

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, August 13 2018, 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 July 23, 2018 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$156,685.00**
 - c. **Approval of City Administrator Performance Review.**
 - d. **Approve OLCC Application for Oregon Brewing Co. September 15, 2018.**
 - e. **Approve OLCC Application for Santo Spirito, LLC.**
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Resolution No. 1401 Supporting an EDA Grant Application.**
 - c. **Approve Resolution No. 1402 Updating Burn Regulations and repealing Resolution No. 1056.**
 - d. **Review EMS Support Levels.**
 - e. **Review Audit's Letter.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **Cascade Locks Elementary School and Preschool Presentation, Amy Moreland.**
 - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session per ORS 192.660 (1)(a) Employment of Public Officers, Employees and Agents.**
11. **Adjournment.**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Busdieker, Groves, Randall, Zerfing, and Mayor Cramblett were present. CM Fitzpatrick was present via phone and CM Walker was absent. Also present were CA Zimmerman, Finance Officer Marianne Bump, Deputy Recorder Marilyn Place, Camera Operator Betty Rush, Brenda Wood, Butch Miller and Bob Rapp.
2. **Additions or amendments to the Agenda.** CA Zimmerman added Agenda Item 10, Executive Session, (2)(a) Employment of Public Officers, Employees and Agents.
3. **Adoption of Consent Agenda.**
 - a. **Approval of June 25, 2018 Minutes.**
 - b. **Approval of July 9, 2018 Minutes.**
 - c. **Ratification of the Bills in the Amount of \$646,086.03.** CM Randall said his name was omitted from roll call on the July 9, 2018 minutes and he would like them amended to reflect his presence at the meeting. **Motion:** CM Busdieker moved to approve the consent agenda with the amendment to the July 9, 2018 minutes, CM Randall seconded. The motion passed unanimously by CM's Busdieker, Groves, Randall, Zerfing, Fitzpatrick and Mayor Cramblett.
4. **Public Hearings:** None
5. **Action Items:**
 - a. **Appointment to Committees.** CA Zimmerman said we've been having trouble assembling a quorum for the Joint Work Group for Economic Development meetings and we need to shift assignments for participation reasons. CM Fitzpatrick acknowledged his inability to attend on a regular basis and would step aside to accommodate a spot for someone else. CM Busdieker volunteered to take the place of CM Fitzpatrick. Mayor Cramblett approved the assignment shift.
 - b. **Review of Potential Ballot Measures.** CA Zimmerman said there are five major ballot items being considered for November:
 1. Charter amendment clarifying the election of City Councilors.
 2. An Ordinance instituting a 1% Construction Excise Tax to help develop workforce housing.
 3. Increase City fees or repeal the amendment that created limits to fee increases.
 4. Approve the annual CPI adjustment for SDC's.
 5. EMS Support fee, putting an extension or increase on the fee.

CA Zimmerman said he suggests numbers one, two and five be the measures Council considers. He said number three, increasing the City fees would be overwhelming because there are so many. He said he would like the EMS support fee on the ballot and the 1% Construction Excise Tax, which is consistent with Hood River County and it helps developers with their costs so developing workforce housing is more affordable.

CM Randall said past consensus has been the City's fees need to be increased as potential ballot number 3 suggests. He asked can any of those fees be put on the ballot singularly to make it less overwhelming. CA Zimmerman said in regards to number 3, he recommends Council repeal the amendment that established limiting fee increases. He said repealing that amendment would allow fee increases across the board. He said however, he did not think the voters would accept that.

CM Fitzpatrick said he was concerned about putting ballot measure number two, the 1% Construction Excise Tax, before the voters because it funnels through Hood River County and he did not feel the revenue benefits from that tax would reach the City.

Mayor Cramblett asked if the Council was agreeable to having only measures one and five on the ballot since an agreement could not be reached. There was consensus of Council that one and five be put on the ballot.

c. Review of LOC Legislative Priorities. CA Zimmerman said the priority issues the League of Oregon City (LOC) will lobby the legislature for are; Permanent Supportive Housing Investment, PERS Reform, Property Tax Reform and Right of Way and Franchise Fee Authority. **Motion:** CM Busdieker moved to approve the legislative priorities identified by the City Council for the City of Cascade Locks for use by the League of Oregon Cities, CM Groves seconded. The motion passed unanimously by CM's Busdieker, Groves, Randall, Zerfing, Fitzpatrick and Mayor Cramblett.

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

7. Reports and Presentations.

a. City Committees. None

b. City Administrator Zimmerman Report. CA Zimmerman said he would like permission to ask Mid-Columbia Economic Development District (MCEDD) to help him with the EDA grant application. He said the grant is for purchasing the BPA substation and to add wiring to and through the Industrial Park. There was consensus of Council to allow MCEDD to assist CA Zimmerman with the grant application.

CA Zimmerman said we have budgeted \$6000 for new "turn outs" for the fire department but the estimate came in at \$6154.00. He asked for approval to exceed the budgeted amount for the equipment. There was consensus of Council to allow the budget to be exceeded.

CA Zimmerman said there is timber on the 26 acres the City owns up Dry Creek Road that burned during the Eagle Creek Fire and that timber still has value. He said the Port also has valuable burned timber and they have contracted a timber harvester to take out the burned trees on their property. He said the Port has invited the City to contract with the same timber harvester to cut down the burned timber on the City's property. CA Zimmerman said partnering with the Port will save additional fees since the harvester will already be in town. There was consensus of Council to partner with the Port and harvest the burned trees.

CA Zimmerman said we applied to Travel Oregon for the final \$100,000 for the Gorge Hubs project and we were turned down because we did not include an IRS Tax Exempt determination letter. He said we supplied a W-9 but they denied us because the City does not pay taxes. He said, however, we still have an outstanding application with the Oregon Parks Department.

8. Mayor and City Council Comments. CM Zerfing said he wanted to thank everyone that keeps the City running, adding they do a good job for the number of people they have.

CM Busdieker said she wanted to thank City Staff too and the heat wave is starting again, stay safe and drink water.

CM Randall said he wanted to especially thank CA Zimmerman for all his hard work. He said CA Zimmerman is knowledgeable about the things he briefs the Council Members on and that is appreciated.

CM Groves thanked Staff.

Mayor Cramblett said he's had a few positive letters and calls regarding our EMS staff and the care they give people. He said the comments were how great and professional a job they are doing.

Mayor Cramblett said that he thinks the City is doing well since the Eagle Creek Fire and that people have done a good job spreading the word that we're still a viable tourism destination. He said the new Gorge Express bus really benefits Cascade Locks and he feels good about where the town is heading.

9. **Other matters.** None.
10. **Executive Session per ORS 192.660 (2)(h) Potential Litigation and ORS 192.660 (2)(i) City Administrator Evaluation.** Council moved from regular session into Executive Session at 7:55PM
11. **Adjournment. Motion:** CM Zerfing moved to adjourn, seconded by CM Busdieker. The meeting adjourned at 8:40PM

Prepared by
Marilyn Place

APPROVED:

Mayor Cramblett

BLANKET VOUCHER APPROVAL

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
7/27/2018	AP	\$ 116,031.11
7/31/2018	AP	4,170.94
8/3/2018	PR	\$ 36,482.95

GRAND TOTAL	\$ 156,685.00
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APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9629	07/18	07/27/2018	6820	64745	Anderson Perry & Associates Inc.	Professional Services through 7/15/2018	2141562025	1,899.93
9629	07/18	07/27/2018	6820	64746	Anderson Perry & Associates Inc.	Professional Services through 7/15/18	3141562030	8,826.84
9629	07/18	07/27/2018	6820	64747	Anderson Perry & Associates Inc.	Professional Services through 7/15/2018	3141562030	2,010.00
9629	07/18	07/27/2018	6820	64751	Anderson Perry & Associates Inc.	Professional Services through 7/15/18	3141562030	605.00
Total 9629:								13,341.77
9630	07/18	07/27/2018	7011	71365	Annala, Carey, Baker, Thompson, Vankot	Attorney Services for June 2018	0140162100	1,200.00
Total 9630:								1,200.00
9631	07/18	07/27/2018	200	7454 7/18	AT&T MOBILITY	Electric Department Phone 6/12-7/11/18	5140562050	77.39
Total 9631:								77.39
9632	07/18	07/27/2018	7034	859	Bernadette Murray-Maclode	Tourism Staff Support	0940562110	800.00
Total 9632:								800.00
9633	07/18	07/27/2018	6900	V802585	BSK Associates	water testing 140 warnampa and charburg	2140562150	60.00
Total 9633:								60.00
9634	07/18	07/27/2018	790	1134 JUNE	CENTURYLINK	Emergency After Hours	5140562050	63.72
9634	07/18	07/27/2018	790	1134 JUNE	CENTURYLINK	Emergency After Hours	5140562050	15.93
9634	07/18	07/27/2018	790	1451 JULY 1	CENTURYLINK	Treatment Plant	3140562050	120.54
9634	07/18	07/27/2018	790	5538 JULY	CENTURYLINK	telemetry	2140562050	130.87
9634	07/18	07/27/2018	790	5538 JULY	CENTURYLINK	telemetry	3140562050	130.88
9634	07/18	07/27/2018	790	8414 JULY 1	CENTURYLINK	Lift Station	3140562050	103.62
Total 9634:								565.56
9635	07/18	07/27/2018	800	3997 JULY 1	CENTURYLINK COMMUNICATIONS, IN	WELL HOUSE	2140562050	11.84
Total 9635:								11.84
9636	07/18	07/27/2018	900	SSS JUNE 2	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140862025	227.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9636:								
9637	07/18	07/27/2018	940	JUNE	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	227.00
9637	07/18	07/27/2018	940	JUNE	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	680.00
Total 9637:								
9638	07/18	07/27/2018	1120	A196808	COLUMBIA HARDWARE, LLC	propane, wasp spray	0140462520	22.45
9638	07/18	07/27/2018	1120	A197724	COLUMBIA HARDWARE, LLC	premix Pallet	1740562519	29.74
Total 9638:								
9639	07/18	07/27/2018	1360	131581	DAVID R. CUNNINGHAM	Install New software, upgrades, email, tr	0140162082	555.00
9639	07/18	07/27/2018	1360	131582	DAVID R. CUNNINGHAM	trouble shoot, back up, software update,	0140162082	600.00
9639	07/18	07/27/2018	1360	131583	DAVID R. CUNNINGHAM	trouble shoot, upload limit	0140162082	180.00
Total 9639:								
9640	07/18	07/27/2018	1420	2127	DENNIS V. SNYDER JR. CONTRACTO	Digging up water line on dry creek	2140562560	770.00
Total 9640:								
9641	07/18	07/27/2018	1430	PLANTPER	DEPARTMENT OF STATE LANDS	Waster Water Trmt Plant Permit	3140562870	750.00
Total 9641:								
9642	07/18	07/27/2018	7066	39483	Eherspect Medical Solutions, LLC	Annual Maintenance	0540562441	755.00
9642	07/18	07/27/2018	7066	39495	Eherspect Medical Solutions, LLC	Electrode replacement child/infant	0540562351	213.30
Total 9642:								
9643	07/18	07/27/2018	6795	0670849	Ferguson Enterprises Inc. #3011	Supplies	2140562560	968.30
9643	07/18	07/27/2018	6795	0670864	Ferguson Enterprises Inc. #3011	Meter Box supplies	2140562560	1,336.62
Total 9643:								
9644	07/18	07/27/2018	2020	1310369	GENERAL PACIFIC INC.	disconnect boot	5140562560	60.00
9644	07/18	07/27/2018	2020	1310369	GENERAL PACIFIC INC.	Meter ring, screw type	5140562560	393.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9644:								
9645	07/18	07/27/2018	6854	JULY 2018	Gordon Zimmerman	CA Expense	0140162094	229.99
Total 9645:								
9646	07/18	07/27/2018	7021	0136524 JUL	Gorge Networks	broadband and phone service July 2018	0140162050	277.28
9646	07/18	07/27/2018	7021	0136524 JUL	Gorge Networks	broadband and phone service July 2018	0140162082	251.79
9646	07/18	07/27/2018	7021	0136524 JUL	Gorge Networks	broadband and phone service July 2018	0540562050	233.66
Total 9646:								
9647	07/18	07/27/2018	2420	9668	HOOD RIVER CO. - FINANCE	July deputy service	0141962250	7,600.00
Total 9647:								
9648	07/18	07/27/2018	2570	0006181054	HOOD RIVER NEWS	smokey mountain log site plan review	0140262037	104.00
Total 9648:								
9649	07/18	07/27/2018	2700	10786	IIMC	Membership Dues	0140162030	160.00
Total 9649:								
9650	07/18	07/27/2018	4910	100043302	Kellie Lidle	Refund Deposit	5121130	279.89
Total 9650:								
9651	07/18	07/27/2018	7067	18015	Knight Defense LLC	Tactical Emergency Training - Gehrman	0540562020	1,250.00
Total 9651:								
9652	07/18	07/27/2018	7014	865873	Life-Assist, Inc.	Meds	0540562351	648.69
Total 9652:								
9653	07/18	07/27/2018	4910	601314104	Marilyn Dawkins	Refund Deposit	5121130	229.69

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9653:								
9654	07/18	07/27/2018	3270	0000012757	MATHER & SONS PUMP SERVICE, INC	service call Well #2	2140562560	229.69
Total 9654:								
9655	07/18	07/27/2018	4910	100371604	Melissa and John Coker	Refund Deposit	5121130	725.00
Total 9655:								
9656	07/18	07/27/2018	3490	2467	MID-COLUMBIA ECONOMIC	Project management services Jul-sep	0140162030	250.00
9656	07/18	07/27/2018	3490	2483	MID-COLUMBIA ECONOMIC	mccedd Dues 7/1/18-8/30/19	0140162030	629.00
Total 9656:								
9657	07/18	07/27/2018	3770	22-201806	NET ASSETS	Title Search	0140162110	879.00
Total 9657:								
9658	07/18	07/27/2018	3940	01304	OAMR	annual conference registration	0140162020	11.00
9658	07/18	07/27/2018	3940	01305	OAMR	annual conference registration - Place	0140162020	450.00
Total 9658:								
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - EMS E90	0540562420	912.00
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - EMS E218108	0540562420	104.59
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - EMS E220685	0540562420	233.37
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - EMS E93	0540562420	76.81
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - EMS E94	0540562420	53.96
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - PW E206091	2140562530	66.98
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - PW E192649	3140562530	241.88
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - electrical E192626	5140562200	220.90
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - electrical E215587	5140562200	435.62
9659	07/18	07/27/2018	4020	ME122919	ODOT-FUEL SALES	Fuel - electrical E236094	5140562200	106.85
Total 9659:								
9660	07/18	07/27/2018	4640	4223 JULY	PITNEY BOWES INC	Postage	0840562055	208.39
9660	07/18	07/27/2018	4640	4223 JUNE	PITNEY BOWES INC	Postage	0140162055	1,749.35
Total 9660:								
13.46								
136.54								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9660:								150.00
9661	07/18	07/27/2018	7055	858	Pixel Dust Studio	Graphic Design Service	0840562114	1,460.00
Total 9661:								1,460.00
9662	07/18	07/27/2018	4650	R791757	PLATT ELECTRIC SUPPLY	Swedge Red	5140562560	47.17
9662	07/18	07/27/2018	4650	R797047	PLATT ELECTRIC SUPPLY	pvc dsdb bplng, swedge reducer	5140562560	64.21
9662	07/18	07/27/2018	4650	R809609	PLATT ELECTRIC SUPPLY	pvc dsdb bplng, swedge reducer	5140562560	251.10
Total 9662:								362.48
9663	07/18	07/27/2018	4810	30988	PRINT IT SIGN MEDIA	Hours signs for city hall	0140462520	48.00
Total 9663:								48.00
9664	07/18	07/27/2018	6805	0131750-IN	Pump Tech, Inc.	Pump Diaphragm, and valve	2140563495	1,705.00
Total 9664:								1,705.00
9665	07/18	07/27/2018	6780	30378812	Ricoh Americas Corporation	Lease	0140162120	179.02
Total 9665:								179.02
9666	07/18	07/27/2018	7026	125107853	Shred-It USA	Acchives Shred Bins	0140162110	48.15
Total 9666:								48.15
9667	07/18	07/27/2018	6970	118027 7144	Suburban Propane	Equipment Rental	0540562421	1.00
Total 9667:								1.00
9668	07/18	07/27/2018	6070	046155	TWGW, INC NAPA AUTO PARTS	2001 dodge truck ram brakes	2140562441	65.20
9668	07/18	07/27/2018	6070	049355	TWGW, INC NAPA AUTO PARTS	strip	0140462520	9.40
Total 9668:								74.60
9669	07/18	07/27/2018	7068	403	Unceage the Soul	Skamania Lodge Mag	0840562114	1,000.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9669:								
9670	07/18	07/27/2018	6937	7396 7/18	US Bank Equipment Finance	contract payment - Principal	5140566001	1,000.00
9670	07/18	07/27/2018	6937	7396 7/18	US Bank Equipment Finance	contract payment - Interest	5140566002	1,242.67
Total 9670:								
9671	07/18	07/27/2018	6923	1573654	Wood's Logging Supply Inc	woods red bar oil	5140562770	19.90
9671	07/18	07/27/2018	6923	1573654	Wood's Logging Supply Inc	1 gallon jug husky bar oil	5140562770	79.60
9671	07/18	07/27/2018	6923	1573654	Wood's Logging Supply Inc	husky oil mix	5140562770	30.00
Total 9671:								
9672	07/18	07/27/2018	6690	072518	WOOSLEY, KATHY	banking and HRC R & A	0140162020	129.50
Total 9672:								
9673	07/18	07/27/2018	7040	191	Yates Line Construction Company	Lineman - Chris White	5140562110	22.35
9673	07/18	07/27/2018	7040	191	Yates Line Construction Company	Lineman - John Yates	5140562110	1,750.56
9673	07/18	07/27/2018	7040	191	Yates Line Construction Company	single person squirt boom truck	5140562110	798.88
Total 9673:								
9674	07/18	07/31/2018	170	649697	ARROW SAFETY EQUIPMENT	Fire Extinguisher Service	0340562560	2,987.44
9674	07/18	07/31/2018	170	649697	ARROW SAFETY EQUIPMENT	Fire Extinguisher Service	2140562560	239.00
Total 9674:								
9675	07/18	07/31/2018	940	07312018	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	239.00
Total 9675:								
9676	07/18	07/31/2018	1120	B211849	COLUMBIA HARDWARE, LLC	wood handle, premix	2140562560	478.00
9676	07/18	07/31/2018	1120	B211854	COLUMBIA HARDWARE, LLC	coug firs	2140562560	480.00
Total 9676:								
9677	07/18	07/31/2018	1360	131586	DAVID R. CUNNINGHAM	troubleshoot word press	0840562110	178.85
9677	07/18	07/31/2018	1360	131587	DAVID R. CUNNINGHAM	software install, firewall, trouble shoot wif	0140162082	10.67
Total 9677:								
Total 9677:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9677	07/18	07/31/2018	1360	131588	DAVID R. CUNNINGHAM	computer issues, install new computer/m	0140162082	975.00
Total 9677:								1,395.00
9678	07/18	07/31/2018	1760	ORHOD5729	FASTENAL	eyeware	3140562560	43.34
9678	07/18	07/31/2018	1760	ORHOD5907	FASTENAL	eyeware	2140562560	47.28
9678	07/18	07/31/2018	1760	ORHOD6006	FASTENAL	eyeware	0340562560	54.95
9678	07/18	07/31/2018	1760	ORHOD6006	FASTENAL	eyeware	2140562560	54.95
Total 9678:								200.52
9679	07/18	07/31/2018	6795	0677906	Ferguson Enterprises Inc. #3011	pvc pipe	3140562560	8.70
Total 9679:								8.70
9680	07/18	07/31/2018	6834	073118	Mark Rutherford	Rug doctor to clean up flood in justic cou	2140562560	37.68
Total 9680:								37.68
9681	07/18	07/31/2018	6834	072718	One Shot	Street vacation refund of deposit	0140262040	252.00
9681	07/18	07/31/2018	6834	072718	One Shot	Street vacation refund of deposit	0140262040	252.00- V
Total 9681:								.00
9682	07/18	07/31/2018	5960	INV003525	TRAFFIC SAFETY SUPPLY CO.	lettering, signs	0340562560	316.37
Total 9682:								316.37
9683	07/18	07/31/2018	6110	07312018	U.S. POSTAL SERVICE	First Class Permit	0140162055	309.15
Total 9683:								309.15
9691	07/18	07/31/2018	6834	07312018	Bruce & Virginia Fitzpatrick	Street vacation refund of deposit	0140262040	252.00
Total 9691:								252.00
7271801	07/18	07/27/2018	6090	5243 JUNE	U S BANK CC	Pi-yua-sha meeting food	0140162020	84.40 M
7271801	07/18	07/27/2018	6090	5243 JUNE	U S BANK CC	brigham young university membership	0140162030	100.00 M

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7271801:								184.40
7271802	07/18	07/27/2018	6090	5243 JULY	U S BANK CC	Oocma meeting food	0140162020	56.98 M
Total 7271802:								56.98
7271803	07/18	07/27/2018	6090	2671 JULY	U S BANK CC	Caselle Conference Whitfield/Bump	0140162020	532.82 M
Total 7271803:								532.82
7271804	07/18	07/27/2018	6090	2974 JULY	U S BANK CC	at&t	0540562050	14.99 M
Total 7271804:								14.99
7271805	07/18	07/27/2018	6090	2305 JUNE	U S BANK CC	crash plan	0140162082	19.98 M
7271805	07/18	07/27/2018	6090	2305 JUNE	U S BANK CC	Propane	2140562530	28.41 M
Total 7271805:								48.39
7271807	07/18	07/27/2018	440	JUNE18-PW	BPA	June Power Bill	5140562820	51,022.00 M
7271807	07/18	07/27/2018	440	JUNE18-PW	BPA	June Power Bill	5140662820	6,554.00 M
Total 7271807:								57,576.00
7271808	07/18	07/27/2018	440	JUNE18-TRN	BPA	June Transmission Bill	5140562821	7,435.00 M
7271808	07/18	07/27/2018	440	JUNE18-TRN	BPA	June Transmission Bill	5140662821	955.00 M
Total 7271808:								8,390.00
7271809	07/18	07/27/2018	6080	1035 JUNE 2	U S BANK	Bank Fees	0140162110	391.73 M
Total 7271809:								391.73
72718006	07/18	07/27/2018	6090	2305 JULY	U S BANK CC	security camera	0140162010	69.99 M
Total 72718006:								69.99
Grand Totals:								119,698.05

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	252.00	17,027.02-	16,775.02-
01-401-62010	69.99	.00	69.99
01-401-62020	1,608.55	.00	1,608.55
01-401-62030	1,139.00	.00	1,139.00
01-401-62050	277.28	.00	277.28
01-401-62055	445.69	.00	445.69
01-401-62082	2,911.77	.00	2,911.77
01-401-62094	229.99	.00	229.99
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	450.88	.00	450.88
01-401-62120	179.02	.00	179.02
01-402-62037	104.00	.00	104.00
01-402-62040	504.00	252.00-	252.00
01-404-62520	79.85	.00	79.85
01-408-62025	227.00	.00	227.00
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	610.32-	610.32-
03-405-62560	610.32	.00	610.32
05-21010	.00	4,932.35-	4,932.35-
05-405-62020	1,250.00	.00	1,250.00
05-405-62050	248.65	.00	248.65
05-405-62111	1,280.00	.00	1,280.00
05-405-62351	861.99	.00	861.99
05-405-62420	535.71	.00	535.71
05-405-62421	1.00	.00	1.00
05-405-62441	755.00	.00	755.00
08-21010	.00	3,363.46-	3,363.46-
08-405-62055	13.46	.00	13.46
08-405-62110	890.00	.00	890.00
08-405-62114	2,460.00	.00	2,460.00
17-21010	.00	29.74-	29.74-
17-405-62519	29.74	.00	29.74
21-21010	.00	8,516.21-	8,516.21-
21-405-62050	142.71	.00	142.71
21-405-62150	60.00	.00	60.00
21-405-62441	65.20	.00	65.20
21-405-62530	270.29	.00	270.29
21-405-62560	4,373.08	.00	4,373.08

GL Account	Debit	Credit	Proof
21-405-63495	1,705.00	.00	1,705.00
21-415-62025	1,899.93	.00	1,899.93
31-21010	.00	12,819.82	12,819.82-
31-405-62050	355.04	.00	355.04
31-405-62530	220.90	.00	220.90
31-405-62560	52.04	.00	52.04
31-405-62870	750.00	.00	750.00
31-415-62030	11,441.84	.00	11,441.84
51-21010	.00	72,651.13	72,651.13-
51-21130	551.20	.00	551.20
51-405-62050	141.11	.00	141.11
51-405-62110	2,987.44	.00	2,987.44
51-405-62200	750.86	.00	750.86
51-405-62560	815.48	.00	815.48
51-405-62770	129.50	.00	129.50
51-405-62820	51,022.00	.00	51,022.00
51-405-62821	7,435.00	.00	7,435.00
51-405-66001	1,242.67	.00	1,242.67
51-405-66002	50.94	.00	50.94
51-406-62050	15.93	.00	15.93
51-406-62820	6,554.00	.00	6,554.00
51-406-62821	955.00	.00	955.00
Grand Totals:	120,202.05	120,202.05-	.00

Report Criteria:
Report type: GL detail

CASCADE LOCKS STAFF REPORT

Date Prepared: August 7, 2018

For City Council Meeting on: August 13, 2018

TO: Honorable Mayor and City Council

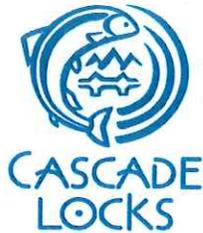
PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of City Administrator Performance Review.

SYNOPSIS: At our last Council meeting, in an executive session, the Council reviewed the performance of the City Administrator using a new format. Please find the review attached.

CITY COUNCIL OPTIONS: Accept, modify, or reject the performance review.

RECOMMENDED MOTION: "I move to approve the City Administrator Performance Review as discussed in an Executive Session on July 23, 2018."



City Administrator Performance Review

1. What am I getting from the City Council that I like and find helpful?

In all of my over 25 years of serving various City Councils throughout the state of Oregon I have worked with 10 different mayors and over 50 different City Councilors in 5 cities. I would have to say my relationship with this Council is the best I have ever experienced. The reciprocal support I feel from the Council has greatly reduced my stress levels which can impede my effectiveness. I have found that the dialog between Councilors, for the most part, has been respectful and helpful in setting policies and directions for the community.

I have also enjoyed the evolving relationship with the Mayor. We got off to a little rocky start over 5 years ago, but we have both learned to work with each other and together with the Council.

Because of your courage, we have stabilized the budget, paid off the fire hall debt, completed the main portion of the water system improvements, applied for the next infrastructure project for the wastewater improvements, worked with ODOT to have WaNaPa paved next year, and overseen the 20% growth in the City over the last few years.

2. What am I getting from the City Council that impedes my effectiveness?

Again, for the most part, objective, reasoned discussion leads to better decisions for all. While I may disagree with some decisions, I am grateful for the direction and policies you have adopted for this community.

3. What am I not getting from the City Council that I think would enhance my effectiveness?

My one concern is that email communications with Council seem inconsistent. I feel that whatever I can do to help with this would benefit all of us.

4. In hindsight, what things in the last few months do I wish the Council had done differently? What have I learned from that?

*Cascade Locks is where the Bridge of the Gods spans the Heart of the Gorge;
where mountain, wind, and water create the best sailing in the Northwest;
and where the "CL" on the license plate stands for Cascade Locks, the second largest city in Hood River County!
The City of Cascade Locks is an Equal Opportunity Provider.*

I think we all learned how to do better in the face of a natural disaster. While we hope not to face another one, better communication will be key to smoother operations.

5. What modifications, if any, are needed for us to work better together?

For all of us, we need a better understanding that good things take time. The wheels of government grind slowly, but with consistency and courage, we will continue to help make Cascade Locks more efficient, more effective, and a better place to live.

6. What are some key goals for the coming year (or months) that we agree on?

- a. Finish the Water Project
- b. Start the Wastewater Project
- c. Move a step closer to a Train Horn Quiet Zone
- d. Finish the Corrosion Control Project
- e. Resurface Benson and Watts Streets
- f. Find the funding and finish the Gorge Hub project
- g. Rebuild the Electric Department

7. What are my short-term and long-term professional/career interests and how can the City Council help with them?

In the short-term, I have just under 24 months until my contract is completed. I will be eligible to retire at that time.

In the long-term, since the wastewater project listed above will take until October, 2021, is the Council interested in extending my current contract for two more years until June 30, 2022?

Signed: _____
Mayor

City Administrator

Date: _____



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: <input checked="" type="checkbox"/> FULL ON-PREMISE <input type="checkbox"/> LIMITED ON-PREMISES	
2. Licensee Name: OREGON BREWING Co.	
3. Email: timbecker@fogve.com	
4. Trade Name of Business: FLANDERS Distilling & Public House	5. Fax:
6. Address of Annual Business: 1339 NW FLANDERS	7. City: PORTLAND 97209
8. Contact Person: Tim Becker	9. Contact Phone: 503-705-0522
10. Event Name: BRIDGE of HOODS Run.	
11. Date(s) of event (no more than seven days): 9/15/18	
12. Start/end hours of alcohol service: 8 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm to 3 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm	
13. Address of Special Event: 395 NE Portage Rd (near pavilion)	City: CASCADE LOCKS. Zip: 97014
14. Is the event outdoors: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: Beer Service	
16. Will minors and alcohol be allowed together in the same area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 1000	
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: ANYONE wanting beer will be Carried AND given a colored wristband. Prior to getting to beer service area.	

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:

All persons wanting to drink will need a wristband, no one will be allowed a wristband without proper ID.

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

1 Per person.

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

Tim Becker # 575940

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: NATIONAL Society Corp.

23. Policy #: MZX 80975209

24. Expiration Date: 12/31/2018

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. Veggie burgers.

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:

SIGNATURE

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

27. Name (please print): Tim Becker

28. Signature: [Signature]

29. Date: 7-19-18

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.

License is: Approved Denied

OLCC Signature:

Date:

COLUMBIA RIVER INLET

water
chocolate milk
fruit
cookies
Nuun

FINISHER
MEDALS

EVEN

PICNIC
TABLES

DROP BAG
Pick Up

Rogue-Bee

ing Co.

VENDOR
BOOTHS

AGE/BAND
AWARDS

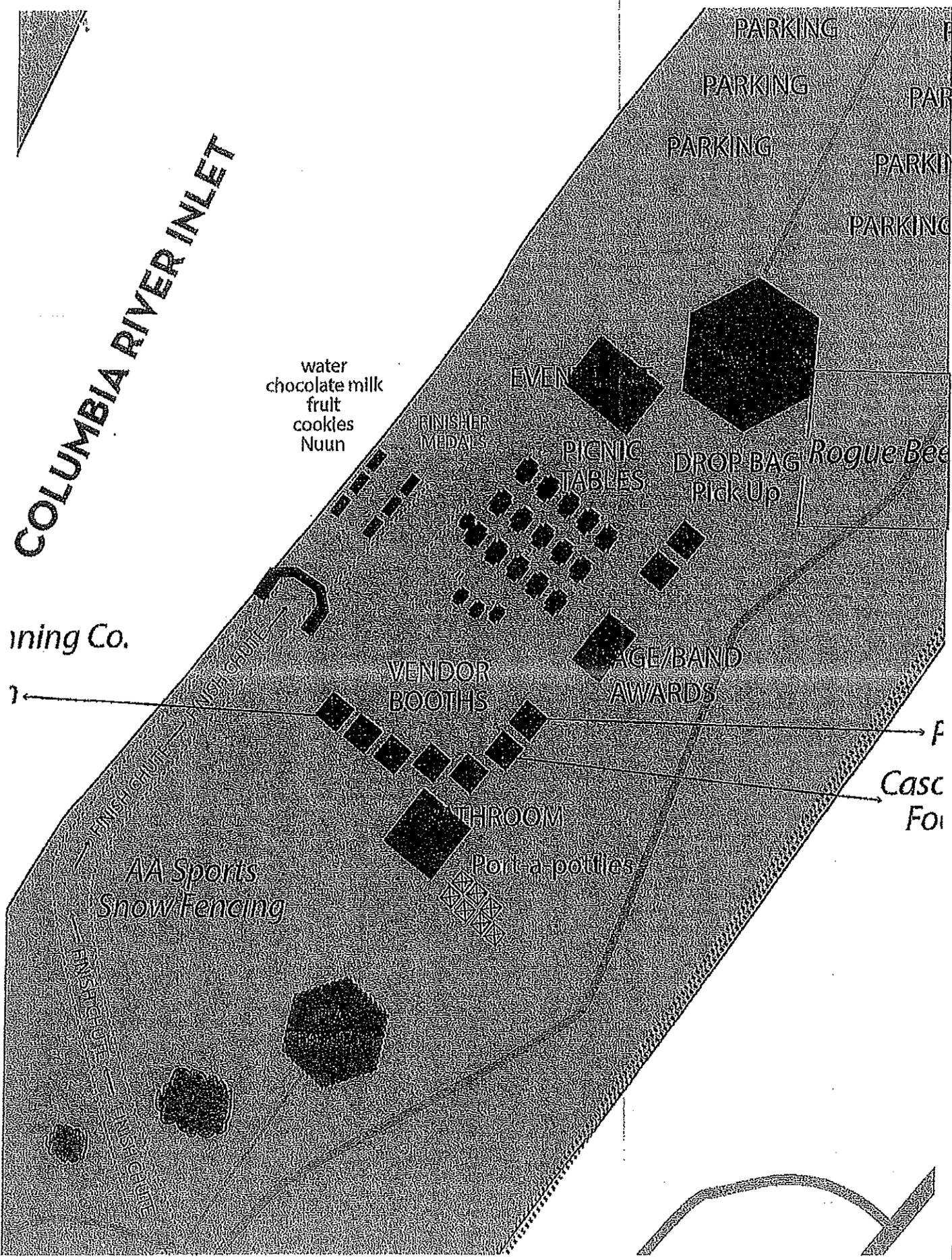
THROOM

Port-a-potties

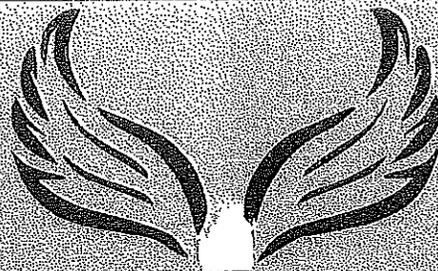
AA Sports
Snow Fencing

Casc
Foi

PARKING
PARKING
PARKING
PARKING
PARKING



THUNDER ISLAND



Bridge of the Goddess
Half Marathon & 10K

PARKING
PARKING
PARKING
PARKING
PARKING
PARKING

Metro West
White Tent and Ambulance

chocolate milk
fruit
cookies
Nuun

Bottled Water

FINISHER MEDALS

Pancake Breakfast

Thunder Island Brewing

Portland Running Co.

Run Molly Run

STAGE/BAND/AWARDS

Peet's Coffee

Michael Running Web

Cascade Locks Food Bank

DROP BAG
Pick Up

BATHROOM

AA Sports
Snow Fencing

Port-a-potties

PICNIC TABLES

FINISHER ROUTE
FINISHER ROUTE
FINISHER ROUTE
FINISHER ROUTE
FINISHER ROUTE

Park Entrance

Wa Na Pa



Registration Bag Drop
Peet's Coffee
(Pre-Race)

10 Ft

50 Ft



LIQUOR LICENSE APPLICATION

DT

LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).

APPLICATION: Application is being made for:

- Brewery
- Brewery-Public House
- Distillery
- Full On-Premises, Commercial
- Full On-Premises, Caterer
- Full On-Premises, Passenger Carrier
- Full On-Premises, Other Public Location
- Full On-Premises, Nonprofit Private Club
- Full On-Premises, For-Profit Private Club
- Grower Sales Privilege
- Limited On-Premises
- Off-Premises
- Off-Premises with Fuel Pumps
- Warehouse
- Wholesale Malt Beverage & Wine (WMBW)
- Winery

CITY AND COUNTY USE ONLY

Date application received _____

Name of City or County _____

Recommends this license be ___ Granted ___ Denied

By _____

Date _____

OLCC USE

Application received by [Signature]

Date 7-17-18

License Action: NO

1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:

Applicant #1 <u>SANTO SPIRITO LLC</u>	Applicant #2
Applicant #3	Applicant #4

2. Trade Name of the Business (the name customers will see):
BUONA NOTTE

3. Business Location: Number and Street 160 NE HERMAN CREEK LANE SUITE 102

City CASCADE LOCKS County HOOD RIVER ZIP 97031

4. Is the business at this location currently licensed by the OLCC? Yes No

5. Mailing Address (where the OLCC will send your mail):

PO Box, Number, Street, Rural Route P.O. BOX 894

City HOOD RIVER State OREGON ZIP 97031

6. Phone Number of the Business Location: _____

7. Contact Person for this Application: GRAHAM MARKEL

Name GRAHAM MARKEL Phone Number _____

Mailing Address, City, State, ZIP
P.O. BOX 894 HOOD RIVER, OR 97031

Email GRAHAM@BUONANOTTEWINES.COM

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1 <u>[Signature]</u>	Signature of Applicant #2	RECEIVED JUL 11 2018 <u>[Signature]</u>
Signature of Applicant #3	Signature of Applicant #4	

Initials: _____
Oregon Liquor Control Commission



OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE

944994-99

Please Print or Type

LLC Name: SANTO SPIRITO LLC Year Filed: 2014 2013

Trade Name (dba): BUONS NOTTE

Business Location Address: P.O. BOX 894 HOOD RIVER, OR

City: HOOD RIVER ZIP Code: 97031

List Members of LLC:	Percentage of Membership Interest:
1. <u>GRAHAM MARKEL</u> (managing member)	<u>-</u>
2. <u>JERRY MARKEL</u> (members)	<u>-</u>
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: GRAHAM MARKEL DOB: 02/23/

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: [Signature] CEO Date: 7/9/18
(name) (title)

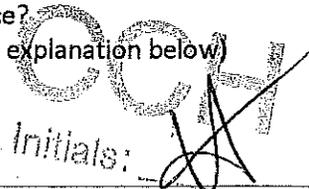


OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST) <u>MARKEL</u>	(FIRST) <u>GRAHAM</u>	(MIDDLE) <u>CAUDER</u>
2. Other Names Used (Maiden, Etc.):		
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: _____		
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
4. Date of Birth (MM/DD/YYYY): <u>02/23/1</u>	5. Contact Phone _____	
6. Driver License or State ID #: <u>402 6804</u>	7. State: <u>OREGON</u>	
8. Residence Address: <u>262 SAA 3960 A CREEK DR HOOD RIVER, OR 97031</u>		
9. Mailing Address (if different): <u>P.O. BOX 894 HOOD RIVER, OR 97031</u>		
10. E-Mail (optional): <u>GRAHAM@BUONANOTTEWINES.COM</u>		
11. Do you have a spouse or domestic partner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list his/her full name:		
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input type="checkbox"/> No <input type="checkbox"/> Yes		
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of/driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
		
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST) <u>MARKSL</u> (FIRST) <u>JEFFREY</u> (MIDDLE) <u>ALLEN</u>		
2. Other Names Used (Maiden, Etc.):		
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: <u>902</u> - - - - -		
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
4. Date of Birth (MM/DD/YYYY): <u>10/24/1</u>		Contact Phone:
6. Driver License or State ID #:		7. State:
8. Residence Address: <u>800 HEARTWOOD LANE #18 BAYFIELD, CO 8122</u>		
9. Mailing Address (if different):		
10. E-Mail (optional):		
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: <u>ZITA XAVIER</u>		
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below) <div style="text-align: right; margin-top: 10px;">  Initials: <u>COO</u> </div>		
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: SANTO SPIRITO LLC Phone: _____

Trade Name (dba): BUONA NOTTE

Business Location Address: 160 NE HERMAN CREEK LN SUITE 102 PORTLAND

City: CASCADE LOCKS OREGON ZIP Code: 97014

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

Outdoor Area Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:

Food service Hours: _____ to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

 (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: NOT OPEN TO PUBLIC

ENTERTAINMENT

Check all that apply:

Live Music Karaoke
 Recorded Music Coin-operated Games
 DJ Music Video Lottery Machines
 Dancing Social Gaming
 Nude Entertainers Pool Tables
 Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)
 Investigator Initials: _____
 Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: GW Date: 7/9/18

CASCADE LOCKS STAFF REPORT

Date Prepared: August 7, 2018

For City Council Meeting on: August 13, 2018

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Resolution No. 1401 Supporting an EDA Grant Application

SYNOPSIS: The United States Department of Commerce has authorized and the Economic Development Administration is administering the EDA Disaster 2018 process. To qualify for the grant the City (county) must have sustained damage (physical and economic) during the winter storm of January 7-10, 2017. Hood River County qualifies.

The City submitted a pre-application and has been asked to submit a full application for this grant opportunity. The Mid-Columbia Economic Development Department is helping us with the final application as part of the member services for which we contract every year. If the grant is awarded, MCEDD will administer the grant for us at a cost of \$25,000 to \$30,000.

To understand the situation we find ourselves in, we need to review the history of our Electric Department. For years – decades - the City had been using on average 2-2½ megawatts of power. Our BPA “high water mark” was set at 2.53 megawatts. Beginning with the rate period starting October 1, 2019, any usage over that will be billed at Tier 2 rates which fluctuate with the market pricing. This “high water mark” has been influenced by the peak usage during the winter of 5 megawatts.

The table on the page labeled “Potential Growth in Power Usage” begins with that peak power for City residents and commercial businesses during a typical winter.

But we also know that Bear Mountain Wood Products has recently changed their drying process from propane to electric power. Their electric usage has grown from 1 to 2+ megawatts over the last year.

OregonMines has signed an agreement with the City for 4 megawatts for their operation. The reconductoring project is scheduled for Saturday, August 11. The engineers from BKI were in town on August 7, 2018, to begin their portion of the project. The engineering should be complete within three weeks. The parts for the primary metering should be ordered before the end of the month, and hopefully installed by the middle of September.

Heuker Fish Processing is engineering a larger building than previously anticipated with the potential to expand. While only working one shift, it still has the potential to require one to two megawatts of power.

We are currently planning on servicing all of these accounts plus the City and our current commercial users utilizing the 14-megawatt Pyramid substation. The available power at this substation can be increased to 16 if we add the fans onto the transformer to increase the cooling capacity. At 12.5 mw we would be using 78% to 89% of the available power.

We also know that a well-known Hood River Brewing Company has agreed with the Port to purchase property in the Business Park and construct a 20,000 to 32,000 square foot building that would utilize 2 mw of power. They want to be up and running in 2019. We can handle the additional power needs with the Pyramid Substation, but we would be close to utilizing our maximum power capability.

If we add the potential for a small destination resort on the peninsula in the Business Park, we would be forced to supply the power from the BPA Substation, which we do not own, nor can we utilize the power available because we do not have the switching capability to use both substations at the same time. That is the problem in a nutshell.

Part of the request to the EDA is to install the switching necessary to be able to use both substations at the same time, increasing our total capacity to 24 megawatts if the cooling fans are installed. The utilization of both substations would give us a little more time to rebuild our reserves and to finance whatever the expanded capacity should be.

Please keep in mind that we have been using 2 megawatts of power for the last 40 years and within 3 years we are looking at a known four-fold increase. Please also recognize that our \$2 million electric utility will add \$6 million in revenue of which about \$1.5 million could be used to rebuild our reserves and pay for any necessary engineering/contractor/employee work to make sure we run the utility correctly.

At 2 mw of power delivered from the BPA Substation, we were paying \$30,000 a year for the low voltage delivery charge, with the anticipated increase to \$40,000 for 2 megawatts. If we utilize the full 8 megawatts of power from the BPA Substation, that charge would be \$160,000 per year. If we were to pay the BPA the \$275,000 they are asking, we would have a return on our investment within 21 months!

The second table labeled "Cascade Locks Growth Since 2010" is found following the Potential Growth Table. It shows you a 31% increase in property taxes collected, a 20% increase in housing units, a 15% decrease in unemployment, and a 20% growth in population. We should be at \$100,000,000 in assessed valuation this next year.

The next two documents include an email from Doug Johnson, our BPA Transmission Executive stating that the price the BPA is requesting has dropped from \$365,048 to \$275,000. The second page is the 2016 book value of the BPA Substation.

There are also two maps showing the Pyramid Substation and the BPA Substation.

This brings us to the Resolution itself.

The EDA application wants an indication of the City Council support for the project which usually comes in the form of a resolution. The "Whereas" clauses in this resolution establish the City's qualifications for consideration of the grant, the historical employment picture, the recent growth in homes and jobs in the City, the estimated cost of the project, and the partners who may be willing and able to participate in the 20% match required if we are successful in receiving the grant award.

This resolution does three things.

1. It endorses the City Council's support for the EDA grant funding.
2. It authorizes the City Administrator to negotiate the purchase of the BPA Substation.
3. It supports the request for the Regional Solutions funding, but recognizes that if that funding, or other funding from the State is not available, the City will borrow money from the Capital Reserve Fund in order to make the necessary 20% match for the grant application.

There is another option that should be considered. The BPA has a process to expand end consumer usage. The City would fill out a Line Load Request for the 10 mw that Oregon Mines wants to use above and beyond the 4 mw the City will be supplying. If we included the other new loads, we could meet a new load request of 16 mw which would require an expansion of the current BPA substation to 25-30 mw. This process would involve the BPA doing studies on the available power, the capacity to deliver that power, and what needs to be done to the BPA infrastructure to produce and deliver that power. These studies can take as much as two years before any decision is reached – unless that level of power had been forecast previously.

If the BPA were to replace the current substation with a 30 mw substation, it would cost close to \$4 million. If the City were to receive the expanded power needs of 16 mw from the BPA Substation, the City would pay an additional \$40,000 for each 2 mw of power, or \$320,000 per year in low voltage delivery charges just to have the BPA deliver the power, every year that we use that substation.

The application to the EDA is due by September 1. This resolution is a critical piece of the application.

CITY COUNCIL OPTIONS: The Council may approve, modify, or reject the proposed resolution.

RECOMMENDED MOTION: "I move to approve Res. 1401 supporting the EDA Disaster grant, authorizing the City Administrator to negotiate the purchase of the BPA Substation, and authorizing an internal loan for the required cash match."

Legal Review and Opinion: City Attorney Ruben Cleaveland has reviewed this resolution.

**City of Cascade Locks
Potential Growth in Power Usage**

Client	Peak Power (mw)	Year	*Potential Annual Gross Margin (incremental)	
City Residents/Commercial	5.00	Now		(Pyramid)
Bear Mountain	2.50	2018	\$ 187,500	(1 shift)
OregonMines	4.00	2018	\$ 600,000	(24/7)
Heuker Fish Processing	1.00	2019	\$ 75,000	(1 shift)
	<u>12.50</u>		<u>\$ 862,500</u>	
Max Capacity - Pyramid Available Capacity	14.00 1.50	Add Fans:	16.00 3.50	
pFriehtm Brewing	2.00	2019	\$ 300,000	(24/7)
Destination Resort	2.00	2020	\$ 300,000	(24/7)
Sub Total	<u>4.00</u>		<u>\$ 600,000</u>	
Max Capacity - BPA Cascade Locks Available Capacity	6.00 2.00	Add Fans:	8.00 4.00	
Total Maximum Capacity Available	20.00 3.50		24.00 7.50	
Total Estimated Annual Revenue			\$ 6,287,500	
Total Incremental Gross Margin			\$ 1,462,500	
Current Gross Margin			\$ 55,000	
New Annual Gross Margin			\$ 1,517,500	
	BPA	Pyramid	Total Capacity	Added Capacity
Substation Utilization	67%	89%	73%	69%
Capacity Required	6.00	14.00	20.00	24.00
Known Future Requirements				
OregonMines	10.00			
Potential Large Brewing Facility	2.00			
Total Known Requirements	28.50			
Operating Capacity	50%			
Substation Size at 50% Utilization	57.00			

* \$75,000 per annum for 8 hour shift per megawatt
\$150,000 per annum for 24/7 shift per megawatt

Cascade Locks Growth Since 2010

Year	Assessed Value	Property Tax	Growth since 2010	Permits	Annual Growth	Housing Units	Unemployment	Population
2010	\$ 68,034,784	\$ 184,034	2.9%	0	2.9%	450	26.9%	1145
2011	\$ 71,252,868	\$ 192,739	4.7%	0	4.7%	450	26.4%	1165
2012	\$ 71,072,686	\$ 192,252	4.5%	0	-0.3%	450	24.2%	1190
2013	\$ 74,066,785	\$ 197,577	8.9%	0	4.2%	450	21.8%	1200
2014	\$ 74,035,546	\$ 196,225	8.8%	0	0.0%	450	19.0%	1235
2015	\$ 77,738,064	\$ 211,620	14.3%	9	5.0%	459	16.8%	1225
2016	\$ 83,031,724	\$ 224,848	22.0%	34	6.8%	493	15.1%	1250
2017	\$ 82,857,663	\$ 224,407	21.8%	35	-0.2%	528	13.0%	1310
2018	\$ 89,292,621	\$ 234,563	31.2%	21	7.8%	549	12.0%	1370

Gordon Zimmerman

From: Johnson,G Douglas (BPA) - TSE-TPP-2 <gdjohnson@bpa.gov>
Sent: Wednesday, July 18, 2018 9:09 AM
To: 'Gordon Zimmerman'
Subject: FW: Cascade Locks Substation Counteroffer

Flag Status: Flagged

[See below. This was our most recent counteroffer. Give me a call when you have time to discuss.](#)

From: Johnson,G Douglas (BPA) - TSE-TPP-2
Sent: Wednesday, June 14, 2017 9:57 AM
To: gzimmerman@cascade-locks.or.us
Subject: Cascade Locks Substation Counteroffer

Gordon:

Thank you for the offer to buy Cascade Locks Substation you emailed to me on May 1, 2017. The Bonneville Power Administration has completed its review and has decided to make a counteroffer.

While we appreciate the offer of \$50,000 in a one-time payment or \$75,000 spread in three equal annual payments of \$25,000, BPA believes we would not sufficiently recoup the value of substation if we accepted either of those amounts. However, we are willing to reduce the price to \$275,000 from the appraised value of \$365,048. That total does not include the batteries and chargers BPA installed with lease financed funds. The city would also bear the expense of replacing those after BPA removes them. This counteroffer represents an approximate 25 percent reduction of the appraised value of the substation.

BPA is willing to make this reduction due to moderate operation and maintenance cost savings achieved by the sale. BPA would also avoid future capital replacement costs that add value and factored into the decision to reduce the price we would accept.

The City of Cascade Locks gains the advantage of having more control over future construction and proposed additions and equipment expansion. Cascade Locks can also avoid annual delivery charges. While Pyramid Substation is sufficient to handle existing city load, Fiscal Year 2016 delivery charges totaled \$27,360. If Pyramid Substation were not available for an extended period, these charges would add up quickly.

Thank you again for your offer. If you would like to discuss the counteroffer, please let me know. BPA would like to continue to discuss the sale and make a transaction that is mutually beneficial to the City of Cascade Locks, BPA and its other ratepayers.

Doug Johnson
360-619-6797

Gordon Zimmerman

From: Johnson,G Douglas (BPA) - TSE-TPP-2 <gdjohnson@bpa.gov>
Sent: Monday, July 30, 2018 12:38 PM
To: 'Gordon Zimmerman'
Subject: Cascade Locks Book Value

Gordon,

This is the most recent calculation we have. The most recent counteroffer BPA made was \$275,000. Please let me know if you need anything else.

FACILITIES	BOOK VALUE	ANNUAL DELIVERY CHARGE PAYBACK	ANNUAL DELIVERY CHARGE REVENUE	FY16 AVG ANNUAL 12 CP LOAD (MW)
CASCADE LOCKS SUBSTATION	\$365,048	13	\$27,360	1.63
TOTAL	\$365,048	13	\$27,360	

Doug Johnson
Transmission Account Executive
360-619-6797

Catalog

Drawing and Markup

City Electric System Features

Electric System Annotation

Electric System Points

- Fuse
- Guy Wire Anchor
- Post
- Power Pole
- Light Pole
- Signal Pole
- XFMR Pole
- P Transformer
- Unknown Transl
- Transformer Pa
- Power Vault
- Telephone Vault
- Vault-1

Electric System Lines

- Primary Lines
- Secondary Lines
- Underground Pr
- Underground Se
- Fuze
- Guy Wire
- Overhead Guy W

Water System Features

Water Meters

Water System Points

- Air Release
- Blow Off Valve
- Reducer
- Butterfly Valve
- Gate Valve
- Fire Hydrant
- Wheel Valve

Water Line Labels

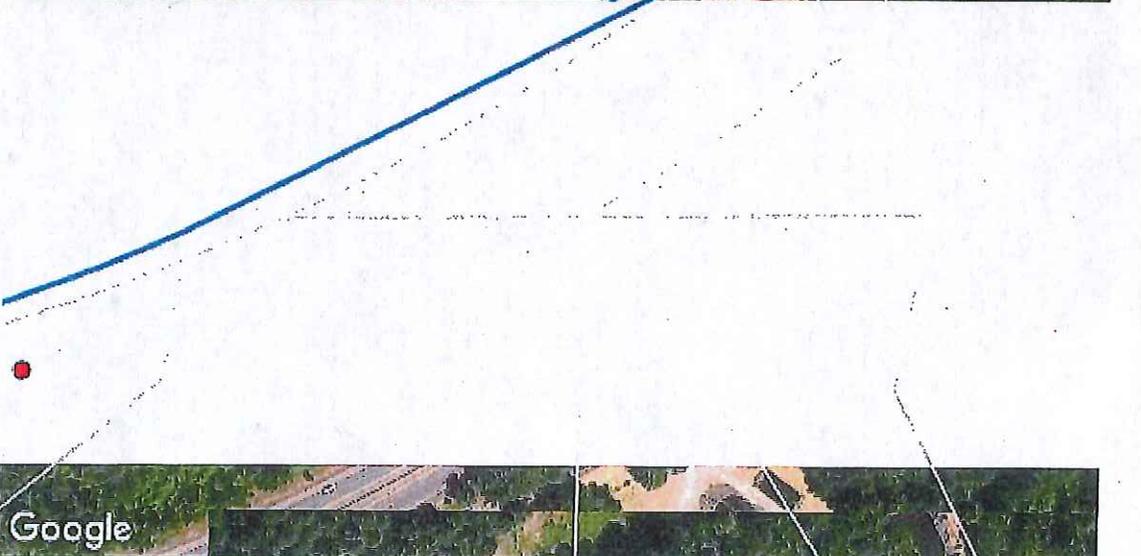
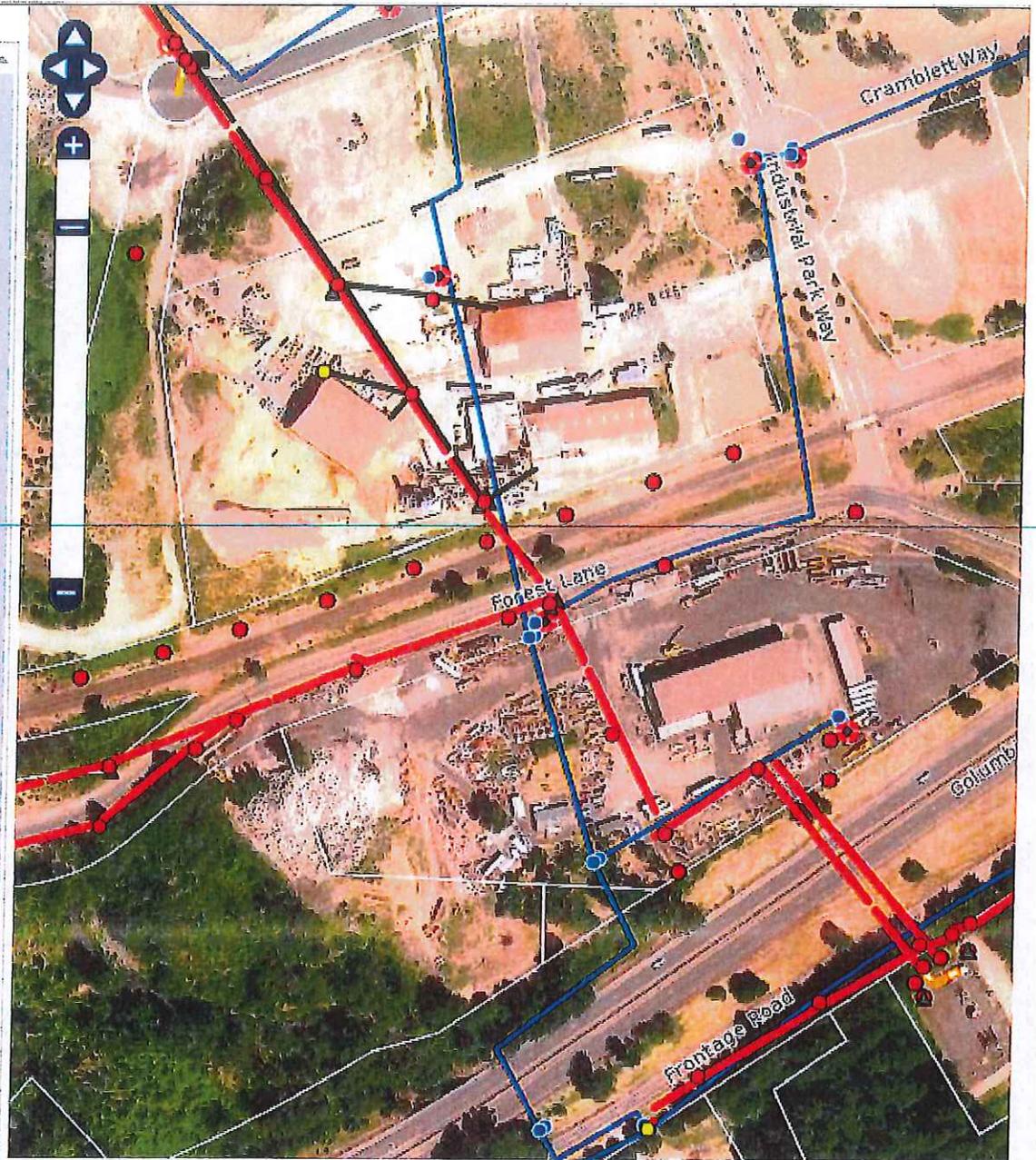
Water System Lines

- Water Main, Unk

Sewer System Features

Sewer System

Points



CASCADE LOCKS PLANNING 2018 Geographic Information Systems

Select Features

Google Street View

Display Bookmark



1:707

X,1

RESOLUTION NO. 1401

**A RESOLUTION AUTHORIZING APPLICATION FOR A GRANT
FROM THE UNITED STATES DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION
IN SUPPORT OF THE 2017 EDA DISASTER GRANT**

WHEREAS, the United States Department of Commerce Economic Development Administration (EDA) has made available a disaster relief fund designed to help winter storm damaged communities address the infrastructure affected by those storms and to increase the resiliency of communities to recover from such severe winter storms;

WHEREAS, the City of Cascade Locks desires to participate in this grant program to the greatest extent possible as a means of providing the City's Electric Utility with necessary improvements and enhancements that will harden the aging electric distribution infrastructure and increase the capacity to supply power to the City as a whole and to the Port of Cascade Locks Business Park in particular;

WHEREAS, the City of Cascade Locks did experience power outages and road closures in the winter storm of January, 2017, when the City experienced 5 snow storms, three ice storms, and one month when the temperature did not exceed 25 degrees Fahrenheit;

WHEREAS, the City of Cascade Locks has experienced high unemployment of 26.9% in 2010 down to 12% today in Hood River County where the unemployment rate is 3.2%;

WHEREAS, the City of Cascade Locks as the electric utility provider has an aging electric infrastructure subject to the Columbia River Gorge's severe winter weather;

WHEREAS, the City of Cascade Locks has seen a 20% growth in housing units over the last 42 months;

WHEREAS, the City of Cascade Locks has seen 8 new businesses employing 80 new jobs added within the last 2 years through the efforts of the Port of Cascade Locks;

WHEREAS, the Port of Cascade Locks has commitments from new manufacturers to bring into the Port's Business Park an additional 32-40 jobs which will require the current remaining capacity of the City's power supply;

WHEREAS, the engineering estimated cost of the necessary improvements made by BKI, Inc. totals \$3.3 million dollars;

WHEREAS, the EDA grant, if awarded, may fund up to 80% of the project (\$2,640,000);

WHEREAS, the Port of Cascade Locks has committed \$110,000 to help cover the cost of power lines necessary to distribute the power lines throughout the Business Park;

WHEREAS, the City of Cascade Locks has applied for \$300,000 in funding from the Regional Solutions program of the Oregon Governor's office, which award if granted, will be available in the summer of 2019;

WHEREAS, the Bonneville Power Administration (BPA) has a substation that is a non-revenue producing asset that they are willing to sell to the City;

WHEREAS, the City of Cascade Locks would use the purchase of that substation as part of the match required for this project;

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

SECTION 1. The City Council recognizes the need to improve our electric distribution system in order to sustain power to our community and businesses and to provide adequate power for future growth which will improve the financial resiliency of our community and, therefore endorses and supports this grant application.

SECTION 2. The City Council authorizes the City Administrator to negotiate with the BPA for the purchase the BPA Substation at a given price not to exceed \$250,000 with payments spread over 5 years at a 0% interest rate subject to the EDA Award being committed.

SECTION 3. The City Council authorizes an internal loan of \$300,000 from the City's Capital Reserve Fund at a five-year term and 0% interest rate as match for the grant, subject to the EDA Award being committed. This loan may be repaid by the State of Oregon Regional Solutions grant or other funding mechanism, if awarded to the City by the State.

SECTION 4. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

ADOPTED by the City Council this 13th day of August, 2018.

APPROVED by the Mayor this 13th day of August, 2018.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder

STAFF REPORT

Date Prepared: 8-7-18

For City Council Meeting on: 8/13/2018

TO: Honorable Mayor and City Council

PREPARED BY: Jessica Bennett

APPROVED BY: Gordon Zimmerman

SUBJECT: Approve Resolution No. 1402

SYNOPSIS: Recommendation to update burn resolution to include backyard fire pits

CITY COUNCIL OPTIONS:

1. Approve the resolution
2. Not approve the resolution

RECOMMENDATION:

We recommend approving the new burn resolution to include backyard burn permits and a few small additions to the other standards that are in place.

BACKGROUND INFORMATION:

The current standard is lacking requirements for backyard fire pits and with the increasing popularity of these items, questions constantly arise about them. We would like the attached update to be added to amend the current resolution to bring the standard more up to date and more consistent with ODF and Forest Service requirements for campfires.

RESOLUTION NO. 1402

A RESOLUTION ESTABLISHING GUIDELINES FOR BURNING; ADOPTING A FEE FOR BURNING PERMITS; AND REPEALING RESOLUTION NO. 1056.

WHEREAS, Ordinance No. 373 authorizes the issuance of Burning Permits within the City of Cascade Locks, provides for a fee and burning regulations to be set by resolution, and provides penalties for burning without a permit or for violations of the burning rules; and

WHEREAS, the City Council wishes to authorize a fee for Burning Permits and provide clear guidelines and rules for burning with a Burning Permit;

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

SECTION 1. Materials Prohibited from Burning. Burning of the following materials are prohibited: rubber products, tires, plastic, wet garbage, petroleum and petroleum-treated materials, asphalt, roofing, industrial waste; and any other materials that create dense smoke or noxious odors.

SECTION 2. Rules for Burning in a Burn Barrel.

1. The person burning must call the Fire Department **BEFORE STARTING THE FIRE** and to leave their name and location of the burn pile on the answering machine.
2. Barrel must be at least fifteen (15') feet from a burnable structure.
3. Barrel must be placed in an open area with no over-hanging trees.
4. A circle ten (10') feet in diameter must be cleared of grass and weeds around the barrel.
5. A screen with one-quarter (1/4") or smaller holes must cover the top of the barrel while burning.
6. An attendant shall constantly attend the fire until all burning material has been extinguished.
7. A garden hose connected to a charged water source shall be pulled to the burn barrel and remain there until the fire is out.
8. Burning in a barrel is permitted during daylight hours only. However, from May 15th through October 15th of each year, burning hours will be restricted to dawn until 11:00 AM each day.
9. Burning in a barrel is not permitted on windy days.
10. Burning in a barrel is not permitted when the Fire Chief determines that conditions are hazardous and prohibits burning of any kind.

11. Through mutual agreement the Oregon Department of Forestry will recognize all permits issued by the City of Cascade Locks to have the same force and effect and will honor all permits issued by the City as if they were ODF's.
12. When the burn ban has been established by Hood River County Fire Agencies, no burning in the City will be allowed.

SECTION 3. Rules for Open Burning of Piles.

1. The person burning must call the Fire Department **BEFORE STARTING THE FIRE** and to leave their name and location of the burn pile on the answering machine.
2. No paper products, cardboard, etc., may be burned on an open pile.
3. Piles must be at least forty (40') feet from a burnable structure.
4. Piles must be no larger than ten (10') feet in diameter and ten (10') feet high.
5. Piles less than three (3') feet in diameter and two (2') feet high, must be at least 25 feet from a burnable structure.
6. An attendant shall constantly attend the fire until all burning material has been extinguished.
7. A garden hose connected to a charged water source should be pulled to the burn pile and remain until the fire is out.
8. Burning is permitted during daylight hours only. However, from May 15th through October 15th of each year, burning hours will be restricted to dawn until 11:00 AM each day.
9. Burning is not permitted on windy days.
10. Burning is not permitted when the Fire Chief determines that conditions are hazardous and prohibits burning of any kind.
11. Through mutual agreement the Oregon Department of Forestry will recognize all permits issued by the City of Cascade Locks to have the same force and effect and will honor all permits issued by the City as if they were ODF's.
12. When the burn ban has been established by Hood River County Fire Agencies, no burning in the city will be allowed, until such ban has been lifted.

SECTION 4. Rules for Open Burning of Piles Larger than 10x10 (Commercial Burning).

1. Once the pile has been established the Fire Chief or Designee must complete an onsite inspection to determine what safety and protection measures must be followed. These measures will be written and given to the person or entity conducting the burn and must be available at all times for fire officials and or other public safety entities.

2. On the day and subsequent days of the burn, the person burning must call the Fire Department **EVERY DAY THE FIRE IS BURNING** and leave their name, their contact phone number and location of the burn pile on the answering machine.
3. No paper products, cardboard, etc., may be burned on an open pile.
4. Piles must be at least two hundred (200') feet from a burnable structure.
5. An attendant shall constantly attend the fire until all burning material has been extinguished.
6. A water source and acceptable appliances (Hose, Nozzles, & shovels) must be located near the burn pile and remain there until the fire is out. The Fire Department and/or the Oregon Department of Forestry (ODF) in the case of Fire season, will determine what is necessary for each situation.
7. Burning is not permitted on windy days.
8. Burning is not permitted when the Fire Chief or designee determines that conditions are hazardous and prohibits burning of any kind.
9. All burning of slash created from harvest activities, either pre-commercial or commercial, shall also be required to obtain the proper permits and notifications with the Oregon Department of Forestry.
10. When the burn ban has been established by Hood River County Fire Agencies, no burning in the city will be allowed, until such ban has been lifted.

SECTION 5. Outdoor Fire Pits

1. An outdoor fire pit may be used year-round for the purposes of warming, cooking, or spiritual fires only.
2. ¼" wire mesh is recommended to cover the fire, but not required.
3. The pit may not be more than 2 feet in diameter and must have two feet of clearance around it that is free from dry grass, weeds, or other burnable material. It is recommended to have bare earth, gravel, or concrete around the fire pit.
4. A water source must be available at all times until the fire is out.
5. An attendant shall constantly attend the fire until all burning material has been extinguished.
6. Burning of garbage is prohibited.

7. Fire pits must be at least 15 feet from any burnable structure.

SECTION 6. Fees for Burning Permit.

1. A fee of **\$10.00** shall be assessed for each burning permit written for burn barrels or piles as described in Sections 2 and 3.
2. A fee of **\$15.00** shall be assessed for each burning permit written for piles as described in Section 4.

SECTION 7. Exceptions to Sections 1, 2, 3, 4, and 6 Above. The City of Cascade Locks shall be exempt from the rules, regulations and restrictions stated in Sections 1, 2, 3, 4, and 6 above.

SECTION 8. Violation and Penalties. Any violation of any section of this resolution shall result in the revocation of the current burning permit and charges, using the rates as recommended by the Fire Marshal, shall be billed to the property owner or the person in charge of the property who has violated this resolution. Penalties for violation of any of the provisions of the ordinance or of the burning rules as established by this Resolution shall be punished as set forth in Ordinance No. 373.

SECTION 9. Repeal of Resolution No. 1001. Resolution No. 1001 is hereby repealed.

SECTION 10. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 11. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 13th day of August, 2018.

APPROVED by the Mayor this 13th day of August, 2018.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder

RESOLUTION NO. 1056

A RESOLUTION ESTABLISHING GUIDELINES FOR BURNING; ADOPTING A FEE FOR BURNING PERMITS; AND REPEALING RESOLUTION NO. 1001.

WHEREAS, Ordinance No. 373 authorizes the issuance of Burning Permits within the City of Cascade Locks, provides for a fee and burning regulations to be set by resolution, and provides penalties for burning without a permit or for violations of the burning rules; and

WHEREAS, the City Council wishes to authorize a fee for Burning Permits and provide clear guidelines and rules for burning with a Burning Permit;

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

SECTION 1. Materials Prohibited from Burning. Burning of the following materials are prohibited: rubber products, tires, plastic, wet garbage, petroleum and petroleum-treated materials, asphalt, roofing, industrial waste; and any other materials that create dense smoke or noxious odors.

SECTION 2. Rules for Burning in a Burn Barrel.

1. Barrel must be at least fifteen (15') feet from a burnable structure.
2. Barrel must be placed in an open area with no over-hanging trees.
3. A circle ten (10') feet in diameter must be cleared of grass and weeds around the barrel.
4. A screen with one-quarter (1/4") or smaller holes must cover the top of the barrel while burning.
5. An attendant shall constantly attend the fire until all burning material has been extinguished.
6. A garden hose connected to a charged water source shall be pulled to the burn barrel and remain there until the fire is out.
7. Burning in a barrel is permitted during daylight hours only. However, from May 15th through October 15th of each year, burning hours will be restricted to dawn until 11:00 AM each day.
8. Burning in a barrel is not permitted on windy days.
9. Burning in a barrel is not permitted when the Fire Chief determines that conditions are hazardous and prohibits burning of any kind.
10. Through mutual agreement the Oregon Department of Forestry will recognize all permits issued by the City of Cascade Locks to have the same force and effect and will honor all permits issued by the City as if they were ODF's.
11. When the burn ban has been established by Hood River County Fire Agencies, no burning in the City will be allowed.

SECTION 3. Rules for Open Burning of Piles.

1. The person burning must call the Fire Department **BEFORE STARTING THE FIRE** and to leave their name and location of the burn pile on the answering machine.
2. No paper products, cardboard, etc., may be burned on an open pile.

3. Piles must be at least forty (40') feet from a burnable structure.
4. Piles must be no larger than ten (10') feet in diameter and ten (10') feet high.
5. Piles less than three (3') feet in diameter and two (2') feet high, must be at least 25 feet from a burnable structure.
6. An attendant shall constantly attend the fire until all burning material has been extinguished.
7. A garden hose connected to a charged water source should be pulled to the burn pile and remain until the fire is out.
8. Burning is permitted during daylight hours only. However, from May 15th through October 15th of each year, burning hours will be restricted to dawn until 11:00 AM each day.
9. Burning is not permitted on windy days.
10. Burning is not permitted when the Fire Chief determines that conditions are hazardous and prohibits burning of any kind.
11. Through mutual agreement the Oregon Department of Forestry will recognize all permits issued by the City of Cascade Locks to have the same force and effect and will honor all permits issued by the City as if they were ODF's.
12. When the burn ban has been established by Hood River County Fire Agencies, no burning in the city will be allowed, until such ban has been lifted.

SECTION 4. Rules for Open Burning of Piles Larger than 10x10 (Commercial Burning).

1. Once the pile has been established the Fire Chief or Designee must complete an onsite inspection to determine what safety and protection measures must be followed. These measures will be written and given to the person or entity conducting the burn and must be available at all times for fire officials and or other public safety entities.
2. On the day and subsequent days of the burn, the person burning must call the Fire Department **EVERY DAY THE FIRE IS BURNING** and leave their name, their contact phone number and location of the burn pile on the answering machine.
3. No paper products, cardboard, etc., may be burned on an open pile.
4. Piles must be at least two hundred (200') feet from a burnable structure.
5. An attendant shall constantly attend the fire until all burning material has been extinguished.
6. A water source and acceptable appliances (Hose, Nozzles, & shovels) must be located near the burn pile and remain there until the fire is out. The Fire Department and/or the Oregon Department of Forestry (ODF) in the case of Fire season, will determine what is necessary for each situation.
7. Burning is not permitted on windy days.
8. Burning is not permitted when the Fire Chief or designee determines that conditions are hazardous and prohibits burning of any kind.

9. All burning of slash created from harvest activities, either pre-commercial or commercial, shall also be required to obtain the proper permits and notifications with the Oregon Department of Forestry.
10. When the burn ban has been established by Hood River County Fire Agencies, no burning in the city will be allowed, until such ban has been lifted.

SECTION 5. Fees for Burning Permit.

1. A fee of **\$10.00** shall be assessed for each burning permit written for burn barrels or piles as described in Sections 2 and 3.
2. A fee of **\$15.00** shall be assessed for each burning permit written for piles as described in Section 4.

SECTION 6. Exceptions to Sections 1, 2, 3, 4, and 5 Above. The City of Cascade Locks shall be exempt from the rules, regulations and restrictions stated in Sections 1, 2, 3, 4, and 5 above.

SECTION 7. Violation and Penalties. Any violation of any section of this resolution shall result in the revocation of the current burning permit and charges, using the rates as recommended by the Fire Marshall, shall be billed to the property owner or the person in charge of the property who has violated this resolution. Penalties for violation of any of the provisions of the ordinance or of the burning rules as established by this Resolution shall be punished as set forth in Ordinance No. 373.

SECTION 8. Repeal of Resolution No. 1001. Resolution No. 1001 is hereby repealed.

SECTION 9. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 10. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this **11th** day of **July**, 2005.

APPROVED by the Mayor this **11th** day of **July**, 2005.

Mayor

ATTEST:

City Recorder

CASCADE LOCKS STAFF REPORT

Date Prepared: August 7, 2018

For City Council Meeting on: August 13, 2018

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Review EMS Support Levels.

SYNOPSIS: The City Council has expressed the desire to put the EMS Support Fee on the November 2018 general election ballot to take effect January 1, 2020 through December 31, 2024.

The table on the following page shows the projected revenues based on the current number of utility meters.

Which option(s) would you like to place on the ballot?

CITY COUNCIL OPTIONS:

1. Leave the charge as it is.
2. Increase the charge to one of the suggested amounts.
3. Have the charge increase by \$1.00 each year of the five-year proposal.
4. Choose some other amount or combination of amounts.

RECOMMENDED MOTION: Council decision

Emergency Services Support
July 30, 2018

	Number	Charge	Monthly Revenue	Annual Revenue	Total
Residences					
In Town	593	\$ 6.00	\$ 3,558	\$ 42,696	
Out of Town	<u>101</u>	\$ 7.00	\$ 707	\$ 8,484	
	694		\$ 4,265	\$ 51,180	
Commercial					
In Town	162	\$ 8.00	\$ 1,296	\$ 15,552	
Out of Town	<u>44</u>	\$ 9.00	\$ 396	\$ 4,752	
	206		\$ 1,692	\$ 20,304	\$ 71,484

	Number	Charge	Monthly Revenue	Annual Revenue	
Residences					
In Town	593	\$ 7.00	\$ 4,151	\$ 49,812	
Out of Town	<u>101</u>	\$ 8.00	\$ 808	\$ 9,696	
	694		\$ 4,959	\$ 59,508	
Commercial					
In Town	162	\$ 9.00	\$ 1,458	\$ 17,496	
Out of Town	<u>44</u>	\$ 10.00	\$ 440	\$ 5,280	
	206		\$ 1,898	\$ 22,776	\$ 82,284

	Number	Charge	Monthly Revenue	Annual Revenue	
Residences					
In Town	593	\$ 8.00	\$ 4,744	\$ 56,928	
Out of Town	<u>101</u>	\$ 9.00	\$ 909	\$ 10,908	
	694		\$ 5,653	\$ 67,836	
Commercial					
In Town	162	\$ 10.00	\$ 1,620	\$ 19,440	
Out of Town	<u>44</u>	\$ 11.00	\$ 484	\$ 5,808	
	206		\$ 2,104	\$ 25,248	\$ 93,084

	Number	Charge	Monthly Revenue	Annual Revenue	
Residences					
In Town	593	\$ 9.00	\$ 5,337	\$ 64,044	
Out of Town	<u>101</u>	\$ 10.00	\$ 1,010	\$ 12,120	
	694		\$ 6,347	\$ 76,164	
Commercial					
In Town	162	\$ 11.00	\$ 1,782	\$ 21,384	
Out of Town	<u>44</u>	\$ 12.00	\$ 528	\$ 6,336	
	206		\$ 2,310	\$ 27,720	\$ 103,884

Each dollar increase adds \$10,800 to the fund.

CASCADE LOCKS STAFF REPORT

Date Prepared: August 8, 2018

For City Council Meeting on: August 13, 2018

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 is the budget process during the first half of the year and the audit process during the last half of the year. Each year the Council receives a letter from the auditing firm, Merina & Company, LLP, which explains the process they are required to go through as defined by the US Generally Accepted Auditing Standards. Please see the attached letter.

We approved a three-year contract with Merina & Company this past winter. This is the first year of that three-year relationship.

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

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

August 7, 2018

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, 2018. 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 August 7, 2018, 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 changes in City of Cascade Locks' net OPEB liability and related ratios, schedule of City of Cascade Locks' OPEB

contributions, schedule of the proportionate share of the net pension liability, and schedule of contributions, 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 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

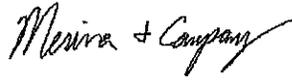
An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

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

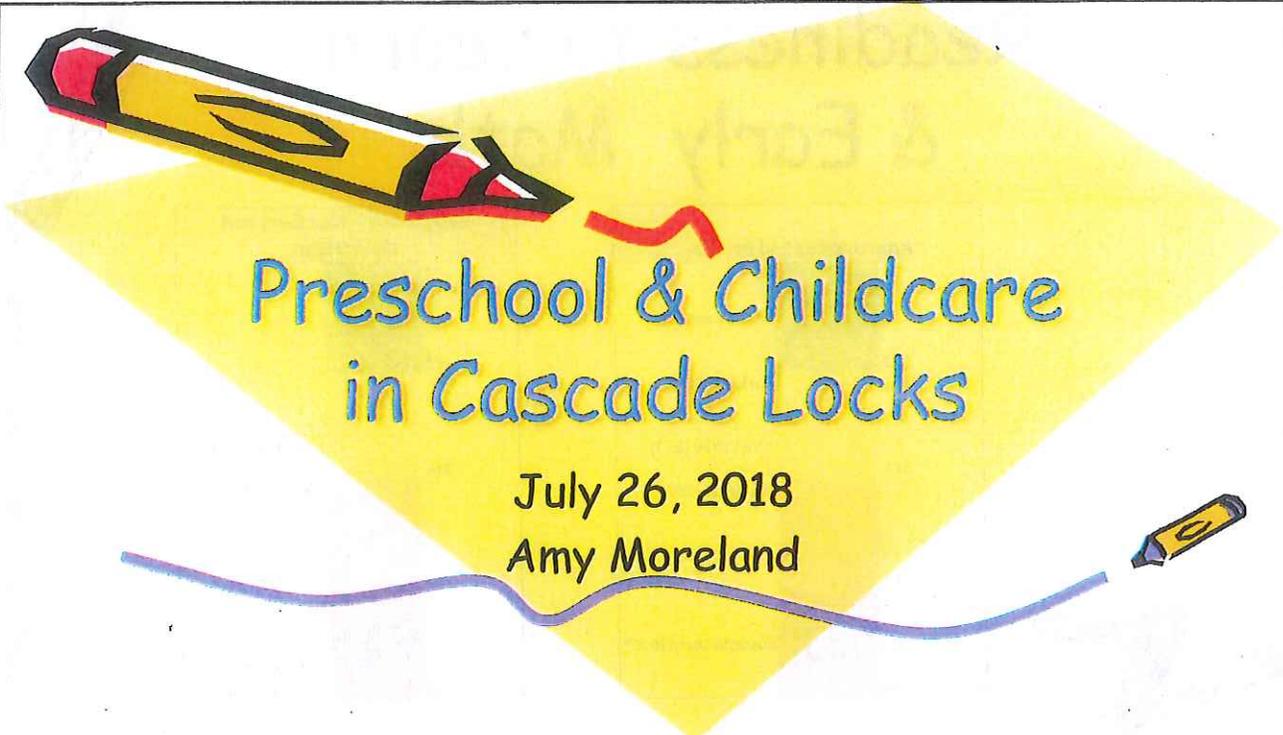
management of the City of Cascade Locks and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Merina & Company".

Merina & Company, LLP
Certified Public Accountants and Consultants

7b



Preschool & Childcare in Cascade Locks

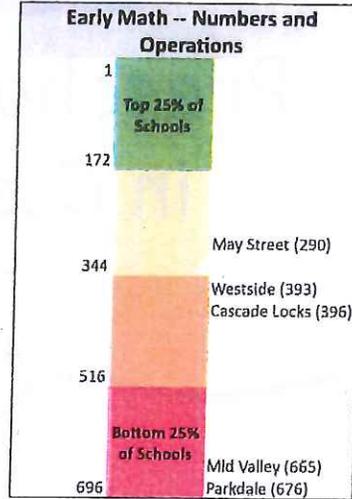
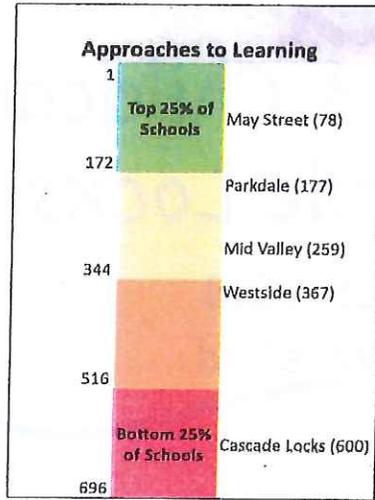
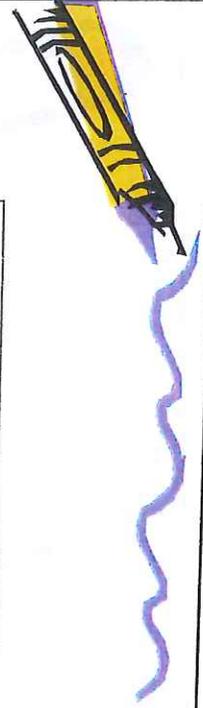
July 26, 2018
Amy Moreland

Why do we need preschool?

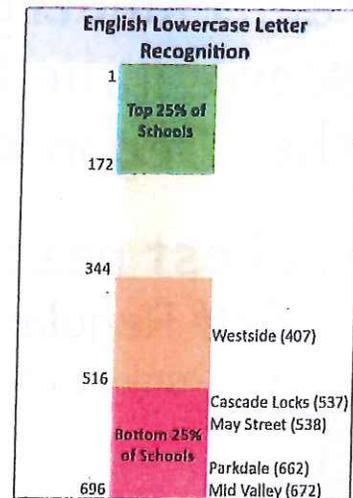
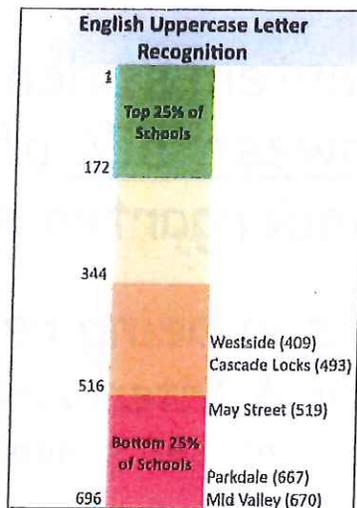
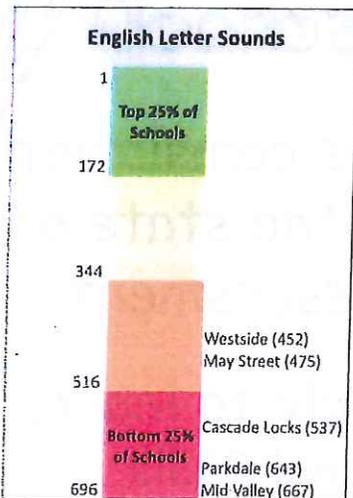
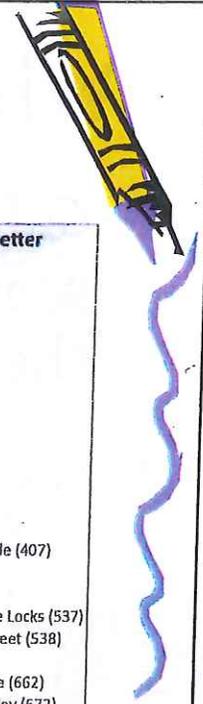
- CLES Kindergarten students consistently score in the lowest 50% of the state on the Oregon Kindergarten Assessment.
- Highest need is in being ready to learn.
 - Self Regulation & Interpersonal Skills
 - Ranked at 600 of 696 schools



Readiness to Learn & Early Math



Early Literacy



What do the children learn in preschool?



Costs of running the Eaglets Preschool

2017-18 School Year

- \$34,000
 - Includes \$13,500 for PERS and health insurance

Does not include indirect costs such as building use, nutrition services, front office support, and in building administrative support

2018-19 School Year

- Anticipate about \$8,000-\$10,000 in tuition
- Leaves \$26,000 gap in funding



Linking Preschool and Childcare at CLES

- Preschool is cost prohibitive for most of our families
 - 3.25 hours/day is not long enough for a typical shift at a job
- Full day childcare can fill that gap
- Providing childcare in the same building as the preschool makes it easy to transition between the two
 - State assistance for childcare is available to children on OHP

Thunder Island Babies

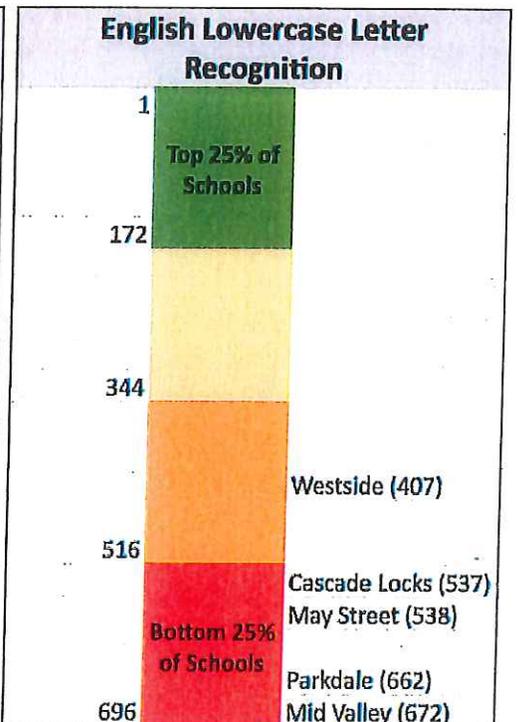
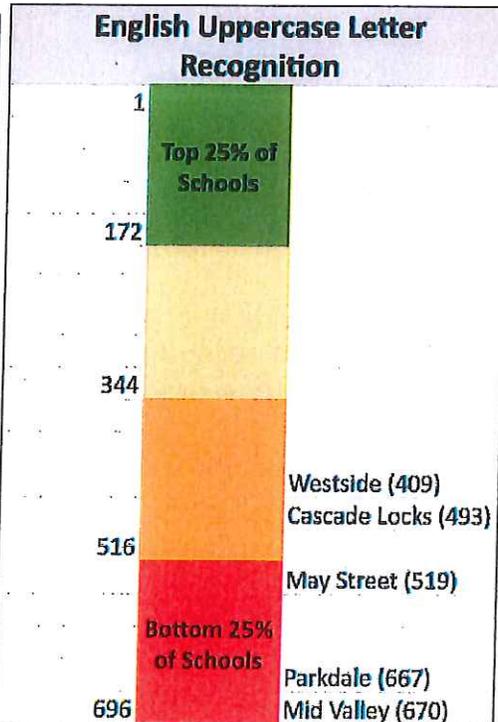
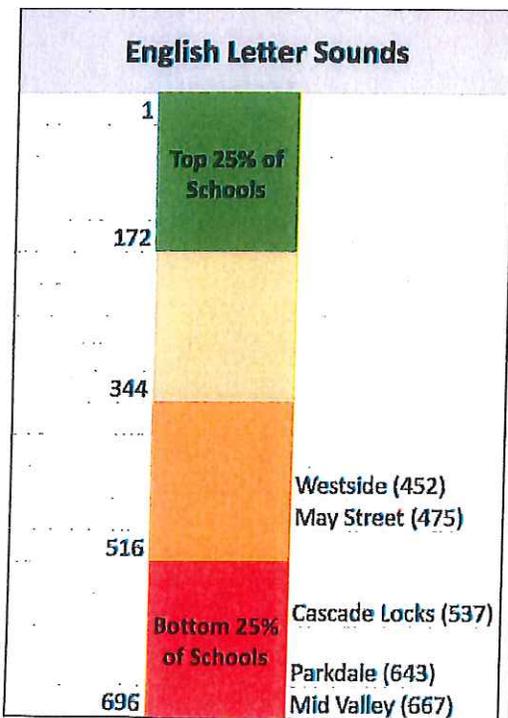
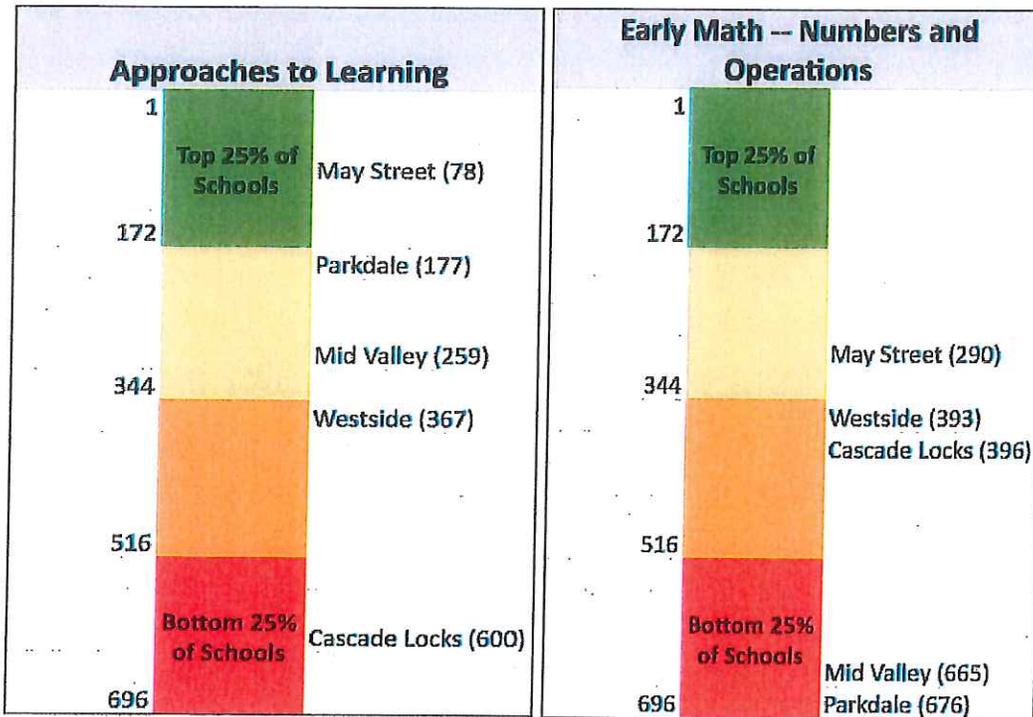


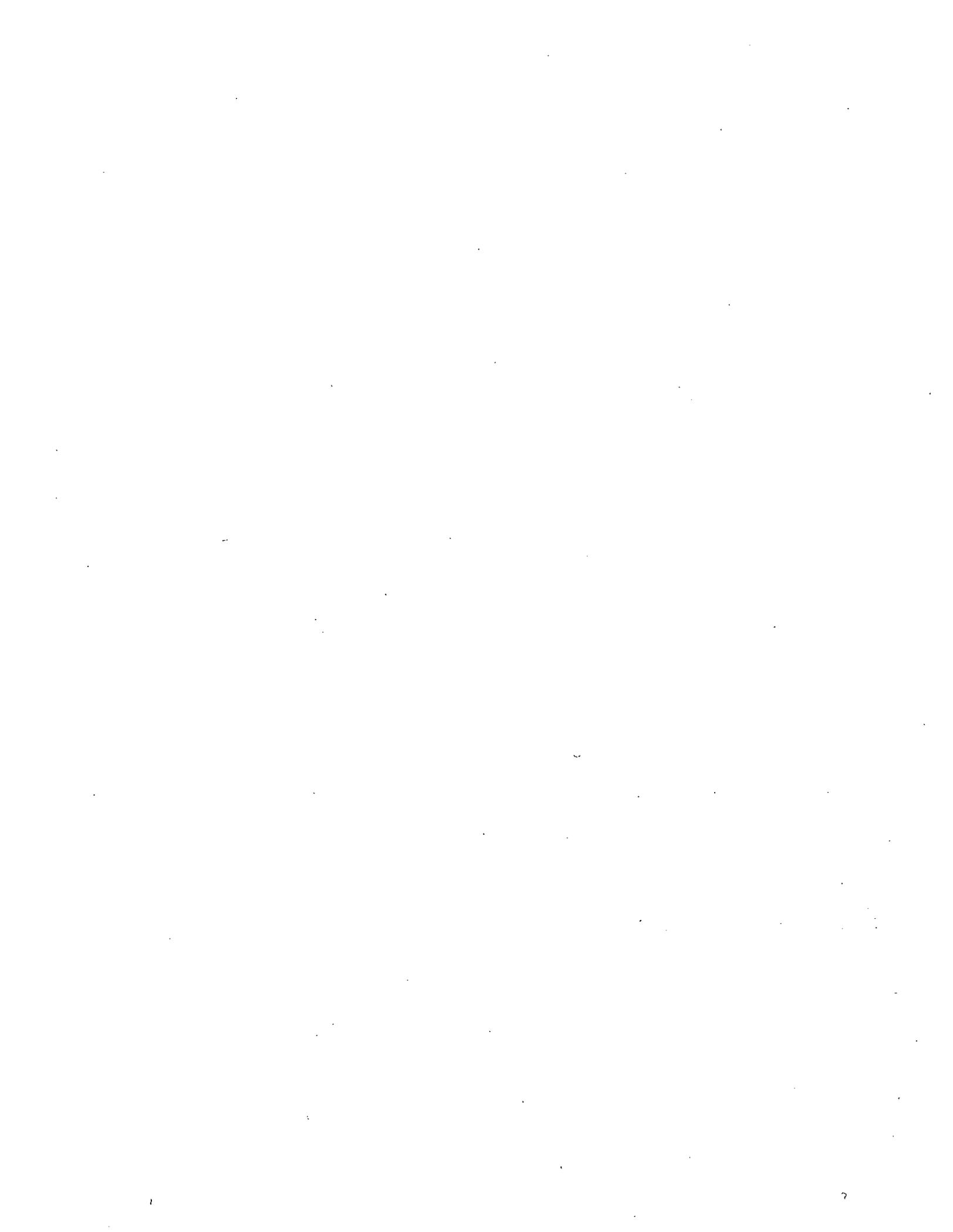
What does this have to do with the Port & City of Cascade Locks?

- Economic development investment
- Working families need access to consistent and licensed child care
- Local, high quality childcare and preschool are at the top of the list when young working families look for housing.
- Our community needs programs like these to thrive.
- We need local support for these programs to be successful



CLES and HRCSD Oregon Kindergarten Assessment Results





Hood River County Sheriff's Office
 Statistical Information
 City of Cascade Locks
 July 2018

Case Numbers associated with Cascade Locks				Call Type Breakdown
Case #	Date	Officer	Call Type	
S180555	07/02/18	19	AOA	10 911
S180556	07/02/18	14	HARA	6 AC
S180574	07/08/18	10	VEH STOP	4 ALARM
S180575	07/09/18	17	JUV	7 AOA
S180577	07/10/18	17	PROWLER	1 ASLT
S180592	07/13/18	10	SAR	2 ASSIST
S180594	07/14/18	12	TC	3 CIVIL
S180596	07/14/18	15	MAR	4 DOM
S180603	07/16/18	16	SAR	1 DRUG
S180604	07/17/18	26	SUIC	3 FU
S180614	07/18/18	26	SUSP	7 HARA
S180620	07/20/18	17	VAND	3 HR
S180621	07/20/18	17	OFCR	9 HV
S180629	07/21/18	14	TRES	5 INFO
S180635	07/24/18	15	OFCR	1 JUV
S180637	07/24/18	26	THEFT	2 MAR
S180653	07/30/18	10	SUSP	1 MP
S180654	07/30/18	14	DOM	2 MVC
				3 NUIS
				9 OFCR
				1 PROP
				1 PROWLER
				3 PS
				3 SAR
				1 SUIC
				20 SUSP
				1 TA
				5 TC
				3 THEFT
				9 TRES
				2 VAND
				24 VEH STOP
				4 WELF
				1 WS
				1 XPATROL
Total	18			162 Total

Total Number of Cascade Locks patrols **83**
 Total Calls for Service **162**
 (includes followup, OFCR initiated, agency assist, SAR, etc.)
 Hours worked by Deputy Jubitz (21) **2.5**
 Hours worked by Deputy Plese (10) **79.22**
 Hours worked by other personnel **79.1**

[Signature]
 Matt English
 Sheriff
 Brian Rockett, Undersheriff

