action

**RECOMMENDATION:** The City Council, by motion, approve Property, Liability, and Workers Compensation Insurance renewal.

**Legal Review and Opinion:** N/A

**Financial review and status:** In the budget for FY 2018-2019 staff has budgeted for these expenses throughout the funds in the line item marked Insurance.

**BACKGROUND INFORMATION:**

1. Property/Liability Insurance and Workers Compensation renewal summary is attached.



**CITY OF CASCADE LOCKS  
RENEWAL PREMIUM SUMMARY  
FOR 7/1/2018 to 7/1/2019**

As of 6/07/2018

<b>Coverage</b>	<b>2017 - 2018 CIS</b>	<b>2018 - 2019 CIS</b>
Property	\$22,874	\$24,347
Excess Earthquake	Not Purchased	Not Purchased
Excess Crime	\$512	\$512
Tort Liability	\$15,347	\$15,265
Automobile Liability	\$6,382	\$6,226
Automobile Physical Damage	\$8,201	\$7,999
Excess Cyber Liability	\$4,088	\$1,200 (1)
Endorsements	\$0	\$0
<b>Total CIS Package</b>	<b>\$57,404</b>	<b>\$55,549</b>
<b>Accident / Sickness Policy - VFIS</b>	<b>\$1,642</b>	<b>\$1,642</b>
<b>TOTAL PREMIUMS</b>	<b>\$59,046</b>	<b>\$57,191</b>

Total Dollar Change (\$1,855)  
Total Percentage Change -3.2%

(1)Cyber is now rated on population (the city meets the minimum premium)

**City of Cascade Locks  
Workers' Compensation Renewal Analysis  
For the Period 7/1/2018 - 7/1/2019**

Class Code	Classification	2017 - 2018		2018 - 2019	
		Payrolls	Rate	Rate	Premium
5506	Street/Road Maintenance	\$24,475	10.44	\$2,556	\$2,236
7520	Water	\$42,998	5.44	\$2,338	\$2,072
7539	Municipal Power	\$317,568	3.43	\$10,892	\$9,640
7580	Sewer	\$13,540	4.69	\$635	\$719
7610	Radio/TV Broadcasting	\$1,400	0.56	\$8	\$3
7710	Firefighters	\$123,279	4.41	\$5,435	\$5,048
8411	Public Safety Volunteers	\$32,000	2.12	\$679	\$568
8411F	Volunteer Firefighters	\$23,200	2.12	\$492	\$426
8742	City Administrator	\$79,327	0.37	\$294	\$261
8742	Boards or Public Officials	\$17,500	0.37	\$65	\$55
8810	Clerical	\$220,841	0.37	\$819	\$255
9015	Building Maintenance/Lifeguards	\$51,053	4.30	\$2,193	\$1,698
9220	Cemetery	\$3,632	6.58	\$239	\$217
	<b>Total Payroll</b>	<b>\$950,813</b>			<b>\$995,367</b>
	<b>Estimated Manual Premium</b>				<b>\$23,198</b>
	Experience Modification			0.78	
	<b>Estimated Adjusted Contribution</b>				<b>\$18,095</b>
	Oregon DCBS Assessment				\$1,375
	Multi-line Credit				(\$1,357)
	<b>Initial Contribution Inc. Assessments</b>				<b>\$18,113</b>

\$ Change           -\$2,831  
% Change           -15.63%

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: June 19, 2018**

**For City Council Meeting on: June 25, 2018**

**TO: Honorable Mayor and City Council**

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

**SUBJECT: Adopt Ord. No. 448 Regulating Short Term Rentals – Second Reading**

**SYNOPSIS:** The Planning Commission has been working for about a year reviewing other City's short-term rental regulations and drafting and revising an approach that would work in Cascade Locks. The attached ordinance is the culmination of their effort and is their recommendation that the City adopt this ordinance.

The Planning Commission also developed some restrictions for these rentals:

1. Homeshares or vacation rentals must be 250 or more apart from the nearest short-term rental.
2. Short-term rentals may not be RV's, tents, or other temporary shelters.
3. Renters may not offer short-term rentals.
4. Ownership is limited to citizens, not management companies or business real estate developers. No owner may have more than 3 short-term rentals.
5. One parking space is required for every two bedrooms.
6. An emergency contact who can respond physically to the rental with 30 minutes is required.
7. Only 10% of the existing housing stock may be used as short-term rentals.
8. Accessory residential units may not be used for short-term rentals.
9. No commercial-style food preparation is allowed in short-term rentals.

There was public comment received at the June 11, 2018 meeting asking Council to consider reducing the percentage of housing stock that can be used for short term rentals.

**CITY COUNCIL OPTIONS: Accept, modify, or table Ordinance 448.**

**RECOMMENDED MOTION (Options):**

1. **At second reading vote to approve Ordinance 448 regulating short-term rentals within the City of Cascade Locks."**
2. **Amend motion made at last meeting to change the percentage of short term rentals allowed based on existing housing stock.**

This is the second reading and Ordinance will be in effect in 30 days.

This ordinance has been approved by Ruben Cleaveland, the City Attorney.



**ORDINANCE NO. 448**

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS ADOPTING SHORT TERM RENTAL REGULATIONS WITHIN THE CITY OF CASCADE LOCKS**

**WHEREAS**, the City Council of the City of Cascade Locks recognizes the nature of the community can be affected by unregulated short-term rentals;

**WHEREAS**, short term rentals can enhance a vibrant tourist industry; and

**WHEREAS**, short term rentals can create significant transient room tax revenue;

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

**SECTION 1. Definitions for understanding Short Term Rentals:**

As used in this title, the singular includes the plural and the masculine includes the feminine and neuter. The word "may" is discretionary, but the word "shall" is mandatory. The following words and phrases shall have the meanings given them in this section.

**HOSTED HOMESHARE** means the transient rental of a portion of a dwelling while the homeowner is present for less than 30 days.

**VACATION HOME RENTAL** means the transient rental of an entire dwelling unit for less than 30 days.

**SECTION 2. Regulations:**

**Hosted Homeshares** and Vacation Home Rentals are permitted in the following City of Cascade Locks residential zones:

Rural Residential (RR)  
Low Density Residential (LDR)  
Medium Density Residential (MDR)  
High Density Residential (HDR)  
Any Planned Development (PD)

**Hosted Homeshares** and Vacation Home Rentals are not permitted in the following City of Cascade Locks zones:

Commercial (C)  
Commercial/Residential (CR)  
Manufactured/Mobile Home Park Residential (MHR)  
Downtown Zone (D)  
Resort Commercial (RC)



A. A TRT License issued under the City Code of Cascade Locks, Chapter 112, is required.

1. Persons operating a hosted homeshare or vacation home rental shall obtain a Transient Room Tax License. Each owner shall maintain a registration book which identifies the occupants of the rental unit during the duration of stay and home address of the occupants. Such records shall be available to the City (or the City's designee) during an audit of the hosted homeshare or vacation home rental in order to verify or validate the transient room tax collected and paid to the City.
2. The payment of transient room taxes to both the State and the City are the responsibility of the property owner. Payments are due on the 15<sup>th</sup> of the month following the previous quarter, April 15, July 15, October 15 and January 15.
3. Proof of residential home-owner insurance that specifically includes short term rental coverage for the subject property is required.

B. Use Restrictions – All Zones.

1. To prevent a change in the nature of the immediate neighborhood, no Hosted Homeshare or Vacation Home Rental may be located within 250 feet of any other Hosted Homeshare or Vacation Home Rental. For purposes of this Section, all distances shall be measured in lineal feet from the nearest property line to the nearest property line of the properties subject to this Ordinance.
2. The room(s) for transient rental shall not include rooms within a recreational vehicle, travel trailer, or tent or other temporary shelter.
3. Renters are not permitted to operate short-term rentals.
4. Management companies and other business real estate entities are not permitted to operate short-term rentals in residential zones.
5. The maximum occupancy for the dwelling shall be two persons per bedroom plus two additional persons. For example, a two-bedroom dwelling would have a maximum occupancy of six persons.
6. One (1) hard surfaced off-street parking space shall be provided for every two bedrooms. In calculating the number of spaces required, the total shall be rounded up. Parking areas shall not be located in the front yard. If the garage is to be utilized to meet the parking requirement, a photo of the interior of the garage shall be submitted to show the garage is available for parking. Required parking may be permitted on another lot within 250 feet of the subject property with a shared parking agreement and proof of legal parking access.
7. The number of days the unit is rented per quarter shall be reported on the TRT quarterly report.
8. An emergency contact number shall be provided to the vacation rental occupier, to each of the surrounding property owners/residents and to the City. The emergency contact shall respond to the hosted homeshare or vacation home rental property within 30 minutes to address any emergency or complaint issue. Private home owners are permitted to utilize the services of a management company to assist in the operation of the hosted homeshare or vacation home rental.



9. Only 10% of the total residential units in the City may be permitted as transient rentals at any one time. The number of residential water accounts will provide the base for the calculation. For example, if the City has 500 residential water accounts, only 50 (10% of 500) transient room tax licenses will be issued for residential transient rental uses.
10. No more than three transient room tax licenses may be issued to any one owner.
11. Listing an unpermitted unit online is a violation of this ordinance.
12. Each rental unit property must have a valid street address.
13. An accessory residential unit (ARU) may not be used as a hosted homeshare or vacation home rental. Unless the ARU is owner occupied, the owner shall provide proof that the ARU is rented for longer than 30 days or occupied by a hold-over tenant following completion of a 12-month lease. A 12-month lease is not required if the owner rents the ARU to an immediate relative.
14. Smoke detectors, carbon monoxide detectors, and fire extinguishers in the rental space are strongly encouraged.
15. No short-term rental may engage in commercial-style food preparation or operation.

Failure to comply is subject to normal city code violation fine of up to \$500 per day for each day the violation exists. Any hosted homeshare or vacation home rental including those advertised through internet rental accounts or services are subject to this ordinance. Internet rental accounts or services include, but are not limited to, providers such as "AirBnB," "Vacasa," and "Craigslist." Copies of online advertisements for properties located inside the City limits of Cascade Locks are presumed to constitute the operation of a homeshare or vacation home rental property.

**SECTION 3. Effective Date.** This Ordinance will take effect 30 days after approval by the Mayor.

**FIRST READING** by the City Council 11<sup>th</sup> day of June, 2018.

**ADOPTED** by the City Council this 25<sup>th</sup> day of June, 2018.

**APPROVED** by the Mayor this 25<sup>th</sup> day of June, 2018.

ATTEST:

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Kathy Woosley, City Recorder

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Tom Cramblett, Mayor

