

# CITY of CASCADE LOCKS

## AGENDA

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**CITY COUNCIL MEETING, Monday, February 24, 2020, 7:00 PM, CITY HALL**

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**Purpose:** The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> 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 February 10, 2020 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$64,421.36**
4. **Public Hearing:** None.
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Request Concerning the Tourism Committee Membership.**
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. **Gorge.Net Presentation: Dan Bubb, President.**
  - c. **Kirsti Walters Enviro Village Presentation.**
  - d. **Review of Water Rate Increase Dedicated to Water Leaks.**
  - e. **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 7PM. Present were CM's Julie Armstrong, Glenda Groves, Bruce Fitzpatrick (via phone), Sara Patrick, Richard Randall, Bobby Walker and Mayor Cramblett. Also present were CA Gordon Zimmerman, Camera Operator Marianne Bump, Deputy Recorder Marilyn Place, from ODOT Rick Garrison and Katelyn Jackson and from Merina and Associates Tonya Moffitt. Also present were Brenda Wood, Butch Miller and from Hood River County Reads Jean Harmon.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
  - a. **Approval of January 27, 2020 Goal Setting Session Minutes**
  - b. **Approval of January 27, 2020 Minutes.**
  - c. **Ratification of the Bills in the Amount of \$75,960.27. Motion:** CM Randall moved to adopt the Consent Agenda, seconded by CM Walker. The motion passed unanimously by CM's Armstrong, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
  - a. **Appointment to Committees.** Mayor Cramblett appointed Ms. Brenda Wood to Budget Committee and Mr. Butch Miller to Planning Commission. There was consensus of Council for the appointments.
  - b. **Approve Resolution No. 1428 Adopting Council Goals for 2020-2021.** CA Zimmerman said under the Electrical Department goals list he added, "Use Contract Crews for City Projects" for items 1.a, b, and c per Councils request. **Motion:** CM Patrick moved to approve Res. No. 1428, CM Walker seconded. The motion passed unanimously by CM's Armstrong, Groves, Fitzpatrick, Patrick, Randall, Walker and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mr. Butch Miller said he was happy to report a new Girl Scout Troop has been meeting at the Cascade Locks Community Church. He said the troop leader is a woman named Jenna Miller and she recently moved to town from Hood River.
7. **Reports and Presentations.**
  - a. **City Committees.** CA Zimmerman said Debbie Fine has stepped down as Tourism Committee Chair and Cameron Le Fleur has moved into the position.
  - b. **Hood River Reads Proclamation and Presentation:** Jean Harmon said the book selected for the Hood River County Reads Proclamation is "The Highest Tide" by Jim Lynch. She said Cascade Locks Library will receive several copies to give away. CA Zimmerman read the Proclamation and Council adopted March 7, 2020 to April 19, 2020 as "Hood River County Reads."
  - c. **Audit Presentation: Tonya Moffitt.** Ms. Moffitt said she was appearing before Mayor and Council to present the June 30, 2019 Audit. She said because Cascade Locks spent more than \$750,000 in federal funds so there are two audits. She said the Single Audit typically looks at compliance related issues and was happy to report there were no findings on the single audit. She said the Independent Auditors report on compliance with Oregon Minimal Standards said there was only two minor issues that were common things and everything else looked good.
  - d. **ODOT Presentation: Katelyn Jackson, Richard Garrison.** Ms. Jackson said she was here to discuss the schedule for the Wa Na Pa Crosswalk Project. She said ODOT is behind in their original start date for the project which was late September 2019. She said the delay was necessary to get the designs correct and the new start date is Spring 2020. She said work will continue throughout Spring

and Summer and paving will happen Fall 2020. She said to expedite the project ODOT is requesting that crews be allowed to work weekends up until Memorial day. She added another factor to help expedite things would be to extend the noise variance until 10PM throughout the duration of the project. She said she would like Council's approval for these two project allowances.

CM Walker said he personally doesn't have a problem extending the noise variance but he would expect ODOT to do an outreach to the businesses and communicate exactly what will be taking place. He added there are two motels within the project area and they could be affected by the noise.

Mr. Garrison said by concentrating on the west end of town first and allowing the crews to work on the weekends that area could be completed by memorial weekend. He said he could ask the crews to stop at 7PM on the weekends so the noise will not be as big of an issue for the motels. Ms. Jackson said she will be the primary contact for the City and businesses and if they need anything they will be able to get in touch with her.

There was consensus of Council to let the ODOT crews work weekends and extend the noise variance to expedite the project and minimize the impact to downtown businesses before Memorial Day weekend.

**e. Gorge.Net Presentation: Dan Bubb. None.**

**f. City Administrator Zimmerman Report.** CA Zimmerman said the engineer has asked the City to order a backup impeller for emergency fixes if the pumps fail again. There was consensus of Council to allow the purchase of a backup impeller.

CA Zimmerman said Public Works Department 2001 Dodge Ram truck needs repairs to the front end and it will cost \$3203.57. CM Walker said because of its age it would be difficult to spend the money to fix it. CA Zimmerman said the City didn't budget for a new one and we use it daily. CM Groves asked will the money for repairs come from what was budgeted for the new plow truck. CA Zimmerman there is a surplus in the budget from the purchase of the new plow truck. There was consensus of Council to allow for the repairs of the 2001 Dodge truck.

CA Zimmerman said the railroad is repairing the crossing arm at the Herman Creek Lane crossing due to a collision between an eastbound train and a tractor trailer that got high centered on the tracks this morning.

CA Zimmerman said there was a power outage caused by trees coming down in Benson Park. He said a beaver chewing on the trees is the cause for them coming down. He said the crew was able to get everything back on by 11:30AM on Saturday.

**8. Mayor and City Council Comments.** CM Fitzpatrick gave a shout out to the staff for one of the finest Audits the City has had since he's been sitting on this Council. He said he's proud of the work the EMS is doing.

CM Patrick said her family has been very affected by the flooding in eastern Oregon. She said she thinks it's important the City continue to work on safety issues such as rock slides and power outages. She asked about the new brewery she keeps hearing about that's coming to town. CA Zimmerman said Ravenwood Development is expanding to bring a restaurant and pub to the location across from the East Wind. He said they brew beer in Portland and they'll transport it out here to sell. He said it's probably going to be a year before they complete their project.

CM Armstrong thanked Jean Harmon for coming in with the Hood River Reads Proclamation. She said she was glad to hear about the new Girl Scout Troop in town. She said she's noticed the property on 114 Hammond is being cleaned up and the people who have been evicted from there are moving to other areas in town now.

CM Walker thanked staff for the glowing audit report. He thanked Station Captain John Logan for his energy and his excellent response record to calls. He said the container homes are in place on Regulator and the new building at the Port Industrial Park is a nice addition. He hopes the ODOT Wa Na Pa Project will be monitored to keep it on schedule.

CM Randall thanked the staff for their work on the Audit. He thanked staff and budget committee members ahead of time for their involvement. He thanked Gordon Zimmerman for creating a transparent budget process.

CM Groves thanked staff for a good Audit.

Mayor Cramblett said he has seen on the news that ransomware has become more prolific and he wanted to know what the City does to guard against it. CA Zimmerman said we contract with Dave Cunningham who provides us with security reviews on a weekly basis and we've upped our cyber security insurance with CIS. CA Zimmerman said we have filters and firewalls to protect us. Mayor Cramblett said every City has that but what are we doing if it fails and we get attacked. CA Zimmerman said we back up our operations every night. He said we've had discussions with our staff that they don't open any email or attachments that look strange and anything that does look suspicious we send to Dave Cunningham to be reviewed.

9. **Other matters.** None.

10. **Executive Session per ORS 192.660 (if required)** None.

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

Prepared by,  
Deputy Recorder, Marilyn Place

APPROVED:

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Mayor Tom Cramblett



BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
2/7/2020	AP	\$ 20,101.66
2/14/2020	Payroll	\$ 44,319.70

GRAND TOTAL \$ 64,421.36

APPROVAL:

\_\_\_\_\_  
Mayor



Check Register - By Check No.  
Check Issue Dates: 2/1/2020 - 2/7/2020

Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
630201408	02/20	02/07/2020	6966	01410018UB	American Messaging	Paging Service	5140562110	84.50
Total 630201408:								
630201409	02/20	02/07/2020	6979	JANUARY 31	Cartomation Inc	GIS Service for City	5140562190	833.00
Total 630201409:								
630201410	02/20	02/07/2020	670	1000015002/	Cascade Locks Light Co	New Fire Station	0540562439	1,080.79
630201410	02/20	02/07/2020	670	1000035002/	Cascade Locks Light Co	Res. No. 2	2140562070	41.81
630201410	02/20	02/07/2020	670	1000302002/	Cascade Locks Light Co	Pump Lift Station	3140562070	28.37
630201410	02/20	02/07/2020	670	1003791002/	Cascade Locks Light Co	treatment plant	3140562070	4,190.89
630201410	02/20	02/07/2020	670	1003813002/	Cascade Locks Light Co	Warehouse	2140562070	32.09
630201410	02/20	02/07/2020	670	1037427002/	Cascade Locks Light Co	Wasco Crk Lift Station	3140562070	103.44
630201410	02/20	02/07/2020	670	1038140002/	Cascade Locks Light Co	Corrosion Control	2140562070	165.58
630201410	02/20	02/07/2020	670	2001200002/	Cascade Locks Light Co	Cemetery Water	1740562551	199.77
630201410	02/20	02/07/2020	670	3001551002/	Cascade Locks Light Co	main lift station	3140562070	1,296.98
630201410	02/20	02/07/2020	670	3001590002/	Cascade Locks Light Co	museum	0140762630	421.76
630201410	02/20	02/07/2020	670	3001718002/	Cascade Locks Light Co	overlook park restrooms	0140162552	78.78
630201410	02/20	02/07/2020	670	3001839002/	Cascade Locks Light Co	Mall Lighting	5140562800	61.68
630201410	02/20	02/07/2020	670	3019612002/	Cascade Locks Light Co	moody lift station	2140562070	46.57
630201410	02/20	02/07/2020	670	3019612002/	Cascade Locks Light Co	Bike Path	0140162552	33.38
630201410	02/20	02/07/2020	670	6001350002/	Cascade Locks Light Co	City Hall Utilities	0140162552	2,026.12
630201410	02/20	02/07/2020	670	6001357002/	Cascade Locks Light Co	Sewer Lift on Cascade	3140562070	18.93
630201410	02/20	02/07/2020	670	6001369002/	Cascade Locks Light Co	87 Ruckel	3140562070	39.53
630201410	02/20	02/07/2020	670	6001498002/	Cascade Locks Light Co	City Hall Irrigation	0140162552	241.91
630201410	02/20	02/07/2020	670	6013698002/	Cascade Locks Light Co	radio tower	0540562439	67.50
Total 630201410:								
630201411	02/20	02/07/2020	900	1000389032/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
630201411	02/20	02/07/2020	900	1000396012/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
630201411	02/20	02/07/2020	900	1004731012/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
630201411	02/20	02/07/2020	900	2001036002/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
630201411	02/20	02/07/2020	900	2001036022/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
630201411	02/20	02/07/2020	900	2001114002/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
630201411	02/20	02/07/2020	900	2010630023/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
Total 630201411:								

Check Register - By Check No.  
Check Issue Dates: 2/1/2020 - 2/7/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
630201411	02/20	02/07/2020	900	3001866002/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
630201411	02/20	02/07/2020	900	3001928002/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
630201411	02/20	02/07/2020	900	6001496102/	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
Total 630201411:								
630201412	02/20	02/07/2020	7028	20.01-1710	Curran-McLeod Inc	General Engineering	0140262091	1,856.00
Total 630201412:								
630201413	02/20	02/07/2020	1620	2619	Efficiency Services Group LLC	BPA Program Services	5140562139	824.00
Total 630201413:								
630201414	02/20	02/07/2020	1760	ORHOD6861	Fastenal Company	Gloves/ EYEWEAR	2140562560	43.34
630201414	02/20	02/07/2020	1760	ORHOD6861	Fastenal Company	Gloves/ EYEWEAR	5140562560	55.90
Total 630201414:								
630201415	02/20	02/07/2020	6795	0846963	Ferguson Enterprises Inc #3011	If 2 OMR2 MNC5 17L 1000G AMR	2141562009	979.20
Total 630201415:								
630201416	02/20	02/07/2020	6854	JAN2020	Gordon Zimmerman	Ppc, doe meetings	0140162094	315.10
Total 630201416:								
630201417	02/20	02/07/2020	7086	10835	GovOffice LLC	2 YEAR WEBSITE HOSTING	0140162110	1,370.00
Total 630201417:								
630201418	02/20	02/07/2020	6834	02032020	Larry Goben	5 hours contractor work	0140462110	75.00
Total 630201418:								
630201419	02/20	02/07/2020	6787	700002813	NorthShore Medical Group	dot exam DERRECK TURKINGTON	5140562110	134.00
Total 630201419:								
630201420	02/20	02/07/2020	6949	S02099	NorthWest Graphic Works	uniforms	0540562029	1,069.04

Check Register - By Check No.  
Check Issue Dates: 2/1/2020 - 2/7/2020

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 630201420:								
630201421	02/20	02/07/2020	3910	58385	Northwest Public Power Assoc	Online Job Advertising - Journeyman Lin	5140562030	1,069.04
Total 630201421:								
630201422	02/20	02/07/2020	4130	0139281-IN	Oregon Corrections Enterprises	repair file cabinets & drawer units	0140462520	175.00
Total 630201422:								
630201423	02/20	02/07/2020	7055	943	Pixel Dust Studio	Redesign website updates, copy writing	0840562114	260.00
Total 630201423:								
630201424	02/20	02/07/2020	4650	X946719	Platt Electric Supply	mv narrow wrap	0140462520	500.00
Total 630201424:								
630201425	02/20	02/07/2020	4760	3209437-RN	Poster Compliance Center	Poster Compliance Plan Renewal	0140162030	36.80
Total 630201425:								
630201426	02/20	02/07/2020	6834	2/3/2020	Rose Dominguez	milageage to Hood River	0140162020	69.95
Total 630201426:								
630201427	02/20	02/07/2020	5510	7303550594-	Staples Contract & Commercial Inc	Toner, CROSS REFILL	0140162010	23.00
630201427	02/20	02/07/2020	5510	7303859976-	Staples Contract & Commercial Inc	BINDERS, SUPPLIES	0140162010	182.54
630201427	02/20	02/07/2020	5510	7304303851-	Staples Contract & Commercial Inc	Toner and Supplies	0140162010	72.31
Total 630201427:								
630201428	02/20	02/07/2020	6070	098326	TWGW Inc - NAPA Auto Parts	25 DEF, gloves brakleen	0340562560	98.83
630201428	02/20	02/07/2020	6070	098326	TWGW Inc - NAPA Auto Parts	gloves, def	2140562560	353.68
630201428	02/20	02/07/2020	6070	098326	TWGW Inc - NAPA Auto Parts	gloves, def	3140562560	160.43
630201428	02/20	02/07/2020	6070	101552	TWGW Inc - NAPA Auto Parts	battery	2140562441	160.43
630201428	02/20	02/07/2020	6070	101552	TWGW Inc - NAPA Auto Parts	battery	3140562441	89.00
630201428	02/20	02/07/2020	6070	102821	TWGW Inc - NAPA Auto Parts	Core deposit refund	2140562435	88.99
Total 630201428:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
								Total 630201428:
								641.27
								20,101.66
								Grand Totals:

Check Register - By Check No.  
Check Issue Dates: 2/1/2020 - 2/7/2020

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	7,388.48-	7,388.48-
01-401-62010	353.68	.00	353.68
01-401-62020	23.00	.00	23.00
01-401-62030	69.95	.00	69.95
01-401-62094	315.10	.00	315.10
01-401-62110	1,370.00	.00	1,370.00
01-401-62552	2,380.19	.00	2,380.19
01-402-62091	1,856.00	.00	1,856.00
01-404-62110	75.00	.00	75.00
01-404-62520	296.80	.00	296.80
01-407-62530	421.76	.00	421.76
01-408-62025	227.00	.00	227.00
03-21010	.00	160.43-	160.43-
03-405-62560	160.43	.00	160.43
05-21010	.00	2,217.33-	2,217.33-
05-405-62029	1,069.04	.00	1,069.04
05-405-62439	1,148.29	.00	1,148.29
08-21010	.00	500.00-	500.00-
08-405-62114	500.00	.00	500.00
17-21010	.00	199.77-	199.77-
17-405-62551	199.77	.00	199.77
21-21010	18.00	1,558.01-	1,540.01-
21-405-62070	286.05	.00	286.05
21-405-62435	.00	18.00-	18.00-
21-405-62441	89.00	.00	89.00
21-405-62560	203.76	.00	203.76
21-415-62009	979.20	.00	979.20
31-21010	.00	5,927.56-	5,927.56-
31-405-62070	5,678.14	.00	5,678.14
31-405-62441	88.99	.00	88.99
31-405-62560	160.43	.00	160.43
51-21010	.00	2,168.08-	2,168.08-
51-405-62030	175.00	.00	175.00
51-405-62110	218.50	.00	218.50
51-405-62139	824.00	.00	824.00
51-405-62190	833.00	.00	833.00
51-405-62560	55.90	.00	55.90
51-405-62800	61.68	.00	61.68

GL Account	Debit	Credit	Proof
Grand Totals:	20,137.66	20,137.66-	.00

Report Criteria:  
Report type: GL detail

AGENDA ITEM NO: 5b

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** February 18, 2020

**For City Council Meeting on:** February 24, 2020

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Request Concerning Tourism Committee Membership.

**SYNOPSIS:** Last September the Council appointed a citizen to a seat on the Tourism Committee. As of this writing, this member has never attended a Tourism Committee meeting or responded to emails or phone calls from Annie Van Domelen, the Tourism Support Staff, or me. To avoid any embarrassment, I have not named the person.

The questions before the Council is to whether or not you wish to declare the seat vacant and to authorize the advertising of the vacated position.

**CITY COUNCIL OPTIONS:** Approve or reject the vacation of a non-attending Tourism Committee member.

**RECOMMENDED MOTION:** "I move to vacate the non-attending Tourism Committee member and authorize the advertising to fill the vacated position."



**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: February 18, 2020**

**For City Council Meeting on: February 24, 2020**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Gordon Zimmerman, City Administrator**

**SUBJECT: Review of Water Rate Increase Dedicated to Water Leaks.**

**SYNOPSIS:** The Mayor asked for a review the water rate increase the City Council approved in 2013.

The City Council adopted Resolution No. 1273 which increased the per thousand gallon water rate from \$2.25 to \$2.50. The increased funding was dedicated to the repair of water leaks. The amount of water used and the corresponding revenue is shown below:

<b>Fiscal Year</b>	<b>Water Usage</b>	<b>Amount Collected</b>	<b>Amount Spent</b>
2013-2014	53180	\$ 13,295	\$ 3,361
2014-2015	51709	\$ 12,927	\$ 14,154
2015-2016	57543	\$ 14,386	\$ 8,477
2016-2017	57322	\$ 14,331	\$ 8,106
2017-2018	59819	\$ 14,955	\$ 10,173
2018-2019	56064	\$ 14,016	\$ 5,363
2019	30609	\$ <u>7,652</u>	\$ <u>2,262</u>
		\$ 91,562	\$ 51,897

The water usage has been consistently in the upper 50 million gallons per year raising \$14,000 per year.

We have spent an average of \$8,000 on repair, about 60% of the funds collected. It is interesting to note that the years with the higher expenditures were in the year before we started the water project and the year after we completed the water project. Almost all of the repairs have been away from the main water lines.

We do have an increasing balance in the line item dedicated to the materials and supplies needed to fix the water leaks. The available balance is currently \$39, 665 in that line item.



During the same six-year time period, personnel and material/supplies have increased 21% from \$175,000 in 2013-14 to \$212,000 in 2018-2019. The amount raised for water leaks represents only 6% of the budget.

The average water user in Cascade Locks uses between 4,000 and 5,000 gallons per month. The \$0.25 increase costs them \$1.00 to \$1.25 per month more than the previous rate.

**CITY COUNCIL OPTIONS:**

The City Council could lower the rate increase to cover the average amount used, i.e. \$0.15 saving the average household \$0.10 per thousand gallons, or \$0.40 to \$0.50 per month.

The City Council could maintain the dedication of the rate to water line repair, thereby increasing the amount available should a major repair be required.

The City Council could maintain the rate increase at \$0.25 per month, dedicate the \$0.15 to materials and supplies to repair the leaks, and allow the other \$0.10 per month to be used to offset the increases in other areas of the budget.

**RECOMMENDED MOTION:** Council discussion only.





# Statement of Economic Interest Filer

## Electronic Filing System Instructional Handbook

Oregon Government Ethics Commission  
3218 Pringle Rd SE, Ste 220  
Salem OR 97302-1680  
Phone: 503-378-5105  
[www.oregon.gov/OGEC](http://www.oregon.gov/OGEC)

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### **DISCLAIMER**

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There are approximately 5,500 Oregon public officials who must file an Annual Verified Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission by April 15 of each calendar year.

**Public officials who are required to file reports are specified in ORS 244.050.**

Please refer to that section of the law to see if your specific position requires you to file these forms. In general, public officials who hold the following positions are required to file:

- State public officials who hold elected or appointed executive, legislative or judicial positions. This includes those who have been appointed to positions on certain boards or commissions.
- In counties, elected officials, such as commissioners, assessors, surveyors, treasurers and sheriffs must file, as do planning commission members and the county's principal administrator.
- In cities, all elected officials, the city manager or principal administrator, municipal judges and planning commission members must file.
- Administrative and financial officers in school districts, education service districts and community college districts must file.
- Some members of the board of directors for certain special districts must file.
- Candidates for some elected public offices are also required to file.

The Commission staff has identified the positions held by public officials who must file the SEI form and has them listed by jurisdiction. Each jurisdiction [city, county, executive department, board or commission, etc.] has a person who acts as the Commission's point of contact for that jurisdiction [OAR 199-020-0005(1)].

The contact person, otherwise known as the **Jurisdictional Contact, or JC**, for each jurisdiction has an important role in the annual filing of the SEI forms. It is through the contact person that the Commission obtains the name and email address of each public official who is required to file. When there is a change, through resignation, appointment or election, in who holds a position, the **Jurisdictional Contact** makes the necessary changes in the Electronic Filing System. **If there is a change in the filer's email address, it is the filer's responsibility to make the change in their personal account.**

As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirement to complete and submit the SEI form by April 15. Those public officials who must file a SEI form are well served if the **Jurisdictional Contact** ensures that the email address entered for the public official is one that is checked regularly. It can be a personal email address.

## HOW TO CREATE YOUR USER PROFILE

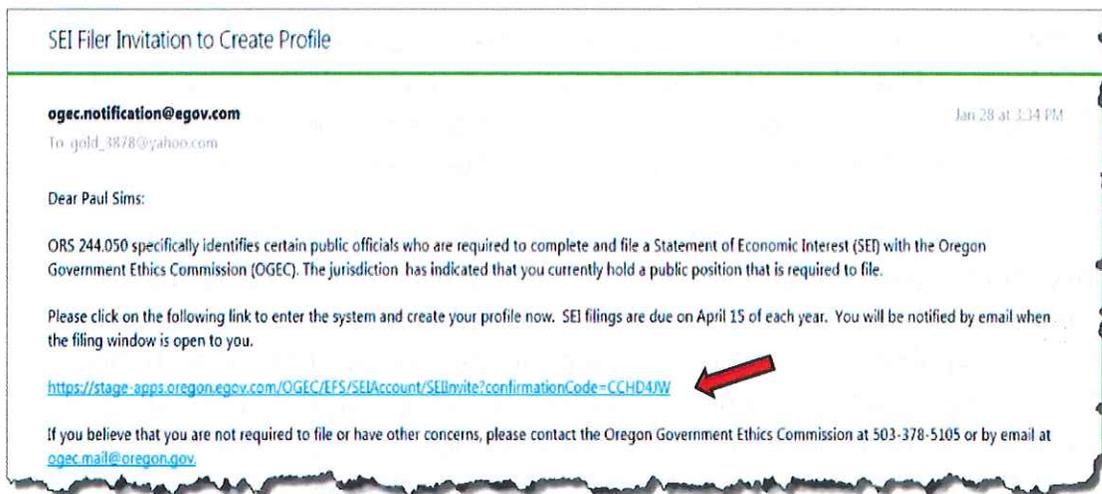
**NOTE:** You will only have 90 days to create your personal account. If you have any additional filing requirements under ORS Chapter 244, each assignment by a Jurisdictional Contact will list your positions in your one personal account profile. Once you have created your initial new account, if you hold more than one position, all positions should be located under Current Positions Held. Verify that they are listed. If not, notify the Jurisdictional Contact for the missing position.

*You will have only one user profile and account regardless of how many positions you hold as a required filer, or if you leave your position as a required filer and take another required filer position at a later date.*

How to get started?

1. Locate the system-generated email from the Oregon Government Ethics Commission.

Locate the email link within the email.



2. Click on the link or copy the link into your web browser address bar. It will open the default web browser on your system and present the "Create a New Account" interface. Complete all fields. Many of the fields are prepopulated with information provided during seat/position assignment process. The User Name field is not changeable due to security reasons. Contact the Oregon Government Ethics Commission administration if you have questions.

3. To complete this process you will:

- Select a user name; this is not changeable.
- Select a password. Passwords must have a minimum of:
  - ✓ One upper case letter
  - ✓ One lower case letter
  - ✓ One numerical digit, and
  - ✓ One special character- *Refer to special character list in text help.*
  - ✓ Must be at least 8 and not more than 20 characters long.
- Create two password security questions. For password retrieval purposes, the security question answers are **case and space sensitive**. Note: If your security question answer contains more than a one word answer, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.
- Verify the pre-populated personal profile information is correct. **It is the SEI filer's responsibility to maintain their profile information.**
- Have the option of identifying an alternate contact person to receive duplicates of the email reminder notices sent to you in your position(s) as a SEI filer.

4. After confirming all information is correct, select **CONTINUE**.

5. Verify Registration. You will now be asked to verify your personal profile information. Select **CONTINUE**.

6. Confirmation. If you have successfully registered, the **CONFIRMATION** page will appear naming the jurisdiction you have registered for. You will receive a system-generated email confirming that you have successfully registered.

7. Once you have created your personal profile, you will now select **GO TO MY ACCOUNT** to view your account.

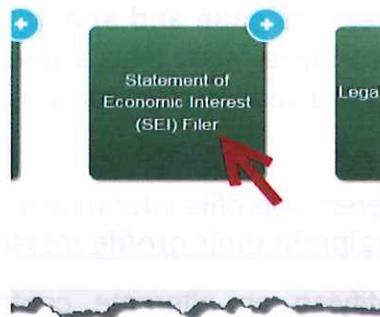
**NOTE:** You can edit only your own personal profile information. You cannot substitute another individual to your assignment. When you need to change personal information, such as mailing address or email address, click on the drop down arrow next to your name in the upper right corner of your account page. Choose "Edit My Profile."

## LOGGING INTO THE ELECTRONIC FILING SYSTEM

When logging into the system after the initial account creation, you will be directed to the SEI dashboard.

Future logins will direct you to the “**Choose Role**” page first, where you will select your role. Available roles have a checkmark. Roles that may be added have a plus mark.

Select the “**Statement of Economic Interest (SEI) Filer**” role to get to the SEI dashboard.



## DASHBOARD

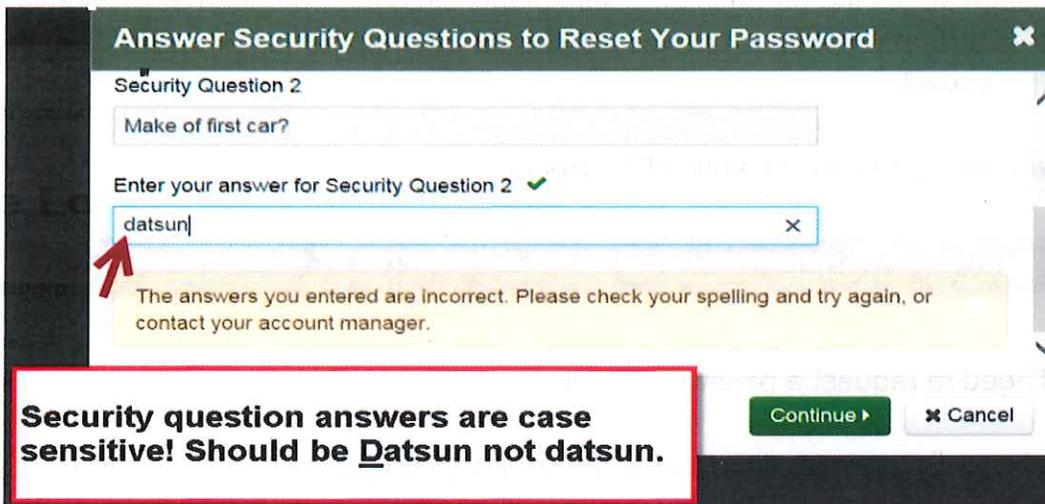
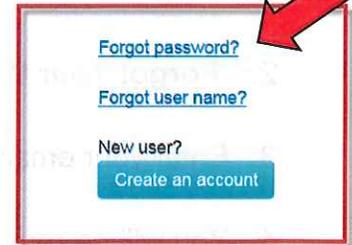
The Dashboard provides access to your **Reports**, **Documents** uploaded to support your report, and email **Communications** sent by the system. Upon initial login creation, you will be taken directly to your SEI dashboard; thereafter, you must select your role before entering the dashboard.

If you hold other roles, you will have a separate dashboard for each of those roles.

1. You may navigate between views of your dashboard by using the tab based system. The default view will be the **Reports** tab.
2. Any email notices sent by the system will be viewable in the **Communications** tab. Click on the **Subject** link to view the text of the communication.
3. **Documents** are anything provided to the agency as part of your report filing. The system does not allow direct upload of documents by the filer for security purposes, but documents may be sent to the agency at [ogec.mail@oregon.gov](mailto:ogec.mail@oregon.gov) noting the SEI filer name, Jurisdiction, report year, and requesting the document be attached to your filing. The OGE Administrator will then attach the document to the filed report. Documents may be viewed through the **Documents** tab.

## FORGOT PASSWORD

1. From the Electronic Filing System Sign In page, select the “**Forgot password?**” navigation link.
2. “**Forgot Your Password**” window displays.
3. Enter your user name. Select  **Reset Password**
4. Answer security questions. Security question answers are case and space sensitive. If your security question answer contains more than one word, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.



5. Select a new password. Passwords must contain at least 8 characters, at least one upper case letter, at least one lower case letter, at least one number and at least one special character. Passwords are case sensitive.
6. If you have trouble with the reset, call OGEC staff at 503-378-5105 who can send you a reset directly.

## FORGOT USERNAME

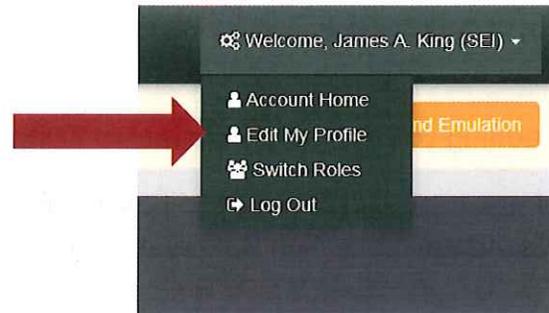
1. From the Electronic Filing System Sign In page, select the “**Forgot username?**” navigation link.
2. “**Forgot Your Username**” window displays.
3. Enter your email address. Select  Email Me
4. You will be routed back to the Sign In page. A system generated message will appear in the body of the page. The message should read: “We found an account for, *your email address appears here*. An email will be sent to that address.”
5. The system will generate an email from [ogec.notification@egov.com](mailto:ogec.notification@egov.com). The message states the purpose of receipt of this email is to respond to a request for your username. This email will provide all usernames listed under the email address used.
6. Select the username for your SEI account.

## FORGOT SECURITY QUESTION ANSWERS

You will need to request a password reset.

1. Email or call Administrative staff at the Commission.
2. Your email request must specifically request a password reset.
3. A system-generated email will notify you of a request to reset the password. You will receive instructions in this email to log into the Electronic Filing System to create a new password. This reset request is only active for **24 hours**.

4. In the system header (top right corner of the web page), locate the drop down arrow next to your name. Click on **“Edit My Profile”** to view and edit your account.



5. Select **“Security Questions”**
6. View and amend your security questions.
7. Select Save and Return.

## HOW TO REQUEST RESIGNATION OF POSITION

Contact the Jurisdictional Contact assigned to the jurisdiction(s) in which you are elected or appointed, and advise them of your resignation.

You will not have the option of resigning and removing yourself in the Electronic Filing System.

If you hold the position on April 15<sup>th</sup> of the required filing period, you will be responsible for filing the required report.

Example: If you held a position anytime during the period of April 16<sup>th</sup> of the previous year through April 15<sup>th</sup> of the current year, you would be required to file the SEI. If however, you resigned your position on April 14<sup>th</sup> or before, you would not have a filing requirement. If you have any questions regarding the filing requirements found in ORS Chapter 244, contact staff at the Oregon Government Ethics Commission.

Once the Jurisdictional Contact has removed you from the assigned position, you will receive a system-generated email advising you of this action.

## HOW TO REQUEST APPOINTMENT OF POSITION

Contact the Jurisdictional Contact assigned to the jurisdiction(s) in which you are elected or appointed to advise them of your appointment.

You will not have the option of adding yourself in the Electronic Filing System.

Once the Jurisdictional Contact has assigned you to your position in the system, you will receive a system-generated email invitation to create your personal profile account.

## TOKEN ID INSTRUCTIONS FOR SEI FILER

The “Invite Token” is a system-generated confirmation code.

If you cannot locate your system-generated email invitation from the Oregon Government Ethics Commission, [ogec.notification@egov.com](mailto:ogec.notification@egov.com), with your invitation link, the following instructions will guide you through the registration process using the **invite token**.

To obtain the **invite token**, contact the Jurisdictional Contact assigned to the jurisdiction(s) in which you are elected or appointed or the Oregon Government Ethics Commission 503-378-5105. You will use the system-generated **invite token** to register. Once you have this code, follow these steps:

**NOTE:** You will only have 90 days to create your account.

1. Log into the Oregon Government Ethics Commission Electronic Filing System <https://apps.oregon.gov/OGEC/EFS>
2. From the Welcome page, select the “Register as a new user” navigation link.
3. From the “Choose Role” page, select the “Statement of Economic Interest (SEI) Filer” role.
4. In the SEI Filer Name field, key in the invite token code.



The screenshot shows a web form titled "Please Enter your SEI Filer Name". It features a text input field containing the alphanumeric code "CM5GJF4". A red arrow points from the text "Token ID" to the input field. At the bottom of the form, there are two buttons: "Continue Registration" and "Cancel".

5. Select Continue Registration.

## DATE OF APPOINTMENT

The Jurisdictional Contact enters the date of appointment information when inviting you to create an account. If you believe that it is incorrect, contact the JC who can make the correction.

## FILING A REPORT

Reports are filed annually. If there is a reporting requirement, and when the filing window is open, you will receive an email notice from the system sent to the email address you have on file in your account. If you do not hold the office on April 15<sup>th</sup> of the current year, and the JC has removed you from the assignment prior to April 15<sup>th</sup>, you will not have a requirement to file.

You may be precluded from filing based on the appointment date entered when the registration was created. The system will determine if there is a filing requirement and make the option available. If there is no filing requirement, the option to file will not be available.

1. Log into the Oregon Government Ethics Commission- Electronic Filing System <https://apps.oregon.gov/OGEC/EFS>
2. Select SEI role, and from the Reports view of Dashboard, select the **File a New Report** button at the bottom of the screen.



3. If you have filed electronically in past years, this report will pre-populate with last year's information that you entered, and default to the current year's report. Review and make any necessary changes.
4. Complete all sections of the form. If you have nothing to report for a section, select the **Check here for none** checkbox. Note that for each section where you do have information, click the **Add an Item** button. You may enter as many items as necessary. Each new row is added independently.

OREGON GOV. Welcome, Sue Lewis Log Out

## Oregon Government Ethics Commission - Electronic Filing System

SEI Report for 2014

### SEI Report for 2014

**Current Positions Held**

- CITY MANAGER, EUGENE - Appointed 3/16/2014

You currently have no candidate positions

---

**Business Office or Directorship**

Check here for none

**A.** If you or a member of your household were an officer or director of a business during 2014, please indicate that information below.

Business Name	Address Line	City	State	ZIP	Description of Business	Title of Office	Held by Whom	Edit	Delete
<a href="#">Add an item</a>									

Check here for none

**B.** List the names under which you or members of your household did business during 2014.

Business Name	Address Line	City	State	ZIP	Description of Business	Held by Whom	Edit	Delete
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- For additional help on any section of the form, select the  icon and a pop-up window will open with additional information.
- If you must stop before completing the form, and would like to return to file later, select **Save and file later**.

Name	Size	Status

- When you save the report, you will see it display with a **Pending** status in the Reports tab of the dashboard. You may edit the saved report at any time by selecting the edit icon in the row the report is in. *It is important to note that completed **reports are due by April 15<sup>th</sup>**. A **Pending** report will not qualify as a filing.*

8. When the form is complete, select **Submit**.
9. **Electronic signature.** You will be prompted to sign your name to complete the filing. Type your first and last name as it appears in your personal profile. Click “Confirmed” then select “File Report”.

You will see the screen change to “**Report Successfully Filed.**” If you do not see this prompt, the system may return you to the portion of the report that needs more information. Once corrected, you can successfully file. If you complete a Pending report, you will now see the status change from **Pending** to **Filed** in the Reports tab of the dashboard.

## Report Successfully Filed

Thank you, your **Oregon Government Ethics Commission E-Filing Report for 2018** has been successfully submitted.

- Your confirmation number is: **C90HW7A**
- An email receipt has been sent to the email address provided.
- You can also print this receipt for your records.

[Go to my account](#)

[Print This Page](#)

If you are assigned to more than one jurisdiction, you will be required to complete only one report, and you will see your multiple positions listed.

During the reporting period beginning March 15, you will have access to complete the current year’s disclosure information. If it is not during a reporting period and you have already completed your current report, a message will display “**No new reports are due at this time.**”

It is important to note that the **filing deadline is always April 15**, even if that date falls on a weekend or holiday. The electronic filing system is available 24-hours a day and 7 days a week for your convenience.



## SYSTEM REQUIREMENTS

Oregon.gov websites are compatible with most popular web browsing software.

	Minimum for Browsing	Recommended Version
<b>Windows Vista / 7 / 8</b>		
 <b>Google Chrome</b>	31+	<b>61+</b>
 <b>Internet Explorer</b>	9 (32-bit)+	<b>11+</b>
 <b>Mozilla Firefox</b>	37+	<b>58+</b>
<b>Mac OS X / macOS</b>		
 <b>Google Chrome</b>	31+	<b>61+</b>
 <b>Mozilla Firefox</b>	37+	<b>58+</b>
 <b>Apple Safari</b>	5+	<b>10+</b>

### Mobile devices

You can view the Electronic Filing System on a mobile device. This application, due to tabularized data displays, may not translate well to all mobile devices. It is recommended that, minimally, a tablet device or larger be used for the best experience.

## FAQS

Do the session's time out?

*Yes. The session will time out after 15 minutes of inactivity.*

Can I tab between fields?

*Yes.*

Once I file electronically, can I switch back to paper?

*No. Since 2016, all required filers must continue to file electronically.*

Can anyone get a password to file electronically?

*No. Only those statutorily identified can access the Electronic Filing System for filing purposes.*

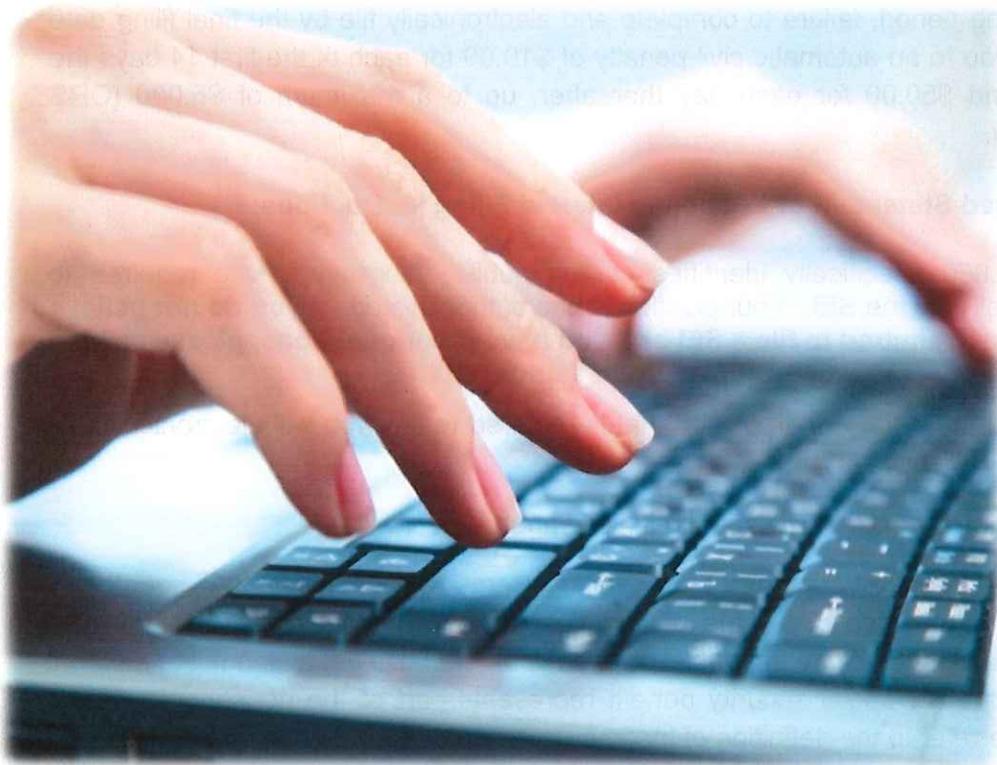
Are the disclosure questions different?

*No. The questions are statutorily mandated and have not changed.*

The system is not accepting my email address the way I entered it?

*Try entering your email address in all lowercase letters.*

# Statement of Economic Interest



Oregon Government Ethics Commission  
3218 Pringle Rd SE, Ste 220  
Salem OR 97302-1544  
Phone: 503-378-1680  
[www.oregon.gov/OGEC](http://www.oregon.gov/OGEC)

## ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST

The Oregon Government Ethics Commission (Commission) has been informed that you are a public official who is required by ORS 244.050 to electronically file a Statement of Economic Interest (SEI). The governing body you serve has provided us with your name, position, and email address. You will have 90 days from the date you receive a system-generated email from the Oregon Government Ethics Commission (Commission) to create a username, password, confirm your pre-filled personal profile information is correct, and electronically submit to the Commission.

During the filing period, failure to complete and electronically file by the final filing date may subject you to an automatic civil penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter, up to a maximum of \$5,000 [ORS 244.350(4)(c)].

### Annual Verified Statement of Economic Interest Filing Instructions:

- ORS 244.050 specifically identifies certain public officials who are required to electronically file the SEI. Your position is one of those listed. **If you do not believe that you are required to file a SEI or if you have other questions, please call the Commission at (503) 378-5105 as soon as possible.**
- If you hold more than one position that is required to file, you will electronically file only one report.

The most common errors officials make in filing are:

- (a) Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. (*The question does include the public position you hold.*) Do not overlook the fact that a pension or social security benefit represents part of the household income. Please refer to the definition of income.
  - (b) Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box prior to question 7. The questions need to be answered only if the conditions described in the instructions apply to your responses.
- **Please do not fail to respond to the email notification!** ORS 244.350(4)(c) prescribes assessment of a penalty of \$10 for each of the first 14 days the SEI is late and \$50 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5000.
  - You are required to electronically file **no later than April 15<sup>th</sup>**. Please contact the Commission at 503-378-5105 if you have questions. The electronic filing system is available 24-hours a day and 7 days a week. **There is no exception to the April 15 filing deadline, even though it may fall on a holiday of weekend.**

## **STATUTORY REFERENCES**

**Item 4-A, ORS 244.020(7)(b)(F)** – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

**Item 4-B, ORS 244.020(7)(b)(H)** – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

- (i) On an officially sanctioned trade-promotion or fact-finding mission; or
- (ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

## **DEFINITIONS**

**"Business"** means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax-exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. [ORS 244.020(2)]

**"Income"** means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). [ORS 244.020(9)]

**"Honorarium"** means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. [ORS 244.020(8)]

**"Person"** means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

**"Member of Household"** means any person who resides with the public official.  
[ORS 244.020(11)]

## **Questions requiring disclosure:**

### **1. BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:**

**A.** If you or a member of your household were an officer or director of a business (see definition of "business") during the previous year, please indicate that information below. (These would be personal business ventures, not the public position you hold. Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A for example.) [ORS 244.060(1) & (2)]

You will list the **Business Name, Business Address, Title of Office, Held by Whom,** and a **Description of the Business.**

**B.** List the names under which you or members of your household did business (see definition of "business" above) during the previous year:

You will list the **Business Name, Title of Office, Business Address, Held by Whom,** and a **Description of the Business.**

**2. SOURCES OF INCOME:** Identify the sources of income received by you or a member of your household, 18 years of age or over, who during the previous year produced 10% or more of the total annual household income. (Your business would be a source, not the individual clients of your business.) [ORS 244.060(3)]

You will list the **Name of the Source, Address of the Source,** and a **Description of the Source.**

**3. REAL PROPERTY:** List all real property (residential, commercial, vacant land, etc.) in which, during the previous year, you or a member of your household had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract, **located within the geographical boundaries of the public entity you serve.** (Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.) [ORS 244.060(4)(a)] **Do not list your principal residence.** [ORS 244.060(4)(b)]

You will list a **Description of the real property** and the **Address.**

4. **OFFICE RELATED EVENTS:**

A. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during the previous year when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), which is an exception to gift restrictions. *(Do not list expenses that were paid by the public body you represented.)* [ORS 244.060(5)]

You will list the **Date, Organization Name, Address, Nature of Event and Amount.**

Any organization, unit of government, tribe or corporation that provides a public official with expenses with an aggregate value exceeding \$50 for an event described in ORS 244.020(7)(b)(F) shall notify the public official in writing of the amount of the expense. The organization, unit, tribe or corporation shall provide the notice to the public official within 10 days after the date the expenses are incurred.

B. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during the previous year when participating in a mission, negotiations, or economic development activities described in ORS 244.020(7)(b)(H), which is an exception to the gift restrictions. *(These events are those that were officially sanctioned or designated by your public body. Do not list expenses that were paid by the public body you represented.)* [ORS 244.060(6)]

You will list the **Date, Organization Name, Address, Nature of Event and Amount.**

5. **HONORARIA:** List all honoraria *(see definition)* allowed in ORS 244.042, with a value exceeding \$15, received by you or a member of your household during the previous year. [ORS 244.060(7)]

You will need the **Date, Organization Name, Nature of Event and Amount.**

Under ORS 244.100(2) any person that provides a public official or candidate, or a member of the household of the public official or candidate, with an honorarium or other item allowed under ORS 244.042 with a value exceeding \$15 shall notify the public official or candidate in writing of the value of the honorarium or other item. The person shall provide the notice to the public official or candidate within 10 days after the date of the event for which the honorarium or other item was received.

6. **SHARED BUSINESS WITH LOBBYIST:** List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during the previous year. *(Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist. Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.)* [ORS 244.090(1)]

You will need the **Name of the Lobbyist, the Name of the Business and the Type of the Business.**

**PLEASE NOTE – Do NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.**

**"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official.**

7. **INCOME OF \$1,000 OR MORE:** Respond only if you or a member of your household received a source of income exceeding an aggregate amount of \$1,000 during the previous year, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve. **[ORS 244.060(8)]**

You will need to report the **Income Source, Address and Description.**

8. **DEBT OF \$1,000 OR MORE:** Respond only if you or a member of your household owed a debt of \$1,000 or more to a person during the previous year, and that debt involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. *(Note: Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.)* **[ORS 244.070(1)]**

You will need to list the **Name of Creditor, Date of Loan, and Interest Rate of Loan.**

9. **BUSINESS INVESTMENT OF MORE THAN \$1,000:** Respond only if you or a member of your household had a personal, beneficial interest or investment in a business of more than \$1,000 during the previous year, if the investment involved an individual or business that did business with or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. *(Note: Do not list the amount of the investment. Do not list individual items in a mutual fund or blind trust, or a time or demand deposit in a financial institution, shares in a credit union, or the cash surrender value of life insurance.)* **[ORS 244.070(2)]**

You will list the **Business Name, Address, and a Description of the Business.**

10. **SERVICE FEE OF MORE THAN \$1,000**: Respond only if **you** (*not your business*) received a fee of more than \$1,000 during the previous year from a person for whom you performed a service, if the service involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (*Do not list fees if you are prohibited from doing so by law or a professional code of ethics.*) **[ORS 244.070(3)]**

11. **VERIFICATION**: Under penalties for false swearing/false affirmation, I declare that the information submitted in this electronic filing is, to the best of my knowledge and belief, true, accurate, and complete.

As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirements to complete and electronically submit the SEI by April 15<sup>th</sup>.

If you have any questions regarding the Annual Verified Statement of Economic Interest please contact the Oregon Government Ethics Commission.

Oregon Government Ethics Commission  
3218 Pringle Rd SE, Ste 220  
Salem, OR 97302-1680  
Phone: 503-378-5105  
Website: [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC)  
Email: [ogec.mail@oregon.gov](mailto:ogec.mail@oregon.gov)

### **Additional Training Resources:**

- Instructional videos -
  - SEI Filer Account Set up <https://www.oregon.gov/OGEC/Pages/efs.aspx>
- Online webinars -
  - The training calendar is available on the Oregon Government Ethics Commission's website at [Training Resources](#).
    - To schedule an online training session, open the calendar located at the bottom of the web page and click on the email link within the calendar;
    - or email [ogec.training@state.or.us](mailto:ogec.training@state.or.us) to register for a webinar.



1. **Call Meeting to Order.** Chair Cramblett called the meeting to order at 7:02 PM. Planning Commission Members present were Catherine Adler, Virginia Fitzpatrick, Gary Munkhoff, Todd Bouchard, and Larry Cramblett. Others present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, James, Butch Miller, Dave Lipps, and Port Economic Director Don Mann.
2. **Approval of September 12, 2019 Minutes.** PCM Fitzpatrick moved, seconded by PCM Munkhoff, to approve the minutes. The motion was approved unanimously.
3. **New/Old Business:**
  - a. **Elect Planning Commission Chair.** Chair Cramblett said he would like to move this item for discussion after the public hearing.
  - b. **Public Hearing 7:00 PM: Conditional Use Permit – Thunder Island Brewing (TIB) in Marine Park.** Chair Cramblett opened the public hearing at 7:04 PM. Chair Cramblett and City Administrator Zimmerman read through the Planning Commission Procedures. Chair Cramblett asked if there was any ex parte contact or disclosure statements. Hearing none, CA Zimmerman went through the staff report and asked if there were any questions. Chair Cramblett asked if the length of the CUP was until TIB is in their new building. CA Zimmerman explained that the term is a Planning Commission decision but staff is recommending a one-year permit.

Applicant Testimony: Chair Cramblett asked Don if the Port was happy with how this was going to work. Don stated that the Port has an extended lease with TIB based on several milestones throughout the project schedule. He said the Port meets monthly with TIB to stay informed on the progress of the new building. PCM Fitzpatrick asked what the term of the lease was. Don stated that it is a month to month lease until July but there are allowances for exceptions.

PCM Munkhoff asked if a one-year CUP was long enough. Dave said he thought that would work. He said the planned opening of the new business is scheduled for August. He said there are a lot of things that have to happen to open in August.

Proponent: None

Opponent: Butch said the conditional use permit process is broken and is proven based on the extensions given for this business. He asked if the next business brought in to this location would be continually granted a CUP. He told the Planning Commission that when they make a decision it should be kept. He said continually pushing things down the road doesn't get things done. He suggested the Planning Commission rewrite the Condition Use Permit process.

Rebuttal: Dave said there is going to be a new building in town, which is exciting for Cascade Locks. He said the Chevron is remodeling and soon to be a new business.

Close Hearing: Chair Cramblett closed the hearing at 7:15 PM.

Commission Deliberation: Chair Cramblett said he has been with TIB since 2013 and there have been moments. He said what began shaky has now come full circle. He said the Planning Commission asked TIB to build a building and they're doing that. He said they are deserving of this.

PCM Munkhoff agreed with Chair Cramblett. He congratulated TIB for getting this off the ground and commended them for sticking it out and making it happen. He asked if a CUP for one year was enough. He said he didn't want to extend the CUP. Dave said he really didn't think it would go past one year.

PCM Munkhoff moved, seconded by PCM Adler, to approve TIB Conditional Use Permit LU 19-008 as presented. The motion passed unanimously.

PCM Munkhoff said he would like to respond to Butch's testimony. PCM Munkhoff stated that when TIB started it was a time when the City encouraged businesses. He said when TIB started, they started as one thing but grew into something else. He said at no time did the City want to stop a business. He said the City knew they were outside the Code when TIB was allowed to operate but it wasn't that far outside as it was not a manufacturing business. PCM Munkhoff said it was a creative process. He said you can't stick by the rules all the time and it was too close of a call to hurt a business in that way.

PCM Munkhoff said he didn't think the CUP needed rewritten. He said this has been a learning experience and knowledgeable in knowing what could come up down the road.

Butch said you can't let someone operate outside the law. PCM Munkhoff said land use doesn't set precedence. CA Zimmerman said TIB was never in violation of their CUP. He explained the process and timing of applying for a new CUP. Chair Cramblett said there is also working with Hood River County and the City during their permitting processes.

**a. Elect Planning Commission Chair.** Chair Cramblett said he is resigning as of tonight. He said he would like the members to state they are open to being Chair instead of nominating someone they may not want to be the Chair. PCM Munkhoff said he is also resigning as of tonight. PCM Bouchard asked if the Planning Commission should wait for the new members. Chair Cramblett said the Chair should be someone who understands the process. PCM Fitzpatrick said she would agree to be Vice Chair but did not want to be Chair.

PCM Bouchard said he would consider being the Chair. Chair Cramblett asked for a vote for PCM Bouchard for Chair. Everyone agreed that PCM Bouchard should be Chair.

Chair Bouchard asked for a motion for PCM Fitzpatrick for Vice Chair. Chair Bouchard moved to appoint PCM Fitzpatrick as Vice Chair. PCM Munkhoff seconded the motion. The motion was approved unanimously.

4. **Public Comment:** None.

5. **Adjournment.** Chair Bouchard adjourned the meeting at 7:35 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Todd Bouchard, Chair