

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, September 10, 2018, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of August 27, 2018 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$289,008.13**
 - c. **Approval of OLCC Application for Conversion Brewing.**
 - d. **Approval of OLCC Application for Thunder Island Brewing 5 Year Anniversary**
 - e. **Approval of OLCC Annual License Renewals.**
4. **Public Hearing:**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Noise Variance Exemption Request for KOA October 20, 2018, 6:00PM to 11:00PM**
 - c. **Annual Review of Council Rules**
 - d. **Approve Resolution No. 1405 Adopting the Updated Natural Hazards Mitigation Plan for Hood River County.**
 - e. **Approve Bilateral Compliance Agreement with Oregon Health Authority.**
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. **EMS Department Discussion: Chief Jessica Bennett.**
 - c. **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 7:00pm. CM's Busdieker, Groves, Fitzpatrick (via phone), Randall, Walker, Zerfing and Mayor Cramblett were present. Also present were CA Zimmerman, Finance Officer Marianne Bump, Deputy Recorder Marilyn Place, Cascade Locks Elementary School Principal Amy Moreland, Brenda Wood, Butch Miller, Bob Tittle, Kathy Tittle and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** CM Randall said he would like to set aside 3.a. Approval of August 13, 2018 Minutes, from the Consent Agenda for amendment purposes.

3. **Adoption of Consent Agenda.**

- a. **Approval of August 13, 2018 Minutes.**
- b. **Approval of August 16, 2018 Special Meeting Minutes.**
- c. **Ratification of the Bills in the Amount of \$75,597.16**
- d. **Approval of City Administrator Contract Extension. Motion:** CM Groves moved to accept the Consent Agenda taking out item 3.a. CM Zerfing seconded. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing and Mayor Cramblett.

CM Randall said in the Minutes from August 13, 2018, under item 8, Mayor and Council Comments, it was written that he said he was, "Confident the future Council will be able to get the EMS fee raised."

CM Randall said he meant to say he wanted it to help build up the property tax base to better fund our EMS, not fees. He said even right now we are not asking to get the EMS fee raised we are keeping it the same.

CA Zimmerman asked would it be correct to say the Council will be able to get the EMS fee passed.

CM Randall said he meant he was hopeful in the future, future Council will benefit the rewards of an increased property tax base so that we can better fund the EMS.

CA Zimmerman said so it was not just the fee itself it was raising future resources for the EMS Department. He asked would that better reflect the change for the minutes you would like.

CM Randall said yes that reflects better what he meant to say.

Motion: CM Randall made a motion to approve the minutes for August 13, 2018 with the change to the minutes in item 8, Mayor and Council comments. CM Busdieker seconded. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing and Mayor Cramblett.

4. **Public Hearing:** None.

5. **Action Items:**

- a. **Appointment to Committees.** None
- b. **Approve 2018 Assistance to Firefighter Grant.** CA Zimmerman said this is the third year in a row the City has applied for this grant. He said this grant is jointly submitted by Hood River County Fire Districts to Homeland Security and it's to help pay for the replacement of Self Contained Breathing Apparatus. **Motion:** CM Zerfing moved to accept the Assistance to Firefighter Grant, CM Busdieker seconded. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Brenda Wood said she wanted to speak to City Council regarding the food carts (trucks) that have been coming into town. She said as a business owner in Cascade Locks it's hard to do business given that it is seasonal. She said now food carts are coming into town that are not certified by Hood River County Health properly and are not following the same guidelines as the business owners.

Ms. Wood said she reached out to the Hood River County Health Inspector who told her it isn't uncommon for food cart vendors to move their carts around to different locations but they must notify the County Health Department so they can be inspected. She said she would hate for the City to allow food carts in here that are not inspected for public safety. Ms. Wood said it would be nice if the City enforced the food carts have proper health department certification to operate here.

CA Zimmerman said he has seen the County Health Inspector at the ice cream booth regularly throughout this summer. He said however, the food carts come to town on the weekends when no one is working and there's no way to verify they have proper certification. He said we don't have jurisdiction over the County Health Inspector to enforce certification. He said if the food carts were here on a regular basis they would have to register under our Street Vendor Ordinance and then they would have to show us the proper certification.

CM Busdieker asked if there was a way we could require property owners who allow food carts to conduct business on their property to ensure the food cart is properly certified beforehand.

CA Zimmerman said he could check with them but we can't enforce it.

7. **Reports and Presentations.**

a. **City Committees.** None

b. **Cascade Locks Elementary School and Preschool Presentation, Amy Moreland.** Ms. Moreland said Oregon kids are required to take a skills assessment test when they enter kindergarten to gauge what Self-Regulation and Interpersonal Skills they have. She said preschool is where Self-Regulation and Interpersonal Skills are taught so it's vital to have a preschool program. She said she is presenting before City Council because after the Ports \$10,000.00 donation there is a \$16,000.00 gap in the funding for the preschool this year at Cascade Locks Elementary School. She said they have also applied for a grant to help with the costs but won't know the outcome until the end of September this year.

CM Busdieker said the Budget Committee has \$10,000.00 set aside in the Community Fund for children's programs and maybe we could use that to help the preschool. Mayor Cramblett said he remembered Council wanted to use some of that money to help fund the bus over to Stevenson for swimming lessons for kids and one of the churches would like some money for the Easter Egg Hunt next year. He said possibly it should be discussed to use the money for the preschool rather than those activities.

CM Groves asked when Preschool begins. Ms. Moreland said Tuesday, September 4, 2018 is the first day of school.

Motion: CM Groves moved that a donation of \$5,000.00 from the Community Department General Fund be made to the preschool at Cascade Locks Elementary immediately for the 2018-19 year, CM Busdieker seconded. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing and Mayor Cramblett.

c. **City Administrator Zimmerman Report.** CA Zimmerman said the City has received another \$75,000.00 from Oregon Parks and Recreation Department (OPRD) for the Gorge Hubs Project. He said they have already committed to \$125,000.00 and with the new award from OPRD and the City's pledge of \$75,000.00, we are only \$25,000.00 away from the goal amount of \$300,000.00. He said it's possible we could downsize the project to fit the funds available and hopefully complete the Gorge Hubs Project summer 2019. CA Zimmerman said he may ask the Port to help out with the final \$5,000.00.

CA Zimmerman said the Natural Hazards Mitigation Plan that was presented earlier this summer by Nicolía Merhling was accepted by FEMA. He said grant funds from that project will be used to do a natural disaster drill in Hood River.

CA Zimmerman asked Council for permission to work with Crestline to get Forest Lane striped. CM Busdieker said she would like to know what the City was charged two years ago to have Forest Lane striped. CA Zimmerman said he would look into that. There was consensus of Council to allow CA Zimmerman to work with Crestline to get Forest Lane striped.

CA Zimmerman asked permission to advertise for the vacant Utility Worker 1 position. There was consensus of Council to advertise for the position.

8. **Mayor and City Council Comments.** CM Zerfing said he was impressed by Amy Moreland and her presentation for the preschool at Cascade Locks Elementary School.

CM Walker said there are some new requirements for burning and fire pits and even though we had some rain we are still restricted from burning.

CM Busdieker said Cascade Locks Fire Department posted on their Facebook page that morning reiterating the burning restrictions. She thanked staff for their hard work. She said Pacific Crest Trail Days PCT was the biggest ever and she's happy for their big success. She said along with the PCT Days Cascade Locks had a monument dedication. She said the monument replicates the terminus monuments at the beginning and end of the PCT in Mexico and Canada. She said the monument represents Cascade Locks as the only town that falls on PCT.

CM Randall said along with the PCT monument dedication there was a very nice, beautiful metal time capsule box which was designed and crafted by Brad Lorang. He said Labor Day weekend is coming up and people will be out recreating and if you know people who are going out remind them to be safe and careful. He said every Labor Day there is an increase in DUII and please let someone drive for you if you're going to party.

CM Busdieker said there will be a community celebration for the year anniversary of the Eagle Creek Fire at the Farmers Market Sunday, September 2, 2018.

CM Groves thanked Brenda Wood for bringing the food truck issue to the attention of the Council. She said she fully supports the businesses in this town and how they have to follow processes to operate officially and it's not right the food trucks can come and park anywhere and not follow the rules. She thanked the staff for the great job they do.

Mayor Cramblett said Cascade Locks has become a place to be a part of with the Bridge of the Gods Run and the PCT Days. He said Joseph Nolan was the person who designed the PCT monument and built it out of local hard wood trees and he did a great job. He thanked the Budget Committee for setting aside the \$10,000.00 in the Community Fund to be used for the preschool donation and the Council for using that money for a good cause.

9. **Other matters.** CM Busdieker said she would like to see more reports from the City Committees. She said she would like the Tourism Committee to report on what they're doing and what they're spending their money on. She said she would like to know more details of what kinds of projects the Planning Commission passes.

CA Zimmerman said the Planning Commission (PC) does not grant building permits that already fall under the City's code, they approve land use cases.

She said she would still like to know more details about what kind of projects the PC is approving, so Council know what's going on.

CA Zimmerman said the PC meeting minutes are available on our website and should contain all the information Council would need.

CM Busdieker said she thought everyone on Council should see the PC minutes.

CA Zimmerman said his concern is Council should remain unbiased in the event a case comes before them for an appeal. He said if Council wants to know what the PC is doing the minutes should contain the information they are seeking.

CM Busdieker said she feels in the dark about where building is going in this town and as a member of the Council she would like to be more informed.

CA Zimmerman said he's not sure the PC meeting minutes will give Council the information they want because most of the building in town doesn't go to the PC.

CM Busdieker said maybe Council needs more information when building projects are submitted whether they go to the PC or not. Adding she would like to know what's going on in Cascade Locks.

CA Zimmerman said the easiest thing to do is to drive around town to see what's happening. He said if a subdivision is already approved and the lots are established and someone buys the lots they can build on it and the PC is not involved in that. He said if you are speaking about the larger projects like retail spaces downtown the site plan reviews and findings of fact are all in the PC minutes on the website.

CM Busdieker said the point she is trying to make is when people question her regarding projects she is unable to answer their questions such as what does the business plan entail and what are they planning to do.

CA Zimmerman said business plans are not information the City or PC would have. He said all he could tell Council is what the building might look like and what the site plan is. He said he would not be able to give Council any business details because he does not have that information. He said the PC meeting minutes are posted on our website one week after their meeting and have the most information.

CM Busdieker said we're on City Council and should not have to go looking for the information. She said we should get minutes from every committee meeting in our packets.

CA Zimmerman asked are all Council Members in agreement with having the minutes from the other committees put in the Council Packets.

CM Walker said he looks online for whatever he wants to see or once a month he goes for a drive around town.

CM Busdieker said driving around can't give you the details of who the builder is, the type of building it will be and how many retail spaces.

Mayor Cramblett said since CA Zimmerman only has general knowledge of building projects from housing developments to business developments he could pass on what he knows to Council as things are progressing.

CM Zerfing suggested CA Zimmerman could attach building project information to the reports he gives regularly during Council meetings. CA Zimmerman said he would add information regarding building projects that are happening in town in his reports.

10. **Executive Session per ORS 192.660 (2)(a) Employment of Public Officers, Employees and Agents and (2)(b) Consider Disciplining of a Public Officer, Employee, Staff or Agent.** City Council moved into executive session at 8:26PM. Present were CM's Busdieker, Groves, Fitzpatrick (via phone), Randall, Walker, Zerfing and Mayor Cramblett. Also present were CA Zimmerman and Deputy Recorder Marilyn Place.
11. **Adjournment. Motion:** CM Busdieker moved to adjourn, CM Walker seconded. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Zerfing and Mayor Cramblett. The meeting adjourned at 9:20PM.

Prepared by
Marilyn Place

APPROVED:

Mayor Cramblett

BLANKET VOUCHER APPROVAL

PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
8/24/2018	AP	\$ 152,864.23
8/31/2018	PR	\$ 30,932.85
8/31/2018	AP	\$ 105,211.05

GRAND TOTAL	\$ 289,008.13
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APPROVAL:

Mayor

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9559	08/18	08/28/2018	5290	30533	SIGN MEDIA	Judge Garrett Sharp Name plate	0140162010	12.00- V
9559	08/18	08/28/2018	5290	30734	SIGN MEDIA	name plate catharine adler	0140162010	12.00- V
Total 9559:								
9731	08/18	08/24/2018	7011	JULY 18	Annala, Carey, Baker, Thompson, Vankot	Attorney Services for July 2018	0140162100	1,200.00
Total 9731:								
9732	08/18	08/24/2018	200	7454	8/2018 AT&T MOBILITY	Electric Department Phone 7/12-8/11/18	5140562050	1,200.00
Total 9732:								
9733	08/18	08/24/2018	7034	862	Bernadette Murray-Maciocce	Admin, Post to facebook, letters, ads	0840562110	77.39
9733	08/18	08/24/2018	7034	862	Bernadette Murray-Maciocce	Facebook Ads, Postings	0840562114	800.00
9733	08/18	08/24/2018	7034	862	Bernadette Murray-Maciocce	Business Cards	0840562114	42.08
Total 9733:								
9734	08/18	08/24/2018	6839	82948792	Bound Tree Medical, LLC	Medical supplies, Medications	0540562351	165.64
Total 9734:								
9735	08/18	08/24/2018	590	IN-271863	CARSON OIL COMPANY	Bio Diesel for Generator herman crk	3140562530	1,007.72
9735	08/18	08/24/2018	590	IN-271864	CARSON OIL COMPANY	Bio Diesel for Generator port	3140562530	319.92
Total 9735:								
9736	08/18	08/24/2018	790	1134	AUG 20 CENTURYLINK	Emergency After Hours	5140562050	319.92
9736	08/18	08/24/2018	790	1134	AUG 20 CENTURYLINK	Emergency After Hours	5140562050	230.47
9736	08/18	08/24/2018	790	1451	8/18 CENTURYLINK	Treatment Plant	3140562050	15.80
9736	08/18	08/24/2018	790	5538	8/18 CENTURYLINK	telemetry	2140562050	120.24
9736	08/18	08/24/2018	790	5538	8/18 CENTURYLINK	telemetry	3140562050	133.11
9736	08/18	08/24/2018	790	8414	8/18 CENTURYLINK	Lift Station	3140562050	133.10
Total 9736:								
								570.55

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9737	08/18	08/24/2018	800	3997 8/18	CENTURYLINK COMMUNICATIONS, IN	WELL HOUSE	2140562050	12.06
Total 9737:								
9738	08/18	08/24/2018	820	67736	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,622.42
Total 9738:								
9739	08/18	08/24/2018	900	SSS PETER	CITY OF CASCADE LOCKS	Senior Sewer Subsidy - Peterson	0140862025	22.70
Total 9739:								
9740	08/18	08/24/2018	7069	10238	Columbia Graphics	PCT Days Stickers, Monument Plaque, S	0840562114	2,143.44
9740	08/18	08/24/2018	7069	10239	Columbia Graphics	PCT Days Bandannas	0840562114	2,495.00
Total 9740:								
9741	08/18	08/24/2018	1120	A199671	COLUMBIA HARDWARE, LLC	Lamp	0540562440	12.99
Total 9741:								
9742	08/18	08/24/2018	7028	JULY 2018	Curran-McLeod, Inc.	benson and watts overlay	0740562128	6,837.50
Total 9742:								
9743	08/18	08/24/2018	4910	200089410	Dale & Dartia Davis	Refund Deposit	5121130	44.33
Total 9743:								
9744	08/18	08/24/2018	1620	2014	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services July 2018	5140562139	750.00
Total 9744:								
9745	08/18	08/24/2018	2420	08132018	HOOD RIVER CO. - FINANCE	Dog License	0121011	8.00
9745	08/18	08/24/2018	2420	08132018	HOOD RIVER CO. - FINANCE	Dog License	0130143280	.50
9745	08/18	08/24/2018	2420	9714	HOOD RIVER CO. - FINANCE	Aug deputy service	0141962250	7,600.00
9745	08/18	08/24/2018	2420	DL1795	HOOD RIVER CO. - FINANCE	Dog License	0121011	15.00
9745	08/18	08/24/2018	2420	DL1795	HOOD RIVER CO. - FINANCE	Dog License	0130143280	.50

City of Cascade Locks

Check Register - By Check No.

Check Issue Dates: 8/20/2018 - 8/31/2018

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9745:								
9746	08/18	08/24/2018	4910	100724504	Janelle & Phillip Cook	Refund Deposit	5121130	7,622.00
Total 9746:								
9747	08/18	08/24/2018	3070	1500572086	LES SCHWAB TIRE CENTER	2 tires for 1 ton Dodge	2140562441	217.76
9747	08/18	08/24/2018	3070	1500572086	LES SCHWAB TIRE CENTER	2 tires for 1 ton Dodge	3140562441	217.76
Total 9747:								
9748	08/18	08/24/2018	7014	870219	Life-Assist, Inc.	Medical Supplies	0540562351	429.99
Total 9748:								
9749	08/18	08/24/2018	3120	081718	LORANG STUDIOS	Time Capsule Box PCT	0840562114	580.00
Total 9749:								
9750	08/18	08/24/2018	3150	08142018	MARIANNE BUMP	DOR Class SWTT Revenue Online	0140162020	35.97
Total 9750:								
9751	08/18	08/24/2018	6844	108213 2018	Merina & Company, LLP	Progress Billing for 2017-18 Audit	0140162080	9,500.00
Total 9751:								
9752	08/18	08/24/2018	3690	47492	NATIONAL HOSE TESTING	Hose and Ladder testing	0540562446	2,037.79
Total 9752:								
9753	08/18	08/24/2018	6949	18928	NorthWest Graphic Works	Embroidery and reflective vinyls	0540562029	972.99
Total 9753:								
9754	08/18	08/24/2018	3970	25038	OAWU	2018-19 membership renewal	2140562030	138.16
9754	08/18	08/24/2018	3970	25038	OAWU	2018-19 membership renewal	3140562030	138.16

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9754:								276.32
9755	08/18	08/24/2018	5550	AIE07927	OREGON GOVERNMENT ETHICS CO	Annual Billing	0140162030	475.12
Total 9755:								475.12
9756	08/18	08/24/2018	6769	07-18-546	PARC Resources, LLC	City Planning July 2018	0140262075	559.22
9756	08/18	08/24/2018	6769	07-18-546	PARC Resources, LLC	City Planning July 2018	0140262090	967.50
Total 9756:								1,526.72
9757	08/18	08/24/2018	7055	863	Pixel Dust Studio	Graphic Design Service	0840562114	2,420.00
Total 9757:								2,420.00
9758	08/18	08/24/2018	4670	100386100	PORT OF CASCADE LOCKS	Refund of Overpayment	5130543850	1,108.61
9758	08/18	08/24/2018	4670	215749	PORT OF CASCADE LOCKS	bridge Tickets - FD	0540562020	40.00
Total 9758:								1,148.61
9759	08/18	08/24/2018	4810	31274	PRINT IT SIGN MEDIA	#10 Security Window Envelope	0140162010	331.00
9759	08/18	08/24/2018	4810	31274	PRINT IT SIGN MEDIA	Utility Bill stock	0140162010	658.00
9759	08/18	08/24/2018	4810	31274	PRINT IT SIGN MEDIA	#10 Window Envelope w/Permit	0140162010	432.00
9759	08/18	08/24/2018	4810	31274	PRINT IT SIGN MEDIA	Red Door Hangers	5140562870	101.00
9759	08/18	08/24/2018	4810	31274	PRINT IT SIGN MEDIA	Red Door Hangers	5140662870	101.00
9759	08/18	08/24/2018	4810	31322	PRINT IT SIGN MEDIA	Name Plate doug scribner	0140162010	12.00
Total 9759:								1,635.00
9760	08/18	08/24/2018			Void Check			.00 V
9760	08/18	08/24/2018	4910	200122001	Refund Customer Deposit	Refund Deposit	5121130	78.35
9760	08/18	08/24/2018	4910	200122001	Refund Customer Deposit	Refund Deposit	5121130	78.35- V
Total 9760:								.00
9761	08/18	08/24/2018	5190	207124	SEA WESTERN	Bunker Gear	0540563020	6,186.26
Total 9761:								6,186.26

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9762	08/18	08/24/2018	5340	4548	SKAMANIA COUNTY CHAMBER OF CO	Annual Membership Dues	0840562113	230.00
Total 9762:								
9763	08/18	08/24/2018	5510	7201269095-	STAPLES CONTRACT & COMMERCIAL	toner, folders, index dividers	0140162010	122.13
9763	08/18	08/24/2018	5510	7201988911-	STAPLES CONTRACT & COMMERCIAL	hanging folders, whiteout, mats	0140162010	75.64
9763	08/18	08/24/2018	5510	7201989146-	STAPLES CONTRACT & COMMERCIAL	cork board	0140162010	21.89
Total 9763:								
9764	08/18	08/24/2018	7058	2018-11708	Statehood Media, LLC	Sep/Oct 1859 Oregon's Magazine Ad	0840562114	995.00
Total 9764:								
9765	08/18	08/24/2018	5990	93073	TRAVEL INFORMATION COUNCIL	Sep 2018 Mult Falls 4x4 Panel	0840562114	75.00
Total 9765:								
9766	08/18	08/24/2018	6070	052371	TWGW, INC NAPA AUTO PARTS	ems battery	0540562441	100.63
Total 9766:								
9767	08/18	08/24/2018	6765	1314451	Walter E. Nelson Co.	paper towels, trash bags	0140462540	179.76
Total 9767:								
9768	08/18	08/24/2018	6690	CR082318	WOOSLEY, KATHY	banking & print it	0140162020	21.80
Total 9768:								
9769	08/18	08/24/2018	7040	204	Yates Line Construction Company	Herman Creek Lane Oregon Mines 5 ma	5141562009	15,973.00
9769	08/18	08/24/2018	7040	205	Yates Line Construction Company	Lineman - Chris White	5140562110	875.28
9769	08/18	08/24/2018	7040	205	Yates Line Construction Company	Boom Truck (with lineman)	5140562110	224.00
Total 9769:								
9770	08/18	08/24/2018	4910	200122001	Zachary Errington	Refund Deposit	5121130	17,072.28
Total 9770:								
								78.35
								78.35

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9776	08/18	08/31/2018	170	649696	ARROW SAFETY EQUIPMENT	Fire Extinguisher Service - Electric	5140562110	196.00
Total 9776:								
9777	08/18	08/31/2018	670	00155100 A	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	823.13
9777	08/18	08/31/2018	670	100001500 A	CASCADE LOCKS LIGHT CO.	fire station	0540562439	565.28
9777	08/18	08/31/2018	670	100003500 A	CASCADE LOCKS LIGHT CO.	res. no 2	2140562070	40.60
9777	08/18	08/31/2018	670	100030200 A	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
9777	08/18	08/31/2018	670	1000379100	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	2,270.27
9777	08/18	08/31/2018	670	100038200 A	CASCADE LOCKS LIGHT CO.	well house	2140562070	2,372.18
9777	08/18	08/31/2018	670	100381300 A	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	61.26
9777	08/18	08/31/2018	670	103742700 A	CASCADE LOCKS LIGHT CO.	Wasco Crk Lift Station	3140562070	61.66
9777	08/18	08/31/2018	670	200120000 A	CASCADE LOCKS LIGHT CO.	Cemetary Water	1740562551	115.98
9777	08/18	08/31/2018	670	300155900 A	CASCADE LOCKS LIGHT CO.	museum	0140782630	149.85
9777	08/18	08/31/2018	670	300171800 A	CASCADE LOCKS LIGHT CO.	Mall Lighting	5140562800	51.07
9777	08/18	08/31/2018	670	300183900 A	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	29.27
9777	08/18	08/31/2018	670	301961200 A	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	22.63
9777	08/18	08/31/2018	670	600135000 A	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	555.49
9777	08/18	08/31/2018	670	600136900 A	CASCADE LOCKS LIGHT CO.	87 Ruckel	3140562070	30.95
9777	08/18	08/31/2018	670	600149800 A	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	417.77
9777	08/18	08/31/2018	670	601369800 A	CASCADE LOCKS LIGHT CO.	radio tower	0540562439	63.16
Total 9777:								
9778	08/18	08/31/2018	690	08292018	CASCADE LOCKS SCHOOL	Donation to support pre-school program	0140862022	7,658.85
Total 9778:								
9779	08/18	08/31/2018	7072	0083	Cayla Bourdeau	custom shirts - PCT days	0840562114	270.00
9779	08/18	08/31/2018	7072	0083	Cayla Bourdeau	custom bike vinyl decoration	0840562114	100.00
9779	08/18	08/31/2018	7072	0083	Cayla Bourdeau	Ceremonial Ribbon	0840562114	65.00
9779	08/18	08/31/2018	7072	0083	Cayla Bourdeau	Hats	0840562114	72.00
9779	08/18	08/31/2018	7072	0083	Cayla Bourdeau	Photo Booth Signs	0840562114	20.00
Total 9779:								
9780	08/18	08/31/2018	900	SSS AUG 20	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140862025	527.00
Total 9780:								
								249.70

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9781	08/18	08/31/2018	1120	B214853	COLUMBIA HARDWARE, LLC	LP HNG 2 Pair	0140462520	9.99
Total 9781:								
9782	08/18	08/31/2018	6854	AUG 2018	Gordon Zimmerman	CA Expense	0140162094	9.99
Total 9782:								
9783	08/18	08/31/2018	7021	I-1611409	Gorge Networks	broadband and phone service Aug 2018	0140162050	164.49
9783	08/18	08/31/2018	7021	I-1611409	Gorge Networks	broadband and phone service Aug 2018	0140162082	273.40
9783	08/18	08/31/2018	7021	I-1611409	Gorge Networks	broadband and phone service AUg 2018	0540562050	233.66
Total 9783:								
9784	08/18	08/31/2018	2420	1796	HOOD RIVER CO. - FINANCE	Dog License	0121011	15.00
9784	08/18	08/31/2018	2420	1796	HOOD RIVER CO. - FINANCE	Dog License	0130143280	.50
Total 9784:								
9785	08/18	08/31/2018	7070	2675	Kasters Kustom Cutting	mill customers locust logs	0840562114	14.50
Total 9785:								
9786	08/18	08/31/2018	7071	00008	Lumberjack Wood Products	Wood containers, gas and oil finish	0840562114	766.00
9786	08/18	08/31/2018	7071	082018	Lumberjack Wood Products	Saw Purchased to make the PCT Monu	0840562114	175.00
Total 9786:								
9787	08/18	08/31/2018	4020	ME123096	ODOT-FUEL SALES	Fuel - PW E192649	0140462530	154.37
9787	08/18	08/31/2018	4020	ME123096	ODOT-FUEL SALES	Fuel - PW E192649	0340562530	154.38
9787	08/18	08/31/2018	4020	ME123096	ODOT-FUEL SALES	Fuel - EMS E90	0540562420	66.52
9787	08/18	08/31/2018	4020	ME123096	ODOT-FUEL SALES	Fuel - EMS E218108	0540562420	297.35
9787	08/18	08/31/2018	4020	ME123096	ODOT-FUEL SALES	Fuel - EMS E94	0540562420	62.32
9787	08/18	08/31/2018	4020	ME123096	ODOT-FUEL SALES	Fuel - EMS E95	0540562420	60.87
9787	08/18	08/31/2018	4020	ME123096	ODOT-FUEL SALES	Fuel - PW E206091	3140562530	195.49
9787	08/18	08/31/2018	4020	ME123096	ODOT-FUEL SALES	Fuel - electrical E192626	5140562200	254.63
9787	08/18	08/31/2018	4020	ME123096	ODOT-FUEL SALES	Fuel - electrical E236094	5140562200	227.54
Total 9787:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9788	08/18	08/31/2018	6894	1037319103	Opsrey Homes LLC	Refund over payment of electrical bill	5130543810	349.99
Total 9788:								
9789	08/18	08/31/2018	4910	100034103	Oregon Mainline Paving	Refund Water Deposit	2121130	667.72
Total 9789:								
9790	08/18	08/31/2018	4640	8000900008	PITNEY BOWES INC	Postage	0140162055	150.00
Total 9790:								
9791	08/18	08/31/2018	5290	30533	Print it Sign Media	Judge Garrett Sharp Name plate	0140162010	12.00
9791	08/18	08/31/2018	5290	30734	Print it Sign Media	name plate catherine adler	0140162010	12.00
Total 9791:								
9792	08/18	08/31/2018	6780	30524411	Rioch Americas Corporation	Lease	0140162120	179.02
Total 9792:								
9793	08/18	08/31/2018	7073	1	Shearer & Associates	Payment#1 Water Tank	2141562020	81,391.54
Total 9793:								
9794	08/18	08/31/2018	6070	051729	TWGW, INC NAPA AUTO PARTS	3.5 ton service jack	0340562560	93.51
9794	08/18	08/31/2018	6070	051729	TWGW, INC NAPA AUTO PARTS	3.5 ton service jack	5140562201	93.51
9794	08/18	08/31/2018	6070	053522	TWGW, INC NAPA AUTO PARTS	leveling linkage	0540562441	36.98
Total 9794:								
9795	08/18	08/31/2018	6110	083118	U.S. POSTAL SERVICE	Mail utility bills	0140162055	309.15
Total 9795:								
9796	08/18	08/31/2018	6937	364431072	US Bank Equipment Finance	contract payment - Principal	5140566001	1,245.30
9796	08/18	08/31/2018	6937	364431072	US Bank Equipment Finance	contract payment - Interest	5140566002	48.31
Total 9796:								
								1,293.61

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9797	08/18	08/31/2018	6690	082818	WOSLEY, KATHY	banking and HRC R & A	0140162020	23.24
Total 9797:								
83101	08/18	08/31/2018	6090	5243 8/18	U S BANK CC	Kah-nee-ta warm springs	0140162020	11.90- M
83101	08/18	08/31/2018	6090	5243 8/18	U S BANK CC	Occma meeting food	0140162020	393.21 M
83101	08/18	08/31/2018	6090	5243 8/18	U S BANK CC	League of Oregon Fees	0140162020	460.00 M
83101	08/18	08/31/2018	6090	5243 8/18	U S BANK CC	Cascade Locks Ale House - Action Team	0140162020	19.00 M
83101	08/18	08/31/2018	6090	5243 8/18	U S BANK CC	Mcdonalds Salem Trip Lunch (Loan Busi	0140162020	4.00 M
83101	08/18	08/31/2018	6090	5243 8/18	U S BANK CC	Parking - Salem Trip	0140162020	3.00 M
Total 83101:								
8241801	08/18	08/24/2018	440	JUL18-PW01	BPA	August Power Bill	5140562820	58,076.00 M
8241801	08/18	08/24/2018	440	JUL18-PW01	BPA	August Power Bill	5140562820	7,441.00 M
Total 8241801:								
8241802	08/18	08/24/2018	440	JULY18-TRN	BPA	August Transmission Bill	5140562821	8,139.00 M
8241802	08/18	08/24/2018	440	JULY18-TRN	BPA	August Transmission Bill	5140562821	1,043.00 M
Total 8241802:								
8241803	08/18	08/24/2018	6080	1035 JULY	U S BANK	Bank Fees	0140162110	351.39 M
Total 8241803:								
8311802	08/18	08/31/2018	6090	2974 8/18	U S BANK CC	Newegg Security Camera	0140162010	129.98 M
8311802	08/18	08/31/2018	6090	2974 8/18	U S BANK CC	Arbys (training for Jen and Marianne)	0140162020	15.38 M
8311802	08/18	08/31/2018	6090	2974 8/18	U S BANK CC	at&t	0540562050	14.99 M
8311802	08/18	08/31/2018	6090	2974 8/18	U S BANK CC	OSP Open Records	5140562110	10.00 M
Total 8311802:								
8311803	08/18	08/31/2018	6090	2671 8/18	U S BANK CC	EMS Uniforms - shorts	0540562029	143.97 M
8311803	08/18	08/31/2018	6090	2671 8/18	U S BANK CC	EMS Bulbs	0540562440	104.92 M
8311803	08/18	08/31/2018	6090	2671 8/18	U S BANK CC	Propane PW	2140562530	29.61 M
8311803	08/18	08/31/2018	6090	2671 8/18	U S BANK CC	Roofing Panel	2140562560	284.55 M
8311803	08/18	08/31/2018	6090	2671 8/18	U S BANK CC	Roofing Panel	3140562560	284.56 M

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8311803:								
8311804	08/18	08/31/2018	6090	4393 8/18	U S BANK CC	Costco - Office / Kitchen supplies	0140162010	847.61
8311804	08/18	08/31/2018	6090	4393 8/18	U S BANK CC	Office Blinds	0140462520	75.73 M
8311804	08/18	08/31/2018	6090	4393 8/18	U S BANK CC	Costco Office Supplies	2140562560	199.23 M
8311804	08/18	08/31/2018	6090	4393 8/18	U S BANK CC	Costco - Office Supplies	3140562560	6.99 M
8311804	08/18	08/31/2018	6090	4393 8/18	U S BANK CC	Costco Office / Kitchen supplies	5140562870	6.99 M
Total 8311804:								
8311805	08/18	08/31/2018	6090	2305 8/18	U S BANK CC	Crash Plan	0140162082	19.98 M
8311805	08/18	08/31/2018	6090	2305 8/18	U S BANK CC	League of Oregon Dues - Deanna	0140862020	525.00 M
8311805	08/18	08/31/2018	6090	2305 8/18	U S BANK CC	walmart - EMS Station Vacuum	0540562440	99.00 M
8311805	08/18	08/31/2018	6090	2305 8/18	U S BANK CC	Walmart - EMS Station Mattress for sleepi	0540563000	263.98 M
8311805	08/18	08/31/2018	6090	2305 8/18	U S BANK CC	Ditch Witch West - Parts	2140562560	250.64 M
Total 8311805:								
Grand Totals:								1,158.60
								256,051.28

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	37.30	32,421.86-	32,384.56-
01-21011	38.00	.00	38.00
01-301-43280	.00	1.50-	1.50-
01-401-62010	1,882.37	24.00-	1,858.37
01-401-62020	975.60	11.80-	963.80
01-401-62030	475.12	.00	475.12
01-401-62050	164.49	.00	164.49
01-401-62055	459.15	.00	459.15
01-401-62080	9,500.00	.00	9,500.00
01-401-62082	293.38	.00	293.38
01-401-62094	290.13	.00	290.13
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	351.39	.00	351.39
01-401-62120	179.02	.00	179.02
01-401-62552	995.89	.00	995.89
01-402-62075	559.22	.00	559.22
01-402-62090	967.50	.00	967.50
01-404-62520	209.22	.00	209.22
01-404-62530	154.37	.00	154.37
01-404-62540	179.76	.00	179.76
01-407-62630	149.85	.00	149.85
01-408-62020	525.00	.00	525.00
01-408-62022	5,000.00	.00	5,000.00
01-408-62025	272.40	.00	272.40
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	247.89-	247.89-
03-405-62530	154.38	.00	154.38
03-405-62560	93.51	.00	93.51
05-21010	.00	12,113.57-	12,113.57-
05-405-62020	40.00	.00	40.00
05-405-62029	1,116.96	.00	1,116.96
05-405-62050	248.65	.00	248.65
05-405-62351	749.91	.00	749.91
05-405-62420	487.06	.00	487.06
05-405-62439	628.44	.00	628.44
05-405-62440	216.91	.00	216.91
05-405-62441	137.61	.00	137.61
05-405-62446	2,037.79	.00	2,037.79

GL Account	Debit	Credit	Proof
05-405-63000	263.98	.00	263.98
05-405-63020	6,186.26	.00	6,186.26
07-21010	.00	6,837.50-	6,837.50-
07-405-62128	6,837.50	.00	6,837.50
08-21010	.00	11,634.16-	11,634.16-
08-405-62110	800.00	.00	800.00
08-405-62113	230.00	.00	230.00
08-405-62114	10,604.16	.00	10,604.16
17-21010	.00	115.98-	115.98-
17-405-62551	115.98	.00	115.98
21-21010	.00	85,635.45-	85,635.45-
21-21130	667.72	.00	667.72
21-405-62030	138.16	.00	138.16
21-405-62050	145.17	.00	145.17
21-405-62070	2,503.31	.00	2,503.31
21-405-62441	217.76	.00	217.76
21-405-62530	29.61	.00	29.61
21-405-62560	542.18	.00	542.18
21-415-62020	81,391.54	.00	81,391.54
31-21010	.00	12,396.69-	12,396.69-
31-405-62030	138.16	.00	138.16
31-405-62050	358.40	.00	358.40
31-405-62070	3,214.31	.00	3,214.31
31-405-62441	217.76	.00	217.76
31-405-62530	554.09	.00	554.09
31-405-62560	291.55	.00	291.55
31-405-62700	7,622.42	.00	7,622.42
51-21010	78.35	96,763.83-	96,685.48-
51-21130	285.48	78.35-	207.13
51-305-43810	349.69	.00	349.69
51-305-43850	1,108.61	.00	1,108.61
51-405-62050	140.63	.00	140.63
51-405-62110	1,305.28	.00	1,305.28
51-405-62139	750.00	.00	750.00
51-405-62200	482.17	.00	482.17
51-405-62201	93.51	.00	93.51
51-405-62800	51.07	.00	51.07
51-405-62820	58,076.00	.00	58,076.00
51-405-62821	8,139.00	.00	8,139.00
51-405-62870	114.98	.00	114.98

GL Account	Debit	Credit	Proof
51-405-66001	1,245.30	.00	1,245.30
51-405-66002	48.31	.00	48.31
51-406-62050	15.80	.00	15.80
51-406-62820	7,441.00	.00	7,441.00
51-406-62821	1,043.00	.00	1,043.00
51-406-62870	101.00	.00	101.00
51-415-62009	15,973.00	.00	15,973.00
Grand Totals:	258,282.58	258,282.58-	.00

Report Criteria:
 Report type: GL detail



OREGON LIQUOR CONTROL COMMISSION

CLEAR FORM

PRINT

SPECIAL EVENT BREWERY-PUBLIC HOUSE (SEBPH) APPLICATION

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

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

1. Licensee Name: Pin Hook Public House, LLC		
2. Email: Conversionbrewing@gmail.com		
3. Trade Name of Business: Conversion Brewing		4. Fax:
5. Address of Annual Business 833 S. Main Street		6. City: Lebanon
7. Contact Person: Matt Cowart		8. Contact Phone:
9. Event Name: Winter Wonderland 3; Gambler 500		
10. Date(s) of event (no more than five days): October 5, October 6, and October 7, 2018		
11. Start/end hours of alcohol service: 11:00 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm to 11:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm		
12. Address of Special Event: 4 Industrial Park Way		City: Cascade Locks Zip: 97014
13. Is the event outdoors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
13a. If no, in what area(s) of the building is the event located? N/A		
13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.		
14. Describe the primary activities within the licensed area: Overnight camping, staging of vehicles, car show, live music, eating.		
15. Will minors be allowed at the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 1200		

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

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

17. Describe your plan to prevent problems and violations:

We will be selling our canned beer that we are brewing especially for this event. Our serving area will be 15x20 or smaller. Most beer will be sold in sealed containers to go.

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

Minors are not allowed at this event. People will be carded at the gate and a bracelet will be placed on the persons wrist. If the person does not have a bracelet on they will be carded or asked to leave.

19. Describe your plan to manage alcohol consumption by adults:
 We will be selling beer early in the day/night. Will not sell to persons showing signs of intoxication.

20. List name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:
 Matt Cowart - Permit #503452 Katie Barr - Permit #517184
 Rachelle Cowart - Permit #507129 Mindy Jo Cowart - Permit #
 Robert Ostrander - Permit #557751 Mica Smith - Permit #477489
 Jill Morgan - Permit # 574454

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

21. Insurance Company: American Hallmark Insurance Company of Texas

22. Policy #: _____ 23. Expiration Date: 10/15/2018

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

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

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

1. Bugs BBQ food truck 2. Mexican Food Truck

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

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

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

27. Name (please print): Matt Cowart

28. Signature: *Matt Cowart* 29. Date: 8-15-18

CITY OR COUNTY USE ONLY
 The city/county named in #26 above recommends:

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

City/County Signature: _____ Date: _____

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

OLCC USE ONLY Date: _____ Receipt #: _____
 Fee Paid: _____

License is: Approved Denied

OLCC Signature: _____ Date: _____



SPECIAL EVENT BREWERY-PUBLIC HOUSE (SEBPH) APPLICATION

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

- **Process Time:** OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
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- **License Days:** In #10 below, you may apply for a maximum of five license days per application form.

1. Licensee Name: Pin Hook Public House, LLC		
2. Email: Conversionbrewing@gmail.com		
3. Trade Name of Business: Conversion Brewing		4. Fax:
5. Address of Annual Business 833 S. Main Street		6. City: Lebanon
7. Contact Person: Matt Cowart		8.
9. Event Name: Winter Wonderland 3; Gambler 500		
10. Date(s) of event (no more than five days): October 5, October 6, and October 7, 2018		
11. Start/end hours of alcohol service: 11:00 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm to 11:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm		
12. Address of Special Event: 4 Industrial Park Way		City: Cascade Locks Zip: 97014
13. Is the event outdoors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
13a. If no, in what area(s) of the building is the event located? N/A		
13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.		
14. Describe the primary activities within the licensed area: Overnight camping, staging of vehicles, car show, live music, eating.		
15. Will minors be allowed at the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 1200		
PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA If your answer to #16 is 501 or more, in addition to your answers to questions 17, 18, and 19, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.		
17. Describe your plan to prevent problems and violations: We will be selling our canned beer that we are brewing especially for this event. Our serving area will be 15x20 or smaller. Most beer will be sold in sealed containers to go.		
18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors: Minors are not allowed at this event. People will be carded at the gate and a bracelet will be placed on the persons wrist. If the person does not have a bracelet on they will be carded or asked to leave.		

19. Describe your plan to manage alcohol consumption by adults:
 We will be selling beer early in the day/night. Will not sell to persons showing signs of intoxication.

20. List name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:
 Matt Cowart - Permit #503452 Katie Barr - Permit #517184
 Rachelle Cowart - Permit #507129 Mindy Jo Cowart - Permit #
 Robert Ostrander - Permit #557751 Mica Smith - Permit #477489
 Jill Morgan - Permit # 574454

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

21. Insurance Company: American Hallmark Insurance Company of Texas

22. Policy #: _____ 23. Expiration Date: 10/15/2018

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

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

25. Name at least two different substantial food items that will be provided:
 1. Bugs BBQ food truck 2. Mexican Food Truck

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

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

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

27. Name (please print): Matt Cowart

28. Signature: *Matt Cowart* 29. Date: 8-15-18

CITY OR COUNTY USE ONLY

The city/county named in #26 above recommends:
 Grant Acknowledge Deny (attach written explanation of deny recommendation) ..

City/County Signature: _____ Date: _____

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

OLCC USE ONLY Date: _____ Receipt #: _____
 Fee Paid: _____

License is: Approved Denied

OLCC Signature: _____ Date: _____



SPECIAL EVENT BREWERY-PUBLIC HOUSE (SEBPH) APPLICATION

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

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

1. Licensee Name: Thunder Island Brewing		
2. Email: Jeremy@thunderislandbrewing.com		
3. Trade Name of Business: Thunder Island Brewing		4. Fax:
5. Address of Annual Business 515 NW Portage RD		6. City: Cascade Locks
7. Contact Person: Jeremy Bechtel		8. Contact Phone:
9. Event Name: 5 Year Anniversary		
10. Date(s) of event (no more than five days): 10/06/2018		
11. Start/end hours of alcohol service: ¹¹ <input checked="" type="checkbox"/> am <input type="checkbox"/> pm to ¹⁰ <input type="checkbox"/> am <input checked="" type="checkbox"/> pm		
12. Address of Special Event: 515 NW Portage RD		City: Cascade Locks Zip: 97012
13. Is the event outdoors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
13a. If no, in what area(s) of the building is the event located?		
13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.		
14. Describe the primary activities within the licensed area: Live music, Fall menu release and beer/wine/cider service. We are extending our outdoor patio 30' on the south side for this event		
15. Will minors be allowed at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? ³⁰⁰		
PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA		
If your answer to #16 is 501 or more, in addition to your answers to questions 17, 18, and 19, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.		
17. Describe your plan to prevent problems and violations: All Servers have a valid OLCC servers permit and are trained on how to prevent problems. We will check the ID of every person who appears to be under 35 years of age.		
18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors: We will ID every person who appears to be under 35. We will also have roaming staff to ensure minors are not drinking.		

19. Describe your plan to manage alcohol consumption by adults:
We are serving one beer per customer at a time and will not serve intoxicated customers.

20. List name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:
Jeremy Bechtel 530166
David Lipps 593817

LIQUOR LIABILITY INSURANCE

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

21. Insurance Company: Hanover Insurance Group

22. Policy #:

23. Expiration Date: 5/02/2019

MARIJUANA

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

FOOD SERVICE

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

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

1. Nachos

2. Pulled Pork Sandwiches

GOVERNMENT RECOMMENDATION

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

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

SIGNATURE

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

27. Name (please print): David Lipps

28. Signature: 

29. Date: 9/4/18

CITY OR COUNTY USE ONLY

The city/county named in #26 above recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

City/County Signature:

Date:

FORM TO OLCC

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

OLCC USE ONLY

Fee Paid:

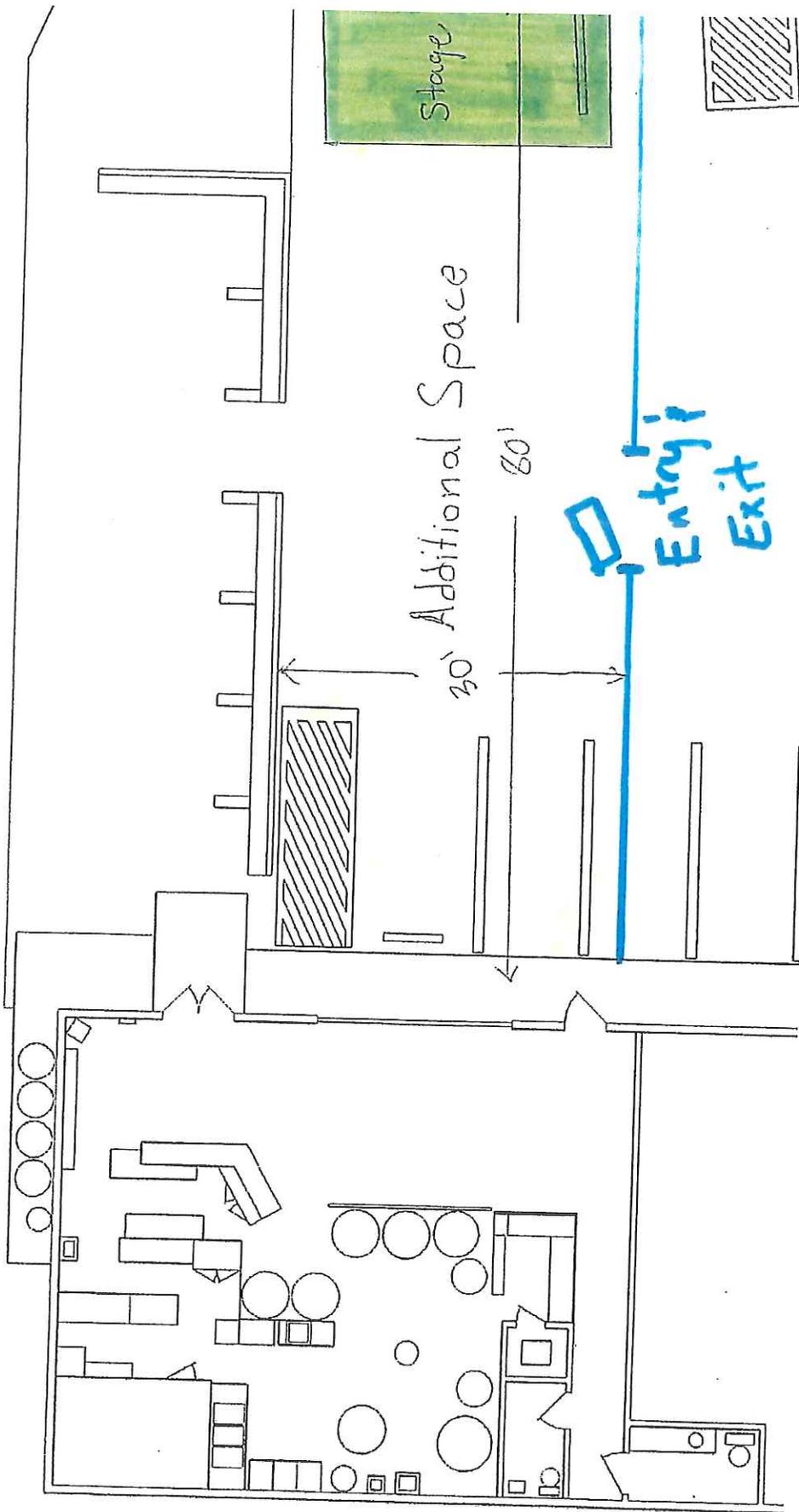
Date:

Receipt #:

License is: Approved Denied

OLCC Signature:

Date:



PREPARED BY:

**THUNDER ISLAND
BREWING COMPANY**

515 NW PORTAGE ROAD

CASCADE LOCKS OREGON 97014

October 26th, 2016

Rev. 3

STAFF REPORT

Date Prepared: 9/04/18

For City Council Meeting on: September 10, 2018

TO: Honorable Mayor and City Council

PREPARED BY: Marilyn Place, Deputy City Recorder

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve annual OLCC license renewals.

SYNOPSIS: The Oregon Liquor Control Commission (OLCC) notifies the City annually for input on renewal of liquor licenses. The City Council reviews and approves the annual OLCC license.

CITY COUNCIL OPTIONS:

- 1. Approve annual license renewals.**
- 2. Do not approve annual license renewals.**

RECOMMENDATION: That City Council, by motion, approve annual liquor license renewals for the businesses that have paid the renewal fees to the City. The City has not yet received fee payment from Cascade Locks Ale House.

Legal Review and Opinion: N/A

Financial review and status: N/A

BACKGROUND INFORMATION:

OLCC sends the City a letter in July stating which businesses are due for annual renewals. The City notifies the Sheriff to see if any reports have been made against any businesses in reference to their OLCC license. Information is given to Council for their input and approval of annual license renewals. Businesses pay a \$25 fee for annual review for each license to the City.

Attachments:

**Letter from OLCC/List of Licensees
Resolution No. 652**

RECEIVED
JUN 29 2018

BY:

City of Cascade Locks, Kathy Woosle
CASCADE LOCKS
PO Box 308
Cascade Locks, OR 97014

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **9/30/2018**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

\$25.00 Renewal Fee for ON-PREMISES \$25.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.
PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until **8/30/2018** to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

1. **DO NOTHING.** If you do not submit a recommendation by **8/30/2018**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gov or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

REC'D JUN 29 2018

BY:

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

RECEIVED
JUN 29 2018

District 4 Renewals

CASCADE LOCKS

Page 1

BY:

<u>License No./ Premises No.</u>	<u>Tradename/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 263565 Prem. 14664	BRIDGESIDE WANAPA ROOM INC F-COM - FULL ON-PREMISES SALES	745 WANAPA ST CASCADE LOCKS, OR 97014 541-374-8477	1108 E MARINA WAY HOOD RIVER, OR 97031
Lic. 273397 Prem. 58579	BRIGHAM FISH MARKET BRIGHAM FISH PRODUCTS INC L - LIMITED ON-PREMISES SALES	681 WANAPA ST CASCADE LOCKS, OR 97014 541-374-9340	PO BOX 37 CASCADE LOCKS, OR 97014
Lic. 263454 Prem. 6151	CASCADE INN SELLINS INC F-COM - FULL ON-PREMISES SALES	SW COR OF HWY 30 & 7TH CASCADE LOCKS, OR 97014 503-701-3126	PO BOX 160 CASCADE LOCKS, OR 97014
Lic. 263359 Prem. 5525	CASCADE LOCKS ALE HOUSE US4J'S LLC L - LIMITED ON-PREMISES SALES	500 WANAPA CASCADE LOCKS, OR 97014 541-374-9310	1050 W HISTORIC COLUMBIA TROUTDALE, OR 97060
Lic. 263360 Prem. 5525	CASCADE LOCKS ALE HOUSE US4J'S LLC O - OFF-PREMISES SALES	500 WANAPA CASCADE LOCKS, OR 97014 541-374-9310	1050 W HISTORIC COLUMBIA TROUTDALE, OR 97060
Lic. 263024 Prem. 16033	CASCADE LOCKS SHELL CARSON OIL CO INC O - OFF-PREMISES SALES	425 WA NA PA CASCADE LOCKS, OR 97014 541-374-8780	PO BOX 6030 PORTLAND, OR 97228
Lic. 260631 Prem. 45483	CCL CHEVRON C RIVER ENTERPRISES INC O - OFF-PREMISES SALES	437 WA NA PA ST CASCADE LOCKS, OR 97014 503-724-8655	PO BOX 593 CASCADE LOCKS, OR 97014
Lic. 260358 Prem. 12402	COLUMBIA GORGE AMERICAN WATERWAYS INC O - OFF-PREMISES SALES	WA NA PA ST CASCADE LOCKS, OR 97014 503-224-3900	110 SE CARUTHERS ST PORTLAND, OR 97214
Lic. 260359 Prem. 12402	COLUMBIA GORGE AMERICAN WATERWAYS INC L - LIMITED ON-PREMISES SALES	WA NA PA ST CASCADE LOCKS, OR 97014 503-224-3900	110 SE CARUTHERS ST PORTLAND, OR 97214
Lic. 261198 Prem. 5526	COLUMBIA MARKET RED STAR INC O - OFF-PREMISES SALES	450 WANAPA CASCADE LOCKS, OR 97014 541-374-8425	PO BOX 700 CASCADE LOCKS, OR 97014
Lic. 263489 Prem. 51367	THUNDER ISLAND BREWING THUNDER ISLAND BREWING COMPAN' BP - BREWERY - PUBLIC HOUSE	515 NW PORTAGE RD CASCADE LOCKS, OR 97014 971-231-4599	PO BOX 396 CASCADE LOCKS, OR 97014

Count for **CASCADE LOCKS**

11

RESOLUTION NO. 652

revised 03/19/92

A RESOLUTION ESTABLISHING A FEE SCHEDULE FOR VARIOUS SERVICES, LICENSES, LICENSE RENEWALS AND COPIES OF REPORTS.

WHEREAS, the City receives numerous requests for services for which the City currently does not charge a fee; and

WHEREAS, the frequency and the amount of staff time necessary to honor these requests is increasing; and

WHEREAS, it is necessary for the City to recover its direct and indirect costs for processing lien searches, license applications and license renewal applications, and other requests for staff time and materials;

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

Section 1. Types of Requests for Information or Action. The following requests for information, or action on a license or permit shall be covered by the fees schedule established by this resolution.

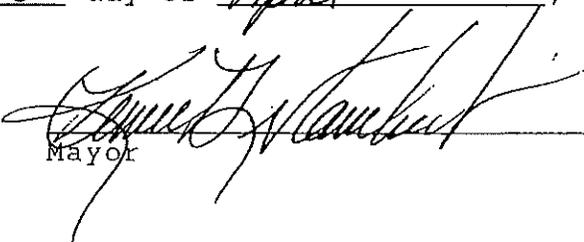
<u>Type of Request</u>	<u>Fee Schedule</u>
1. Lien Search	\$ 25.00
2. Liquor License Application	30.00
3. Liquor License Renewal	25.00
4. Ambulance or Fire Report	20.00
5. One Copy of City Newsletter Mailing List	50.00

Section 2. Payment of Fees. A request for information or action for the above list shall be accompanied by the above fee at the time the request is received by the City.

Section 3. Expiration of Resolution. This resolution shall remain in full effect unless repealed by the Council, or replaced by another resolution of the Council.

ADOPTED by the City Council this 13th day of April, 1992.

APPROVED by the Mayor this 13th day of April, 1992.



Mayor

ATTEST:



Recorder

STAFF REPORT

Date Prepared: September 4, 2018

For City Council Meeting on: September 10, 2018

TO: Honorable Mayor and City Council

PREPARED BY: Marilyn Place, Deputy City Recorder

APPROVED BY: Gordon Zimmerman

SUBJECT: Noise Ordinance Waiver

SYNOPSIS: Kevin and Dawn Benson would like to have a waiver of Ordinance No. 445 regarding noise (see attached request).

CITY COUNCIL OPTIONS:

1. Allow waiver of noise until time requested.
2. Allow waiver of noise until another specified time.
3. Do not allow the waiver of the noise ordinance.

RECOMMENDATION: This private party is on a Saturday and in KOA Campground. The City has never received any complaints from this property in the past. A copy of Ordinance No. 445 was emailed to Kevin and Dawn Benson.

Attachment:
Ordinance No. 445

City of Cascade Locks, OR 97014

www.cascade-locks.or.us

541-374-8484

From: Cascade Locks KOA <cascadelockskoa@gmail.com>

Sent: Wednesday, August 29, 2018 7:59 PM

To: kwoosley@cascade-locks.or.us

Subject: Noise Variance for KOA

Hi Kathy,

On Saturday, October 20th 2018, we will be hosting a band at Cascade Locks KOA, (841 NE Forest Lane, Cascade Locks OR 97014). We are requesting a noise variance as we would like to have the band play from 6pm to 11pm. The band will be set up and playing on the northeast side of the main building so the noise will be less intrusive to neighbors.

Please let us know if there is anything we need to do.

Thank you!

Dawn Benson

ORDINANCE NO. 445

**AN ORDINANCE OF THE CITY OF CASCADE LOCKS AMENDING ORDINANCE No. 444
PERTAINING TO THE REDUCTION, CONTROL, AND PREVENTION OF LOUD AND RAUCOUS
NOISE WITHIN THE CITY OF CASCADE LOCKS**

WHEREAS, the City Council of the City of Cascade Locks has established Ordinance No. 444 for the regulation of loud and raucous noise within the City of Cascade Locks; and

WHEREAS, the City Council considers it necessary to amend Ordinance No. 444 to provide a permitted exemption procedure to persons who are planning to create noise which would violate the provisions of Ordinance No. 444.

THE CITY OF CASCADE LOCKS ORDAINS AS FOLLOWS:

Ordinance No. 444 is amended as follows [additions in underline and deletions in ~~strikeout~~]:

Section 1. Purpose. This ordinance is enacted to protect, preserve, and promote the health, safety, welfare, peace, and quiet of the citizens of Cascade Locks through the reduction, control, and prevention of loud and raucous noise, or any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace, or safety; or causes public inconvenience, annoyance or alarm to reasonable persons of ordinary sensitivity.

Section 2. Scope. This Ordinance applies to the control of all sound originating within the jurisdictional limits of the City.

Section 3. Definitions.

1. **Emergency** means any occurrence or set of circumstances involving actual or imminent physical trauma or property damage demanding immediate attention.
2. **Emergency Work** means any work performed for the purpose of preventing or alleviating physical trauma or property damage, whether actually caused or threatened by an emergency, or work by private or public utilities when restoring utility service.
3. **City** means the City of Cascade Locks.
4. **City Administrator** means the City Administrator of City or the City Administrator's designee.
5. **Noise Sensitive Area** includes, but is not limited to, real property normally used for sleeping, or normally used as a school, church, hospital or public library.

6. **Person** means any individual, firm, association, partnership, joint venture, or corporation.
7. **Plainly audible** means any sound that can be detected by a reasonable person of ordinary sensitivities using his or her unaided hearing faculties.
8. **Public right-of-way** means any street, avenue, boulevard, highway, sidewalk, alley, or similar place normally accessible to the public which is owned or controlled by a government entity.
9. **Public space** means any real property or structures on real property, owned by a government entity and normally accessible to the public, including but not limited to parks and other recreational areas.
10. **Residential area** means any real property which contains a structure or building in which one or more persons reside, provided that the structure or building is properly zoned, or is legally nonconforming, for residential use in accordance with the terms and maps of the City's zoning ordinance.

Section 4. General Prohibition.

1. No person shall make, continue, or cause to be made or continued:
 - a. Any unreasonably loud or raucous noise; or
 - b. Any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace, or safety of reasonable persons of ordinary sensitivity, within the jurisdictional limits of the City; or
 - c. Any noise which is so harsh, prolonged, unnatural, or unusual in time or place as to occasion unreasonable discomfort to any persons within the neighborhood from which said noises emanate, or as to unreasonably interfere with the peace and comfort of neighbors or their guests, or operators or customers in places of business, or as to detrimentally or adversely affect such residences or places of business.
2. Factors for determining whether a sound is unreasonably loud and raucous include, but are not limited to, the following:
 - a. The proximity of the sound to sleeping facilities, whether residential or commercial;
 - b. The land use, nature, and zoning of the area from which the sound emanates and the area where it is received or perceived;

- c. The time of day or night the sound occurs;
- d. The duration of the sound; and
- e. Whether the sound is recurrent, intermittent, or constant.

Section 5. Noises Prohibited. The following acts are declared to be per se violations of this Ordinance. This enumeration does not constitute an exclusive list:

1. **Unreasonable Noises:** The unreasonable making of, or knowingly and unreasonably permitting to be made, any unreasonably loud, boisterous or unusual noise, disturbance, commotion or vibration in any boarding facility, dwelling, place of business or other structure, or upon any public street, park, or other place or building. The ordinary and usual sounds, noises, commotion or vibration incidental to the operation of these places when conducted in accordance with the usual standards of practice and in a manner which will not unreasonably disturb the peace and comfort of adjacent residences or which will not detrimentally affect the operators of adjacent places of business are exempted from this provision.
2. **Vehicle Horns, Signaling Devices, and Similar Devices:** The sounding of any horn, signaling device, or other similar device, on any automobile, motorcycle, or other vehicle on any right-of-way or in any public space of the City, for more than ten consecutive seconds. The sounding of any horn, signaling device, or other similar device, as a danger warning is exempt from this prohibition.
3. **Non-Emergency Signaling Devices:** Sounding or permitting sounding any amplified signal from any bell, chime, siren, whistle or similar device, intended primarily for non-emergency purposes, from any place for more than ten consecutive seconds in any hourly period. The reasonable sounding of such devices by houses of religious worship, ice cream trucks, seasonal contribution solicitors or by the City for traffic control purposes are exempt from the operation of this provision.
4. **Emergency Signaling Devices:** The intentional sounding or permitting the sounding outdoors of any emergency signaling device including fire, burglar, civil defense alarm, siren, whistle, or similar emergency signaling device, except in an emergency or except as provided in subsections a. and b.
 - a. Testing of an emergency signaling device shall occur between 7:00 a.m. and 7:00 p.m. Any testing shall use only the minimum cycle test time. In no case shall such test time exceed five minutes. Testing of the emergency signaling system shall not occur more than once in each calendar month.

- b. Sounding or permitting the sounding of any exterior burglar or fire alarm or any motor vehicle burglar alarm, shall terminate within fifteen minutes of activation unless an emergency exists. If a false or accidental activation of an alarm occurs more than twice in a calendar month, the owner or person responsible for the alarm shall be in violation of this Ordinance.
5. **Radios, Televisions, Phonographs, Stereos, Musical Instruments and Similar Electronic Devices:** The use or operation of a radio, television, stereo, musical instrument, or similar electronic device that produces or reproduces sound in a manner that is plainly audible to any person other than the player(s) or operator(s) of the device, and those who are voluntarily listening to the sound, and which unreasonably disturbs the peace, quiet, and comfort of neighbors and passers-by, or is plainly audible at a distance of 50 feet from any person in a commercial, industrial area, or public space; or unreasonably disturbs the peace, quiet, and comfort of neighbors in residential or noise sensitive areas, including multi-family or single-family dwellings.
6. **Loudspeakers, Amplifiers, Public Address Systems, and Similar Devices:** The unreasonably loud and raucous use or operation of a loudspeaker, amplifier, public address system, or other device for producing or reproducing sound between the hours of 10:00 p.m. and 7:00 a.m. in the following areas:
 - a. Within or adjacent to residential or noise-sensitive areas;
 - b. Within public space if the sound is plainly audible across the real property line of the public space from which the sound emanates, and is unreasonably loud and raucous.

This shall not apply to any public performance, gathering, or parade for which a permit has been obtained from the City.

7. **Yelling, Shouting, and Similar Activities:** Yelling, shouting, hooting, whistling, or singing in residential or noise sensitive areas or in public places, between the hours of 10:00 p.m. and 7:00 a.m., or at any time or place so as to unreasonably disturb the quiet, comfort, or repose of reasonable persons of ordinary sensitivities. This section is to be applied only to those situations where the disturbance is not a result of the content of the communication but due to the volume, duration, location, timing or other factors not based on content.
8. **Animals and Birds:** Unreasonably loud and raucous noise emitted by an animal or bird for which a person is responsible. A person is responsible for an animal if the person owns, controls or otherwise cares for the animal or bird.

9. **Loading or Unloading Merchandise, Materials, Equipment:** The creation of unreasonably loud, raucous, and excessive noise in connection with the loading or unloading of any vehicle at a place of business or residence.
10. **Construction or Repair of Buildings, Excavation of Streets and Highways:** The construction, demolition, alteration or repair of any building or the excavation of streets and highways other than between the hours of 7:00 a.m. and 7:00 p.m., on weekdays. In cases of emergency, construction or repair noises are exempt from this provision. In non-emergency situations, the City Administrator may issue a permit, upon application, if the City Administrator determines that the public health and safety, as affected by loud and raucous noise caused by construction or repair of buildings or excavation of streets and highways between the hours of 7:00 p.m. and 7:00 a.m. will not be impaired, and if the City Administrator further determines that loss or inconvenience would otherwise result. The permit shall grant permission in non-emergency cases for a period of not more than three days. The permit may be renewed once for a period of three days or less.
11. **Noise Sensitive Areas - Schools, Courts, Churches, Hospitals, and Similar Institutions:** The creation of any unreasonably loud and raucous noise adjacent to any noise sensitive area while it is in use, which unreasonably interferes with the workings of the institution or which disturbs the persons in these institutions; provided that conspicuous signs delineating the boundaries of the noise sensitive area are displayed in the streets surrounding the noise sensitive area.
12. **Blowers, and Similar Devices:** In residential or noise sensitive areas, between the hours of 7:00 p.m. and 7:00 a.m., the operation of any noise-creating blower, power fan, or any internal combustion engine, the operation of which causes noise due to the explosion of operating gases or fluids, provided that the noise is unreasonably loud and raucous and can be heard across the property line of the property from which it emanates.
13. **Commercial Establishments Adjacent to Residential Property:** Unreasonably loud and raucous noise from the premises of any commercial establishment, including any outdoor area which is part of or under the control of the establishment, between the hours of 10:00 p.m. and 7:00 a.m. which is plainly audible at a distance of five feet from any residential property.

Section 6. Exemptions. Sounds caused by the following are exempt from the prohibitions set out in Section 5 and are in addition to the exemptions specifically set forth in Section 5:

1. Motor vehicles on traffic ways of the City, provided that the prohibition of Section 5.2. continues to apply.

2. Repairs of utility structures which pose a clear and immediate danger to life, health, or significant loss of property.
3. Sirens, whistles, or bells lawfully used by emergency vehicles, or other alarm systems used in case of fire, collision, civil defense, police activity, or imminent danger, provided that the prohibition contained in Section 5.4 continues to apply.
4. The emission of sound for the purpose of alerting persons to the existence of an emergency or the emission of sound in the performance of emergency work.
5. Repairs or excavations of bridges, streets or highways by or on behalf of the City, the State, or the federal government, between the hours of 7:00 p.m. and 7:00 a.m., when public welfare and convenience renders it impractical to perform the work between 7:00 a.m. and 7:00 p.m.
6. Outdoor School and Playground Activities. Reasonable activities conducted on public playgrounds and public or private school grounds, which are conducted in accordance with the manner in which such spaces are generally used, including but not limited to, school athletic and school entertainment events.
7. Other Outdoor Events. Outdoor gatherings, public dances, shows and sporting events, and other similar outdoor events, provided that a permit has been obtained from the appropriate permitting authority.

Section 7. Permitted Exemptions.

1. An exemption may be permitted by the City Council for acts that are prohibited by this Ordinance by submitting a request to the City Recorder at least 30 days prior to the time for which the exemption is sought. The request shall state the provision for which an exemption is being sought, the period of time the exemption is to apply, the reason the exemption is sought, and any other supporting information which the City may reasonably require.
2. The City Council may consider the following in deciding whether to grant an exemption:
 - a. The nature and duration of the sound emitted;
 - b. Whether the public health, safety or welfare could be endangered;
 - c. The duration of the exemption;
 - d. The nature of the surrounding properties;
 - e. The benefit to the community; and

f. Whether the applicant has a record of compliance with the terms of previously granted exemptions.

3. Notice shall be given to affected neighborhood associations, owners, and residents of property likely to be affected by the exemption. The City Recorder, in his/her sole discretion, may designate the area and manner in which notice must be given.

4. Persons affected by the exemption may present objections, in writing or in person, regarding the exemption to the City Council at any regularly scheduled City Council meeting. The City Council may consider such objections and, in their sole discretion, decide whether to grant, revoke, or deny the exemption.

Section 8. Enforcement. The following individuals shall enforce this Ordinance: The City Administrator or his designee will have primary responsibility for the enforcement of the noise regulations contained in this Ordinance. Nothing in this Ordinance shall prevent the City Administrator or his designee from obtaining voluntary compliance by way of warning, notice or education.

Section 9. Penalties.

1. A person who violates a provision of this Ordinance is guilty of an infraction which is punishable by a fine not to exceed \$500.00.
2. Each occurrence of a violation, or, in the case of continuous violations, each day a violation occurs or continues, constitutes a separate offense and may be punished separately.

Section 10. Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section or part, of this Ordinance shall not affect the validity of the remaining parts to this Ordinance.

Section 11. Savings Clause. A prosecution which is pending on the effective date of this Ordinance and which arose from a violation of an ordinance repealed by this Ordinance, or a prosecution which is started within one year after the effective date of this Ordinance arising from a violation of an ordinance repealed by this Ordinance, shall be tried and determined exactly as if the Ordinance had not been repealed.

Section 12. Repeal of Prior Ordinances. City of Cascade Locks Ordinance No. 364 is hereby repealed.

Section 13. Effective Date. This ordinance shall take effect on the 30th day following its enactment.

FIRST READING by the City Council the 9th day of October, 2017.

SECOND READING AND ADOPTION by the City Council this 13th day of November, 2017.

APPROVED by the Mayor this 13th day of November, 2017.

Tom Cramblett, Mayor

ATTEST:

Marilyn Place, Deputy City Recorder/Utility Specialist

STAFF REPORT

Date Prepared: 8/31/18

For City Council Meeting on: 9/10/18

TO: Honorable Mayor and City Council

PREPARED BY: Marilyn Place

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Annual Review and Update of Council Rules.

SYNOPSIS: This to allow for Council comment on amendments to Council Rules if needed. A resolution will be prepared for adoption at the next meeting if there are any amendments made to the Council Rules.

CITY COUNCIL OPTIONS:

1. Discuss and make amendments to Council Rules. **If Council Rules are amended, a new resolution adopting the changes will be required.**
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.

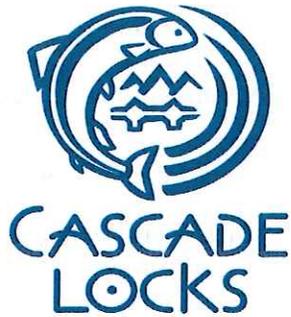
Financial review and status: None necessary.

BACKGROUND INFORMATION: There were no changes made last year to Council Rules.

Attachment: 2014 Council Rules

CITY OF CASCADE LOCKS

COUNCIL PROCEDURES



ADOPTED SEPTEMBER 22, 2014

CITY OF CASCADE LOCKS

COUNCIL PROCEDURES

(Council Rules reviewed in 2015 and 2016. No changes were made.)

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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. 1282 on September 23, 2013.

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.

AGENDA ITEM NO: 5d

CASCADE LOCKS STAFF REPORT

Date Prepared: August 31, 2018

For City Council Meeting on: September 10, 2018

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Resolution No. 1405 Adoption of Natural Hazard Mitigation Plan Update

SYNOPSIS: Please find an email from the Hood River County Emergency Manager below:

“Below please find a link to the final State (OEM-State Office of Emergency Management) and FEMA (Federal Emergency Management Agency) approved Hood River County NHMP (Natural Hazards Mitigation Plan 2018):

[https://www.co.hood-river.or.us/vertical/sites/%7B4BB5BFDA-3709-449E-9B16-B62A0A0DD6E4%7D/uploads/Hood_River_MNHMP_2018\(1\).pdf](https://www.co.hood-river.or.us/vertical/sites/%7B4BB5BFDA-3709-449E-9B16-B62A0A0DD6E4%7D/uploads/Hood_River_MNHMP_2018(1).pdf)

It is very large, 16MB, so we loaded it to the County website. {A copy is available in the City Administrator’s office to read.]

Please adopt this plan and return the completed adoption form to me so that we can complete the Hood River County NHMP and provide final copies as needed to you.

There remain a few minor tweaks to cover pages, however this is the final content FEMA adopted without changes, which they indicated was rare.

Speaking of rare, this plan was generated by RARE (University of Oregon AmeriCorps intern) for Hood River County Emergency Management. We leveraged a Pre Disaster Mitigation grant administered through DLCDC (Dept. of Land use and Conservation) to ensure there were no out of pocket costs for this plan for local jurisdictions.

FYI, recent news releases announced that in the future, FEMA may increase mitigation funding before disasters, while decreasing recovery funding after disasters.

Adopting this plan will help both our cities and County, maintain access to those funds.

THANK YOU for the City of Cascade Locks, City of Hood River, Ports of Hood River and Cascade Locks and Hood River County's participation in this plan, along with other key stakeholders.

Barb

Barbara Ayers
Emergency Manager, Public Information Officer
Hood River County Sheriff's Office
601 State St. (County Administration Building)
Hood River, OR 97031

office 541-386-1213
cell 541-490-4949
barbara.ayers@co.hood-river.or.us

Upon passage of this resolution, the City will send the signed resolution to the County's Office of Emergency Management.

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

RECOMMENDED MOTION: "I move to approve Resolution No. 1405 adopting the updated Natural Hazards Mitigation Plan for Hood River County."

RESOLUTION NO. 1405

A RESOLUTION ADOPTING THE CITY OF CASCADE LOCKS REPRESENTATION IN THE UPDATES TO THE HOOD RIVER COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN

Whereas, the City of Cascade Locks recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

Whereas, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the City of Cascade Locks has fully participated in the FEMA prescribed mitigation planning process to prepare the *Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan*, which has established a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

Whereas, the City of Cascade Locks has identified natural hazard risks and prioritized several proposed actions and programs needed to mitigate the vulnerabilities of the City of Cascade Locks to the impacts of future disasters within the *Hood River County Multi-Jurisdictional Natural Hazard Mitigation Plan*; and

Whereas, these proposed projects and programs have been incorporated into the *Hood River County, Multi-Jurisdictional Natural Hazards Mitigation Plan* that has been prepared and promulgated for consideration and implementation by the cities of Hood River County; and

Whereas, the Oregon Military Department's Office of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the *Hood River County, Multi-Jurisdictional Natural Hazards Mitigation Plan* and pre-approved it (dated, August 21, 2018) contingent upon this official adoption of the participating governments and entities;

Whereas, the NHMP is comprised of four volumes: Volume I -Basic Mitigation Plan, Volume II – Hazard Annexes. Volume III - Jurisdictional Addenda, and Volume IV – Mitigation Resources, collectively referred to herein as the NHMP; and

Whereas, the NHMP is in an on-going cycle of development and revision to improve its effectiveness; and

Whereas, City of Cascade Locks adopts the NHMP and directs the City Administrator to develop, approve, and implement the mitigation strategies and any administrative changes to the NHMP.

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

SECTION 1. The City of Cascade Locks adopts *the Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan* as an official plan.

SECTION 2. The City of Cascade Locks will submit this Adoption Resolution to the Oregon Military Department's Office of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the *Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan*.

SECTION 3. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

ADOPTED by the City Council this 10th day of September, 2018.

APPROVED by the Mayor this 10th day of September, 2018.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder

CASCADE LOCKS STAFF REPORT

Date Prepared: September 4, 2018

For City Council Meeting on: September 10, 2018

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Bilateral Compliance Agreement with Oregon Health Authority

SYNOPSIS: As you are aware, we are adding a corrosion control process to our water system under the direction of the Oregon Health Authority. We have received funding assistant for the Infrastructure Finance Authority for this \$880,000 project. This document codifies the agreement and the steps we must take as we make our way through the process.

CITY COUNCIL OPTIONS: Accept or reject the agreement.

RECOMMENDED MOTION: "I move to approve the Bilateral Compliance Agreement with the Oregon Health Authority."

800 NE Oregon St.
Portland, Oregon 97232-2162
Voice (971) 673-0405
FAX (971) 673-0694
TTY (971) 673-0372

BEFORE THE STATE OF OREGON
OREGON HEALTH AUTHORITY
CENTER FOR HEALTH PROTECTION

In the Matter of

The City of Cascade Locks Public
Water System

BILATERAL COMPLIANCE AGREEMENT

The Oregon Health Authority, Public Health Division, Center for Health Protection, Drinking Water Services (DWS) and The City of Cascade Locks agree to the following:

1. The City of Cascade Locks is a water supplier (hereinafter "Water Supplier") as defined in Oregon Revised Statute (ORS) 448.115 and Oregon Administrative Rule (OAR) 333-061-0020. The responsibilities of water suppliers are identified in OAR 333-061-0025.
2. Water Supplier owns and operates the public water system (hereinafter "Water System"), identified by public water system ID# OR4100172 serving the residents and businesses of Cascade Locks, Oregon. The Water System is a community water system serving approximately 1,300 people and subject to regulation under ORS 448.115 to 448.290 and OAR 333-061-0005 to 333-061-0272.
3. DWS has reviewed the operation of the Water System pursuant to its authority in ORS 431A.010, 448.150 and 448.255. DWS has determined that water provided by the water system exceeds the action level (AL) specified in OAR 333-061-0030 for copper. Water with copper above the AL represents a potential public health hazard.

Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor. OAR 333-061-0043.

4. This Bilateral Compliance Agreement ("Agreement") is entered into between DWS and Water Supplier to address the contamination of the drinking water delivered by the Water System. This Agreement establishes the corrective actions that Water Supplier must take and the deadlines for completing those actions with the purpose of reducing the contamination in the drinking water below the AL. The corrective actions and respective deadlines are described in detail below.

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. Water Supplier is required to meet all the responsibilities for water suppliers described in OAR 333-061-0025.
2. OAR 333-061-0025 requires water suppliers, in part, to take all reasonable actions to assure that water system facilities are free of public health hazards and to assure that water system operation and maintenance are performed as required by the Oregon administrative rules in chapter 333, division 61.
3. The AL for copper is 1.3 mg/L. OAR 333-061-0030(1).
4. On September 14, 2015, May 23, 2016 and November 1, 2016 sample results showed that copper was greater than 1.3 mg/L in more than 10 percent of tap water samples collected at the Water System. These sample results reported for the Water System demonstrate that copper exceeded the AL as specified in OAR 333-061-0030(1).
5. OAR 333-061-0034 requires, in part, water suppliers to install optimal corrosion control treatment when samples exceed the action level for copper.
6. Water Supplier recommended corrosion control treatment on June 30, 2016 and was required by the Hood River County Health Department to install the treatment no later than July 1, 2018. The treatment was not installed as required.
7. OAR 333-061-0043 requires, in part, water suppliers to deliver an annual consumer confidence report to water users that clearly identifies detected contaminants and

contains a clear and readily understandable explanation of violations, the potential adverse health effects using relevant language from Table 40 in the rule for contaminants violating a standard, and actions taken by the water supplier to address the violation.

8. Water Supplier's 2016 annual consumer confidence report did not include a clear explanation of the violation of copper AL and did not include the adverse health effects for copper.
9. Water Supplier is not in compliance with OAR 333-061-0025 or OAR 333-061-0034 because it did not install optimal corrosion control treatment as required after samples exceeded the AL for copper.
10. Water Supplier is not in compliance with OAR 333-061-0043 because it did not deliver an annual consumer confidence report that clearly or completely described the violation of the AL for copper and potential adverse health effects.

CORRECTIVE ACTIONS

Water Supplier agrees to take the following corrective actions and meet the deadlines set out below:

- Corrective Action No. 1: Water Supplier shall submit complete construction plans to DWS no later than November 30, 2018 identifying optimal corrosion control treatment to ensure compliance with the AL for copper at the Water System. The construction plans shall:
 - Meet the requirements in OAR 333-061-0060 for the construction or modification of any facilities at the Water System and shall be approved by DWS prior to any construction or installation taking place; and
 - Include the applicable plan review fee identified in OAR 333-061-0060(3).
- Corrective Action No. 2: Water Supplier shall complete construction of optimal corrosion control treatment at the Water System no later than December 31, 2019 and shall notify DWS in writing within 5 calendar days of completing construction. For this corrective action to be met, any construction or installation performed must meet the applicable construction standards in OAR 333-061-0050, as approved by DWS.

- Corrective Action No. 3: Water Supplier shall monitor for lead and copper at the Water System according to OAR 333-061-0036(10) at a minimum of 20 sample sites approved by DWS and report the results to DWS. A minimum of two rounds of monitoring shall be conducted.
 - The first round of monitoring shall be conducted immediately after construction of optimal corrosion control treatment and in no case later than June 30, 2020 with the results of the monitoring reported to DWS no later than July 10, 2020.
 - The second round of monitoring shall be conducted six months after the first round and in no case later than December 31, 2020 with the results of the monitoring reported to DWS no later than January 10, 2021.
- Corrective Action No. 4: Water Supplier shall monitor water quality parameters according to OAR 333-061-0036(10)(f) and report the results to DWS.
 - Water quality parameter samples shall be collected at two sites in the distribution system at the same time as each of the two rounds of lead and copper tap water monitoring specified in Corrective Action No. 3. Two samples shall be collected at each site, the first sample at the same time as lead and copper tap water monitoring and the second sample two weeks later.
 - Water quality parameter samples shall be collected at the entry point to the distribution system, after corrosion control treatment, every two weeks beginning when construction is complete and continuing until optimized water quality control parameters are specified by DWS according to Corrective Action No. 5.
- Corrective Action No. 5: DWS shall review Water Supplier's installation of corrosion control treatment at Water System and specify optimized water quality control parameters within 90 days of receiving the second round of monitoring results from lead and copper and water quality parameter monitoring according to Corrective Actions No. 3 and No. 4.
- Corrective Action No. 6: Water Supplier shall publish a public notice no later than October 15, 2018 that informs customers that drinking water at the Water System exceeds the AL for copper. The notice must meet the requirements in OAR 333-061-0042 and include the health effects language for copper specified in OAR 333-061-0043(3), Table 40.

- Within 10 calendar days of distributing the public notice to customers, Water Supplier shall send a copy of the notice to DWS along with a written statement that it has fully complied with the distribution and public notification requirements in OAR 333-061-0040(1)(i).
- Public notices shall not contain language or be formatted in a way that contradicts or defeats the purpose of the notice.

DWS RESPONSIBILITIES

- DWS shall review and approve any corrective action plan or construction plans submitted by Water Supplier within thirty (30) days of receipt. DWS shall approve or require changes to the submitted plans immediately upon completing the review.

GENERAL PROVISIONS

1. Water Supplier satisfies the terms of this Agreement by completing the corrective actions listed above according to the deadlines specified herein.
2. This Agreement does not constitute a waiver, suspension or modification of the requirements of the Oregon Drinking Water Quality Act; ORS 448.115 to 448.285 and administrative rules OAR 333-061-0005 to 333-061-0272, which remain in full force and effect.
3. This Agreement does not relieve Water Supplier of any responsibilities or liabilities established by any applicable federal, state, or local law or regulation.
4. If Water Supplier fails to complete any of the corrective actions listed above or fails to meet any of the listed deadlines, DWS may pursue any enforcement action, which may include assessment of civil penalties or other legal remedies pursuant to ORS 431A.010, 431.155, 448.255 and 448.280. If DWS proceeds with such an enforcement action, Water Supplier will have the right to a hearing.
5. DWS may consider the findings of fact and violations cited in the conclusions of law of this Agreement for purposes of any future enforcement action or sanction involving Water Supplier.
6. Water Supplier is aware of its rights to contest the violations listed in this Agreement in a contested case hearing under the Administrative Procedure Act (Oregon Revised Statutes, Chapter 183) and its rights to judicial review of a final order issued in the

contested case. Water Supplier freely and voluntarily waives all rights to a contested case hearing and to all judicial review of the findings of fact or conclusions of law contained in this Agreement in a proceeding brought by DWS to enforce this Agreement.

7. This Agreement may be executed in one or more multiple counterparts, including facsimile, scanned, and electronically transmitted counterparts, each of which shall constitute an original and all of which together shall constitute one and the same agreement.

Dated this _____ day of _____, 2018.

Gordon Zimmerman
City Administrator
City of Cascade Locks

Dated this _____ day of _____, 2018.

David Emme, Manager
Drinking Water Services
Oregon Health Authority

cc: James Nusrala, Oregon Health Authority, Drinking Water Services
Sheldon Price, City of Cascade Locks
Ian Stromquist, Hood River County Environmental Health

STAFF REPORT

Date Prepared: 09-04-2018

For City Council Meeting on: 9/10/2018

TO: Honorable Mayor and City Council

PREPARED BY: Jessica Bennett

APPROVED BY:

SUBJECT: Forward options for the Emergency Services Department

SYNOPSIS: Go over options and discuss. Pick a primary and secondary option to start working toward.

CITY COUNCIL OPTIONS:

1. Service remains with the city.
2. Emergency services becomes a district.
3. Merge with an Oregon-based service.
4. Merge with Skamania County EMS.
5. No change in service.

RECOMMENDATION:

We request that you review the information and make a decision that would be best for the community. We would like one primary direction to start moving towards and a secondary direction to fall back on in case the first is too difficult or unsuccessful.

BACKGROUND INFORMATION:

The Emergency Services Department is struggling despite attempts at recruitment for volunteers and creative funding for increased staffing. At this point the department is becoming stagnant with no direction on how to move forward. In order to make advancements in our ability to care for the community we need to pick a direction. By picking one of the options outlined in the following pages we can begin forward progression for the department and hopefully create a self-sustaining entity that can give our community the best possible service we can provide.

Council Options for the Emergency Services Department



Presented by Chief Jessica Bennett

Council Meeting on 9/10/2018

Overview

Enclosed are multiple options for the Council's consideration to move the Emergency Services Department in Cascade Locks forward. We have unfortunately reached a time where we can no longer provide a service that meets the demand of our community and we have exceeded the use of our mutual aid partners beyond just mutual aid. These options will walk readers through staffing models, cost estimations, longevity, implementation approximations, and cautions.

Staffing Models

The common staffing models throughout the fire and EMS service are 24-hour shifts with 48-hours off (1 on, 2 off) or 48-hour shifts with 96-hours off (2 on, 4 off). Many private ambulance agencies use a 12-hour shift model with two shifts per day to cover 24 hours. The use of a 24-hour or a 48-hour model requires fewer employees to cover the same number of hours. Our call volume is not high enough for employee exhaustion within a 12-hour shift to be a concern.

To provide adequate service to our community, it would be necessary to have two employees on shift at all times. All employees would be required to be trained firefighters and each shift would have a Paramedic and an EMT on staff. We could opt to further staff each shift with one resident intern that would be required to be minimally qualified as a Firefighter/ EMT. Additionally, a paid Chief that did administration and filled in vacation and sick time for shift employees would be needed. That would be a total of seven (7) personnel and, optionally, three (3) residents to supplement the volunteer force in effect.

If every day had two (2) staff on shift, one (1) resident, and the Chief worked a 40-hour week, that would give the community four (4) people on shift during the day for four or five days a week- enough to run two calls if needed, meet NFPA requirements for 2 in, 2 out on fires, and enough to set a good foundation for a larger or more complex call such as an MCI, structure fire, or cardiac arrest. Again, this would supplement any volunteers that also responded or worked shifts.

This staffing model would allow us to appropriately cover more than 80% of our own 911 calls, as well as give us more freedom to do transfers, which would

increase revenue, explore other potential revenue sources, and assist with mutual aid when other agencies call for help. Currently our paid staff, not including the Chief, are able to appropriately cover approximately 40% of our calls while working a 40-hour week. With the Chief and resident included, we are able to appropriately cover approximately 50% of our calls. We have turned down more than 40 transfers in the last year, roughly \$60,000 in billing, due to staffing.

Our current staffing model is three (3) FTE working 40-hours per week. We have structured it to be 4-10 hour shifts per week to allow the most amount of coverage. This was initially intended to cover during the day when volunteers were at work and then allow night calls, as there are fewer, to be covered by volunteers. In the last few years we have seen an increase in the number of night calls and a decrease in the number of volunteers. This has led to many calls being given to mutual aid partners to provide service in our community. From January 1, 2016 to December 31, 2017 Skamania County EMS responded to our area an average of 8 times per month. Hood River Fire, Klickitat EMS, and AMR have responded to more than 100 of our calls in that time period as well.

Cost Estimations

Many of the options share the cost worksheet attached. Options that do not use that worksheet or use only part will specify that. The cost estimations are intended to give a reader a rough idea of the specified cost they are reading about. These are not exact and should not be interpreted as such. Once an option is selected then a more complete budget will be created to reflect the choice, along with a time line to phase in the option.

Longevity Approximations

The purpose of this is to have an idea of how long a specified option COULD last if we maintained the current trends. These are subjective and based on service trends, finances, and current economic status. There is no way to know for sure how long any of these options would ultimately last or which would be a permanent solution to our problem.

Implementation

This will give readers a generic idea of the time line for phasing in a specific option. There are many outside influences that could change this, but each estimation is made with a realistic expectation of complications and other challenges that may come up. Again, these are subjective based on insight from the state and other entities.

Cautions

These are some potential issues that we can easily identify. They are by no means an all-inclusive list of the problems that could arise from any particular option.

Recommendations

We are happy to provide our recommendations if asked, from the emergency services perspective, to assist Council in making their decision. We appreciate our knowledge be taken into consideration when discussing these options, but it is ultimately a council and community decision on where our emergency services department goes in the future. The emergency services department will do it's best to provide factual answers to all questions and research answers to questions we cannot answer to ensure the council and community are as educated as possible about any and all options.

City

This option is to show what the Emergency Services Department would look like if the service remains with the city. It shows estimated costs, projected longevity, and implementation.

Cost

Cost is always the big question when large changes are considered. Attached is a spreadsheet outlining the costs if we expanded to seven (7) FTE. There are three (3) options outlined as described above. It shows the cost if we increased the staff and used the same 40-hour per week scale we currently use, if we changed to a 24/48 shift, and if we changed to a 48/96 shift. There is a breakdown of salary cost, overall employee cost, and a projected budget cost (without budget worksheets) to give an idea of what the overall cost of the Emergency Services Department would be. In addition to this estimated cost, it should also be considered that this department may have an increase cost in each successive year of at least 3%.

Please look over attached spreadsheets:

Longevity

Longevity for this option is difficult to predict because it is so reliant on the growth of the city and call volume increases. Without continued growth, the longevity of this option could be less than a year. With continued growth and the business possibilities on the horizon, this option could have a longevity of more than 10 years.

Implementation

This option could take 6 months to a year to get put into place depending on funding sources. This option does offer the freedom to begin implementation immediately and grow as funding gets established. It also could be fully implemented the fastest because there is no other entity to compromise with and no changes with the state or other governance.

Cautions

Due to the significant cost of staff, the maintenance of so many employees would be very difficult for the city to provide. Without a large business coming into the community to help sustain the city or imposing a new levy/ tax/ bond, it would be impossible to provide our service at an increased level. However, if a new levy/tax/ bond was established then the longevity of the Emergency Services Department would be reliant on the duration of that income until call volume increased enough to make the department self-reliant.

District

This proposition is to show what the Emergency Services Department would look like if the service became a fire district. It shows cost analysis, projected longevity, and implementation.

Cost

The cost of this option works with the attached worksheet. The only change would be revenue sources. Revenues would come from a separate tax that would be added to property taxes instead of from the city directly. At the election of the district the voters would set the amount, cost per thousand of assessed value, that would go to the emergency services district. This amount would be the cap of the district and could not be raised. The idea when establishing the cap is to set it higher than your current need to establish a buffer for the future, but actually operate at a lower amount. This allows the district to raise and lower the cost for the community, with a vote of the people, as needed without creating a new levy/ bond to make a major purchase or meet rising operational cost needs.

Working with rough numbers, there is approximately 600 properties in Cascade Locks paying property taxes. With our current budget, if all the city support was removed except for the EMS support fee, we would have a projected revenue of \$285,100. With anticipated revenue increases, we could safely estimate that number to be closer to \$335,100. That would be a \$418,648 deficit that would need to be collected from property taxes. Using an average home value of \$200,000, the following list shows what the rate could be, how much each property would pay per year, and the expected income to the Emergency Services Department.

\$1.00 per thousand- \$200 per household- \$120,000 revenue

\$1.50 per thousand- \$300 per household- \$180,000 revenue

\$2.00 per thousand- \$400 per household- \$240,000 revenue

For each \$.50 increase per thousand the household payment each year goes up \$100 and our annual revenue goes up \$60,000.

Longevity

This option could have a long life depending on future growth and funding. If the cap is not set high enough originally, then expect a longevity of 1-5 years without growth. At which point levy/ bond or merger will be the options facing those making the decisions then. If the cap is set at a reasonable rate to allow flexibility than the expected longevity could be 5-10 years without growth. With steady growth in the community, the expected longevity for this option could be 10+ years.

Implementation

This could take 1-4 years to put into place as it requires a vote of the community and a general election would be the best time to put this on a ballot. Once voted in by the public it could take 6 months to one year for full implementation.

Cautions

In order to meet the deficit cost, the minimum property tax would need to be at least \$3.50 per thousand. That means the voters would need to set the cap higher for future benefit. It could be very difficult to get voters to agree to a property tax increase of or more than \$3.50 per thousand. We would also have to use caution not to exceed the compression rate for taxes in the county or exceed any tax caps set forth by special district rules.

Merger with Oregon-based service

This proposition is to show what the Emergency Services Department would look like if the service merged with an agency in Oregon. Our options for merge would be with the Hood River Fire Department, Westside Fire District, Parkdale Fire District, and Multnomah County Fire District 14. It shows cost analysis, projected longevity, and implementation.

Cost

The cost of this option would be similar to the worksheets attached, however expenditures would decrease as a result of shared spending. Overall medical supplies, fire supplies, insurance, and uniform costs would be the most effected items because of cost sharing. Overall personnel costs would go down slightly as well due to eliminating at least one position. Merging with another agency would allow personnel more freedom between one station and another and staffing could rotate differently the more staff there are.

Longevity

A merger option has the greatest longevity as trends in the emergency services show many entities making this a permanent option. However, selecting a merge partner could change the longevity of the partnership.

Implementation

A merger option could take 1-5 years to implement depending on agencies involved. A realistic expectation of a full merger is 2-3 years. This allows transition time for staff, filling positions as necessary, establishing a chain of command, and paperwork with all parties involved and the state.

Cautions

As we are already a transporting ambulance agency it would be easier to merge with another agency that matches. It would support the community better and remove a lot of complications that could arise. Hood River and Parkdale are our closest fire-based ambulance partners in the state of Oregon. These would be our best options to consider, however there is a significant amount of distance between Cascade Locks and Parkdale which could cause its own set of complications. A merger has to be with an agency we share a border with and our border with Parkdale is at Wahtum Lake.

Merger with Skamania County EMS

This proposition is to show what the Emergency Services Department would look like if the service merged with Skamania County EMS (SCEMS). It shows cost analysis, projected longevity, and implementation.

Cost

This option cost would remain similar to the other merger option. Many costs would go down due to cost sharing and sharing personnel. However, this option would require all staff to be dual certified in the states of Oregon and Washington and would require all apparatus to be certified in both states as well. There are possibilities with the state to remove the requirements of dual certification for all staff, which would save thousands of dollars, but would require being a part of legislation that is already in the process of being worked on.

Longevity

This option holds a very strong probability of a longevity greater than other merge options. The two agencies have a strong operating relationship already in place and many years of working and training together well.

Implementation

This option is difficult to predict how long it could take because no agency in Oregon has successfully tried a merger like this. It could take 1-5 years to fully implement this option depending on the states and entities involved.

Cautions

Though this option is the most logical for a merger due to proximity and working relationship, it could pose an issue with the fire aspect of our agency. SCEMS is an ambulance and rescue service that does not incorporate fire suppression into their activities though many of their employees are also fire trained. If this option were chosen more research would need to be done to determine how fire suppression would be worked into the agency.

(Based off of corresponding salary from Salary workbook)

Medic
EMT
Chief

	40h/wk	24/48	48/96
Salary	\$ 40,903	\$ 46,464	\$ 46,848
FICA	\$ 3,129	\$ 3,555	\$ 3,584
Workers Comp	\$ 1,506	\$ 1,711	\$ 1,725
WBF	\$ 573	\$ 651	\$ 656
Health Insurance	\$ 22,295	\$ 22,295	\$ 22,295
PERS	\$ 2,454	\$ 2,788	\$ 2,811
Unemployment	\$ 41	\$ 46	\$ 47
Transient Tax	\$ 41	\$ 46	\$ 47
Total benefits per employee	\$ 30,039	\$ 31,091	\$ 31,164
Total cost per employee group	\$ 212,825	\$ 232,666	\$ 234,036
Salary	\$ 34,445	\$ 37,752	\$ 38,064
FICA	\$ 2,635	\$ 2,888	\$ 2,912
Workers Comp	\$ 1,269	\$ 1,390	\$ 1,402
WBF	\$ 482	\$ 529	\$ 533
Health Insurance	\$ 22,295	\$ 22,295	\$ 22,295
PERS	\$ 2,067	\$ 2,265	\$ 2,284
Unemployment	\$ 34	\$ 38	\$ 38
Transient Tax	\$ 34	\$ 38	\$ 38
Total benefits per employee	\$ 28,816	\$ 29,442	\$ 29,501
Total cost per employee group	\$ 189,783	\$ 201,582	\$ 202,695
Salary	\$ 52,263	\$ 58,080	\$ 58,560
FICA	\$ 3,998	\$ 4,443	\$ 4,480
Workers Comp	\$ 1,925	\$ 2,139	\$ 2,157
WBF	\$ 732	\$ 813	\$ 820
Health Insurance	\$ 22,295	\$ 22,295	\$ 22,295
PERS	\$ 3,136	\$ 3,485	\$ 3,514
Unemployment	\$ 52	\$ 58	\$ 59
Transient Tax	\$ 52	\$ 58	\$ 59
Total benefits per employee	\$ 32,189	\$ 33,291	\$ 33,382
Total cost per employee group	\$ 84,452	\$ 91,371	\$ 91,942

Estimated cost of other items \$ 240,000

Estimated overall budget cost \$ 753,784

Current budget cost \$ 497,120

Increase \$ 256,664

Estimated revenue increase 50,000-100,000

TOTAL personnel cost

\$ 487,060 \$ 525,619 \$ 528,673

These totals do not include the admin overhead costs from the city

