

WORK SESSION

1. **EDA Project Update.** Mayor Brenda Wood opened the work session at 6:30 PM. CM's Marianne Bump, Courtnee Keilman, Pete Happy, Eric Keller, Bernard Seeger (Zoom) and Tiffany Pruitt were present. Also present were City Administrator Jordon Bennett, City Recorder Kathy Woosley, Nan Noteboom, Lauryl Nagode, Leslie Naramore, Sarah Kellerns, Jake Ross-Bright, Tom Cramblett, Amanda Ferguson (Zoom), Ed Hockaday (Zoom), Readaimtg (Zoom), and Michelle.

REGULAR MEETING

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Wood opened the meeting at 7:00 PM. Bump, Keilman, Happy, Keller, Pruitt, and Seeger (Zoom) were present. Also present were City Administrator Bennett, City Recorder Woosley, Nan Noteboom, Lauryl Nagode, Leslie Naramore, Sara Kellerns, Jake Ross-Bright, Tom Cramblett, Amanda Ferguson (Zoom), Readaimtg (Zoom).
2. **Additions or Amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of Action Minutes of August 11, 2025**
 - b. **Ratification of the Bills in the Amount of \$ 365,762.15.**
 - c. **Approve Special Event License for Landmass Wines.**

Motion: CM Pruitt moved, seconded by CM Happy, to approve the Consent Agenda. The motion carried with CM's Bump, Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood voting in favor.
4. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Jake Ross-bright spoke to Council.
5. **Special Presentations.**
 - a. **Mid-Columbia Community Action Council - Leslie Naramore**
6. **Public Hearings.** None.
7. **Action Items:**
 - a. **Adopt Ordinance 463 – Amend Zoning and Comprehensive Plan Maps. Motion:** CM Keller moved, seconded by CM Happy, to adopt Ordinance No. 463 updating the zoning and comprehensive plan maps. The motion passed with CM's Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood voting in favor. CM Bump opposed the motion. Since there was not a unanimous vote, the ordinance will be on the next agenda for adoption.
 - b. **Adopt Ordinance 465 – CDC Article I Amendment. Motion:** CM Pruitt moved, seconded by CM Keller, to adopt Ordinance No. 465 amending the Cascade Locks Development Code Article I Definitions – Building Height. The motion passed with CM's Bump, Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood voting in favor.
 - c. **Adopt Ordinance 466 – CDC Article II Amendment. Motion:** CM Keller moved, seconded by CM Happy, to adopt Ordinance No. 466 amending the Cascade Locks Development Code Article II Procedures. The motion passed with CM's Bump, Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood voting in favor.
 - d. **Oregon Dept of Energy Grant Application Approval. Motion:** CM Happy moved, seconded by CM Pruitt, to approve the letter of authorization to apply for the Department of Energy grant for the fire Station Microgrid system. The motion passed with CM's Bump, Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood voting in favor.

e. **Oregon Dept of Land Conversation and Development Grant Approval. Motion:** CM Happy moved, seconded by CM Keller, to approve the letter of authorization to apply for the Department of Land Conservation and Development Grant for a review and update of the City of Cascade Locks' Community Development Code housing sections.

f. **Approve City Administrator Salary Increase. Motion:** CM Keller moved, seconded by CM Seeger, to approve a merit increase of \$2080.00 for the City Administrator's salary. The motion failed with CM's Bump, Keilman, Happy, Pruit, Seeger, and Mayor Wood opposing the motion. CM Keller voted in favor of the motion.

g. **Resolution 1523 – Water Rates. Motion:** CM Pruit moved, seconded by CM Seeger, to approve Resolution No. 1523 updating the City of Cascade Locks' water rates. After discussion CM Pruit amended her motion to change the WSIP rate to \$15.67 instead of \$11.10 as shown on the resolution. CM Keller seconded the amended motion. The motion failed with CM's Bump, Keilman, Pruit, Seeger, and Mayor Wood opposing the motion. CM's Happy and Keller voted in favor.

h. **Committee Appointments. Motion:** CM Keller moved, seconded by CM Seeger, to appoint Harry Troger to the Tourism Committee. The motion passed with CM's Bump, Keilman, Happy, Keller, Pruit, Seeger, and Mayor Wood voting in favor. **Motion:** CM Bump moved, seconded by CM Pruit, to appoint Norm Borque to the Tourism Committee. The motion passed with CM's Bump, Keilman, Pruit, and Mayor Wood voting in favor. CM's Happy, Keller, and Seeger opposed the motion.

i. **Approval to Pursue Full Service Intergovernmental Agreement (IGA) with North Wasco PUD. Motion:** CM Seeger moved, seconded by CM Pruit, to not approve entering into formal agreement for a full service IGA with North Wasco PUD. The motion passed with CM's Bump, Keilman, Happy, Keller, Pruit, Seeger, and Mayor Wood voting in favor.

8. Reports and Presentations.

- a. **Committee Reports – None**
- b. **Audit Update**
- c. **City Administrator Bennett Report**

10. Mayor and City Council Comments.

11. Executive Session. ORS 192.660 (2)(a) Employment of specific public officers, employees and agents and under limited circumstances. Mayor recessed Regular Session and entered into Executive Session. CM's Bump, Keilman, Happy, Keller, Pruit, Seeger, and Mayor Wood were present. Also present were City Administrator Bennett and City Recorder Kathy Woosley.

12. Adjournment. Motion: CM Pruit moved, seconded by CM Happy, to adjourn. The motion passed unanimously by CM's Bump, Keilman, Happy, Keller, Pruit, Seeger, and Mayor Wood.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Brenda Wood, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE: 9/8/2025 DESCRIPTION: AMOUNT: \$ 122,568.43

9/5/2025	Payroll 16581-16584	\$ 28,400.16
	MASA*	\$ 28.00
	AFLAC*	\$ 430.02
	OR DOR Taxes	\$ 3,623.21
	PERS	\$ 12,591.98
	OSGP*	\$ 25.00
	IRS	\$ 11,697.35
	Union Dues	\$ 148.57
	ASI Flex*	\$ 50.00

8/28/2025 **AP** \$65,574.14

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* Voluntary Employee Elections
Party Fund* \$ 42.00

APPROVAL:

Mayor Brenda Wood

Council Member

Report Criteria:
 Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16546	08/25	08/28/2025	45	11964-05	AKS Engineering	planning services	0140262075	703.75	
16546	08/25	08/28/2025	45	11964-05	AKS Engineering	planning services	0140262090	978.75	
Total 16546:								1,682.50	
16547	08/25	08/28/2025	7240	19G4-1LXQ-	Amazon Capital Services	ATV Trailer tow dump cart	0140462520	239.99	
Total 16547:								239.99	
16548	08/25	08/28/2025	6839	85868491	Bound Tree Medical	Medical supplies	0540562351	202.54	
16548	08/25	08/28/2025	6839	85870548	Bound Tree Medical	Medical supplies	0540562351	52.74	
16548	08/25	08/28/2025	6839	85879416	Bound Tree Medical	Medical supplies	0540562351	183.99	
Total 16548:								439.27	
16549	08/25	08/28/2025	452	CR WOOD 0	Brenda Wood	Mileage reimbursement to OMA Confere	0140862020	365.40	
16549	08/25	08/28/2025	452	CR WOOD 0	Brenda Wood	reimburse motel and meal	0140862020	155.06	
Total 16549:								520.46	
16550	08/25	08/28/2025	6900	VIO2016	BSK Associates	OR DW Compliance	2140562150	495.00	
Total 16550:								495.00	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	0121070	8,682.12	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	0121075	166.70	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	0140162870	100.45	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	0321070	268.08	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	0321075	1.68	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	0521070	5,303.65	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	0521075	114.02	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	2121070	2,145.95	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	2121075	7.60	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	3121070	121.91	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	3121075	.75	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	5121070	2,310.49	
16551	08/25	08/28/2025	870	SEPTEMBE	CIS	Medical insurance	5121075	122.57	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16551:								19,345.97	
16552	08/25	08/28/2025	1120	45491	Columbia Ace Hardware	HD adhesive	0140462520	43.28	
16552	08/25	08/28/2025	1120	45491	Columbia Ace Hardware	wasp and hornet spray	2140562560	31.83	
16552	08/25	08/28/2025	1120	45561	Columbia Ace Hardware	bucket, paint care, rollers, cleaning cloth,	0340562560	168.02	
16552	08/25	08/28/2025	1120	45577	Columbia Ace Hardware	key	0140462520	4.99	
16552	08/25	08/28/2025	1120	45577	Columbia Ace Hardware	cable ties, miscellaneous fasteners	2140562441	20.39	
Total 16552:								268.51	
16553	08/25	08/28/2025	7116	47576644	First-Citizens Bank & Trust Co	copier lease	0140162120	199.67	
16553	08/25	08/28/2025	7116	47576645	First-Citizens Bank & Trust Co	Folding machine lease	5140562110	179.00	
Total 16553:								378.67	
16554	08/25	08/28/2025	2020	1524487	General Pacific	sleeve service entrance	5140562560	89.40	
16554	08/25	08/28/2025	2020	1524487	General Pacific	sleeve service entrance	5140662560	59.60	
Total 16554:								149.00	
16555	08/25	08/28/2025	6280	97478132	Glatfelter Insurance Group	Accident & Sickness EMS	0540562060	1,759.00	
Total 16555:								1,759.00	
16556	08/25	08/28/2025	7130	277007	Gorge Auto Parts	nightvision lamp	0540562441	57.99	
16556	08/25	08/28/2025	7130	278909	Gorge Auto Parts	sensor	2140562441	357.50	
16556	08/25	08/28/2025	7130	278909	Gorge Auto Parts	sensor	3140562441	357.49	
16556	08/25	08/28/2025	7130	278962	Gorge Auto Parts	drain plug, oil filter, oil	2140562441	49.47	
16556	08/25	08/28/2025	7130	278962	Gorge Auto Parts	drain plug, oil filter, oil	3140562441	49.48	
16556	08/25	08/28/2025	7130	278984	Gorge Auto Parts	Inspections mirror, retrieving tool	2140562560	50.68	
16556	08/25	08/28/2025	7130	279006	Gorge Auto Parts	push button dash and panel moment, ori	0540562441	29.06	
Total 16556:								951.67	
16557	08/25	08/28/2025	2501	CR 080725	Hood River Fire & EMS	MEDICAL SUPPLIES	0540562351	430.68	
16557	08/25	08/28/2025	2501	MED 071625	Hood River Fire & EMS	MEDICAL SUPPLIES	0540562351	65.56	
16557	08/25	08/28/2025	2501	MED 082225	Hood River Fire & EMS	MEDICAL SUPPLIES	0540562351	50.82	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16557:								547.06	
16558	08/25	08/28/2025	7191	CR RANKIN	Jennifer Rankin	Double paid deposit and temporary conn	5121130	450.00	
Total 16558:								450.00	
16559	08/25	08/28/2025	3050	R26811	League of Oregon Cities	Grant Writing Training for a Councilor	0140862020	249.00	
Total 16559:								249.00	
16560	08/25	08/28/2025	8184	CR 2000970.	Maryann Mattson	Deposit Refund	5121130	182.83	
Total 16560:								182.83	
16561	08/25	08/28/2025	8182	CR BLACKB	Mitchell Blackburn	refund deposit	5121130	196.45	
Total 16561:								196.45	
16562	08/25	08/28/2025	3700	CR MCCOR	Neil McCormick	refund construction deposit	0121135	600.00	
Total 16562:								600.00	
16563	08/25	08/28/2025	4210	L001242500	Oregon Employment Department	Unemployment Insurance	0140161090	813.23	
Total 16563:								813.23	
16564	08/25	08/28/2025	4530	16346351	Pape Machinery	Tie Rod Assembly	0140462520	133.85	
Total 16564:								133.85	
16565	08/25	08/28/2025	4650	6N44273	Platt Electric Supply	IGD LED, Wire stripper	0140462520	281.92	
Total 16565:								281.92	
16566	08/25	08/28/2025	4810	206946	Print It!	councilor name plate	0140162010	16.00	
16566	08/25	08/28/2025	4810	206947	Print It!	Name badge for council	0140162010	16.00	
Total 16566:								32.00	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16567	08/25	08/28/2025	7150	9209384092	Stryker Sales Corporation	Maintenance agreement life pak	0540562443	563.00	
Total 16567:								563.00	
16568	08/25	08/28/2025	8183	CR 1037404.	Suzanne Peterson	Refund deposit	5121130	200.73	
Total 16568:								200.73	
16569	08/25	08/28/2025	5655	OR-CLF-202	Tactical Business Group	EMS billing services, claim audit findings	0540562111	1,200.00	
Total 16569:								1,200.00	
16570	08/25	08/28/2025	7290	1531 082025	T-Mobile USA	phone	0140162050	48.77	
16570	08/25	08/28/2025	7290	1531 082025	T-Mobile USA	phone	0540562050	195.10	
Total 16570:								243.87	
16571	08/25	08/28/2025	5960	INV083374	Traffic Safety Supply Co	signs	0340562560	51.63	
Total 16571:								51.63	
16572	08/25	08/28/2025	6028	2119	Treatment Equipment Company	WWTP Operations	3140562700	16,640.00	
Total 16572:								16,640.00	
16573	08/25	08/28/2025	6370	INV13672	Wapiti Aerial Services	truck inspections	5140563700	1,124.79	
16573	08/25	08/28/2025	6370	INV13672	Wapiti Aerial Services	truck inspections	5140663700	749.86	
Total 16573:								1,874.65	
16574	08/25	08/28/2025	6372	151829-01	Wears My Shirt	tshirts, hats, bandanas, set up fees, rush	0840562112	6,308.50	
Total 16574:								6,308.50	
16575	08/25	08/28/2025	6690	CR WOOSL	Woosley, Kathy	Reimburse Mileage	0140162020	28.00	
16575	08/25	08/28/2025	6690	CR WOOSL	Woosley, Kathy	Reimburse for employee end of summer	0121115	82.62	
Total 16575:								110.62	
16576	08/25	08/28/2025	6839	85884347	Bound Tree Medical	Medical supplies	0540562351	634.03	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16576:								634.03	
16577	08/25	08/28/2025	6960	79	Cascade Locks Historical Museum	Tourism Committee Admin Support	0840562103	6,250.00	
Total 16577:								6,250.00	
16578	08/25	08/28/2025	6110	UB 082825	US Postal Service	Mail utility bills	0140162055	471.38	
Total 16578:								471.38	
16579	08/25	08/28/2025	7040	3477	Yates Line Co.	Conduit into Secondary Peds, OUtage at	5140562110	1,309.35	
Total 16579:								1,309.35	
Grand Totals:								65,574.14	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	14,380.93-	14,380.93-
01-21070	8,682.12	.00	8,682.12
01-21075	166.70	.00	166.70
01-21115	82.62	.00	82.62
01-21135	600.00	.00	600.00
01-401-61090	813.23	.00	813.23
01-401-62010	32.00	.00	32.00
01-401-62020	28.00	.00	28.00
01-401-62050	48.77	.00	48.77
01-401-62055	471.38	.00	471.38
01-401-62120	199.67	.00	199.67
01-401-62870	100.45	.00	100.45
01-402-62075	703.75	.00	703.75
01-402-62090	978.75	.00	978.75
01-404-62520	704.03	.00	704.03
01-408-62020	769.46	.00	769.46
03-21010	.00	489.41-	489.41-
03-21070	268.08	.00	268.08
03-21075	1.68	.00	1.68
03-405-62560	219.65	.00	219.65
05-21010	.00	10,842.18-	10,842.18-
05-21070	5,303.65	.00	5,303.65
05-21075	114.02	.00	114.02
05-405-62050	195.10	.00	195.10
05-405-62060	1,759.00	.00	1,759.00
05-405-62111	1,200.00	.00	1,200.00
05-405-62351	1,620.36	.00	1,620.36
05-405-62441	87.05	.00	87.05
05-405-62443	563.00	.00	563.00
08-21010	.00	12,558.50-	12,558.50-
08-405-62103	6,250.00	.00	6,250.00
08-405-62112	6,308.50	.00	6,308.50
21-21010	.00	3,158.42-	3,158.42-
21-21070	2,145.95	.00	2,145.95
21-21075	7.60	.00	7.60
21-405-62150	495.00	.00	495.00
21-405-62441	427.36	.00	427.36
21-405-62560	82.51	.00	82.51

GL Account	Debit	Credit	Proof
31-21010	.00	17,169.63-	17,169.63-
31-21070	121.91	.00	121.91
31-21075	.75	.00	.75
31-405-62441	406.97	.00	406.97
31-405-62700	16,640.00	.00	16,640.00
51-21010	.00	6,975.07-	6,975.07-
51-21070	2,310.49	.00	2,310.49
51-21075	122.57	.00	122.57
51-21130	1,030.01	.00	1,030.01
51-405-62110	1,488.35	.00	1,488.35
51-405-62560	89.40	.00	89.40
51-405-63700	1,124.79	.00	1,124.79
51-406-62560	59.60	.00	59.60
51-406-63700	749.86	.00	749.86
Grand Totals:	<u>65,574.14</u>	<u>65,574.14-</u>	<u>.00</u>

Report Criteria:
 Report type: GL detail

AGENDA ITEM NO 3.c.

STAFF REPORT

Date Prepared: 9/3/25

For City Council Meeting on: 9/8/25

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley, Administrative Services Director

APPROVED BY: Jordon Bennett, City Administrator

SUBJECT: Approve 2025 OLCC Liquor License Renewals.

SYNOPSIS: Annual Liquor License Renewal letters were mailed to City businesses asking them to pay the annual license renewal fee to the City by August 28th.

The following businesses have paid their annual renewal fee to the City:

Brigham Fish Market
Landmass Wines
Buddies Barcade, LLC
Cascade Locks Shell
Cascade Locks KOA
Gorges Brewing
Ixtapa N/A
Whiskey Flats N/A
Jetty Light N/A

The following businesses have not responded to the City's request to pay their renewal fee to the City:

Bridgeside
Santo Spirito, LLC
Cascade Locks Chevron
Yamtunk, LLC
Columbia Markey
pFriem Family brewers
RML168, LLC
Native cider, LLC
Thunder Island Brewing

A letter to the OLCC regarding the businesses that have not renewed their licenses will be mailed next week.

CASCADE LOCKS STAFF REPORT

Date Prepared: September 2, 2025

For City Council Meeting on: September 8, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Adopt Ordinance 463 – Amend Zoning and Comprehensive Plan Maps

CITY STRATEGIC GOALS:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Downtown Revitalization | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Communication Enhancement | <input type="checkbox"/> Affordable/Workforce Housing |
| <input checked="" type="checkbox"/> Code Improvements | |

SYNOPSIS: Ordinance 463 approves the changing of 15 tax lots’ zones from a mix of Commercial, Commercial/Residential, or Residential to Downtown. This will put the majority of the tax lots affronting WaNaPa St the same designation of Downtown.

The ordinance was reviewed and approved for recommendation for Council approval by the Planning Commission on April 10. A public hearing occurred at the May 12 council meeting. A first reading in front of Council was held on August 25th. The Ordinance comes in front of council for a second reading and adoption.

Attached for review are the ordinance, exhibit A detailing the traffic impacts of the changes, and Chapter 8 of the Charter.

A copy of the Ordinance was provided to Council and posted at City Hall 7 days prior to the reading, meeting the requirements to read the Ordinance in title only as long as no Council member objects.

Does any council member object to reading in title only?

CITY COUNCIL OPTIONS:

- 1) Adopt Ordinance 463
- 2) Amend and Adopt Ordinance 463
- 3) Not adopt Ordinance 463

RECOMMENDED MOTION: “I move to adopt Ordinance 463 updating the Zoning and Comprehensive Plan Maps.”

ORDINANCE NO. 463

AN ORDINANCE AMENDING THE CASCADE LOCKS COMPREHENSIVE PLAN MAP AND ZONING MAP FOR THE DOWNTOWN DISTRICT

WHEREAS, the City’s Planning Commission held a Public Hearing on April 10, 2025, on the issue of expanding the Downtown District on the Comprehensive Plan map and Zoning Map to include all properties facing WaNaPa Street between the Bridge of the Gods and Forest Avenue; and

WHEREAS, the City’s Planning Commission approved the modified Comprehensive Plan map and Zoning Map and recommended adoption to the City Council; and

WHEREAS, the City Council held a Public Hearing on an ordinance modifying the Comprehensive Plan Map and Zoning Map as recommended by the Planning Commission on May 12, 2025 and

WHEREAS, the City Council makes the following findings in accordance with the criteria of CDC 8-6.176.060:

To approve a legislative amendment to the Comprehensive Plan map and zoning map, it shall be found that:

- A. The proposal complies with the Statewide Planning Goals and administrative rules as they relate to the proposal.*
- B. The proposal complies with the Comprehensive Plan goals, policies, and implementation strategies.*
- C. The Comprehensive Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation, and the proposed map amendment is consistent with projected needs expressed in the Comprehensive Plan.*
- D. The Comprehensive Plan provides more than the projected need for lands in the existing land use designation.*
- E. The uses allowed in the proposed designation will not produce significant adverse impacts on existing or planned uses on adjacent lands.*
- F. Public facilities and services necessary to support uses allowed in the proposed designation are available or can be made available at the time of development.*

The following findings of fact are offered in support of the proposed amendments:

- A. Comply with the Statewide Planning Goals and related administrative rules.*

FINDING: Of the Statewide Planning Goals only the following three are relevant to the proposed amendment: Goal 1 – Citizen Involvement; Goal 9 – Economic Development; Goal 10 – Housing.

FINDING: Goal 1 – Public involvement is a required part of land use planning in Oregon. The proposed modifications to Article III are in compliance with this requirement, as they were made through an exhaustive community-driven process as part of the Cascade Locks Downtown Revitalization Plan project. This process included a steering committee appointed by the City of Cascade Locks City Council, extensive interviews with property owners and community groups, a community-wide survey, several public open houses, a Downtown walking tour, and a website. All property owners and tenants of properties under consideration for comprehensive plan/map

amendment were invited by mail to a public open house in December 2024. As public involvement and consensus was integral to the development of this proposed expansion of the Downtown District, the proposed map changes are in compliance with Goal 1.

FINDING: Goal 9 – The purpose of Goal 9 planning is to make sure cities and counties have enough land available to realize economic growth and development opportunities. The proposed modifications to the Cascade Locks Comprehensive Plan map and Zoning Map are intended to implement the Cascade Locks Strategic Plan and the Cascade Locks Downtown Revitalization Plan, adopted in 2025. These modifications expand the Downtown District to incorporate all properties fronting onto WaNaPa Street. This will allow for the unified development, implementation, and enforcement of private and public development standards along the full length of WaNaPa Street within Cascade Locks, which will help to unify and enhance the streetscape and encourage economic development on vacant or redevelopable lots. Hence, these map changes are in compliance with Goal 9.

FINDING: Goal 10 – Goal 10 requires communities to maintain an inventory of lands that can be used to meet the community’s needs for housing. This includes offering people a range of different places to live, different community densities to choose from, and options that do not overburden the financial resources of the group living there. The proposed modifications to the Downtown District will allow additional properties that currently face WaNaPa to enjoy the ability to develop multi-family housing and mixed-use housing. The proposed map changes enhance opportunities for more housing along WaNaPa and hence meet the goals of Goal 10.

FINDING: Goal 12 - Goal 12 requires cities, counties and the state to create a transportation system plan that takes into account all relevant modes of transportation: mass transit, air, water, rail, highway, bicycle and pedestrian. The resulting plan should support a variety of transportation modes so residents are not limited in the ways they can access the jobs, goods, or services available in different parts of their community.

The proposed modifications to the Cascade Locks zoning map recognize the importance of the Transportation System Plan and coordination with ODOT during any modifications to existing properties fronting upon WaNaPa. City and ODOT Staff evaluated trip generation for each of the lots impacted by the rezoning to determine whether significant impacts to transportation facilities would result from the proposal. Staff projected buildout scenarios that would create near the highest volume of trip generation allowed under zoning code for both the current zoning and after the proposed rezoning. The trip generation numbers were derived from the ITE, Trip Generation Manual, 11th edition.

Under the existing code, the Total PM Peak for these properties on WaNaPa under worst case development would be 1,808 trips. Under the proposed rezoning to Downtown, the worst case scenario showed PM Peak trips to be 1,589, or lower than that allowed under the existing zonings. Staff’s review concluded that the proposed rezonings cause no significant effect to the transportation system and the proposed zone changes are consistent with the current adopted Transportation System Plan. (See attached spreadsheet, Exhibit A.)

B. Comply with the Comprehensive Plan goals, policies, and implementation strategies.

The following Comprehensive Plan Goals and Policies are relevant to the proposed Code amendment:

FINDING: The development of the proposed map amendments followed an extensive community engagement plan, which complies with the Comprehensive Plan Citizen Involvement goal by improving the opportunity for citizens to actively participate in all phases of the planning process.

FINDING: The proposed map amendments comply with the Comprehensive Plan Jobs Creation goal by implementing the Economic Development Plan for the City of Cascade Locks.

FINDING: The proposed map amendments comply with the Comprehensive Plan Housing Opportunities Goal to provide adequate housing opportunities and Policy 1, “Encourage a variety of housing types and prices.”

FINDING: The map amendments comply with the Comprehensive Plan Commercial and Industrial Revitalization and Development Goal of promoting a “diversified city economy” and related Policies, including Policy 2, “provide sufficient quantities of appropriately located and zoned land for new businesses in the community,” Policy 3, “Provide facilities, services, and amenities to promote tourism” and Policy 4, “Promote the downtown as the primary commercial and service center of the city.”

FINDING: The proposed map amendments comply with the Land Use Planning Implementation Strategy by amending zoning designations and code as necessary to address changing circumstances.

C. The Comprehensive Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation, and the proposed map amendment is consistent with projected needs expressed in the Comprehensive Plan.

FINDING: The proposed map changes are consistent with projected needs expressed in the Comprehensive Plan, which promotes the downtown as the primary commercial and service center of the city.” Expanding the Downtown District to include those properties on its edge that by their frontage on WaNaPa function as part of the Downtown will assist the City in promoting and updating the streetscape as a comprehensive unit.

D. The Comprehensive Plan provides more than the projected need for lands in the existing land use designation.

FINDING: The Comprehensive Plan map provides an adequate lands for commercial, commercial/residential uses, and multi-family development in several districts, including in the Downtown District, which allows commercial, mixed use development, and multi-family development.

E. The uses allowed in the proposed designation will not produce significant adverse impacts on existing or planned uses on adjacent lands.

FINDING: The uses allowed in the Downtown District are not significantly different from those already present on the properties proposed for inclusion in the Downtown District through this comprehensive plan map change. These properties are developed with either uses that are permitted under the Downtown District or are already Non-Conforming uses within their existing district (and will remain as Non-Conforming uses under the Downtown District). No adverse impacts are expected on existing or planned uses on adjacent lands based on this map change.

F. Public facilities and services necessary to support uses allowed in the proposed designation are available or can be made available at the time of development.

FINDING: Public facilities and services necessary to support Downtown District uses on the properties impacted by this map change are already present in the adjacent right-of-ways. This map change does not impact service provision.

NOW THEREFORE:

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

SECTION 1. The following properties are proposed to be redesignated as Downtown on the Comprehensive Plan map:

Map Tax Lot	Property Address	Current Use	Acreege	Current Comp Plan	Proposed Comp Plan Designation
02N07E12AC02700	101 NW WaNaPa	gas station (vacant)	0.35	Commercial	Downtown
02N07E12AC02600	No Address Assigned	vacant	0.82	Commercial	Downtown
02N07E12AC02607	205 NW WaNaPa	vacant	0.31	Commercial	Downtown
02N07E12AC02606	205 NW WaNaPa	vacant	0.45	Commercial	Downtown
02N07E12AC02605	205 NW WaNaPa	vacant	0.12	Commercial	Downtown
02N07E12AC02800	No Address Assigned	vacant	0.07	Commercial	Downtown
02N07E12AC03500	96 SW WaNaPa	Foundry	0.28	Commercial	Downtown
02N07E12AC03400	140 SW WaNaPa	City Hall	2.16	Commercial	Downtown
02N07E12AC03300	150 SW WaNaPa	SFD	0.17	Residential	Downtown
02N07E12AC03200	160 SW WaNaPa	SFD	0.24	Residential	Downtown
02N07E12AC03101	No Address Assigned	vacant	0.03	Residential	Downtown
02N07E12AC03000	15 SW Benson	Church	0.36	Residential	Downtown
02N07E12CD01000	No Address Assigned	parking lot	0.19	Residential	Downtown
02N07E12CD02600	706 SW WaNaPa	Mixed use	0.42	Commercial	Downtown
02N07E12CD02400	No Address Assigned	Utility	0.05	Commercial	Downtown

SECTION 2. The following properties are proposed to be rezoned as Downtown on the Zoning map:

Proposed Zone map changes:

Map Tax Lot	Property Address	Current Use	Acreage	Current Zoning	Proposed Comp Plan Designation
02N07E12AC02700	101 NW WaNaPa	gas station (vacant)	0.35	Commercial	Downtown
02N07E12AC02600	No Address Assigned	vacant	0.82	Commercial	Downtown
02N07E12AC02607	205 NW WaNaPa	vacant	0.31	Commercial	Downtown
02N07E12AC02606	205 NW WaNaPa	vacant	0.45	Commercial	Downtown
02N07E12AC02605	205 NW WaNaPa	vacant	0.12	Commercial	Downtown
02N07E12AC02800	No Address Assigned	vacant	0.07	Commercial	Downtown
02N07E12AC03500	96 SW WaNaPa	Foundry	0.28	Commercial	Downtown
02N07E12AC03400	140 SW WaNaPa	City Hall	2.16	CR	Downtown
02N07E12AC03300	150 SW WaNaPa	SFD	0.17	R-2	Downtown
02N07E12AC03200	160 SW WaNaPa	SFD	0.24	R-2	Downtown
02N07E12AC03101	No Address Assigned	vacant	0.03	R-2	Downtown
02N07E12AC03000	15 SW Benson	Church	0.36	R-2	Downtown
02N07E12CD01000	No Address Assigned	parking lot	0.19	R-2	Downtown
02N07E12CD02600	706 SW WaNaPa	CR	0.42	CR	Downtown
02N07E12CD02400	No Address Assigned	Utility	0.05	CR	Downtown

SECTION 3. Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 4. Effective Date. This ordinance shall become effective (thirty) 30 days after adoption by the City Council and approval by the Mayor.

ADOPTED by the City Council this 25th day of August, 2025.

APPROVED by the Mayor this 25th day of August, 2025.

Mayor

ATTEST:

City Recorder

Ordinance #463

Exhibit A:

Transportation Planning Rule Compliance Analysis

Cascade Locks Downtown Zone expansion rezonings (Ordinance 463)

The proposed rezoning incorporates those lots along WaNaPa that are not currently part of the Downtown zoning district into the Downtown district, thereby ensuring that the WaNaPa Street corridor, which functions as Cascade Lock's "downtown", is all zoned with and administered within one zoning classification.

To ensure compliance with the Transportation Planning Rule (TPR), staff evaluated trip generation for all lots proposed for rezoning in collaboration with ODOT staff to determine whether significant impacts to transportation facilities would result from the proposal. Staff projected buildout scenarios for the affected properties that would create near the highest volume of trip generation allowed under zoning code for both the current zoning of each lot and after the proposed rezoning.

The buildout scenarios described in the figures shown below. All trip generation numbers are based on the ITE, Trip Generation Manual, 11th edition.

Scenario 1:

Under the current zoning map, there are seven (7) properties zoned Commercial on WaNaPa, most of which are at the eastern end of the street (and vacant). These lots could be developed with drive-through restaurants or gas stations (under conditional use permits) with the current zoning. There are also three (3) lots zoned Commercial Residential (the lot developed with City Hall, and two lots opposite the Bridge of the Gods), which could also be developed with shopping plazas or drive-through restaurants. Finally, there are five (5) lots zoned for Medium Density Residential use (which are currently developed with either single family homes or a church, or are vacant) near City Hall. These lots could be developed with low rise multiple family housing. Together, potential development under the current zoning could produce 1,808 additional PM Peak Trips on WaNaPa Street. See Figure 1.

Figure 1 Current Zoning Build-out Scenario

Cascade Locks Downtown Proposed Comprehensive Plan Map & Zoning Map Change													
IIE Trip Generation Comparison, Ordinance 463, Downtown Zone Change							Current Zoning Scenario (Max Build-out)						
Map Tax Lot	Property Address	Current Use	Acreage	Current Zoning	square footage of lot	Current Zoning Max Use IIE Code	Current Zoning Max Use IIE Use	Total Use Size (SF, DU)	Total Use IIE Size (TSF, DU)	Daily Rate	Daily Trips	PM Peak Rate	PM Peak Trips
02N07E12AC02700	101 NW WaNaPa	gas station (vacant)	0.35	Commercial	15246	853	Convenience Market w/ Gasoline Pumps	5,000	5	624.2	3,121	49.29	246.45
02N07E12AC02600		vacant	0.82	Commercial	35719	822	Strip Retail Plaza (<40K)	17,000	17	54.45	926	6.59	112.03
02N07E12AC02607	205 NW WaNaPa	vacant	0.31	Commercial	13503	853	Convenience Market w/ Gasoline Pumps	4,500	5	624.2	2,809	49.29	221.81
02N07E12AC02606	205 NW WaNaPa	vacant	0.45	Commercial	19602	853	Convenience Market w/ Gasoline Pumps	7,500	8	624.2	4,682	49.29	369.68
02N07E12AC02605	205 NW WaNaPa	vacant	0.12	Commercial	5227	937	Coffee/Donut Shop w/ D.T.	1,500	2	533.57	800	38.99	58.49
02N07E12AC02800		vacant	0.07	Commercial	3049	937	Coffee/Donut Shop w/ D.T.	1,000	1	533.57	534	38.99	38.99
02N07E12AC03500	96 SW WaNaPa		0.28	Commercial	12198	853	Convenience Market w/ Gasoline Pumps	3,800	4	624.2	2,372	49.29	187.30
02N07E12AC03400	140 SW WaNaPa	City Hall	2.16	CR	94086	821	Shopping Plaza (40 -150K)	40,000	40	94.49	3,780	9.03	361.20
02N07E12AC03300	150 SW WaNaPa	SFD	0.17	R-2	7405	220	Multifamily Housing (Low-Rise) Not Close to Rail Transit	4	4	6.74	27	0.51	2.04
02N07E12AC03200	160 SW WaNaPa	SFD	0.24	R-2	10454	220	Multifamily Housing (Low-Rise) Not Close to Rail Transit	5	5	6.74	34	0.51	2.55
02N07E12AC03101		vacant	0.03	R-2	1306	210	Single-Family Detached Housing	1	1	9.43	9	0.94	0.94
02N07E12AC03000	15 SW Benson	Church	0.36	R-2	15681	220	Multifamily Housing (Low-Rise) Not Close to Rail Transit	7	7	6.74	47	0.51	3.57
02N07E12CD01000		parking lot	0.19	R-2	8276	220	Multifamily Housing (Low-Rise) Not Close to Rail Transit	4	4	6.74	27	0.51	2.04
02N07E12CD02600	706 SW WaNaPa	Commercial/Residential	0.42	CR	18295	934	Fast-Food Restaurant w/ D.T.	5,500	6	467.48	2,571	33.03	181.67
02N07E12CD02400		Utility	0.05	CR	2178	937	Coffee/Donut Shop w/ D.T.	500	0.5	533.57	267	38.99	19.50
		total acreage:	6.02								Total Daily		Total PM Peak
											22,005		1,808

Conclusion:

Total Trip Generation Before Zone Change: 1808 PM Peak Trips

Total Trip Generation After Zone Change: 1589 PM Peak Trips

In this scenario planning review, there is negligible impact on projected maximum trip generation and therefore a **determination of no significant impact** on transportation facilities is appropriate.

This planning review meets the requirements of Section 17-4.6.050 Transportation Planning Rule Compliance as defined in OAR 660-012-0060 for plan and land use regulation amendments.

(C) Conviction of any felony or a crime relating to performance of Council duties.

Section 30. FILLING OF VACANCIES. Council vacancies shall be filled by a majority of the remaining members of the Council. The appointee's term of office shall begin immediately and shall continue until the next general election and the term for that position shall be the unexpired portion of the remaining term.

CHAPTER VIII ORDINANCES

Section 31. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted shall be, "The City of Cascade Locks ordains as follows:"

Section 32. METHODS OF ADOPTION.

- (1) An ordinance shall be fully and distinctly read in open Council meeting on two different meetings before being adopted by the Council; and
- (2) An ordinance may be adopted at a single meeting by unanimous vote of the entire Council, if:
 - (A) Two readings, by title only or in full, shall occur, and
 - (B) Any section of a proposed ordinance containing substantive change shall be read in full prior to consideration.
- (3) A reading of an ordinance may be by title only if:
 - (A) No member of the Council present at the meeting requests that that ordinance be read in full, and
 - (B) At least one week before the reading:
 - (1) A copy of the ordinance is provided to each member of the Council, and
 - (2) Copies of the ordinance are available for public inspection in the office of the City Recorder, and
 - (3) Notice of the availability and the title page of the ordinance is posted at the City Hall.

(4) After January 1, 2008, any such ordinance, or resolution or order approved by a majority of the Council that creates or increases any tax, charge or fee, the ordinance shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even numbered year.

[Section 4 is added as an amendment to the Charter per November 4, 2008 General Election]

CASCADE LOCKS STAFF REPORT

Date Prepared: September 2, 2025

For City Council Meeting on: September 8, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Resolution 1523 – Water Rates

CITY STRATEGIC GOALS:

Downtown Revitalization

Public Services

Communication Enhancement

Affordable/Workforce Housing

Code Improvements

SYNOPSIS: Trilogy LLC has completed the rate analysis for the City’s water distribution system. They have determined that we are over collecting on the debt service for the system improvement but under collecting on rates to operate the system. A work session was held on July 14 and August 11 to discuss the rate change options. A first draft of the resolution came before council on August 25. Before Council today is an updated Resolution 1523.

The changes requested by Council at the August 25 meeting have been implemented. However, staff advise caution in changing the meter base designation from a **RATE** to a **CHARGE**, as this may limit Council’s ability to adjust the amount in the future under the 2008 Charter amendment.

Resolution 1414, which currently sets utility rates, identifies the meter base as a **RATE**. The discrepancy originated from the billing system, which incorrectly labeled it as a **CHARGE**. While Council has expressed interest in updating the Resolution to match the utility bill language, staff recommend the opposite: updating the utility bill to reflect the terminology used in the Resolution.

Staff acknowledge that this correction may cause confusion among residents and could be perceived as a covert change to the fee structure. However, it is simply a clarification that can be easily documented and communicated.

For the average residential customer, the water usage rate is a one-time increase from \$2.50 per 1,000 gallons to \$3.72 per 1,000 gallons. The meter base amount is a one-time increase from \$9.50 per month to \$12.70 per month. The average residential customer will see a decrease in their WSIP loan charge from \$20.00 per month To \$15.67 per month. The meter maintenance fee, fire flow fee and CCTP loan charge will be unchanged.

Resolution 1523 and Resolution 1414 are attached for review. City Attorney Cleaveland has reviewed Resolution 1523.

CITY COUNCIL OPTIONS:

- 1) Approve Resolution 1523
- 2) Amend and Approve Resolution 1523
- 3) Not Approve Resolution 1523

RECOMMENDED MOTION: “I move to approve resolution 1523 updating the City of Cascade Locks water rates.”

RESOLUTION NO. 1523

A RESOLUTION ESTABLISHING A FEE FOR THE MAINTENANCE, TESTING AND REPLACEMENT OF WATER METERS; ESTABLISHING WATER RATES INCLUDING DEBT SERVICE; AND REPEALING RESOLUTION NO. 1414.

WHEREAS, it is necessary for the City to establish a fair and equitable fee for maintenance, testing, calibration and replacement of each and every water meter; and

WHEREAS, the City Council recognizes the need to expend more funds to repair the aging system; and

WHEREAS, the City must maintain fees to pay for the loan for the Water System improvements including the \$855,000 Corrosion Control Treatment Project of 2018; and

WHEREAS, the City desires to lower fees to pay the loan for the water system improvements including the \$3,764,515 Water System Improvement Project of 2018; and

WHEREAS, the City Council is desirous to establish a leak allowance clause to mitigate inadvertent water usage;

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

SECTION 1. Meter Base Charge. A monthly meter base charge will be assessed to each water system customer based upon the size of the water meter.

SECTION 2. Meter Maintenance Fee. A monthly fee will be assessed to each water system customer based upon the size of the supply of each water meter. This fee shall be transferred to the Capital Reserve Fund each month and used for the maintenance, testing, calibration and replacement for each water meter.

SECTION 3. Fire Flow Fee. A monthly fee will be assessed to each water system customer based upon the size of the water meter for the maintenance of hydrants and attendant water transmission lines.

SECTION 4. Debt service incurred by the Corrosion Control Treatment Project (CCTP) loan. A monthly charge will be assessed to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Corrosion Control Treatment Project of 2018. The charge will be collected until sufficient funds are collected to pay off the loan.

SECTION 5. Debt service incurred by the Water System Improvement Project (WSIP) loan. A monthly charge will be assessed to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Water System Improvement Project of 2018. The charge will be collected until sufficient funds are collected to pay off the loan.

SECTION 6. Calculations of Meter rates and fees. Beginning with the November 21, 2025 billing period, each customer shall pay the following water meter base rate, water meter maintenance fee, fire flow fee, CCTP Debt Fee and WSIP Debt Fee:

Meter Size	Meter Base Charge	Meter Maintenance Fee	Fire Flow Fee	CCTP Loan	WSIP Loan
5/8 Inch	\$12.70	\$0.88	\$1.00	\$2.00	\$15.67
3/4 Inch	\$19.05	\$1.10	\$1.00	\$2.97	\$23.51
1 Inch	\$31.75	\$1.42	\$3.00	\$4.91	\$39.18
1 1/2 Inch	\$63.50	\$2.82	\$6.00	\$9.76	\$78.35
2 Inch	\$101.60	\$3.96	\$8.00	\$15.59	\$125.36
2 Inch Turbine	\$101.60	\$6.04	\$10.00	\$15.59	\$125.36
3 Inch Turbine	\$190.50	\$7.78	\$15.00	\$34.03	\$235.05
3 Inch Compound	\$190.50	\$15.60	\$20.00	\$34.03	\$235.05
4 Inch Compound	\$317.50	\$25.20	\$25.00	\$61.15	\$391.75

SECTION 7. Establishing Rate Per 1,000 Gallons. The charge for all water usage, regardless of purpose, shall be **\$3.72** per 1,000 gallons of water used.

SECTION 8. Large Water Users: For large water users (over 250,000 gallons per month) the City will negotiate a contracted rate on a case by case basis.

SECTION 9. Resource Pricing: For large water users (over 250,000 gallons per month) who purchase water as a resource, the City will negotiate a contracted rate subject to an automatic pricing index such as the Producers Price Index.

SECTION 10. Accidental Meter Damage. If a water meter is accidentally damaged by construction equipment or for any other reason, the person, corporation, partnership or business responsible for operating the equipment which has damaged the water meter shall pay all costs associated with its replacement or repair by the City.

SECTION 11. Meter Tampering. Any person, corporation, partnership or business which attempts to alter the reading on a water meter shall be assessed the cost to recalibrate, repair or replace that or any other water meter so altered. The cost shall include all administrative, inspection, recalibration, repair, replacement or legal costs associated with any attempt to alter a water meter. The City may disconnect such service until such time as all costs are paid by the responsible person, corporation, partnership or business.

SECTION 12. Leakage Allowance. The City will make every attempt to notify water users should the meter readings indicate an exceptionally high volume of usage. An inadvertent leak involves a plumbing malfunction and is not caused by human negligence such

as leaving a water hose running overnight. The City may issue a leak allowance after receiving proof of cost of repair, by producing either a receipt for parts used to make the repair or proof of payment to a plumber who made the repair, and a reduction of water volume is demonstrated. The City may adjust the billing by using an average of the previous 12 months water usage to determine the billing amount or some other method suggested by the City's Finance Department and approved by the City Administrator.

SECTION 13. Repeal of Prior Resolutions. Resolution No. 1414 is hereby repealed.

SECTION 14. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 15. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 2nd day of September, 2025.

APPROVED by the Mayor this 2nd day of September, 2025.

Mayor Brenda Wood

ATTEST:

City Recorder Kathy Woosley

RESOLUTION NO. 1414

A RESOLUTION ESTABLISHING A FEE FOR THE MAINTENANCE, TESTING AND REPLACEMENT OF WATER METERS; ESTABLISHING WATER RATES INCLUDING DEBT SERVICE; AND REPEALING RESOLUTION NO. 1392.

WHEREAS, it is necessary for the City to establish a fair and equitable fee for maintenance, testing, calibration and replacement of each and every water meter; and

WHEREAS, the City Council recognizes the need to expend more funds to repair the aging system; and

WHEREAS, the City must raise rates to pay for the loan for the Water System improvements, including the \$855,000 Corrosion Control Treatment Project of 2018 and the \$3,764,515 Water System Improvement Project of 2018;

WHEREAS, the construction costs for the Corrosion Control Project were \$215,000 more than estimated which requires another increase in the debt service amount;

WHEREAS, the City Council is desirous to establish a leak allowance clause to mitigate inadvertent water usage;

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

SECTION 1. Meter Maintenance Fee. A monthly charge will be assessed to each water system customer based upon the size of the supply of each water meter. This fee shall be transferred to the Capital Reserve Fund each month and used for the maintenance, testing, calibration and replacement for each water meter.

SECTION 2. Fire Flow Fee. A monthly charge will be assessed to each water system customer based upon the size of the water meter for the maintenance of hydrants and attendant water transmission lines.

SECTION 3. Calculations of Meter Maintenance and Monthly Capacity Charges.

Beginning with the July 1, 2013 billing period, each customer shall pay the following water meter maintenance charge, fire flow, and monthly capacity charge:

<u>Meter Size</u>	<u>Meter Maint.</u>	<u>Base Rate</u>	<u>Fire Flow</u>	<u>Total</u>
5/8 inch	\$ 0.88	\$ 9.50	\$ 1.00	\$ 11.38
3/4 inch	1.10	\$ 14.12	1.00	16.22
1 inch	1.42	\$ 23.34	3.00	27.76
1 1/2 inch	2.82	\$ 46.40	6.00	55.22
2 inch	3.96	\$ 74.07	8.00	86.03
2 inch turbine	6.04	\$ 74.07	10.00	90.11
3 inch turbine	7.78	\$ 161.70	15.00	184.48

3 inch compound	15.60	\$	161.70	20.00	197.30
4 inch compound	25.20	\$	290.55	25.00	340.75

SECTION 4. Establishing rate for the debt service incurred by the Corrosion Control Treatment Project. Beginning March 1, 2018, a monthly charge will be assessed to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Corrosion Control Treatment Project of 2018 in addition to the calculations in Section 3 and shown on the water bill as a separate line item:

<u>Meter Size</u>	<u>CCTP Debt Service</u>
5/8 inch	\$1.25
3/4 inch	1.86
1 inch	3.07
1 ½ inch	6.10
2 inch	9.74
2 inch turbine	9.74
3 inch turbine	21.27
3 inch compound	21.27
4 inch compound	38.52

Beginning September 1, 2019, the monthly charge will be increased to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Corrosion Control Treatment Project of 2018 in addition to the calculations in Section 3 and shown on the water bill as a separate line item:

<u>Meter Size</u>	<u>CCTP Debt Service</u>
5/8 inch	\$2.00
3/4 inch	2.97
1 inch	4.91
1 ½ inch	9.76
2 inch	15.59
2 inch turbine	15.59
3 inch turbine	34.03
3 inch compound	34.03
4 inch compound	61.15

SECTION 5. Establishing rate for the debt service incurred by the Water System Improvement Project. Beginning March 1, 2018, a monthly charge will be assessed to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Water System Improvement Project of 2018 in addition to the calculations in Section 3 and shown on the water bill as a separate line item:

<u>Meter Size</u>	<u>WSIP Debt Service</u>
5/8 inch	\$10.00
3/4 inch	14.86
1 inch	24.56
1 ½ inch	48.82
2 inch	77.94
2 inch turbine	77.94
3 inch turbine	170.15
3 inch compound	170.15
4 inch compound	305.74

SECTION 6. Establishing rate for the debt service incurred by the Water System Improvement Project. Beginning September 1, 2018, a monthly charge will be assessed to each water system customer based upon the size of the water meter for the payment on the debt service incurred by the Water System Improvement Project of 2018 in addition to the calculations in Section 3 and shown on the water bill as a separate line item. These rates will replace the rates established in Section 5.

<u>Meter Size</u>	<u>WSIP Debt Service</u>
5/8 inch	\$20.00
3/4 inch	29.72
1 inch	49.13
1 ½ inch	97.65
2 inch	155.88
2 inch turbine	155.78
3 inch turbine	340.31
3 inch compound	340.31
4 inch compound	611.48

SECTION 7. Establishing Rate Per 1,000 Gallons. The charge for all water usage, regardless of purpose, shall be **\$2.50** per 1,000 gallons of water used.

SECTION 8. Large Water Users: For large water users (over 250,000 gallons per month) the City will negotiate a contracted rate on a case by case basis.

SECTION 9. Resource Pricing: For large water users (over 250,000 gallons per month) who purchase water as a resource, the City will negotiate a contracted rate subject to an automatic pricing index such as the Producers Price Index.

SECTION 10. Accidental Meter Damage. If a water meter is accidentally damaged by construction equipment or for any other reason, the person, corporation, partnership or business responsible for operating the equipment which has damaged the water meter shall pay all costs associated with its replacement or repair by the City.

SECTION 11. Meter Tampering. Any person, corporation, partnership or business which attempts to alter the reading on a water meter shall be assessed a fee to recalibrate, repair or replace that or any other water meter so altered. The fee shall include all administrative, inspection, recalibration, repair, replacement or legal costs associated with any attempt to alter a water meter. The City may disconnect such service until such time as all fees are paid by the responsible person, corporation, partnership or business.

SECTION 12. Leakage Allowance. The City will make every attempt to notify water users should the meter readings indicate an exceptionally high volume of usage. An inadvertent leak involves a plumbing malfunction and is not caused by human negligence such as leaving a water hose running overnight. The City may issue a leak allowance after receiving proof of cost of repair, by producing either a receipt for parts used to make the repair or proof of payment to a plumber who made the repair, and a reduction of water volume is demonstrated. The City may adjust the billing by using an average of the previous 12 months water usage to determine the billing amount or some other method suggested by the City's Finance Department and approved by the City Administrator.

SECTION 13. Repeal of Prior Resolutions. Resolution No. 1392 is hereby repealed.

SECTION 14. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 15. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this 8th day of April, 2019.

APPROVED by the Mayor this 8th day of April, 2019.

Mayor Tom Cramblett

ATTEST:

City Recorder Kathy Woosley

CASCADE LOCKS STAFF REPORT

Date Prepared: September 2, 2025

For City Council Meeting on: September 8, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Committee Appointment

CITY STRATEGIC GOALS:

Downtown Revitalization

Public Services

Communication Enhancement

Affordable/Workforce Housing

Code Improvements

SYNOPSIS: The City has the below openings on its' advisory committees and commissions.

Planning – 1 Opening

Term ending 12/31/2028

Budget – 1 Opening

Term Ending 12/31/2027

Tourism – 2 Openings

Both terms ending 12/31/2027

The City has received two applications for the Tourism Committee, Sally Drew and Heidi Halliwell.

The Mayor has nominated Ms. Drew and Ms. Halliwell for appointment. Their applications are attached for review.

CITY COUNCIL OPTIONS:

- 1) Appoint Applicants
- 2) Not Appoint Applicants

RECOMMENDED MOTION: "I move to Appoint Sally Drew and Heidi Halliwell to the Tourism Committee"



City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: _____

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission _____ Tourism Committee Other _____

NAME: Sally Drew

HOME PHONE: _____

MAILING ADDRESS: _____

CELL PHONE: 503-338-1111

EMAIL ADDRESS: _____

Do you live within the city limits? Yes No _____

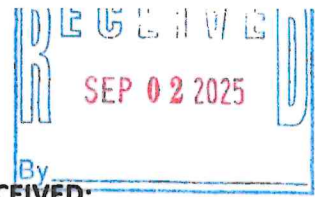
How long have you lived in the City? 11 years

1. Why are you interested in serving? I served for a short time years ago and found I ~~was~~ need to many time conflicts I am retired now and am interested in what brings our town ~~out~~ and how to make the.
2. Do you feel that you can meet the schedule required by the City Council? Yes ^{experience} Better I am able to make meetings and commitments
3. What experiences have you had with City Committees, Boards, or Commissions? Not alot. I have been an event planner in my working career
4. What special skills or interests do you think you bring to this effort? I have over 40 years experience in the hospitality industry. I ran our farmers market for 2 years before COVID W

APPLICANT SIGNATURE Sally Drew

DATE: 8/28/25

Thank you. We appreciate your willingness to serve.



City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: _____

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission _____ Tourism Committee Other _____

NAME: Heidi Halliwell HOME PHONE: _____

MAILING ADDRESS: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

Do you live within the city limits? Yes No _____

How long have you lived in the City? 35 yrs

1. Why are you interested in serving? Love my community, and want to serve it.

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

3. What experiences have you had with City Committees, Boards, or Commissions? This would be my first.

4. What special skills or interests do you think you bring to this effort? I have a high interest in helping my town gain revenue

APPLICANT SIGNATURE: [Handwritten Signature]

DATE: 8/26/25

Thank you. We appreciate your willingness to serve.



**City Administrator Report to the City Council
Monday, September 8, 2025**

McCord Creek Funding

As Council is aware, reimbursement for the \$1,000,000 required to complete the powerline relocation at McCord Creek was approved through HB5006. However, the bill did not specify the reimbursement mechanism. This week, ODOT provided an agreement for a \$1,000,000 grant to serve as the reimbursement method. Attorney Cleaveland has reviewed and approved the agreement, which I signed and submitted on September 3rd. Regarding the second relocation, funding has encountered a challenge. The final cost is \$120,000, and ODOT has committed to covering 50%. However, our engineering team is disputing ODOT's claim that the vault was placed incorrectly. Meetings are scheduled with our engineers to review documentation and determine the appropriate path forward.

Working Foreman Finalist Interviews

Onsite finalist interviews are scheduled for October 2nd and October 9th. Staff anticipate presenting a recommendation to Council at the October 13th meeting.

Transportation System Plan

Our assigned ODOT representative, Lewis Kelley, provided a brief update. ODOT remains in negotiations with the consultant and has initiated discussions with their Tribal Liaison to begin the tribal consultation process. No date has been set for the City's onsite engagement, but Mr. Kelley remains optimistic that it will begin this fall.

Community Liaison Position

Jake Ross-Bright has accepted the Community Liaison position and will begin on Monday, September 15th.

ODOT Small Cities Allotment Grant

We have entered into an agreement with our civil engineering firm, Curran-McLeod, to serve as project engineers and administrators. The tentative timeline includes:

- **Fall '25/Winter '26:** Surveying and engineering work
- **Late Spring/Early Summer '26:** Construction phase

We are also exploring the opportunity to upgrade aging water lines during street work. The proposed upgrade would increase line size from **2" to 4"** and include the addition of fire hydrants.

Submitted by,

Jordon Bennett

Jordon Bennett
City Administrator

Hood River County Sheriff's Office
 Statistical Information
 City of Cascade Locks
 August , 2025

Case Numbers associated with Cascade Locks				Call Breakdown
Case #	Date	Call Type	Deputy	
S250552	08/01/25	DOM	27	2 911
S250561	08/03/25	WELF	32	4 AC
S250576	08/05/25	MVC	17	3 ALARM
S250578	08/09/25	THEFT	32	3 AOA
S250581	08/10/25	MVC	24	1 ASLT
S250594	08/15/25	THEFT	32	4 ASSIST
S250598	08/16/25	THEFT	17	1 CE
S250601	08/17/25	SUSP	21	3 CIVIL
S250605	08/17/25	THEFT	17	3 DIST
S250609	08/19/25	THEFT	16	7 DOM
S250611	08/19/25	THEFT	28	1 DRUG
S250615	08/21/25	THEFT	17	9 FU
S250618	08/21/25	SAR	82	2 HARA
S250627	08/24/25	THEFT	31	10 INFO
S250631	08/25/25	INFO	16	1 MAR
S250636	08/26/25	DRUG	20	1 MENT
S250643	08/28/25	AC	33	1 MSG
S250646	08/29/25	SV	17	2 MVC
S250647	08/29/25	OFCR	17	3 NUIS
S250649	08/30/25	THEFT	17	6 OFCR
S250650	08/31/25	WELF	21	1 PROP
S250653	08/31/25	OFCR	17	5 PS
				1 REPO
				1 RFA
				5 SAR
				1 SUIC
				8 SUSP
				1 SV
				5 TC
				10 THEFT
				5 TRES
				8 VEH STOP
				5 WELF
				1 WS
Total	22			
Total Number of Cascade Locks patrols			84	
Total Calls for Service			126	
Hours worked by HRSO		170.77		124 Total



911
AC Animal Control
ALARM
AOA Assist other agency
ASLT Assault
ASSIST
BURG Burglary
CE Code Enforcement
CIVIL Civil issue
CRITPD Columbia River InterTribal Police
DIST Disorderly Conduct
DOM Domestic Assault
DRUG Drug Activity
FU Follow-up
HARA Harassment
HR Hit and run
HV Home visit (Parole & Probation Dept)
INFO Information
JUV Juvenile
MAR Marine
MENT Mental health
MP Missing person
MSG Message
MVC Motor vehicle crash
NUIS Nuisance complaint
OFCR Officer initiated
OV Order violation
PROP Property lost/found
PROWLER
PS Paper service
RFA Request for assistance
ROB Robbery
SAR Search and Rescue
SEX Sex abuse/assault
SUIC Suicide
SUSP Suspicious activity
SV Stolen vehicle
TA Traffic assist
TC Traffic complaint
THEFT
TRES Trespass
VAND Vandalism
VEH STOP
WEAP Weapons
WELF Welfare check
WS Warrant service
XPATROL Extra patrol request