

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, September 12, 2016, 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 22, 2016 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 150,843.23.**
 - c. **Ratification of Rogue River Brewing and Bridge of the Goddesses Half Marathon Event.**
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Annual Review of Council Rules.**
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. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session per ORS 192.660 (2)(d) Labor Negotiator Consultations.**
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.

Joint City/Port Meeting and Work Session

August 22, 2016

1. **Call to Order/Pledge of Allegiance**

a. **Port Commission Roll Call.** Port Commissioners Joeinne Caldwell, Brad Lorang, Dean Bump, and Port President Jess Groves were present. Port Commissioner John Stipan was absent.

b. **City Council Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Glenda Groves, Richard Randall, Bruce Fitzpatrick (via phone), Deanna Busdieker, and Mayor Cramblett were present. CM Bobby Walker was excused and CM Kevin Rutherford was absent.

Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Port General Manager Paul Koch, Port Secretary Sally Moore, Heidi Jiminez, Nancy and Joe Renault, JoAnn Wittenberg, Martha LaMont, Dave Palais, Caroline Park, Margie Curtis, Marianne Durkin, Betty Lou Yenne, and Camera Operator Betty Rush.

2. **Adoption of City Consent Agenda.**

a. **Approval of August 8, 2016 Minutes.**

b. **Ratification of the Bills in the Amount of \$ 134,722.82.**

c. **Ratification of Special Event Permit – Thunder Island Brewing.**

d. **Ratification of Special Event Permit – Base Camp Brewing.**

e. **Approval of Annual OLCC License Renewals.**

f. **Approve Noise Waiver.**

Mayor Cramblett read the items on the Consent Agenda. City Recorder Kathy Woosley asked to add Columbia Market to the OLCC Renewals as there was a mix up and it was not on there and needed to be added. **Motion:** CM Randall moved, seconded by CM Groves. CM Busdieker stated that at PCT days, there was no one at the food entrance checking ID's at the beer garden. The motion passed unanimously by CM's Groves, Randall, Busdieker, Fitzpatrick and Mayor Cramblett.

3. **JOINT WORK SESSION:**

a. **Fish Food Bank Presentation – Marianne Durkin -** The President of Fish Food Bank, Marianne Durkin, stated the Food Bank has been around since 1969. She stated she last attended a City Council meeting in 2011 and was approached at that time to bring a food bank to Cascade Locks, as the church would no longer provide emergency food assistance. Two years ago, the Fish Food Bank became a 501c3 nonprofit. They have been very busy, opening a food bank in Parkdale, Odell and Cascade Locks. They purchase food through Oregon Food Bank Network, receive food from local grocery stores and sometime the Corbett Grange. (Exhibit 1) They fund raise as well. There are 300 volunteers. It is very labor intensive. They serve in Cascade Locks once a month, and have 35-40 total requests. They also serve some homebound seniors and provide food for Providence Home Hospice of the Gorge. Port President Groves thanked Marianne and stated his parents were involved in something like this. Commissioner Caldwell thanked Martha Lamont for all of her hard work in Cascade Locks.

b. **Friends of the Museum Presentation – Martha Lamont –** Martha stated the Museum will hold the annual Magical History Tour on the Sternwheeler, October 7. Tickets are \$50 a person. There will be food provided and a silent auction this year and there are many great prizes. John Stipan will be the Emcee this year.

c. **Celebration of the Past – Optimism in the Future – Paul Koch and Gordon Zimmerman.** City Administrator Gordon Zimmerman and Port of Cascade Locks General Manager Paul Koch stated now is the time to acknowledge and celebrate together the 4.5 years of past accomplishments and a great vision of the future. Eighteen months ago there was 18% unemployment now it is about 12%. The Port has done a great job working with the expansion of Bear Mountain. They are building a dryer, which will double the amount of electricity the City uses. Thunder Island Brewing is expanding. City Administrator Zimmerman stated the budgets are being kept in check. He added the Water Project will start in February 2017. There are 18 building permits this month. The property across City Hall has been sold. Port Economic Development Manager, Don Mann reported there are many interested parties

calling about Port properties in Cascade Locks. GM Koch stated the vision and growth for the last few years has been partly because the elected leaders created the Joint Work Group on Economic Development, the Tourism Committee and brought many events to town, and they have all been working together very hard. The future is looking very good for Cascade Locks. GM Koch stated the City was at survival and not sustainability a few years ago. Commissioner Caldwell stated that the fear of losing the school as well as the building started so many things for the community. She believes the community could get the school back as 25 more homes are being built. At this point, there are 64 students. They need 220 students to bring a K-12 school back, CA Zimmerman stated. He said many professionals from Insitu may buy homes in Cascade Locks and that may bring children. Apartments will be needed to house workers that are employed in retail, etc. Half moving in may be seniors stated Zimmerman. Port President Groves thanked Commissioners and City Council members for all of their volunteer time making things happen in Cascade Locks. He stated transportation and roads are very important as the population increases and a plan needs to be worked as the community changes. The State will fund an update to the City Transportation Plan stated CA Zimmerman. ODOT will have to recognize the need for a new on ramp and off ramp to I-84. Next year the City will have much more data to make a case to ODOT when they have the new plan. The FAST Act that Congress passed last year has money available for the Port to apply for projects on the bridge and transportation infrastructure. Port President Groves stated the Port would have three ribbon cuttings in the Business Park soon. They will be announced in the Port newsletter. Mayor Cramblett stated a Committee needs to be created to form a volunteer fire department. This is a good time with new people coming to town. GM Koch stated the future is very bright for Cascade Locks. That is what happens when everyone works together. CA Zimmerman stated that the advertising the Tourism Committee did has been very far-reaching and successful. Commissioner Caldwell thanked Port President Groves for the determination to bring business here. He is on four different boards in the State, has made many connections, and is always there to speak about Cascade Locks. CM Randall thanked members of the Food Bank for their tremendous and successful hard work.

d. Other Matters. None

4. **Adjournment. Motion:** CM Busdieker moved, seconded by CM Groves, to adjourn the meeting. The motion passed unanimously by CM's Groves, Randall, Busdieker, Fitzpatrick and Mayor Cramblett. The meeting adjourned at 8:23 PM.

**Prepared by
Sally Moore, Secretary for the Port of Cascade Locks**

APPROVED:

Tom Cramblett, Mayor of City of Cascade Locks

Mayor and Council:

I was told you would like a list of what we distribute at the food bank. When I started working with the food bank seven years ago it was Run by Darrell Driver and Steve Morris. We gave out mixed canned Goods, meat on a rare occasion, snacks, juice on occasion, Coffee and other misc. items. When they lost their 501C3 the Three of us approached FISH in Hood River and asked to be a site For the Hood River County food bank. We were accepted and Were then able to receive many other things including milk, Eggs, meat/chicken, cheese, margarine and potatoes, onions and Carrots, handed out once a month. When the Dalles site was Operational I would go there at least once a month and get other Fresh produce, I.e., oranges, apples, plums, pears, onions, carrots, Potatoes, squash, cabbage, etc. That site has been shut down So now we get other produce from the Hood River site about once A month. We have a call list of approximately 50 families that are Notified when it is available, as sometimes it will not last until Food bank distribution. On occasion we also receive produce from The grange in Corbett. This has been happening the past three Years. But it is dependent on what they receive. Sometimes it Is even expensive bread products, i.e., Daves Killer bread, etc. Since we joined FISH four or five years ago we receive the following

EXHIBIT 1 pg 1 of 4
TO MINUTES OF 8/22/16
Joint City West MEETING

Items on a regular basis:

Chicken, ground meat, ground chicken, cheese, margarine, eggs, milk,

Potatoes, carrots and onions, cereal, juice, soups, peanut butter,

Oats, pasta, rice, canned vegetables and fruit, chili, tuna helper,

Macaroni and cheese, canned tuna and salmon, oil, flour, frozen vegetables

Boxed potatoes, snacks, candy, raisins, protein bars, muffin mix,

Boxed milk, dry beans, bread white or wheat.

Other items received on occasion are: coffee, mayonnaise,

Salad dressing, chips, fresh pork, fresh fish, liver, crackers,

Tortillas, frozen pizza, frozen desserts, hot dogs, roast beef,

Luncheon meats, and other misc. items.

For the past two years we have been included in the fundraiser

By the Shephard of the Hills Lutheran Church, they requested

That what they give be extra so the money is put on account

At A&J Market and when something is on sale I buy it they

Put no restrictions on amount of product. So I have been

Able to provide an extra meat, real butter, mayonnaise,

Items that we do not receive on a regular basis. Because

We have such a large volume of food we were able to

Obtain more freezers and refrigerators and Nestle paid to

Have the electrical installed in the gym to accommodate the

Appliances.

I know that someone came to the food bank last month and did not identify themselves then reported to Marianne Durkin that we give out no fresh produce. It was a serious mistake in judgment to ASSUME, when all they had to do was ask. They had no way of knowing that a week prior we had given out Apples, cabbage, bok choy, cantaloupe. Nor did they see that we had the potatoes, carrots and onions in plastic bags to distribute, so each family gets at least one and large families two bags of the produce.

I really do not appreciate the false statements being made by people who

Never come to the food bank. I spend approximately 15 to 20 hours a month working on it, it does not just happen on one day. We also receive food, personal care products and cash from The Bridge of the Goddess race held in September. This brings in between \$2,000 to 2500. In just one morning. I am always looking for ways to increase the products.

For someone to say the clients should go to the farmers market in Hood River, many do not drive, and they certainly do not have the funds to buy product at full market price. We also have shut ins that we deliver to each month that are home bound.

And every month someone is in need of an emergency box
That varies, but usually never less than one family and sometimes
As many as four families.

I encourage each of you to take a look at our cupboards after the
Truck delivery before distribution, then you can see what we
Provide. Also feel free to ask the staff at city hall, they are well
Aware of the amount of produce we receive each month.
I would like to be put on the agenda at the council for the
22nd of August to inform the public and yourselves just how
Critical the food bank is to this community, I though everyone
Was aware of this fact, but there always seem to be some
Naysayers. Of course if you don't want a food bank, I can
Relinquish my volunteer hours, but I can guarantee there
Will be a lot of people going without, which would be very
Sad indeed.

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:
9/2/2016	PR	\$ 38,147.25
8/26/2016	A/P	\$ 99,713.56
8/31/2016	A/P	\$ 12,982.42

GRAND TOTAL \$ 150,843.23

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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
7412	08/16	08/26/2016	8839	82234881	Bound Tree Medical, LLC	nitroset, epi, thiamine, ipratropium bromi	0540562361	206.51
Total 7412:								206.51
7413	08/16	08/26/2016	8900	V602751	BSK Associates	water testing	2140562150	45.00
Total 7413:								45.00
7414	08/16	08/26/2016	610	673636	CASCADE COLUMBIA DISTRIBUTION	Chlorine	2140562650	260.00
Total 7414:								260.00
7415	08/16	08/26/2016	820	63951	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,458.33
7415	08/16	08/26/2016	820	63961	CH2M HILL ENGINEERS INC.	Repairs WW	3140562700	4,891.30
Total 7415:								12,349.63
7416	08/16	08/26/2016	1120	B144538	COLUMBIA HARDWARE, LLC	paint for treatment plant	3140562560	83.86
7416	08/16	08/26/2016	1120	B143623	COLUMBIA HARDWARE, LLC	paint for treatment plant	3140562560	74.82
7416	08/16	08/26/2016	1120	B143692	COLUMBIA HARDWARE, LLC	paint for wall house	0140462520	32.49
7416	08/16	08/26/2016	1120	B144353	COLUMBIA HARDWARE, LLC	paint buckets, driveway marker	2140562560	22.23
7416	08/16	08/26/2016	1120	B144354	COLUMBIA HARDWARE, LLC	paint bucket	2140562560	2.89
Total 7416:								216.11
7417	08/16	08/26/2016	7001	160105-R	Crystal Valley Decorating	5' silhouette fantasy snowflake	0140462525	3,430.00
Total 7417:								3,430.00
7418	08/16	08/26/2016	1320	742878690	DAILY JOURNAL OF COMMERCE	gorge hubs bid	0140162030	304.20
Total 7418:								304.20
7419	08/16	08/26/2016	1480	WQ17WSC-0	DEPT. OF ENVIRONMENTAL QUALITY	2016-17 Program Support Fee	3140562860	100.00
Total 7419:								100.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7420	08/16	08/26/2016	1530	AUGUST 20	DISH NETWORK	Programming	4140562740	400.03
Total 7420:								
7421	08/16	08/26/2016	6720	18546-2	Excavator Rental Services	Vac Trailer Rental	3140552660	400.03
Total 7421:								
7422	08/16	08/26/2016	1760	ORHOD449	FASTENAL	nuts and bolts	5140562770	350.00
7422	08/16	08/26/2016	1760	ORHOD489	FASTENAL	nuts and bolts	5141562009	6.22
Total 7422:								
7423	08/16	08/26/2016	6795	0537065	Ferguson	2" Meter and gasket	5642263941	48.11
Total 7423:								
7424	08/16	08/26/2016	2020	1263689	GENERAL PACIFIC INC.	hand cleaning towels	5140562810	54.33
7424	08/16	08/26/2016	2020	1263783	GENERAL PACIFIC INC.	15kv Outdoor Termination Kit	5140562770	1,025.79
7424	08/16	08/26/2016	2020	1263783	GENERAL PACIFIC INC.	white coding tape	5140562770	19.40
7424	08/16	08/26/2016	2020	1263783	GENERAL PACIFIC INC.	white coding tape	5140562770	196.48
7424	08/16	08/26/2016	2020	1263783	GENERAL PACIFIC INC.	15kv Outdoor Termination Kit	5140562770	542.15
7424	08/16	08/26/2016	2020	1263783	GENERAL PACIFIC INC.	white coding tape	5140562770	23.40
7424	08/16	08/26/2016	2020	1263783	GENERAL PACIFIC INC.	white coding tape	5140662770	98.24
7424	08/16	08/26/2016	2020	1263783	GENERAL PACIFIC INC.	white coding tape	5140662770	387.25
7424	08/16	08/26/2016	2020	1263874	GENERAL PACIFIC INC.	2/0 Strand CU Use	5141562009	15.80
Total 7424:								
7425	08/16	08/26/2016	4910	100424105 8	George or Kandice Rice	Refund Deposit	5121130	1,116.75
Total 7425:								
7426	08/16	08/26/2016	2420	6664	HOOD RIVER CO. - FINANCE	August 2016 Deputy Service	0141962250	2,399.27
Total 7426:								
7427	08/16	08/26/2016	2980	INV43676	L.N. CURTIS & SONS	ambient aircheck air analysis	0540562441	275.00
Total 7427:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7428	08/16	08/26/2016	3050	1101	LEAGUE OF OREGON CITIES	Annual Conference Registration	0140882020	525.00
Total 7428:								
7429	08/16	08/26/2016	7014	761900	Life-Assist, Inc.	Medical Supplies	0540562351	525.00
Total 7429:								
7430	08/16	08/26/2016	4910	100041306 8	Melissa Johnson	Refund Deposit	5121130	261.94
Total 7430:								
7431	08/16	08/26/2016	4290	FALL 2016	OMEU	Fall Conference Registration	0140162094	31.32
7431	08/16	08/26/2016	4290	FALL 2016	OMEU	Fall Conference Registration	5140562020	50.00
7431	08/16	08/26/2016	4290	FALL 2016	OMEU	Fall Conference Registration	5140562020	144.00
Total 7431:								
7432	08/16	08/26/2016	6759	07-16-362	PARC Resources, LLC	City Planning	0140262075	230.00
7432	08/16	08/26/2016	6759	07-16-362	PARC Resources, LLC	general planning	0140262090	32.25
Total 7432:								
7433	08/16	08/26/2016	4640	AUGUST 20	PITNEY BOWES INC	Postage	0140162055	129.00
Total 7433:								
7434	08/16	08/26/2016	4650	K003329	PLATT ELECTRIC SUPPLY	Cat 6 Cable	0140163946	150.00
Total 7434:								
7435	08/16	08/26/2016	4670	SLR JULY 20	PORT OF CASCADE LOCKS	SLR Services	5140562860	180.57
Total 7435:								
7436	08/16	08/26/2016	4810	22608	PRINT IT	door hangers	5140562870	298.75
7436	08/16	08/26/2016	4810	22608	PRINT IT	door hangers	5140562870	161.60
7436	08/16	08/26/2016	4810	22779	PRINT IT	Business cards	0140162010	40.40
Total 7436:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7436:								267.00
7437	08/16	08/26/2016	7017	5689134	Public Safety Center	2 1/2" Barrel Strainer	0540562350	134.08
7437	08/16	08/26/2016	7017	5689279	Public Safety Center	Class A Foam	0540562350	724.95
Total 7437:								859.03
7438	08/16	08/26/2016	4910	100041305 8	Ralph Jones	Refund Deposit	5121130	226.94
Total 7438:								226.94
7439	08/16	08/26/2016	6780	21740182	Ricoh Americas Corporation	Lease	0140162120	179.02
Total 7439:								179.02
7440	08/16	08/26/2016	4910	100081900 8	Robert Stratton Jr.	Refund Deposit	5121130	300.00
7440	08/16	08/26/2016	4910	100081900 8	Robert Stratton Jr.	Refund Credit Balance on Account	5130543810	4.55
Total 7440:								304.55
7441	08/16	08/26/2016	4910	300187202 8	Ronnie Price	Refund Deposit	5121130	188.34
Total 7441:								188.34
7442	08/16	08/26/2016	6834	0618716	Sharon Dean	Grant for Historical Car Tour	0840562114	283.99
Total 7442:								283.99
7443	08/16	08/26/2016	6965	30	Sofia Urrutia-Lopez	Contract Support	0840562110	779.00
7443	08/16	08/26/2016	6965	30	Sofia Urrutia-Lopez	pop up tent	0840562114	100.86
Total 7443:								879.86
7444	08/16	08/26/2016	5510	8040552915	STAPLES CONTRACT & COMMERCIA	paper and toner	0140162010	183.28
Total 7444:								183.28
7445	08/16	08/26/2016	6969	1084-1008	TEGNA	Programming	4140562740	296.10

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7445:								
7445	08/16	08/26/2016	6937	311209265	US Bank Equipment Finance	contract payment	5140566001	296.10
7445	08/16	08/26/2016	6937	311209266	US Bank Equipment Finance	contract payment	5140566002	1,181.18
Total 7446:								
7447	08/16	08/26/2016	6350	0903094-IN	WAGNER-SMITH EQUIPMENT	underground pull sock, swivel w/hex pin,	5141562009	1,293.61
Total 7447:								
7448	08/16	08/31/2016	6983	NF-1944	All American First Aid & Safety	First Aid Supplies	0140162010	737.27
Total 7448:								
7449	08/16	08/31/2016	790	313290273 8	CENTURYLINK	Fire Department Phones	0540562050	25.90
7449	08/16	08/31/2016	790	313401451 8	CENTURYLINK	Treatment Plant	3140562050	142.21
7449	08/16	08/31/2016	790	313470082 8	CENTURYLINK	City Hall Phones	0140162050	119.48
7449	08/16	08/31/2016	790	313766538 8	CENTURYLINK	telemetry	2140562050	386.70
7449	08/16	08/31/2016	790	313766538 8	CENTURYLINK	telemetry	2140562050	133.26
7449	08/16	08/31/2016	790	313881134 8	CENTURYLINK	Emergency After Hours	3140562050	133.26
7449	08/16	08/31/2016	790	313881134 8	CENTURYLINK	Emergency After Hours	5140562050	62.14
7449	08/16	08/31/2016	790	314228414 8	CENTURYLINK	Lift Station	5140682050	15.54
7449	08/16	08/31/2016	790	320153997 8	CENTURYLINK	well house dialer	3140562050	42.45
Total 7449:								
7450	08/16	08/31/2016	2020	1284929	GENERAL PACIFIC INC.	Insulating covers, spade connector, bush	5141562009	1,044.44
7450	08/16	08/31/2016	2020	1264555	GENERAL PACIFIC INC.	2 hole lug	5141562009	1,632.50
Total 7450:								
7451	08/16	08/31/2016	6854	AUGUST 20	Gordon Zimmerman	CA Expense	0140162094	88.20
Total 7451:								
7452	08/16	08/31/2016	7014	763495	Life-Assist, Inc.	Meds	0540562351	1,720.70
Total 7452:								
								144.40
								346.95

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7452:								
7453	08/16	08/31/2016	3150	082916	MARRANNE BUMP	plastic totes for flags	0140162010	19.14
7453	08/16	08/31/2016	3150	082916	MARRANNE BUMP	Reimburse Mileage	0140162020	21.80
Total 7453:								
7454	08/16	08/31/2016	7018	14729	Maupin's Stoves & Spas	Soda Ash - 50lb bag	2140562560	40.74
Total 7454:								
7455	08/16	08/31/2016	6844	10523	Merina & Company, LLP	Progress Billing for 2015-16 Audit	0140162080	23.55
Total 7455:								
7456	08/16	08/31/2016	7015	77158	Pacific Service Center	Rack Straps for new truck	5140562201	8,700.00
Total 7456:								
7457	08/16	08/31/2016	4840	438	PUBLIC UTILITY DIST. #1	labor and transportation services	5140562110	105.00
Total 7457:								
7458	08/16	08/31/2016	6972	SOZ70396	Software Toolbox	1 Year Support & Maint. Agreement	3140562082	133.52
Total 7458:								
7459	08/16	08/31/2016	6070	971688	TWGW, INC NAPA AUTO PARTS	hydraulic fluid	2140562560	179.00
7459	08/16	08/31/2016	6070	972563	TWGW, INC NAPA AUTO PARTS	Drill Bit	5140562201	85.98
Total 7459:								
7460	08/16	08/31/2016	6110	AUGUST 20	U.S. POSTAL SERVICE	UB Postage	0140162055	20.99
Total 7460:								
7461	08/16	08/31/2016	6350	0303691-IN	WAGNER-SMITH EQUIPMENT	4-Way Harness	5141562009	106.97
Total 7461:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7461:								
8261601	08/16	08/26/2016	6090	JULY 2016	U S BANK	Bank Fees	0140162110	133.27
Total 8261601:								
8261602	08/16	08/26/2016	6090	2974 8/16	U S BANK CC	room for casselle conference	0140162020	335.33
8261602	08/16	08/26/2016	6090	2974 8/16	U S BANK CC	flight for casselle conference	0140162020	166.86
8261602	08/16	08/26/2016	6090	2974 8/16	U S BANK CC	ipad date plan	0540562050	191.20
Total 8261602:								
8261603	08/16	08/26/2016	6090	8789 8/16	U S BANK CC	battery backups	0140363946	373.07
8261603	08/16	08/26/2016	6090	8789 8/16	U S BANK CC	battery backups	2140563946	243.56
8261603	08/16	08/26/2016	6090	8789 8/16	U S BANK CC	battery backups	3140563946	80.89
8261603	08/16	08/26/2016	6090	8789 8/16	U S BANK CC	protective clothing	5140562210	60.89
8261603	08/16	08/26/2016	6090	8789 8/16	U S BANK CC	Drill	5140562810	232.37
8261603	08/16	08/26/2016	6090	8789 8/16	U S BANK CC	battery backups	99.00	99.00
8261603	08/16	08/26/2016	6090	8789 8/16	U S BANK CC	protective clothing	5140563946	121.78
Total 8261603:								
8261604	08/16	08/26/2016	6090	5243 8/16	U S BANK CC	city admn expense	0140162020	918.08
Total 8261604:								
8261605	08/16	08/26/2016	440	JUL2016-PW	BPA	July Power Bill	5140562820	612.29
8261605	08/16	08/26/2016	440	JUL2016-PW	BPA	July Power Bill	5140562820	44,319.00
Total 8261605:								
8261606	08/16	08/26/2016	440	JUL2016-TR	BPA	July Transmission Bill	5140562821	52,120.00
8261606	08/16	08/26/2016	440	JUL2016-TR	BPA	July Transmission Bill	5140562821	6,479.00
Total 8261606:								
8261607	08/16	08/26/2016	6090	2305 8/16	U S BANK CC	facebook ad	0940562114	1,140.00
Total 8261607:								
								7,619.00
								55.93

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8261607:								55.93
Grand Totals:								112,696.98

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	25,011.96-	25,011.96-
01-401-62010	293.32	.00	293.32
01-401-62020	991.97	.00	991.97
01-401-62030	304.20	.00	304.20
01-401-62050	386.70	.00	386.70
01-401-62055	427.98	.00	427.98
01-401-62080	8,700.00	.00	8,700.00
01-401-62094	194.40	.00	194.40
01-401-62110	335.33	.00	335.33
01-401-62120	179.02	.00	179.02
01-401-63946	180.57	.00	180.57
01-402-62075	32.25	.00	32.25
01-402-62090	129.00	.00	129.00
01-403-63946	243.56	.00	243.56
01-404-62520	32.49	.00	32.49
01-404-62525	3,430.00	.00	3,430.00
01-408-62020	525.00	.00	525.00
01-419-62250	8,626.17	.00	8,626.17
05-21010	.00	1,941.63-	1,941.63-
05-405-62050	157.20	.00	157.20
05-405-62350	859.03	.00	859.03
05-405-62351	815.40	.00	815.40
05-405-62441	110.00	.00	110.00
08-21010	.00	1,219.78-	1,219.78-
08-405-62110	779.00	.00	779.00
08-405-62114	440.78	.00	440.78
21-21010	.00	633.00-	633.00-
21-405-62050	142.66	.00	142.66
21-405-62150	45.00	.00	45.00
21-405-62560	134.45	.00	134.45
21-405-62560	250.00	.00	250.00
21-405-63946	60.89	.00	60.89
31-21010	.00	13,493.41-	13,493.41-
31-405-62050	295.19	.00	295.19
31-405-62082	179.00	.00	179.00
31-405-62560	508.70	.00	508.70
31-405-62700	12,349.63	.00	12,349.63
31-405-62860	100.00	.00	100.00

GL Account	Debit	Credit	Proof
31-405-63946	60.89	.00	60.89
41-21010	.00	696.13-	696.13-
41-405-62740	696.13	.00	696.13
51-21010	.00	68,674.28-	68,674.28-
51-21130	1,021.60	.00	1,021.60
51-305-43810	4.55	.00	4.55
51-405-62020	144.00	.00	144.00
51-405-62050	62.14	.00	62.14
51-405-62110	133.52	.00	133.52
51-405-62201	125.99	.00	125.99
51-405-62210	232.37	.00	232.37
51-405-62770	768.25	.00	768.25
51-405-62810	118.40	.00	118.40
51-405-62820	44,319.00	.00	44,319.00
51-405-62821	6,479.00	.00	6,479.00
51-405-62860	298.75	.00	298.75
51-405-62870	161.60	.00	161.60
51-405-63946	121.78	.00	121.78
51-405-66001	1,181.18	.00	1,181.18
51-405-66002	112.43	.00	112.43
51-405-62020	36.00	.00	36.00
51-405-62050	15.54	.00	15.54
51-405-62210	99.59	.00	99.59
51-405-62770	501.09	.00	501.09
51-405-62820	7,801.00	.00	7,801.00
51-405-62821	1,140.00	.00	1,140.00
51-405-62870	40.40	.00	40.40
51-415-62009	3,756.10	.00	3,756.10
56-21010	.00	1,025.79-	1,025.79-
56-422-63941	1,025.79	.00	1,025.79
Grand Totals:	112,695.98	112,695.98-	.00

GL Account	Debit	Credit	Proof
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Report Criteria:
Report type: Gl detail

CASCADE LOCKS STAFF REPORT

Date Prepared: September 6, 2016

For City Council Meeting on: September 12, 2016

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Ratification of OLCC Special Event License for Rogue River Brewing and Bridge of the Goddesses Half Marathon

SYNOPSIS: Tim Becker, owner of Rogue River Brewing, brought in an OLCC Permit Request for a special event, the Bridge of the Goddesses Half Marathon, to be held on September 17. The event is to be held after our next Council meeting but before the OLCC would like to see the permit approved before our next Council meeting. Therefore I emailed and phoned Council members asking for the approval of the permit. I was able to reach 5 council members by email and phone, while two members did not answer the phones. All five responded positively to the request for approval based on the successful past history of the event and no problems associated with that event and liquor consumption at the event. This action item is a ratification of the vote of those five members (Cramblett, Walker, Randall, Busdieker, and Groves).

The concerns raised by some councilors were forwarded to the Port staff and the event organizers.

CITY COUNCIL OPTIONS: Ratify the phone/email approval.

RECOMMENDED MOTION: "I move to approve the OLCC Special Event Permit from Rogue River Brewing for the Bridge of the Goddesses Half Marathon on September 17, 2016."

FINANCIAL REVIEW: The permit fee collected was \$30.

Gordon Zimmerman

From: Gordon Zimmerman <gzimmerman@cascade-locks.or.us>
Sent: Monday, August 29, 2016 11:29 AM
To: 'timbecker@rogue.com'; 'Kathy Woosley'
Cc: 'Mayah M Frank'
Subject: RE: OLCC permit for Bridge of the Goddess Run
Attachments: OLCC Special Event Permit BOTG Run 2016 Rogue River Approved.pdf

Tim:

The approved OLCC Permit is attached. Please note the following comments from the Council:

"I am concerned about enforcement of the OLCC rules and regulations. Past events with alcohol venders have not been without violations and incidents. I know the last event a vender was putting marks on people's hands without checking for ID and one young man I spoke to said he was marked and allowed to drink while being under age. Also the conduct of some event goes breaking local laws and ordinances is cause for concern. I know the bridge of the goddess run was a very successful event last year without incidents. I am only bringing this up because I feel we need to talk about this moving forward. This being said I give my approval for this event."

"Yes, but please reiterate the need to be sure there is someone checking IDs through the entire event."

Gordon Zimmerman
Cascade Locks City Administrator
541-374-8484
gzimmerman@cascade-locks.or.us

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

The City of Cascade Locks is an equal opportunity employer and service provider.

PUBLIC RECORDS DISCLOSURE: This is a public document. This email is subject to the State Retention Schedule and may be made available to the public.

From: timbecker@rogue.com [<mailto:timbecker@rogue.com>]
Sent: Friday, August 26, 2016 5:44 AM
To: Kathy Woosley
Cc: Gordon Zimmerman
Subject: Re: OLCC permit for Bridge of the Goddess Run

Great I will have check sent from Newport today. This is for the run with Paula Event fills all ur hotels and brings \$\$\$ to your town. Everything will be the same as last year when we had beer out there. We appreciate the extra efforts to get this expedited.

Sent from my iPhone

On Aug 24, 2016, at 5:04 PM, Kathy Woosley <kwoosley@cascade-locks.or.us> wrote:

I will see if our City Administrator will take a phone poll of Council and get back to you. You can pay on our website through point and pay but there is a 2.5% interest charge. You can just mail a check and we would probably have the check by the time we can get four Councilors to approve. We just won't give you the approval until we've received the check.

Kathy Woosley, MMC
PO Box 308
140 SW WaNaPa Street
City of Cascade Locks, OR 97014
www.cascade-locks.or.us
541-374-8484

From: timbecker@rogue.com [<mailto:timbecker@rogue.com>]
Sent: Wednesday, August 24, 2016 4:35 PM
To: Kathy Woosley
Subject: Re: OLCC permit for Bridge of the Goddess Run

The event is 9/17 and OLCC will need it for a week. Can I call and give u a credit card or get a check overnighted.
Anyway to get it looked at before the 12th ?

Sent from my iPhone

On Aug 24, 2016, at 4:15 PM, Kathy Woosley <kwoosley@cascade-locks.or.us> wrote:

Hi Tim,
We need to have the \$30 fee paid and the Council will not be meeting again until the 9/12. When do you need the approval by the City?

Kathy Woosley, MMC
PO Box 308
140 SW WaNaPa Street
City of Cascade Locks, OR 97014
www.cascade-locks.or.us
541-374-8484

From: Tim Becker [<mailto:timbecker@rogue.com>]
Sent: Wednesday, August 24, 2016 3:49 PM
To: kwoosley@cascade-locks.or.us
Subject: OLCC permit for Bridge of the Goddess Run

Tim Becker
Director of Experiences
cell-503-705-0522
timbecker@rogue.com



9/17 Bob Row

APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE

- **FULL ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION**
Allows an Oregon Full On-Premises Sales Licensee to sell wine, cider, malt beverages, and distilled spirits for drinking on the special event licensed premises. There is no license fee.
- **LIMITED ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION**
Allows an Oregon Limited On-Premises Sales Licensee to sell wine, cider, and malt beverages for drinking on the special event licensed premises. There is no license fee.

Process Time: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #11 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.

License Days: In #11 below, you may apply for a maximum of seven license days per application form. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

1. My annual license is a: FULL ON-PREMISES LIMITED ON-PREMISES
2. Licensee Name (please print): Rogue River Brewing 3. E-Mail: timbecker@rogue.com
4. Trade Name of Business: Rogue Hall PSU 5. Fax: _____
6. Street Address of Annual Business: 177 SW Park 7. City/ZIP: Portland 97201
8. Contact Person: Tim Becker 9. Contact Phone: _____
10. Event Name: RUN WITH PAULA BRIDGE OF THE GODDESS HALF MARATHON
11. Date(s) of event (no more than seven days): 9/17/16
12. Start/End hours of alcohol service: 8 AM PM to 1 AM PM
13. Address of Special Event Licensed Area: 355 WANA WA 97014
(Street) (City/Zip) CASCADE LOCKS
14. Is the event outdoors? Yes No
- 14a. If no, in what area(s) of the building is the event located? _____
- 14b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.
15. List the primary activities within the licensed area: Beer Service
16. Will minors and alcohol be allowed together in the same area? Yes No
17. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 1000

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #17 is 501 or more, in addition to your answers to questions 18, 19, and 20, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

18. Describe your plan to prevent problems and violations.

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

ALCOHOL MONITORS WITH CARDS AND CUBISTANDS AT ENTRANCE

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

1 Beverage Per Person at a time

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

DAN PEARSON
#461186

ANDREW FOSTER
#460853

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, you must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

22. Insurance Company: LIBERTY NW 23. Policy #: C06174577 24. Expiration Date: 12/31/16

25. Name of insurance agent: LISA MEYER 26. Agent's phone number: _____

FOOD SERVICE: See the attached sheet for an explanation of this requirement.

27. If you will **NOT** provide distilled spirits, name at least **two** different substantial food items that you will provide:

① BURGERS ② VEG BURGERS

28. If you are a Full On-Premises Sales Licensee and will provide distilled spirits, name at least five different substantial food items that you will provide:

① _____ ② _____ ③ _____ ④ _____ ⑤ _____

GOVERNMENT RECOMMENDATION: You must obtain a recommendation from the local city or county named in #29 below before submitting this application to the OLCC.

29. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits: CASCADE LOCKS.

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

30. Licensee Name (please print): TIM BECKER

31. LICENSEE SIGNATURE: [Signature] 32. Date: 8/24/16

CITY OR COUNTY USE ONLY	
The city/county named in #29 above recommends:	
<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)	
City/County Signature: <u>[Signature]</u>	Date: <u>8/29/16</u>

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	
License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
OLCC Signature: _____	Date: _____



OREGON LIQUOR CONTROL COMMISSION

PLAN TO MANAGE SPECIAL EVENTS

When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL), Special Event Winery (SEW), Special Event Grower (SEG), Special Event Brewery-Public House (SEPBH), Special Event Distillery (SED), or a Temporary Use event must complete this form (unless exempted from this requirement by the OLCC) and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area: projecting an emphasis on alcohol consumption; projecting an emphasis on entertainment; or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan.

- 1. Event Name: RUN WITH PAULA BRIDGE OF THE GODDESS HALF MARATHON.
- 2. Applicant Name: RIDGE HALL PSU.
- 3. Date(s) of event: 9/17/16.
- 4. Start/End hours of alcohol service: 8 AM PM to 1 AM PM
- 5. Event Street Address: 355 WANAHA STREET.
- 6. City: CASSELS LAKE 7. County: HOOD RIVER 8. Zip: 97014
- 9. Will minors be allowed at the event? Yes No
- 10. If yes, will minors and alcohol be allowed together in the same area? Yes No
- 11. Will any portion of the licensed premises be prohibited to minor patrons? Yes No
If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area:
FENCE TO ENCLOSE BEER AREA.
- 12. Estimated total attendance per day in area(s) where alcohol will be sold or consumed: 1000

13. List the names(s) and contact phone(s) of alcohol manager(s) on-duty and in the licensed area:

Dan Pearson
461186

Andrew Foster
460 853

14. List the primary activities within the licensed area:

Beer Consumption

15. Do you estimate that 30 percent or more of the people attending the event will be between 15 and 20 years of age? Yes No

16. Do you estimate the number of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? Yes No If no, what are the estimated times that a greater number of patrons will attend? _____

17. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior?

3 ID CHECKERS @ BART.
2 ALCOHOL MONITORS IN BEER AREA

18. Will Alcohol Monitors work in the licensed area? (An Alcohol Monitor is a person, in addition to alcohol servers and security staff, who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.) Yes No

2 MONITORS IN BEER AREA.

19. If yes to #18, list the minimum number of Alcohol Monitors you estimate will work during the estimated times when a greater number of patrons will attend the estimated times when a regular number of patrons will attend:

2 Minimum number during estimated times of greater patron attendance

2 Minimum number during estimated times of regular patron attendance

20. If yes to #18, describe how Alcohol Monitors will be readily identifiable as such to patrons:

yellow Alcohol monitor shirts.

21. Will all Alcohol Monitors be required to have a service permit? Yes No

22. If no to #21, those Alcohol Monitors without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed and Alcohol Server Education course within the last five years.

List the name(s) of the supervisor(s) and either their service permit number(s) or server education completion date(s):

Dan Pearson

Andrew Foster.

23. Is the applicant a nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office? Yes No If yes, list the Oregon Registry Number: _____

24a. If yes to #23, will the applicant use servers who don't hold a service permit? Yes No

24b. If yes to #24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

N/A

25. Will security or ID checkers be required to have a service permit? Yes No If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

Will review prior to start rules for acceptable ID
and how to spot a VIP

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? Yes No If yes, please describe:

27. Describe the alcoholic beverages for consumption in the licensed area:

	Size of Container	Maximum Amount of Alcohol in the Container
Malt Beverages	12oz	12oz
Wine	—	—
Cider	12oz	12oz
Distilled Spirits	—	—

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

N/A Bv's in clear cups / Alcohol in 12oz Robie logo white cup.

29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time? 1 EA

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

A level of lighting sufficient to read common newspaper print; or Daylight outside. AM

A level of lighting that will be (please describe):

31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan):

32. Applicant Name: TIM Beckler

33. Applicant Signature: [Signature]

34. Date: 8/24/16

THUNDER ISLAND



2014
Bridge of the Goddess
Half Marathon & 10K

PARKING
PARKING
PARKING
PARKING
PARKING
PARKING

Metro West
White Tent and Ambulance

chocolate milk
fruit
cookies
Nuun

Bottled
Water

FINISHER
MEDALS

Pancake
Breakfast

Thunder Island Brewing

Portland Running Co.

Run Molly Run

STAGE/BAND/AWARDS

Peet's Coffee

Michael Running Web

Cascade Locks Food Bank

PICNIC
TABLES

DROP BAG
Pick Up

BATHROOM

AA Sports
Snow Fencing

Port-a-potties

Park Entrance

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

Wa Na Pa

10 Ft.

50 Ft.

STAFF REPORT

Date Prepared: 9/6/16

For City Council Meeting on: 9/22/16

TO: Honorable Mayor and City Council

PREPARED BY: Kathy Woosley

APPROVED BY: Gordon Zimmerman, City Administrator

SUBJECT: Review and Update 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

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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.

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: 8/24/16

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission _____ Tourism Committee _____ Other X

Architectural Review

NAME: Nancy Ann Renaudt

HOME PHONE: 541 374 8839

MAILING ADDRESS: POBx

CELL PHONE: _____

EMAIL ADDRESS: _____

Do you live within the city limits? Yes X No _____

How long have you lived in the City? 35 yrs

1. Why are you interested in serving?

Help see our city is properly designed.

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

yes I can.

3. What experiences have you had with City Committees, Boards, or Commissions?

See attached

4. What special skills or interests do you think you bring to this effort?

See attached

APPLICANT SIGNATURE

Nancy Ann Renaudt

DATE: 8/24/2016

Thank you. We appreciate your willingness to serve.

RECEIVED
AUG 24 2016

08242016

Mayor / City Council

BY: K. Cohen

My name is Nancy Ann Renault.
I would like to be on the Architectural
Review.

I work well with others, was on
Planning Com. for 10 years.

I was on City Council also:

Other positions

Emergency Services

Port Budget

City Budget

Volunteer when needed

Food Bank

Public Safety Task Force

Fireman for Fire Dept

I am very interested in the future
of our city, lived here for 35 years.

Thank you for reading my letter.

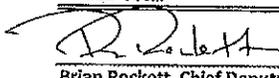
Thank you again

Nancy Ann Renault
1544 374 8832

Hood River County Sheriff's Office
 Statistical Information
 City of Cascade Locks
 August 2016

Case Numbers associated with Cascade Locks				Call Breakdown
Case #	Date	Officer	Classification	
S160732	08/01/16	16	Vandalism	6 Alarms
S160733	08/01/16	19	Stolen vehicle	4 Animal Control
S160735	08/02/16	19	Search and Rescue	2 Assault
S160736	08/02/16	19	Search and Rescue	1 Burglary
S160741	08/04/16	16	Warrant service	1 Civil Issue
S160744	08/04/16	27	Search and Rescue	4 Disturbance / Nuisance
S160765	08/11/16	26	Assist other agency	1 Domestic Situation
S160771	08/12/16	88	Search and Rescue	1 Drug Activity
S160774	08/13/16	91	Stolen vehicle	1 Harassment
S160782	08/16/16	30	Assault	0 Hit & Run
S160790	08/19/16	22	Juvenile problem	2 Juvenile Problem - MIP, Missing, etc.
S160789	08/19/16	22	Vandalism	1 Marine
S160798	08/21/16	22	Trespass	3 Mental / Suicide
S160813	08/26/16	13	Property found	0 Missing Person
S160816	08/26/16	13	Mental subject	17 MVC / Traffic Complaint / Assist
S160827	08/29/16	27	Theft	0 Order Violation - Restraining, No Contact, etc.
S160835	08/31/16	14	Property found	3 Property - Lost/Found
Total				4 Paper Service & Attempts
17				14 Request for Assistance / 911 Hangups/Welfare
				0 Robbery
				0 Sex Crimes / Rape
				0 Subject Stop
				13 Suspicious Activity / Prowler / UEMV
				6 Theft (inc SV/UUMV)
				9 Traffic Stops
				6 Trespass / Unwanted Subject
				0 Unattended Deaths
				2 Vandalism
				1 Warrant Service & Attempts
				1 Weapons / Shots Fired

103 Total



Brian Rockett, Chief Deputy

Total Number of Cascade Locks patrols **62**
 Total Calls for Service **148**
(includes followup, OFCR initiated, agency assist, SAR, etc.)
 Hours worked by Deputy Harvey *51.04*
 Hours worked by other personnel *67.78*

