

CITY of CASCADE LOCKS

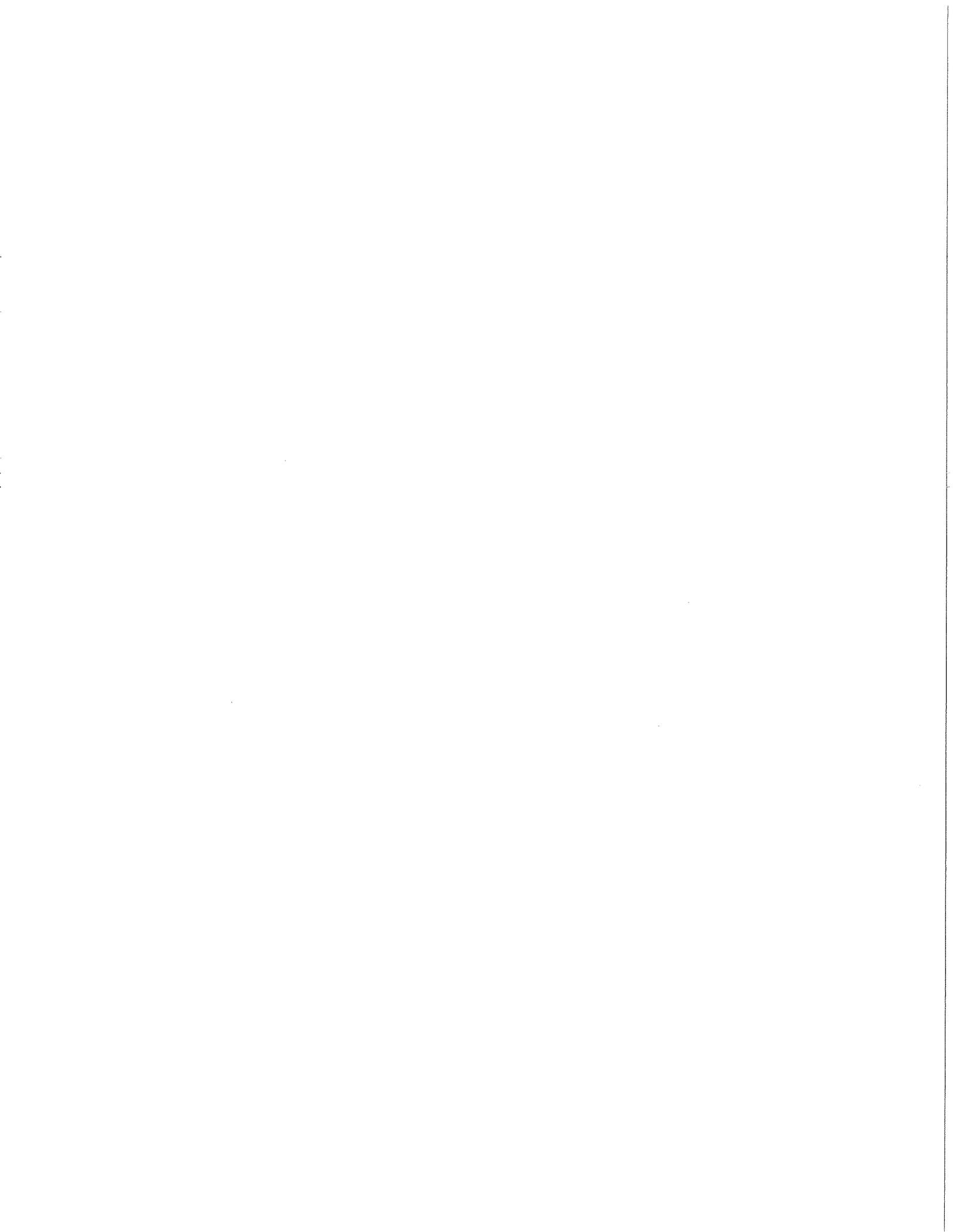
AGENDA

CITY COUNCIL MEETING, Monday, September 8, 2014, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of August 25, 2014 Minutes.**
 - b. **Approval of August 18, 2014 Town Hall Minutes.**
 - c. **Ratification of the Bills in the Amount of \$ 110,129.47.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Resolution No. 1312 Establishing an EMS Volunteer Enhancement Program and Making Necessary Budget Adjustments to Support that Program.**
 - c. **September is Trails Month in Cascade Locks Proclamation.**
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. **Scott Corwin – Public Power Council.**
 - c. **Annual Review of Council Rules.**
 - d. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick (via phone), Randall, Walker, Busdieker, and Mayor Cramblett were present. CM Helfrich was excused. Also present were City Administrator Gordon Zimmerman, City Attorney Ruben Cleaveland, City Recorder Kathy Woosley, Dave Palais, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of August 11, 2014 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 92,319.81.**
 - c. **Approve OLCC License Renewals.**
 - d. **Approval of Wastewater Pump Repair Invoice.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Groves, to approve the Consent Agenda. The motion passed with CM's Groves, Fitzpatrick, Randall, Busdieker, and Mayor Cramblett voting in favor. CM Walker opposed. He said he wanted to discuss the OLCC License Renewals. Mayor Cramblett said he could have had that pulled for discussion but asked him what his concern was. CM Walker asked if this was for all businesses. CA Gordon said this is an annual renewal for all businesses that have OLCC licenses.
4. **Public Hearings.** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None. Mayor Cramblett pointed out that the Planning Commission is going to have a vacancy and urged citizens to consider volunteering. He said applications can be picked up at City Hall or found on the City's website.
 - b. **Discussion of Town Hall Meeting/Status of Funding.** CA Zimmerman said there were 35 people in attendance at the Town Hall, which included Council and Staff. He announced that the Town Hall Meeting will be rebroadcast on Channel 23 but it is a very poor recording. Mayor Cramblett asked if the Power Point presentation would show up well. CA Zimmerman said the Power Point will be fine and the written presentation has been put on the City's website and the Power Point will also be put on the City's website as soon as he receives it from CM Busdieker. He said she is making some changes to it. He thanked CM Busdieker for putting the Power Point presentation together.

CA Zimmerman said the environmental review is close to being completed. He said the comment period is close to being over and then there will be a waiting period. He said the City should know by mid-October what projects will be funded with how much money.
 - c. **Discussion of City Attorney Correspondence.** City Attorney Cleaveland said Mayor Cramblett asked him to prepare an analysis on the overall validity of the charter amendment. He said the court would have to be presented with a controversy. He said it is questionable that the charter amendment applies to sewer and electric as there are contracts and bond obligations on those utilities. He said there are statutes in place to keep from impairing the City's ability to service its obligations. He said the government cannot pass a law that will affect a contract negatively. He said the City also has to maintain a level of service to meet those contractual obligations with BPA for power.

City Attorney Cleaveland said the way to do it would be to pass an ordinance or resolution with the reasons why the charter amendment is affecting the bond or contract. He said that information would have to be backed up with budgetary analysis and to also ask for suspension of the charter

amendment until decision from court. He explained that the ordinance or resolution would pass the imposition of the charter amendment but would not be acted on until decision of the court.

CM Walker said it seems that that action would make Council look like they weren't following the charter. He said it seems like Council would be challenging the entire charter. City Attorney Cleaveland said Council would only be attacking the amendment. Mayor Cramblett said Council isn't interested in attacking the charter but supporting the amendment. City Attorney gave a scenario to try to explain the controversy. He said without a controversy Council would be asking for an advisory opinion and courts do not give advisory opinions.

Mayor Cramblett said there has been controversy. He said a past Council said they weren't following the charter amendment and this Council is. He said that is controversy. City Attorney Cleaveland said Council would have to take action that some other group finds repugnant of the charter and they would file action against the City, which would supply the controversy. He said a citizen group would have to step up. City Administrator Zimmerman explained there isn't any controversy now and no one brought action against the City in the past. Mayor Cramblett asked why the Council can't say we're taking this on as a City and not putting it on the backs of the citizens. He said by majority vote the charter amendment passed. City Attorney Cleaveland said you would be asking the court to affirm what you believe and that is an advisory opinion and they won't do that. He said the court isn't going to affirm on its own something the Council has already affirmed through their actions.

Mayor Cramblett gave an example of purchasing a motel room for \$100.00 and additional charges get added on top of the \$100.00. He said Council has stood by paying the rates but not tacking on additional charges. City Attorney Cleaveland explained the possible controversy with this scenario. He said costs and fees are referred to in courts as broad-brush rate making. City Attorney Cleaveland said if Council took the position that charges and fees are not a part of rate making that could be the controversy. Mayor Cramblett asked with that controversy if the Court would then look at the charter amendment and say, nay or yay, to charges and fees as long as there is a rate process. City Attorney Cleaveland said he didn't know if the court would get into the distinction of how fees and rates are defined as opposed to charges and fees under the rate umbrella. He said ultimately it is Council's decision to define a charge, fee, or rate. He said the charter doesn't define. He said further confusion is rate making isn't included in the charter.

CM Walker gave an example of a past Council interpreting the charter to allow an addition of a surcharge to water. He said current Council interpreted the opposite and the surcharge was eliminated. He said it seems that we're saying we want to do the same thing as a previous Council. CA Zimmerman explained that previous Council created a controversy by adding a fee onto the water in order to support the Fire Department. He said current Council reversed that fee. He said in order to create a controversy to a judge this Council would have to do the same thing the previous Council did. He said to create a controversy this Council would have to do something that this Council has already said they don't want to do. City Attorney Cleaveland said Council could pinpoint to where the law is clear that the amendment doesn't apply. He said the amendment does not apply to contracts and bonds.

City Attorney Cleaveland said this is not an ideal situation but it is an avenue for Council. Mayor Cramblett said the only other option is every time there is an election it will be up to the electors to put the pressure on the people running and ask if they are holding firm on fees and charges. He said electors will decide if they will vote for Council based on if they are for fees and charges or not. City Attorney Cleaveland said it is up to the citizens to be responsible as to whom they elect.

City Attorney Cleaveland said the only thing to be affirmed by the court would be bond and contract issues. Mayor Cramblett said it doesn't make sense to go for this if it can only be for those two issues. City Attorney Cleaveland said there could be an additional ordinance prescribing a procedure for Council to use in setting charges and fees and would that take it into an administrative context as the legislative part is already there with the charter amendment. He said there was a case in Portland where naming a street was questioned whether it was subject to a vote or could Council just name the street. He said the result was that the City of Portland had an ordinance in place prescribing the procedure to name a street. He said in this case the court agreed with the Council that they could name the street and going for a vote wasn't applicable due to the ordinance in place.

City Attorney Cleaveland said he could not recommend going to court. CM Randall asked what it would take to create an ordinance that would take the vagueness out of the charter amendment. City Attorney Cleaveland said an ordinance could be put in place to put definitions in place for rate making. He said if someone wanted to challenge that they could. He said he could look into that and report back. He cautioned that a subsequent Council could repeal the ordinance.

CM Fitzpatrick said with the water project coming up there will be a loan repayment and asked if that would be exempt of the charter amendment. City Attorney Cleaveland explained that the amendment holds for a bond covenant brought forth after the charter amendment. He said the same holds true for contracts.

CA Zimmerman said voter approved general obligation bonds are based on property taxes and can't be changed but thought that a revenue bond would not be impacted by the charter amendment. He said revenues would be raised to pay back the loan for the water project. City Attorney Cleaveland said he didn't look into that issue. CA Zimmerman said if City Attorney Cleaveland was interpreting that the citizens have to vote for approval to borrow money for the water project then the City is in trouble. He said it is too late to make the November ballot. Mayor Cramblett said the Council is already prepared for this. CA Zimmerman said an ordinance as suggested would probably be a good idea. City Attorney Cleaveland said an ordinance will also give a basis for someone to disagree and challenge. He said Council's intentions would be set. Mayor Cramblett said Council has already agreed that they can raise rates.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mr. Palais said the final order has been upheld for ODFW water rights at the Oxbow Hatchery. He said this is a small step forward. He said any party can file an appeal with the State's Appellate Court. He said there are two more steps ahead in the process for opponents to be able to appeal. Mayor Cramblett said the City and the Port are not giving up and continuing to look at all opportunities.
7. **Reports and Presentations.**
 - a. **City Committees.** None.
 - b. **City Administrator Zimmerman Report.** CA Zimmerman reported on a 15 year extension on the Herman Creek water right, Mayor and Council candidates, the rebroadcasting schedule of the Town Hall Meeting, receipt of the check for the sale of the old ambulance, and the University of Oregon Planning Class project for Cascade Locks downtown.
8. **Mayor and City Council Comments.** CM Fitzpatrick said he was glad that everyone filed again for Mayor and Council and he thought they were a good team. CM Busdieker said it is election season and urged all to take the time to register and vote and to find out about the issues. CM

Randall thanked City Attorney Cleaveland for attending the meeting and for his advice. He said it would be nice for Council to have a pathway to move forward.

Mayor Cramblett said Council has approved a program for the City employees to train for the Fire Department and respond during work hours. He said part of the program was to approach the Port and other agencies in town. He asked Council for their permission to approach the Port and ask them to allow their employees to be a part of this program. Mayor Cramblett gave the example of a recent fire, during work hours, where it was important that we had people available to respond. There was consensus of Council for the Mayor to approach the Port.

9. **Other matters.** None.

10. **Executive Session per ORS 192.660 (2)(e) re: Real Property Transactions.** Mayor Cramblett recessed Regular Session at 8:00 PM to enter into Executive Session at 8:04 PM. He said Council would not be returning to Regular Session. CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett were present. Also present were CA Zimmerman, City Attorney Cleaveland, and CR Woosley.

11. **Adjournment. Motion:** CM Walker moved, seconded by CM Randall, to adjourn. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Busdieker, and Mayor Cramblett. The meeting was adjourned at 8:20 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

- 1. Call to Order.** Mayor Cramblett called the Town Hall Meeting to order at 7:00 PM. CM's Randall, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Finance Officer Marianne Bump, and Engineer Darrin Eckman. Citizens attending were Gary Munkhoff, Jess Groves, Paul Koch, Marva Janik, Rob Brostoff, Cody Steelman, Jamie Antis, Buzzy Nielsen, Deb Lorang, Brad Lorang, Don Mann, Tiffany Pruitt, Ken Hutton, Mary Hutton, Don Haight, Gyda Haight, Brenda Cramblett, Ken Wittenberg, JoAnn Wittenberg, Arni Kononen, Sandra Kelley, Randy Mislick, Anne Holmstrom, Randy Holmstrom, Todd Mohr, Holly Howell, Jason Sergeant, and Larry Cramblett.
- 2. Additions or amendments to the Agenda.** None.
- 3. Review of Water System Improvement Project.** City Administrator Zimmerman gave a presentation regarding the Water Master Plan Projects (Exhibit A).
- 4. Citizen Input.**

Sandra Kelly: What were the circumstances of Council's approval of projects? CA Zimmerman stated that Tenneson Engineering gave a presentation to Council in March of 2013 informing them of what should be done for the Water System Master Plan.

Jesse Groves: Do any of the examples factor in increased growth in the industrial park? CA Zimmerman said the water system needs have to be done for citizens. Mr. Groves asked about early payoff loan penalties. CA Zimmerman said USDA has no early payoff penalty. He said as growth and water usage in the industrial park increases, additional revenue could always be used for additional payment or citizen payments could be lowered with industrial payments picking up the difference. He explained if growth does occur in the industrial park the 40 year loan could be reduced to a 20 year loan.

Tiffany Pruitt: Mrs. Pruitt asked about average cost. CA Zimmerman explained that as industrial users increase in usage the average overall can go down but won't know what the average rate will be until that happens.

Jamie Antis: Mr. Antis said nothing ever decreases. CA Zimmerman said the cost will be determined by revenues generated and decided by Council.

Sandra Kelley: Would it be better to put the \$6.50 into a base rate instead of a usage rate to be spread over more people? CA Zimmerman said the people that use more water will pay for it and that is what you want to happen.

Cody Steelman: Why should the citizens pay for the expansion into the Port property? Mr. Groves said the Port is also seeking funds to pay for the expansion into the industrial property.

Mayor Cramblett explained the loan requirements for the project.

There was some discussion about the average amount of water usage for Cascade Locks. Ms. Kelley said she believed the consumption would go down due to the increase in cost. CA Zimmerman said that may happen and gave an example of that happening in another state.

Jamie Antis: What is the quality of the pipe and warranty? CA Zimmerman said a contractor would be used and the engineer specifies quality of pipe.

Marva Janik: Is 4,000 gallons the average family water usage? CA Zimmerman said 4,000 gallons per household has held fairly consistent for several years. Mrs. Janik asked about impacts to the sewer treatment plant. CA Zimmerman said there will be no impact to the sewer treatment plant.

CM Helfrich: Cascade Locks does get several inches of rain and a higher percentage of seniors which may contribute to lower use of water.

Citizen (speaker unidentifiable): Is it possible that businesses are going to come to the industrial park? CA Zimmerman said it is always possible that the businesses won't come but signs are pretty positive that they are. He said the water system is failing and the City would have to do this anyway. Mr. Groves said the Port is very close to signing letters of intent. He said businesses cannot develop in the industrial park without this work being done. He said right now there isn't any infrastructure out there to allow business to develop. CA Zimmerman reiterated that infrastructure has to be put in place in order to have viable land for business to locate in Cascade Locks.

Larry Cramblett: How much water will Crystal Springs give us? CA Zimmerman said the City will not be using water from Crystal Springs. He explained that water will be pumped from the Herman Creek Water Right up to the reservoir and down through town. He said the development at Crystal Springs is a future development.

Larry Cramblett: If the City puts in water line and a business comes in that needs additional water would the new line have to be dug up? CA Zimmerman said what is being talked about tonight is the water system that needs to be dealt with for the citizens and an extension into the industrial park for production. He said if Nestlé were to develop in the industrial park they would have their own system and culinary line. He said he didn't know if anyone will be coming in and putting in additional line.

Sandra Kelley: Ms. Kelley asked if Nestlé would be using city water and city line. CA Zimmerman said the production water would be city water and through city lines. He said the bottled water would be spring water and through a special line.

Gary Munkhoff: He said the entire water project was designed without any system analysis searching for present leaks. CA Zimmerman said there is not a leak detection program right now. Mr. Munkhoff said this plan is to replace about 20% of the line and 80% of the remaining line not being touched. He said the average age of pipe is 50 years. Mr. Eckman said replacement was identified by speaking to the public works staff and reviewing areas of most repairs. He said part of the 80% of line remaining is new line at Shahala, Windsong, and Harmony Heaven subdivisions. He said there was about 15,000 feet of pipe replaced in 1991 and 1992. Mr. Eckman said leak detection may be warranted and should be budgeted for. He said after making repairs there will be a drastic difference in accounted for water. Mr. Munkhoff asked why the leak detection would not be done prior and then determine the projects needed. He said it seems backwards to him. Ms. Kelley said the past three City Administrators have given different amounts of water loss. CA Zimmerman said a system leak detection would cost about \$50,000. He said the City knows that the water system has to be replaced on WaNaPa because it is inadequate. He said the 12" line has to be done in the industrial park. He said the backbone of the system needs to be put in place. He said the leak detection can be paid for from revenues.

Gary Munkhoff: He said his other concern is there hasn't been any discussion about the financial impact and what is healthy for our community. He said we are already carrying the sewer treatment

plant and the fire hall. He said electrical problems are coming up and we'll be carrying that debt. He said no one is talking about the total impact on the individual citizen. He said he is tired of City Administrators and City Councilors coming and going with the citizens left to pick up the tab for 40 years. CA Zimmerman said the alternative also has to be considered. He said if the project isn't done then what is going to happen.

Sandra Kelley: What projects would be recommended if total funding isn't received? CA Zimmerman said projects 1 through 5.

Buzzy Nielsen: Has Council agreed that the 10 projects listed need to be done and soon? CA Zimmerman said these are the projects that the engineer said needs to be done within the next five years. He said Council has accepted the Water Master Plan. CA Zimmerman said all 10 projects would be taken out for funding. He explained that the funder will tell us what portion of the projects they will fund. He said Council will have the opportunity once funding and contract bids are in to determine how many projects will be done and what the increase in rate will be and what can be delayed for the future.

Cody Steelman: He said these are consumer owned utilities and asked what was going to be done about the money that has been taken out and put back in accordance with the law. CA Zimmerman said rates are set in accordance with the law.

Randy Mislick: Are we going to experience a lot of blow outs in old pipe when new pipe is put in. Mr. Eckman clarified that not all the pipe is old pipe. He said improvements are not going to change the pressure. He said the improvements will reduce the fluctuation of pressure.

Tiffany Pruitt: What percentage of pipe will be "old" pipe? Mr. Eckman said he will report back to CA Zimmerman.

Sandra Kelley: Is there currently a pipe that was placed by the Corps of Engineers that goes under the highway and down Regulator Street? Mr. Eckman said the pipe on Regulator was replaced with the Regulator Street improvement project. Ms. Kelley asked about pipe underneath the highway. CA Zimmerman said that is still viable pipe. Ms. Kelley said citizens have always been told that the pipe underneath the freeway has heavy leakage. Mayor Cramblett said the water right from Dry Creek comes over the hill to Adams and down Edgewood. He said pipe also heads to the west and come across the freeway by Regulator. He said both of those pipes are in sleeves. Ms. Kelley said that she had always been told by Richard McCulley that the line going down Regulator and across the freeway was full of leaks. Mayor Cramblett said that line would be dead ended and no longer used. He said the old leaky pipe will be eliminated with the Crystal Springs Reservoir.

JoAnne Wittenberg: Mrs. Wittenberg thanked the Council for accepting the Water Master Plan. She said she has lived here probably longer than anyone else here. She said she wants water and to be able to use it as she wants. She spoke of the fire in 2003 and the importance of water for fire flow.

Tiffany Pruitt: Mrs. Pruitt said she hears that water is a phase, the electric will be a phase, the sewer treatment plant repair will be a phase, and wants Council to be aware of the impacts to citizens.

Brad Lorang: Mr. Lorang said this is what happens when things aren't maintained. He said studies have been done, citizens don't like the results of studies and nothing gets done. He said things are getting older and has to be maintained.

Sandra Kelley: Ms. Kelley said she was once a Councilor and these issues have always been put on the back burner. She said this project needs to be looked at very seriously, do what is needed, but not take on more debt than the citizens can afford.

Jess Groves: Mr. Groves said timing of this is critical. He said the City is closer than we've been in 35 years to getting business in the industrial park. He said we still need to be prudent in what we do.

Arni Kononen: Mr. Kononen said the City Council will be deciding on what will be done when funding and costs are known. He said that will be the time for citizens to weigh in.

There was discussion with Darrin Eckman about gallons per second with varying size of pipe.

5. Adjournment. The meeting ended at 8:40 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

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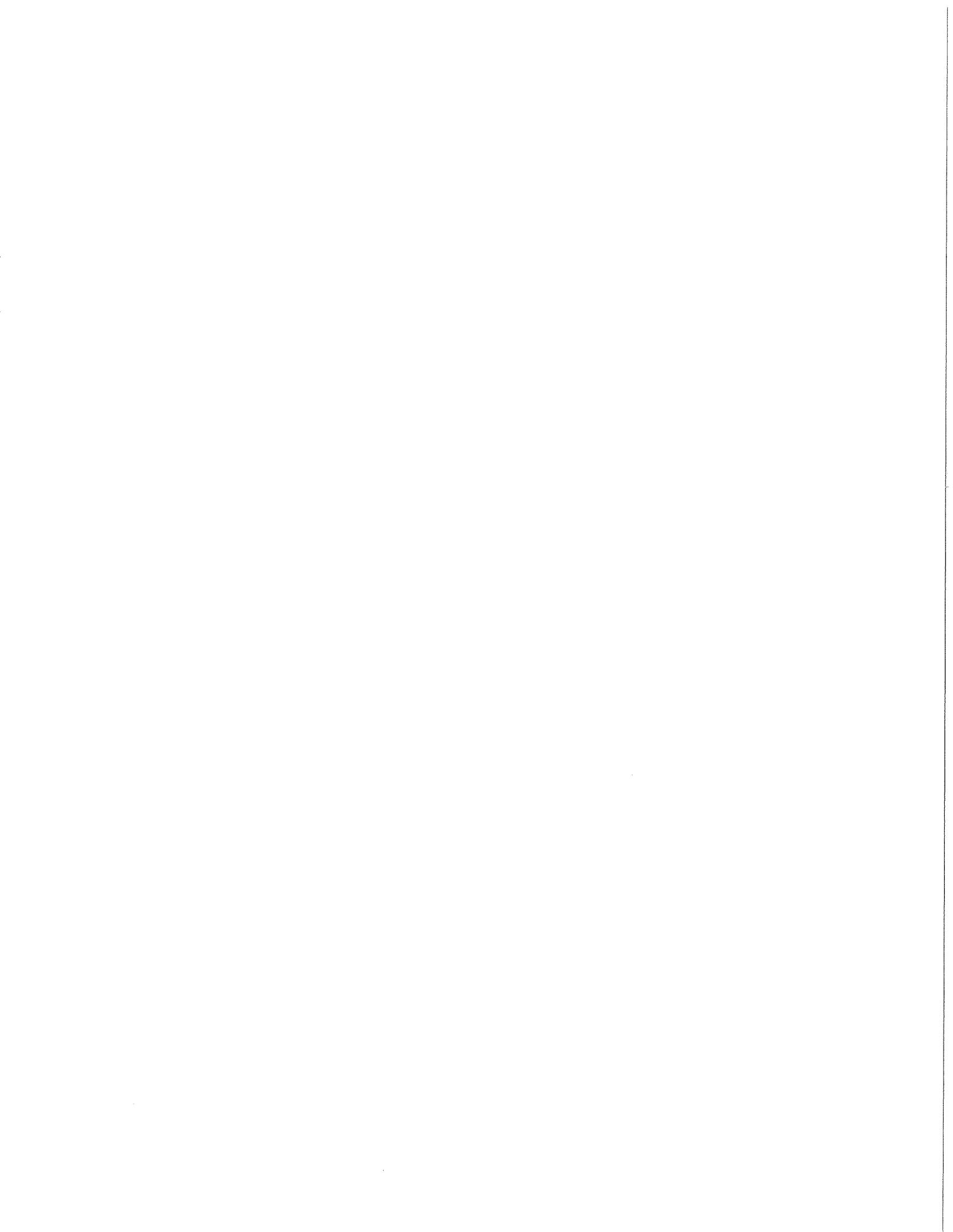
DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
9/5/2014	Payroll	\$ 33,913.18
8/29/2014	A/P	\$ 76,216.29

GRAND TOTAL \$ 110,129.47

APPROVAL:

Mayor



Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5061:								
5061	08/14	08/29/2014	30	00199360	ADVANCED HYDRAULIC SUPPLY LLC	parts	2140562560	188.20
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5062	08/14	08/29/2014	560	35094	C.M. & W.O. SHEPPARD	parts	0140462520	178.63
5062	08/14	08/29/2014	560	35094	C.M. & W.O. SHEPPARD	parts	2140562441	1.29
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Total 5063:								
5063	08/14	08/29/2014	790	313230273 8	CENTURYLINK	Fire Department Phones	0540562050	135.84
5063	08/14	08/29/2014	790	313401451 8	CENTURYLINK	Sewer Treatment plan	3140562050	115.99
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5063	08/14	08/29/2014	790	313891134 8	CENTURYLINK	Emergency After Hours	5140562050	55.52
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5063	08/14	08/29/2014	790	314228414 8	CENTURYLINK	Lift Station	3140562050	37.24
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5064	08/14	08/29/2014	6852	POR 1402 8/	College of Emergency Services	Paramedic Training J. Metheny	0540562022	4,700.00
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Total 5065:								
5065	08/14	08/29/2014	1120	A64876	COLUMBIA HARDWARE, LLC	Misc supplies	0140462520	26.28
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5065	08/14	08/29/2014	1120	B79756	COLUMBIA HARDWARE, LLC	paint and brushes	0140462520	20.57
5065	08/14	08/29/2014	1120	B80055	COLUMBIA HARDWARE, LLC	bug killer	0540562440	29.46
5065	08/14	08/29/2014	1120	B80154	COLUMBIA HARDWARE, LLC	glazing compound	0140462520	6.39
Total 5065: 84.69								
5066	08/14	08/29/2014	1530	9214 8/14	DISH NETWORK	Programming	4140562740	400.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5066:								
5067	08/14	08/29/2014	6878	320-1304	Gannett Co., Inc	programming	4140562740	153.60
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5069	08/14	08/29/2014	6891	1900-107029	Grundfos CBS, Inc.	repair lift station pump	5643163941	5,946.00
Total 5069:								
5070	08/14	08/29/2014	2420	7524	HOOD RIVER CO. - FINANCE	Aug 2014 Deputy Service	0141962250	8,217.50
Total 5070:								
5071	08/14	08/29/2014	6898	412066	Moen Machinery	weed eater parts	0140462520	29.61
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5072	08/14	08/29/2014	3970	17311	OAWU	2014-15 membership renewal	2140562030	109.74
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5074	08/14	08/29/2014	6903	1388287-IN	Pollardwater.com	PE Tubing	2140562560	36.82
5074	08/14	08/29/2014	6903	1388625-IN	Pollardwater.com	PE Tubing	2140562560	26.60

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
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5075	08/14	08/29/2014	6780	18655639	Ricoh Americas Corporation	Lease	0140162120	63.42
Total 5075:								
5076	08/14	08/29/2014	5510	8030884104	STAPLES CONTRACT & COMMERCIA	Paper and Toner	0140162010	236.80
Total 5076:								
5077	08/14	08/29/2014	5600	42260771	STRYKER SALES CORPORATION	Contract Pmt	0540563030	230.19
Total 5077:								
5078	08/14	08/29/2014	6110	AUG 2014	U.S. POSTAL SERVICE	UB Postage	0140162055	2,423.74
Total 5078:								
5079	08/14	08/29/2014	6210	419520	USA BLUEBOOK	Hose and nozzle	3140562560	273.70
5079	08/14	08/29/2014	6210	424229	USA BLUEBOOK	Piranha Lateral Hose	3140562560	249.95
Total 5079:								
5080	08/14	08/29/2014	6690	82614	WOOSLEY, KATHY	Reimburse Mileage	0140162020	300.87
Total 5080:								
5081	08/14	08/29/2014	6730	720141980	ZCORUM, INC.	Internet	4140662730	12.60
Total 5081:								
8291401	08/14	08/29/2014	6090	8773 8/14	U S BANK CC	tools	0140462520	775.50
8291401	08/14	08/29/2014	6090	8773 8/14	U S BANK CC	safety vest	0340562560	16.48 M
8291401	08/14	08/29/2014	6090	8773 8/14	U S BANK CC	tools	0340562560	33.00 M
8291401	08/14	08/29/2014	6090	8773 8/14	U S BANK CC	tools	0340562560	20.49 M
8291401	08/14	08/29/2014	6090	8773 8/14	U S BANK CC	battery	0540562442	67.40 M
8291401	08/14	08/29/2014	6090	8773 8/14	U S BANK CC	safety vest	2140562560	33.00 M
8291401	08/14	08/29/2014	6090	8773 8/14	U S BANK CC	tools	2140562560	20.49 M
8291401	08/14	08/29/2014	6090	8773 8/14	U S BANK CC	tools	2140562560	37.98 M

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8291401:								
8291402	08/14	08/29/2014	6080	JULY 2014	U S BANK	Bank Fees	0140162110	263.01 M
Total 8291402:								
8291403	08/14	08/29/2014	6090	2305 8/14	U S BANK CC	course book	5140562020	28.50 M
8291403	08/14	08/29/2014	6090	2305 8/14	U S BANK CC	tools	5140563690	6.26 M
8291403	08/14	08/29/2014	6090	2305 8/14	U S BANK CC	tools	5140563690	299.00 M
8291403	08/14	08/29/2014	6090	2305 8/14	U S BANK CC	wasp spray	5140563700	102.90 M
8291403	08/14	08/29/2014	6090	2305 8/14	U S BANK CC	tools	5140563700	65.92 M
Total 8291403:								
502.58								
8291404	08/14	08/29/2014	6090	2974 8/14	U S BANK CC	background check	0140462110	10.00 M
8291404	08/14	08/29/2014	6090	2974 8/14	U S BANK CC	ipad data plan	0540562050	14.99 M
8291404	08/14	08/29/2014	6090	2974 8/14	U S BANK CC	background check	0540562110	10.00 M
Total 8291404:								
34.99								
8291405	08/14	08/29/2014	440	JUL14-PWR	BPA	Power Bill	5140562820	32,766.00 M
8291405	08/14	08/29/2014	440	JUL14-PWR	BPA	Power Bill	5140662820	6,529.00 M
Total 8291405:								
39,295.00								
8291406	08/14	08/29/2014	440	JUL14-TRNO	BPA	Transmission Bill	5140562821	5,232.00 M
8291406	08/14	08/29/2014	440	JUL14-TRNO	BPA	Transmission Bill	5140662821	1,042.00 M
Total 8291406:								
6,274.00								
Grand Totals:								
76,216.29								

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	10,163.00-	10,163.00-
01-401-62010	230.19	.00	230.19
01-401-62020	12.60	.00	12.60
01-401-62050	394.06	.00	394.06
01-401-62055	273.70	.00	273.70
01-401-62110	263.01	.00	263.01
01-401-62120	236.80	.00	236.80
01-404-62110	10.00	.00	10.00
01-404-62520	277.96	.00	277.96
01-404-62530	247.18	.00	247.18
01-419-62250	8,217.50	.00	8,217.50
03-21010	.00	265.05-	265.05-
03-405-62530	21.56	.00	21.56
03-405-62560	53.49	.00	53.49
05-21010	.00	8,279.48-	8,279.48-
05-405-62020	190.00	.00	190.00
05-405-62022	4,700.00	.00	4,700.00
05-405-62050	150.83	.00	150.83
05-405-62110	10.00	.00	10.00
05-405-62420	708.05	.00	708.05
05-405-62440	29.46	.00	29.46
05-405-62442	67.40	.00	67.40
05-405-63030	2,423.74	.00	2,423.74
21-21010	.00	905.76-	905.76-
21-405-62030	109.74	.00	109.74
21-405-62050	130.52	.00	130.52
21-405-62441	1.29	.00	1.29
21-405-62530	321.12	.00	321.12
21-405-62560	343.09	.00	343.09
31-21010	.00	796.11-	796.11-
31-405-62030	109.75	.00	109.75
31-405-62050	275.92	.00	275.92
31-405-62530	109.57	.00	109.57
31-405-62560	300.87	.00	300.87
41-21010	.00	1,329.10-	1,329.10-
41-405-62740	553.60	.00	553.60
41-406-62730	775.50	.00	775.50
51-21010	.00	48,531.79-	48,531.79-

GL Account	Debit	Credit	Proof
51-405-62020	28.50	.00	28.50
51-405-62050	55.52	.00	55.52
51-405-62200	1,300.61	.00	1,300.61
51-405-62201	188.21	.00	188.21
51-405-62820	32,766.00	.00	32,766.00
51-405-62821	5,232.00	.00	5,232.00
51-405-62870	1.99	.00	1.99
51-405-63690	305.26	.00	305.26
51-405-63700	168.82	.00	168.82
51-405-63760	900.00	.00	900.00
51-406-62050	13.88	.00	13.88
51-406-62820	6,529.00	.00	6,529.00
51-406-62821	1,042.00	.00	1,042.00
56-21010	.00	5,946.00-	5,946.00-
56-431-63941	5,946.00	.00	5,946.00
Grand Totals:	76,216.29	76,216.29-	.00

Report Criteria:
 Report type: GL detail

M = Manual Check, V = Void Check

CASCADE LOCKS STAFF REPORT

Date Prepared: August 27, 2014

For City Council Meeting on: September 8, 2014

TO: Honorable Mayor and City Council

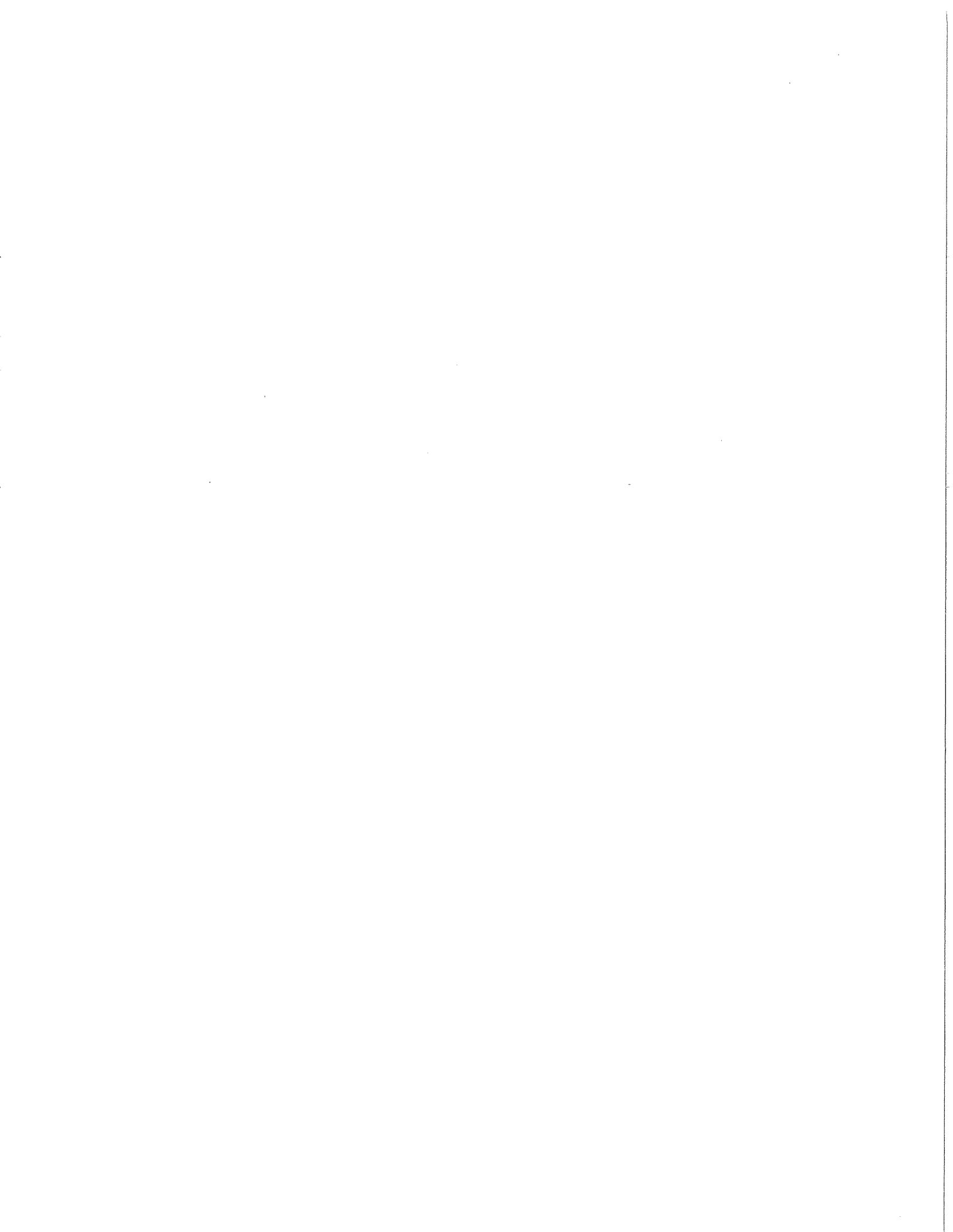
PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution No. 1312 Establishing an EMS Volunteer Enhancement Program and Making Necessary Budget Adjustments to Support That Program

SYNOPSIS: After several discussions with Council and several legal reviews with the City Attorney, we are finally in a position to propose the attached resolution to enhance our volunteer program. This resolution establishes an intern scholarship to help educate and certify a local resident as an EMT Paramedic over the course of several years. This will enhance our number of EMT's available for volunteer service. This resolution also establishes a volunteer stipend program to help defray the time and costs to be a volunteer for our department. As always, the extent of the program is controlled by the amount budgeted for these line items.

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

RECOMMENDED MOTION: "I move to approve Resolution No. 1312 establishing an EMS Volunteer Enhancement Program for the City of Cascade Locks and making the necessary budget adjustments to support that program."



RESOLUTION NO. 1312

A RESOLUTION ESTABLISHING AN EMS VOLUNTEER ENHANCEMENT PROGRAM AND MAKING NECESSARY BUDGET ADJUSTMENTS TO SUPPORT THAT PROGRAM

WHEREAS, the City of Cascade Locks currently provides EMS services within a local Ambulance Service Area;

WHEREAS, the costs associated with the provision of this service have been steadily rising and are paid out of the City's EMS Fund, which is facing declining revenues for all services;

WHEREAS, the City Council believes it necessary to attract qualified volunteers to supplement our EMS services;

WHEREAS, the City Council determines that paying a reasonable stipend to those qualified volunteers for the time they devote to our EMS Department is appropriate;

WHEREAS, the stipend will be in the form of a nominal fee and reimbursement for approximate out-of-pocket expenses incurred by volunteers incidental to providing services for the City of Cascade Locks;

WHEREAS, the purpose of the stipend is to reflect the volunteer's sacrifice to the EMS Department, rather than as a productivity based compensation;

WHEREAS, the City Council understands that such volunteers can enhance our capacity to collect ambulance fees for services rendered;

WHEREAS, the City Council recognizes the need to manage these expenses through the budget process and financial management systems;

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

SECTION 1. Budget Adjustments. The following adjustments are necessary to fund this program for the Fiscal Year 2014-2015.

EMS Fund

Line Item	Budgeted	Adjustment	New Budget
Materials/Services			
Intern Scholarship	\$ 0	\$2,000	\$2,000
Contract Service - Misc	\$2,000	-\$ 750	\$1,250
Supplies/Materials – Fire	\$3,000	-\$ 250	\$2,750

Line Item	Budgeted	Adjustment	New Budget
Supplies/Materials – Amb	\$8,000	-\$ 250	\$7,750
Gasoline/Oil	\$7,000	-\$ 250	\$6,750
Equipment Maintenance	\$7,000	-\$ 250	\$6,750
Uniforms	\$1,500	-\$ 250	\$1,250
Personnel Services			
Extra Labor	\$10,000	-\$10,000	\$ 0
Volunteer Stipend	\$ 0	\$ 5,000	\$5,000
Staff Overtime	\$ 0	\$ 5,000	\$5,000

SECTION 2. Intern Scholarship. This scholarship will be offered to one volunteer who expresses an interest in advancing the necessary medical skills in an accredited paramedic training program and is willing to remain a member of the volunteer program after certification as an EMT Paramedic. If the selected intern fails to complete the course successfully, the intern shall return the amount of the tuition back to the EMS Fund.

SECTION 3. Volunteer Stipend. In recognition of the volunteers time sacrificed to the EMS Department, the following amounts will be paid as a stipend to the responding volunteers who transport patients to a hospital facility. The callout stipend is not productivity based, it is only for EMS services that deliver patients to a hospital facility and does not include firefighting efforts.

Driver or Emergency Medical Responder	\$25 per incident
EMT Basic	\$30 per incident
EMT Intermediate	\$35 per incident
EMT Paramedic	\$40 per incident

The first \$20 for each volunteer is for reimbursable costs including wear and tear on personal clothing while performing volunteer service, transportation, meals, and other out of pocket costs incurred by volunteers that are incidental to responding to emergencies. The additional portion of the stipend will be the nominal fee of \$5-\$20 depending on certification level.

SECTION 4. Staff Overtime. These funds are available only to paid fulltime staff members who respond after normally scheduled hours to emergency situations where a patient is transported to a hospital. The minimum call out shall be for two hours as stipulated in the City’s Personnel Handbook (Hours and Works Schedules, Overtime). Overtime shall be paid at one and a half times the regular hourly rate.

SECTION 5. Budget Limits. These amounts will be paid only as long as funds are available in the budget. If the program proves successful in generating “extra” revenue to the EMS Fund, the City Council may consider increasing the amount of funding available for the program through the normal change in the budget resolution process.

SECTION 6. Management Oversight. The expenditures in this program shall be reviewed monthly by the Department Head, the City Administrator, and the City Council through the normal monthly financial reports under the line items identified in Section 1.

SECTION 7. Effective Date. This resolution is effective immediately upon adoption by the City Council.

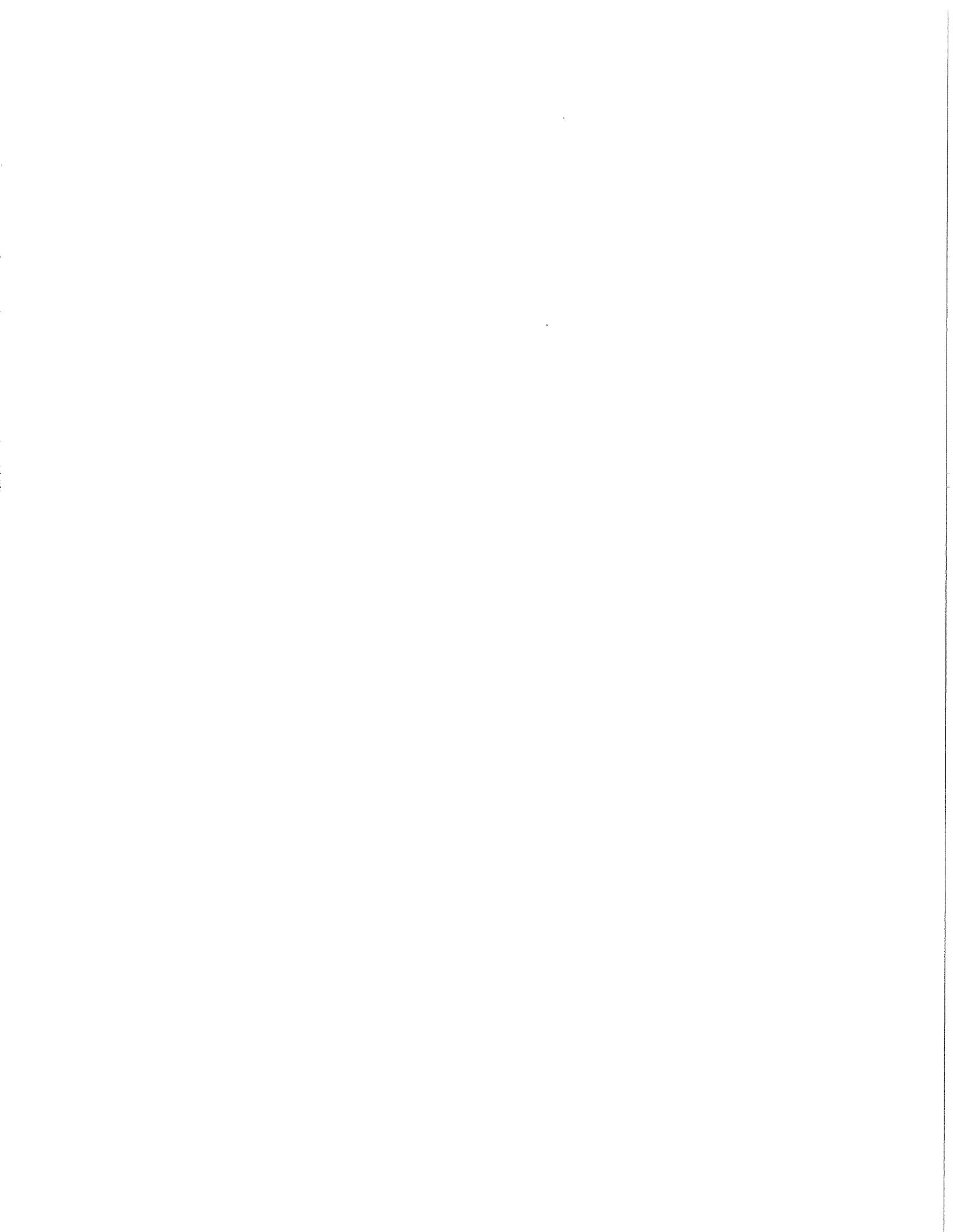
ADOPTED by the City Council this 8th day of September, 2014.

APPROVED by the Mayor this 8th day of September, 2014.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder



50

Mayoral Proclamation

“September is Trails Month in Cascade Locks”

WHEREAS Cascade Locks is the “Heart of the Columbia Gorge”; and

WHEREAS the City of Cascade Locks has recently adopted the award-winning “Connect Cascade Locks 2012 Trails Plan” developed by PSU students in connection with trail and city enthusiasts; and

WHEREAS the City Council recognizes the healthy benefits that hiking and biking can engender; and

WHEREAS tourism is a major industry in Oregon with huge potential in Cascade Locks; and

WHEREAS the Pacific Crest Trail begins its southward Oregon journey in Cascade Locks; and

WHEREAS the Pacific Crest Trail Celebration will be held September 5, 6 and 7; and

WHEREAS the Columbia River Gorge Historic Highway and hiking and biking route includes WaNaPa Street running through the heart of the City; and

WHEREAS the “Take a Kid Mountain Bike Ride” will be held on Saturday, October 4, 2014; and

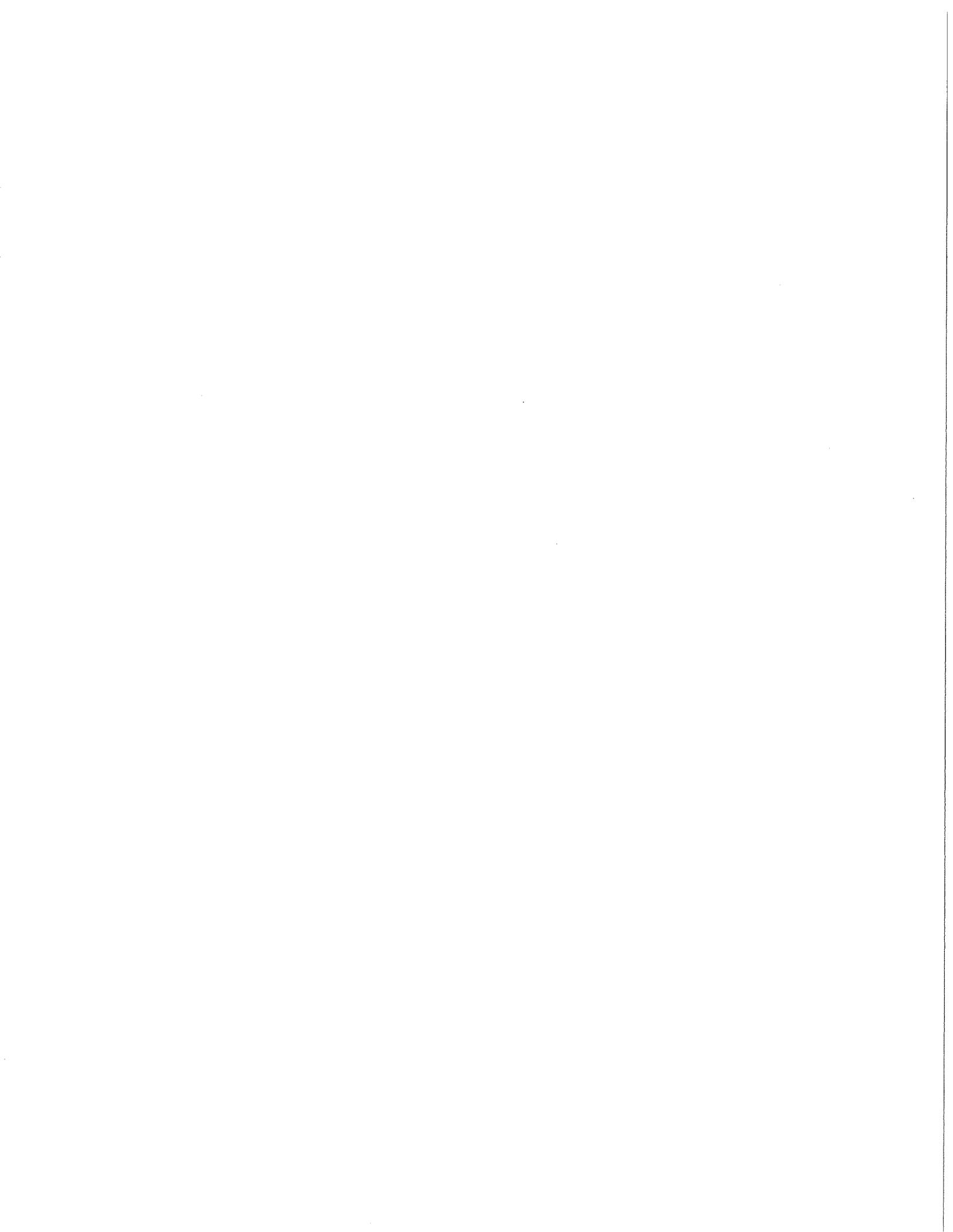
WHEREAS the completed Troutdale to Cascade Locks section of the Historic Highway feeds into downtown Cascade Locks; and

Now, therefore I, Tom Cramblett, the honorable Mayor of Cascade Locks, do hereby declare

“September is Trails Month in Cascade Locks!”

Signed on the 8th day of September, 2014.

Mayor Tom Cramblett



STAFF REPORT

Date Prepared: 9/2/14

For City Council Meeting on: 09/8/14

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Review and Update Council Rules.

SYNOPSIS: The first meeting is to allow for Council comment on amendments to Council Rules if needed. A resolution will be prepared for adoption at the second meeting with amendments, if any, to the Council Rules.

CITY COUNCIL OPTIONS:

1. Discuss and make amendments to Council Rules.
2. Do not change Council Rules.
3. Other action as deemed desirable by City Council.

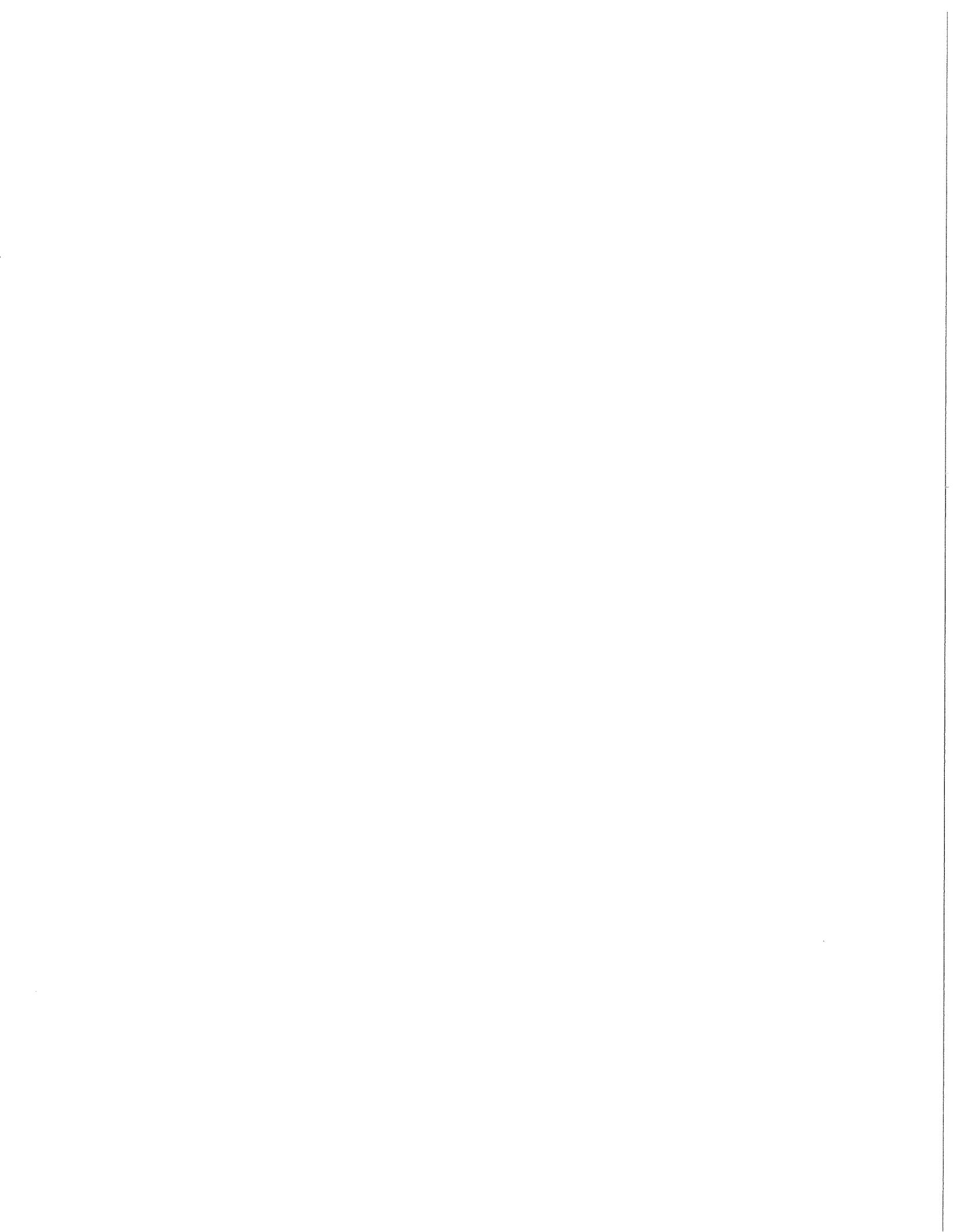
RECOMMENDATION: To conduct its annual review of the most current Council Rules and Procedures and direct staff to make necessary changes.

Legal Review and Opinion: None necessary.

Financial review and status: None necessary.

BACKGROUND INFORMATION:

**Attachment: 2013 Council Rules
Resolution No. 1282**



RESOLUTION NO. 1282

**A RESOLUTION ESTABLISHING RULES FOR THE MEETINGS,
PROCEEDINGS AND BUSINESS OF THE CITY COUNCIL OF THE CITY OF
CASCADE LOCKS, OREGON AND REPEALING RESOLUTION NO. 1250.**

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

SECTION 1. Authority. As authorized by the City Charter, Cascade Locks City Council establishes the following rules as attached as Exhibit A for its meetings, proceedings and business. These rules shall remain in effect upon their adoption by the Council until such time as they are amended, or new rules are adopted.

SECTION 2. Subjects Not Covered. Any subject not covered above shall be governed by Ordinance or by ORS.

SECTION 3. Effective Date. This resolution shall become effective upon adoption.

SECTION 4. Expiration. These rules shall remain in effect upon their adoption by the Council until such time as they are amended, or new rules are adopted.

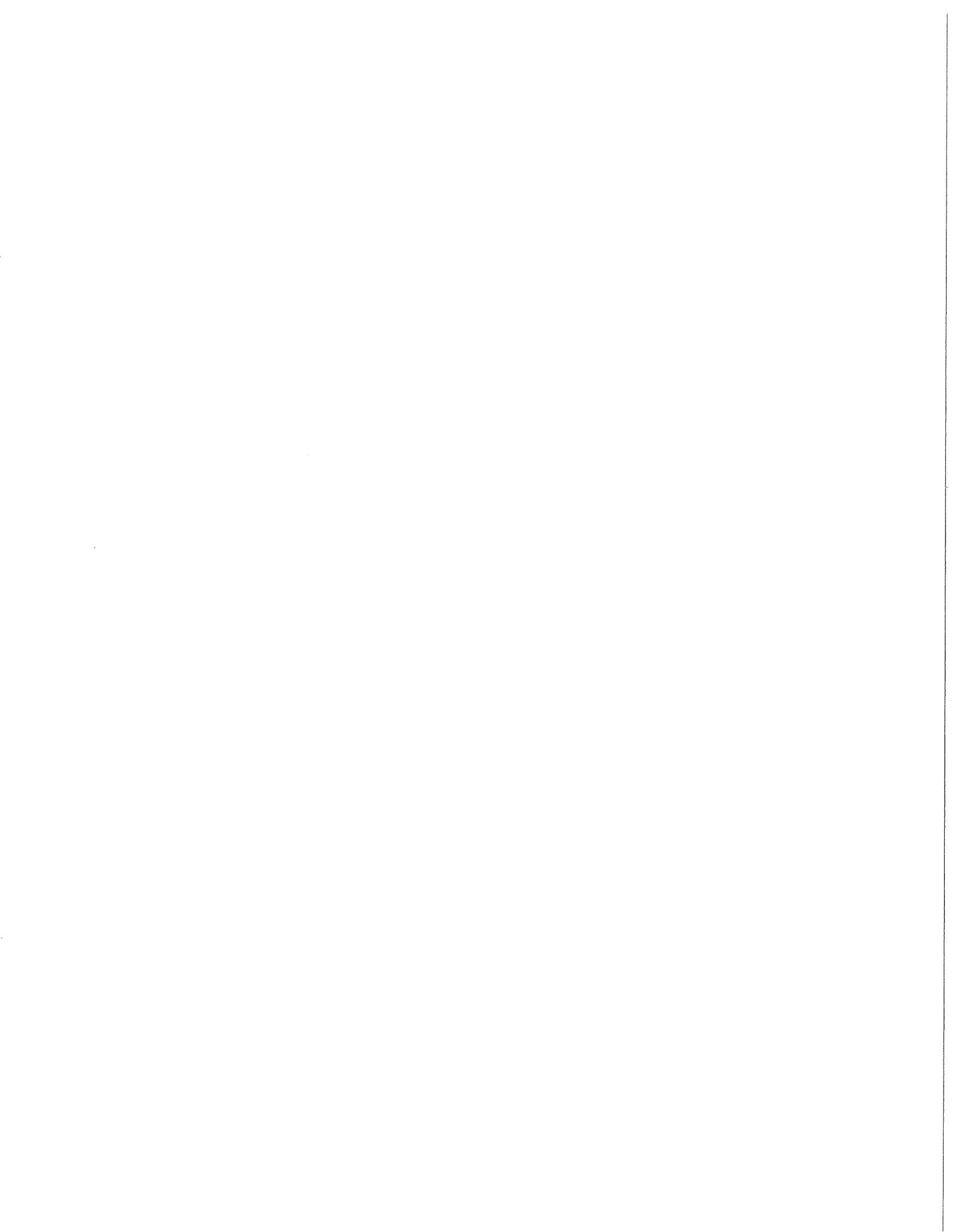
ADOPTED by the City Council this **23rd** day of **September**, 2013.

APPROVED by the Mayor this **23rd** day of **September**, 2013.

ATTEST:

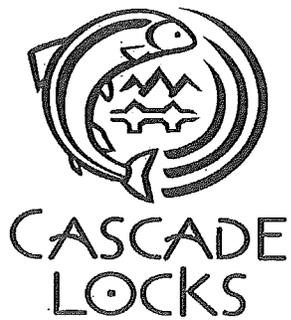
City Recorder

Mayor



CITY OF CASCADE LOCKS

COUNCIL PROCEDURES



ADOPTED SEPTEMBER 23, 2013
CITY OF CASCADE LOCKS
COUNCIL PROCEDURES

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INTRODUCTION

These rules are adopted as required by the City Charter. These rules are reviewed and updated periodically. This version of the Council Rules replaces those adopted in Resolution No. 1250 on September 24, 2012.

ORS 192.001 et seq., Public Records, Reports and Meetings and relevant portions of the City Charter and Municipal Code are incorporated into these rules by reference.

It is noted at the outset that the Public Meetings Law is a public attendance law intended to ensure that decisions of governing bodies, such as the City Council, are arrived at openly. The following procedures are designed to effectuate that intent. All meetings are open to the public, except Executive Sessions. Consistent with the Public Meetings Law, although all meetings are open to the public, the public may not be allowed to participate in all meetings, unless required by law or allowed by the governing body.

DEFINITIONS

As used in these Rules, the following mean:

Council Committees. All Council committees, commissions, task forces, and advisory bodies as specified in the City of Cascade Locks Municipal Code. These rules do not apply to committees, etc., that have been formed under the authority of the City Administrator.

Council and Council Members. The Mayor, Council President, and Council members.

Council Meetings. All regular Council meetings, special meetings, executive sessions, emergency meetings, work sessions, and joint meetings with other Council committees or commissions.

SECTION 1: AUTHORITY

As authorized by the Cascade Locks City Charter of 1995, the Cascade Locks City Council establishes the following rules for the conduct of its meetings, proceedings and business. These rules shall be in effect from Council adoption until such time as they are amended, added to, deleted or replaced in the manner provided by these rules.

SECTION 2: MAYOR AND COUNCIL

2.1 **Presiding Officer.** The Mayor will preside over Council meetings. In the Mayor's absence, the Council President will preside. Whenever the Mayor is unable to perform the functions of the office, the Council President will act as Mayor. In the absence of both the Mayor and Council President, the Council will designate a senior member of the Council to serve as the Presiding Officer.

2.2 **Policy Making.** The Council is the policy making body of the City of Cascade Locks. The Council speaks on adopted policy with one voice. Council decisions

may not be unanimous, but once voted upon, define the policy position of the Council, even though individual Council members' opinions may differ.

- 2.3 Filling Vacancies: Any vacancy occurring on the City Council will be filled in accordance with the City of Cascade Locks Charter, Section 30, adopted April 28, 1995.

SECTION 3: COUNCIL MEETINGS

- 3.1 Regular Meetings. Regular meetings of the Council are held on the second and fourth Monday of each month and generally adjourn no later than 10:00 p.m., but may be extended by a consensus of the Council. Regular meetings are held at the City Hall Council Chambers. The time, date, and/or location of the Regular Meeting may be changed from time to time for special circumstances (For example: holidays, joint meetings with other governing bodies, expected large audience, or to have a quorum present). Regular meeting notice requirements will be followed for any changes to regular meetings.
- 3.2 Special Meetings. Special meetings of the Council may be called by the Mayor or by the President of the Council in the Mayor's absence, or by consent of a majority of Council members, by giving notice of the meeting to the Council members and the public at least 24 hours in advance. Special meetings will be topic specific.
- 3.3 Emergency Meetings. Emergency meetings of the Council are Special Meetings that can be called with less than 24 hours advance notice. The meeting will be topic specific and the minutes will state the nature of the emergency justifying less than 24 hours notice. An attempt must be made to notify interested persons and the media of the need for the emergency meeting.
- 3.4 Workshop or Training Meetings. Workshop or training meetings of the Council may be held at the convenience of the Council at a time when as many Council members as possible can attend. These meetings may be held for Council goal setting, new Council training, Council retreats, or longer workshops for planning programs or projects. Goal setting sessions and retreats may be held out of town so long as no decision making or discussion toward decisions occurs. Any goals arrived at by the process should be confirmed in public at a Regular Meeting. These meetings are public meetings open to public attendance and may be held without opportunity for public input.
- 3.5 Executive Sessions. Executive sessions may be scheduled at any time during a meeting, and usually occur after the regular meeting. Under state public meeting laws, the topics that may be discussed in executive session are limited to the following:

Employment of specific public officers, employees and agents, and under limited circumstances. ORS 192.660(2) (a)

Discipline or dismissal of individual public officers and employees, unless the individual requests a public hearing. ORS 192.660(2) (b)

Performance evaluations of public officers and employees, unless the person being evaluated requests a public/open evaluation. ORS 192.660(2)(i)

Labor negotiator consultations. ORS 192.660(2)(d)

Discussion of exempt public records. ORS 192.660(2)(f)

Legal counsel re: litigation or litigation likely to be filed. ORS 192.660(2)(h)

Real property transactions. ORS 192.660(2)(e)

Public investments. ORS 192.660(2)(j)

Media representatives are allowed to attend executive sessions subject to the understanding that information from the meetings, that is the proper subject of an executive session, will not be reported. The Council has discretion to determine who qualifies as media for purposes of attendance at an executive session.

Council members and staff should not discuss executive session matters following an executive session because doing so may permit the media to report on the matter. However, this restriction on disclosure does not apply to any formal action that may be taken following executive session.

At the commencement of each executive session, the presiding officer must state on the record the purpose of the executive session and that executive session information is confidential and may not be reported. If this is not done, the proceedings may be reported.

- 3.6 Attendance. Council members need to inform the Mayor, Council President, City Administrator, or City Recorder if unable to attend any Council meeting. The Mayor will inform the Council President, City Administrator and City Recorder if unable to attend any Council meeting.

SECTION 4: AGENDA AND ORDER OF BUSINESS

- 4.1 Agenda Content. Regular Meetings and Work Sessions will generally follow the following order of business. The Presiding Officer may consider agenda items out of order as necessary to facilitate the efficient management of the meeting:

- a. REGULAR MEETING
 1. Call to Order
 - a. Pledge of Allegiance
 - b. Roll Call

2. Additions or Amendments to the Agenda
3. CONSENT AGENDA. Consent agenda items are business items about which there is expected to be no conflict and are generally routine business items. Consent agenda items usually include Action on Minutes and Payment of Approved Claims, and which do not require a roll call vote.
4. Public Hearings
5. Action Items
6. Appearance of Interested Citizens

This is the time for citizen participation during which citizens may comment on non-agenda issues (except with respect to matters that are the subject of a public hearing). Members of the public desiring to address the Council must first be recognized by the Presiding Officer and then state their name and address for the record. Each person will have up to five minutes to present their comments. Groups with like comments will be asked to choose a spokesperson who will present their joint remarks. If additional time is needed the Presiding Officer may determine the need and additional time limit. The Council may not take action on any item under Comments by General Public and Government Officials, but may ask questions for clarification and, with consensus of Council, direct staff to report back on the matter at a subsequent meeting.

The public will be allowed to comment on Action items and Reports and Presentations at the time in which these are before Council. Each person will have up to five minutes to present their comments.

7. Reports and Presentations
 - a. City Committees
8. Mayor and City Council Comments
9. Other Matters
10. Executive Session
11. ADJOURN REGULAR MEETING

b. PUBLIC HEARINGS

Public hearings will generally precede the Regular Meeting, but may be held at any time. The procedures governing the public hearing at issue will be in a written form and provided to the Presiding Officer at the time

of the hearing. The time allotted for a public hearing may be extended by the Presiding Officer or with consensus of the Council as necessary to conclude the matter; otherwise, the hearing shall be continued.

1. NON-LAND USE HEARINGS. Hearings on non-land use matters and issues are calendared and held as necessary.
2. LAND USE HEARINGS. Land use hearings may be legislative or quasi-judicial.
3. The procedures for public hearings are contained in the Appendix.

4.2 Agenda Preparation.

a. The City Administrator in coordination with the Mayor sets the agenda for each Council meeting. The City Administrator and Mayor maintain a 2-3 meeting preliminary agenda. Items may be placed on a preliminary agenda by consensus of Council or by the Mayor, City Administrator, or City Attorney.

b. The City Recorder prepares the agenda, specifying the time and place of the meeting, including a brief general description of each item to be considered by Council, and including any packet materials to be attached to the agenda. The City Recorder prepares the packet on the 4th business day prior to the meeting (Wednesday for a Monday meeting) and all materials for the packet must be provided electronically to the City Recorder by 4:00 PM on the day prior i.e. Tuesday at 4:00 PM. The City Administrator and City Recorder will then review and edit all items prior to final distribution to Council. Agendas and packets are distributed to Council and available to the public for review or purchase not later than the 4th business day prior to the meeting (Wednesday for a Monday meeting).

c. The Mayor or Presiding Officer may add items to the Agenda after it is printed and distributed only when required by business necessity. The Mayor or Presiding Officer may place a new item on the Council agenda after the agenda is printed, if the Mayor or City Administrator provides reasonable explanation to justify this revision and the item receives the consent of the Mayor or Presiding Officer. The City Recorder will notify the media and any known interested citizens as soon as possible after receiving information about agenda additions. The addition of agenda items after the agenda has been printed is otherwise discouraged.

SECTION 5: COUNCIL DISCUSSION AT PUBLIC MEETINGS

5.1 General. Council members should ask the Mayor to be recognized, be direct and candid, speak one at a time, ask questions to clarify information, and be conscious of time limits during discussions. Council members are responsible for facilitating discussions.

5.2 Public Hearings. Council members should not make judgments or decisions about matters presented at a public hearing until all relevant written material has been reviewed, and all staff, citizen, and Council comments, opinions and recommendations have been considered. When necessary, it may be appropriate to defer action on a hearing to request new or additional information (subject to evidentiary limitations).

5.3 Discussion and Decision Making.

a. During decision making, there should be full discussion of opinions and differences. After a decision has been made and a vote taken, that decision is the official decision of the Council. Council members should not criticize other Council members or staff for acting on a decision with which the Councilmember does not agree. Council members may, however, point out how their individual opinion differs from the majority.

b. When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement and conclusion of the discussion.

c. Council members may clarify their views on a particular item prior to taking the formal vote on an item.

5.4 Decorum and Order.

a. The Presiding Officer shall preserve order and decorum, prevent attacks on persons or personalities, confine debate to the subject under discussion, and decides all points of order. Council members help the Presiding Officer preserve decorum during Council meetings and are required to follow the direction of the Presiding Officer and these Council Rules.

b. The Presiding Officer, or any Council member upon motion and majority vote, may remove any person who does not follow these rules and causes repeated disruption of the meeting. If a meeting is disrupted, the Presiding Officer may order that the Council Chambers be cleared and a recess called until order is restored. Alternatively, the Presiding Officer may call for police assistance if deemed necessary to restore order

c. Council members should not use their opportunity to speak to engage in personal attack or impugn the motives of any speaker. In the event a Councilmember is personally offended by the actions or remarks of the Mayor or another Councilmember, they should note the action or actual words used and call for a "point of personal privilege" that challenges the other Council member to justify the action or language used.

d. Any Councilmember or person who is under the influence of drugs or intoxicants may be requested to leave a meeting.

SECTION 6: COUNCIL MOTIONS AT PUBLIC MEETINGS

6.1 General.

a. Unless otherwise provided for by these rules and by law in the opinion of the City Attorney, the procedure for Council meetings will be governed by the directions shown in this section which highlight the most common actions and situations encountered by Council in its regular public meetings.

b. Council members should clearly and concisely state their motions. The Mayor/Presiding Officer will state the names of the Councilmember who made the motion and made the second. The Mayor may make a motion or a second, provided that they first designate the Council President, or in their absence a senior member of Council, as the presiding officer during consideration of the matter.

c. Prior to voting on a motion, the motion should be repeated by the Mayor/Presiding Officer to ensure that the action being taken and meeting record is clear.

d. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes, and a point of order do not require a second.

e. The Mayor/Presiding Officer will ask for a voice vote for all final decisions. Roll call votes are required when otherwise requested by a Councilmember and for votes on all ordinances.

f. At the conclusion of any vote, the Mayor/Presiding Officer will announce the result of the vote. Council members may change their vote prior to the Mayor/Presiding Officer announcing the results of the vote.

6.2 Withdrawal. A motion may be withdrawn by the mover at any time prior to announcement of the results of the vote without the consent of the Council.

6.3 Passage. A motion passes only if it receives four or more votes, regardless of the number of Council members present.

6.4 Postpone.

a. A motion to postpone to a certain time is debatable and amendable. The matter may be considered later at the same meeting or at a future meeting.

b. A motion to postpone indefinitely is debatable and is not amendable. It may be reconsidered at the same meeting only if approved by an affirmative vote. This motion does not really postpone the matter, but effectively rejects the matter without a direct vote.

- 6.5 Call for Question. A motion to call for the question ends debate on the matter and is not debatable. A second is required for this motion and it fails without a majority vote. Debate may continue if the motion fails.
- 6.6 Amendment.
- a. A motion to amend may be made to a previous motion that has been seconded but not voted on. A second is required for this motion. An amendment is made by adding, striking, or substituting words.
 - b. Motions to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration, and take from the table may not be amended.
 - c. Amendments are voted on first, then the main motion as amended or not.
- 6.7 Reconsideration. When a question has been decided, any Council member who voted in the majority may move for reconsideration. The motion for reconsideration must be made before adjournment of the meeting in which final action on the ordinance, resolution, order or other decision was taken.

SECTION 7: COUNCIL RELATIONS AND COMMUNICATIONS

7.1 Council Relations With Staff.

- a. Questions of City staff and/or requests for additional information should be directed to the City Administrator or a Department Head through the City Administrator. However, simple questions readily answerable may be directed to a Department Head or senior staff member. Materials or information supplied in response will be provided to all Council members.
- b. When questions relate to matters on a meeting agenda, Council members are encouraged to present their questions to the City Administrator prior to the meeting when possible. This helps to resolve common questions or issues prior to the meeting so that substantive discussion and action can take place at the meeting.
- c. Council members will not direct staff to take any action or initiate any project or study without the approval of a majority of the Council.
- d. Council members should never express concerns about the performance of a City employee in public or to the employee directly. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.

7.2 Council Relations With One Another in Public Meetings.

- a. The City Council is comprised of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present

and future of the community. The public stage is provided during business meetings and should be used to show how individuals with disparate points of view can find common ground and seek compromise designed to benefit the community as a whole.

b. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of democracy in action.

7.3 Council Relations With Citizens, Other Public Agencies, Community Organizations and Media.

a. Council members should not ask citizens to appear at a Council meeting to state a complaint or question that has not been previously presented to staff. As a first step, Council members should refer the citizen with questions, complaints or suggestions to the City Administrator or the appropriate Department Head. Council members may further explain that if the citizen is not satisfied with the results, they may present their issue during the public input portion of the next Council meeting. Council members should always inform the City Administrator upon receipt of a citizen inquiry or complaint for which some type of follow up is necessary.

b. Council members should be welcoming to citizens and other non-staff speakers at public meetings. Council members should ask for clarification where necessary and avoid debate and argument with any member of the public.

c. In unofficial and non-public meetings or encounters with constituents and other members of the public, Council members should never expressly or impliedly promise Council or staff action of any kind or make any admissions of fault or responsibility on behalf of the City.

d. All outside communications that represent a Councilmember's individual interests and opinions in opposition to the Council position must clearly indicate that the communication is not representative of the Council position and is the Councilmember's personal position.

e. If a Councilmember represents the City or Council before another governmental agency, a community organization, or the media, the Councilmember should first state the Council majority position and then may, thereafter, state the minority position. Personal opinions and comments should be expressed only if the Council member makes clear that the opinions and comments are their own.

f. A Councilmember should obtain appropriate permission before representing another Councilmember's view or position in public.

g. Council members should use discretion in disseminating staff opinions, correspondence or other staff reports regarding on-going issues prior to the issues being resolved. This is particularly important because disclosure of a document

or information may result in the document or information losing any protected or privileged status it may have had under the Public Records Law or other law.

SECTION 8: CODE OF ETHICS

- 8.1 Impartiality and Fairness. Council members are encouraged to conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Council members should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or interest group at the expense of the City as a whole. Council members should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, age, gender, social station or economic position.
- 8.2 Oregon Statutes on Government Standards and Practices. All Council members are individually responsible for compliance with the Oregon Revised Statutes governing the ethical conduct of public employees and officials. Violation of these statutes may result in personal liability.

SECTION 9: COUNCIL MEETING STAFFING

- 9.1 City Administrator. The City Administrator will attend all Council meetings unless excused. The City Administrator may make recommendations to the Council and shall have the right to take part in all Council discussions but shall have no vote.
- 9.2 City Attorney. The City Attorney will attend Council meetings when requested for a legal issue on the agenda as determined by the Mayor and City Administrator. A consensus of Council may also request the City Attorney's presence at a Council meeting. Legal work desired by a Councilmember that is beyond routine items shall be previously negotiated for scope and cost and require a consensus of Council for execution. The Presiding Officer assisted by the City Recorder has the authority to rule on questions of order or to answer parliamentary inquiries.
- 9.3 City Recorder. The City Recorder will attend all Council meetings unless excused and keep the official minutes and perform other such duties as may be needed for the orderly conduct of the meeting.
- 9.4 Other Staff. The City Administrator will determine any other department heads that may need to attend Council meetings.

SECTION 10: COMMITTEES

- 10.1 Appointment, Removal, and Replacement Generally.

a. Citizens interested in serving on a City Committee shall submit an application to the Mayor for his or her consideration. The Mayor is responsible for appointing members to said committees and all appointments are subject to Council approval.

b. Committee Members may be removed by the Mayor after missing three consecutive meetings without excuse. Removal of Planning Commissioners however will be given special consideration and conducted in accordance with ORS 227.030. Notice of removal to the affected committee member shall be handled with respect and courtesy.

c. Filling Vacancies for Committees shall be conducted in accordance with procedure established by the City Administrator and approved by the Mayor.

i. The vacancy for Committees shall be posted at least two weeks before the vacancy is filled. The Mayor may make a determination regarding filling the vacancy in the event business is being delayed by the vacancy.

d. The Mayor shall make a determination regarding relatives or members of the same household on the same committee when making individual appointments.

10.2 Liaisons/Representatives to Other Agencies.

a. The Mayor may appoint City liaisons or representatives to all committees and task forces of other agencies and community organizations for which participation of an elected or appointed official from the City is determined to be necessary or beneficial to the City. The Mayor may remove the liaison or representative upon consensus of the Council.

b. The primary role of an appointee is to facilitate communication between the relevant committee and the Council and to represent the City's interests as determined by a majority of the Council.

10.3 Organization of the Committee System.

1. Committees should be identified as a Standing or Temporary Committee.

a. Standing Committees are created by ordinance with the exception of the Budget Committee, which is created by Statute. These Committees can only be dissolved by repeal of the ordinance that created them. The existing Standing Committees are Tourism and Planning. The Tourism Committee has seven members and the Planning Commission has five members.

b. Temporary Committees are created by the Mayor. When creating a Temporary Committee the Mayor shall:

i. Write a statement of purpose detailing the task(s) of the Committee.

- ii. Establish a timeline for the duration of the Committee. Generally Temporary Committees would remain in service for one year, but depending on the circumstances and at the Mayor's discretion, there may be variations in the duration of the Committee.
 - iii. Determine whether the Committee will consist of five or seven members.
- c. Temporary Committees that do not meet and report agendas and minutes to Council for three consecutive months will be dissolved.

10.4 Guidelines for Committee Operation.

1. Each Committee should operate under the same guidelines. These guidelines should be given to each Committee Member when they are appointed to the Committee. When possible a Committee training session will be offered.
2. Along with established guidelines, each Committee should have the following common traits:
 - a. An agenda for every meeting posted at least 24 hours before the meeting.
 - b. Minutes taken at every meeting. Staff will take minutes for Budget Committee and Planning Commission. A Committee Member for all other committees shall take minutes.
 - c. The Chairperson of the Committee should preside over the meeting and create the agenda for each meeting so as to be responsive to direction from the Council. The Committee will elect the Chair.
 - d. A written or oral report shall be given to the Council at the next Council meeting after the Committee meeting.
 - e. There shall be a joint workshop with the Council at least once per year.
3. Committee meetings shall be held at City Hall or another accessible public location in Cascade Locks.

10.5 Committee Goal Setting.

1. The committee should propose goals to the Council at least once per year. These proposed goals would be subject to Council approval.

SECTION 11: USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION

- 11.1 Definition. For the purposes of this section, "confidential" means anything done or communicated in a manner denoting confidence or secrecy, including, but not limited to, information designed to be held in trust or labeled as confidential; information not subject to public disclosure under the State public records or public meetings laws; information disclosed during or in connection with a

privileged or protected relationship, such as between an attorney and client; and other information determined to be essential to the fiduciary duties of an elected official to the City. All matters properly discussed in executive session are confidential.

- 11.2 Disclosure of Confidential Information. Council members must keep in complete confidence confidential information to insure that the City's position is not compromised. Confidential information may be disclosed or otherwise released to the public upon a consensus determination by the Council that confidentiality is no longer necessary, or if otherwise instructed by the City Attorney.
- 11.3 Improper Disclosure. Improper disclosure of confidential information is deemed an act outside the course and scope of disclosing the Councilmember's agency relationship with the City and may subject the Councilmember to forfeiture of the protections under the Oregon Tort Claims Act, including the right to defense and indemnification, for any damages or liability resulting from or relating to the disclosure of the confidential information.
- 11.4 Statements Relating to Confidential Matters. All public statements, information, or press releases on confidential matters will be made by designated staff or Council representative.
- 11.5 Written Materials. Council members must keep all confidential written materials in complete confidence.
- 11.6 Executive Session. Council members may not communicate any information from any executive session to the media or anyone who was not present at the executive session unless authorized by a consensus of the Council. Information from an executive session does not include information or direction made after the executive session is closed and the regular meeting resumed. If staff is given direction to proceed with negotiations or litigation in a specific matter, Council members may not have any contact or discussion on the matter or subject with any other party or its representative, or otherwise take steps that might interfere with the direction given to staff by Council.

SECTION 12: MEDIA

- 12.1 Open Meetings. All public meetings of the Council and its committees are required by Oregon law to be open to the media, freely subject to recording by any electronic means or photographic means at any time, provided that the arrangements do not interfere with the orderly conduct of the meeting. The Council does have discretion, however, to determine who or what constitutes "the media."
- 12.2 Media Attendance at Executive Sessions. Media representatives are allowed to attend most Council executive sessions subject to the understanding that issues will not be reported. Upon opening the executive session, the Mayor/Presiding Officer specifies what may or may not be reported. The public meetings statute

allows the general subject of the discussion to be disclosed. Media representatives are not allowed to tape or video record executive sessions. Media representatives may be restricted from attending executive sessions involving deliberations with persons designated by Council to carry on labor negotiations.

SECTION 13: SUSPENSION OR AMENDMENT OF COUNCIL RULES

- 13.1 Suspension. Any provision of these rules not governed by State law, the City Charter or City Code may be temporarily suspended by a majority vote of the Council.
- 13.2 Amendment. These Rules are in effect from adoption until amended or repealed. Amendments, deletions, additions, or repeal to the Council Rules are made by resolution adopted by the Council.

SECTION 14: EXPENSES AND REIMBURSEMENT FOR MAYOR AND COUNCILORS.

- 14.1 Expenses and Reimbursement. Councilors will follow the same rules and procedures for reimbursement as those which apply to City employees, as established by City Policy. Councilor expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) must require advance Council approval according to the purchasing rules which apply citywide.

A Councilor who will be traveling on City business may make his or her own reservations for travel and lodging in accordance with City policy. Upon request to the City Recorder, travel accommodations for Councilors will be made by City Staff.

The City does not reimburse Councilor for expenses incurred by their spouses.

APPENDIX

PROCEDURE FOR PUBLIC HEARINGS

1. Quasi-Judicial Hearings—Ex Parte Contacts and Disqualification.
 - a. Ex parte contacts are an issue only in quasi-judicial proceedings. The term “ex parte” is defined as; “on one side only; by or for one party; done for, in behalf of, or on the application of, one party only”. An ex parte contact is more often a conversation or other contact with the applicant or a witness concerning an application or other quasi-judicial matter. It is not a conversation with staff, or conversation between two Council members or Planning Commission members. It is a conversation between a Council member and a Planning Commission member, or discussion of an application at an unnoticed public meeting, a letter received individually, or a conversation with the applicant or a person interested in the proceeding. Site visits and attendance at a Planning Commission public hearing on a quasi-judicial matter are also ex parte contacts.
 - b. The existence of an ex parte contact or bias will not render the decision void so long as the ex parte contact is disclosed on the record as provided below.
 - c. All ex parte contacts must be disclosed on the record at the first hearing following the communication. The disclosure must explain the substance of the communication, not just the existence. The disclosure must also be public, giving interested persons or parties the right to rebut the substance of the communication. The Councilmember must also state whether the ex parte contact affects the Councilmember’s impartiality or ability to vote on the matter. The Councilmember must state whether he or she will participate or abstain.
 - d. Bias of hearing body member may result from ex parte contacts, or conflicts of interest, or something else. The public and other hearing body members always have the opportunity to challenge a hearing body member’s ability to be impartial.
 - e. Although a Councilmember may choose to participate, notwithstanding an ex parte contact or bias, the Councilmember may be disqualified from the hearing by a majority vote of the Council. The Councilmember disqualified shall not participate in the debate, shall step down from the bench for that portion of the meeting and cannot vote on that motion.
 - f. A Councilmember who was absent during the presentation of evidence cannot participate in any deliberations or decisions regarding the matter unless the Councilmember has reviewed all the evidence and testimony received, and disclosed for the record that they have done so.
2. Conducting Legislative Hearings. The following is the general order of legislative public hearing proceedings:

- a. The Mayor, or Presiding Officer, announces the convening of the Public Hearing and announces the nature of the matter to be heard as it is set forth on the agenda.
 - b. Discussion of Conflict of Interest of any members of Council.
 - c. The Mayor/Presiding Officer declares the hearing to be open and invites members of the audience to be heard in the following order:
 1. Staff Report
 2. Correspondence
 3. Persons to speak in support of the matter
 4. Persons to speak in opposition of matter
 5. Persons to speak neither for nor against the matter
 6. Staff Rebuttal
 - d. The Mayor/Presiding Officer closes the public hearing.
 - e. The Mayor/Presiding Officer calls for deliberations to start.
 - f. Council deliberations and vote.
3. Conducting Quasi-Judicial Land Use Hearings. The following is the general order of quasi-judicial public hearing proceedings:
- a. Conduct of Quasi-Judicial Hearings for land use hearings must conform to the requirements in Oregon Revised Statutes (ORS Ch. 197 and 227).
 - b. The Mayor/Presiding Officer announces prior to opening the hearing the nature of the matter to be heard as set forth on the agenda and the procedure to be followed for the hearing.
 - c. The Mayor/Presiding Officer gives notice that failure to address criteria or raise any other issue with sufficient specificity precludes an appeal on that criteria or issue.
 - d. Discussion of jurisdiction and impartiality of the Council.
 - e. The Mayor/Presiding Officer then declares the hearing to be open and invites members of the audience to be heard in the following order:

1. Staff Report/Introduction of the Appeal
2. Correspondence
3. Applicant or Appellant's Presentation
4. Other Testimony in support of the application or appeal
5. Testimony in opposition of matter
6. Testimony neither for nor against the matter
7. Applicant or Appellant's rebuttal and recommendation
8. Staff's rebuttal and recommendation
9. Questions from Council to staff

f. The Mayor/Presiding Officer closes the hearing and takes no further testimony from the audience. Under certain circumstances, the record may be left open. Consult with staff.

g. If the hearing is not continued, Council deliberates and votes.

h. The Council has the discretion to adopt the findings or direct the staff or prevailing party to submit proposed findings for Council consideration and adoption at a future meeting.

