

# CITY of CASCADE LOCKS

## AGENDA

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**CITY COUNCIL MEETING, Monday, January 13, 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 December 9, 2019 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 413,639.13**
4. **Public Hearing:** None.
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Approve Res. No. 1426 Adopting New Harassment and Bullying Policies.**
  - c. **Approve IGA with MCEDD for Grant and Labor Standard Administration.**
  - d. **Review of CEDS Priorities.**
  - e. **Approve OLCC License for pFriem Brewing**
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. **Hesgard Family Presentation.**
  - c. **Carl Zerfing Presentation.**
  - d. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session 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, Bruce Fitzpatrick (via phone), Richard Randall, Bobby Walker and Mayor Cramblett. CM Glenda Groves was excused, CM Sara Patrick was absent. Also present were CA Gordon Zimmerman, Camera Operator Marianne Bump, Deputy Recorder Marilyn Place, Brenda Wood Hood River Garbage Representative Kevin Robbbaro and Executive Director of the Cascade Locks' Historical Museum Janice Crane.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
  - a. **Approval of November 25, 2019 City Council Minutes.**
  - b. **Ratification of the Bills in the Amount of \$412,000.30.** **Motion:** CM Randall moved to approve the Consent Agenda, seconded by CM Walker. The motion passed unanimously by CM's Armstrong, Fitzpatrick, Randall, Walker and Mayor Cramblett.
4. **Public Hearing.** None.
5. **Action Items:**
  - a. **Appointment to Committees.** None.
  - b. **Proposed Supplemental Environmental Project 2019.** CA Zimmerman said DEQ is allowing the City an alternative to pay the \$2000 for being out of compliance. He said the alternative is to make a contribution to the Hood River County Hazardous Waste Program. He said \$1600 will go to the Hood River County Hazardous Waste Program to remove agricultural pesticides and old fuel from the waste stream. He added the remaining \$400 will go to DEQ.
  - c. **Approve Res. No. 1424 Hood River Garbage 2020 Rates.** CA Zimmerman said there is a change to the Staff Report for this resolution. He said instead of it saying the City will receive six, twenty yard dumpsters for the City Wide Clean Up Day, it says the City will receive five, thirty yard dumpsters. He added the resolution will put this in effect January 1, 2020. **Motion:** CM Randall moved to approve Resolution No. 1424, seconded by CM Walker. The motion passed unanimously by CM's Armstrong, Fitzpatrick, Randall, Walker and Mayor Cramblett.
  - d. **Approve Res. No. 1425 Declaring 2004 F-550 Truck as Surplus.** **Motion:** CM Walker moved to approve Resolution No. 1425, seconded by CM Randall. The motion passed unanimously by CM's Armstrong, Fitzpatrick, Randall, Walker and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.**
  - a. **City Committees.** None.
  - b. **Friends of the Museum.** Janice Crane said she is the new Executive Director of Cascade Locks Historical Museum. She said the museum is making a lot of progress and she is looking forward to the growth trajectory the museum is on. She said the museum will be open during the winter break for the kids December 21<sup>st</sup> through January 5<sup>th</sup>, 10AM to 3PM.  
  
Ms. Crane said Brittany Churchwell is the collection specialist and she is going through all the objects in the museum and cataloging them. CA Zimmerman said Ms. Churchwell is also working with the tribes to give back artifacts that belong to them which is exciting.

CM Randall asked if the museum plans to incorporate any outreach programs for the school. Ms. Crane said she plans to coordinate with the teachers and their curriculum at Cascade Locks Elementary School.

c. **City Administrator Zimmerman Report.** CA Zimmerman said the City has received \$31,460.90 from the sales of timber logged from the 27 acres the City owns.

CA Zimmerman said the Mayor asked several agencies to come to Cascade Locks to talk about the issues with our homeless population. He said during the meeting they learned Hood River County (HRC) has a program called Bridge to Health Pathways which provides services to low income and mental health challenged people. He said HRC is trying to increase the resources they have to service those that need mental health services.

CA Zimmerman said the takeaway from the meeting is for the City to connect with the Bridge to Health Pathways program to assist those in our City that are experiencing homelessness and mental health issues. He said another takeaway is the City Attorney will work with HRC to develop ordinances that will provide authority to condemn houses when they are in a nuisance attractive state. He said another takeaway is the City will support the Sheriff's efforts to find resources to handle the mental health issues in the County and educating the youth on the prevention of drug abuse.

CA Zimmerman said a Portland State University professor has requested an interview with him to discuss the fallout from the Nestle Bottling Plant proposal. He asked if Council wanted him to do the interview. There was consensus of Council to have CA Zimmerman decline the request.

8. **Mayor and City Council Comments.** CM Fitzpatrick said he appreciated how nice all the lights in town look and the staff did a wonderful job putting them up. He wished everyone a Merry Christmas and Happy New Year and stay safe until the next meeting in January 2020.

CM Armstrong thanked Ms. Crane for coming in to introduce herself and tell Council what's going on with the museum. She said she was glad it's going to be open during the winter break.

CM Walker said he appreciates the museum moving forward with some ideas. He said the lights in town do look better than they have in the past. He said Merry Christmas and Happy New Year.

CM Randall thanked the staff for all they do. He wished everyone a Merry Christmas and Happy New year. He said he hoped the museum will be successful for years to come. He advised everyone to be aware of the bad weather that will be heading our way.

Mayor Cramblett thanked staff.

9. **Other matters.** Brenda Wood said Locks of Dogs and Treats is developing a "Museum" dog and part of the purchase proceeds will go to support the museum. She said she's accepting submissions for the name of the hot dog.

10. **Executive Session per ORS 192.660 if necessary.** None.

11. **Adjournment. Motion:** CM Walker moved to adjourn, seconded by CM Randall. The motion passed unanimously by CM Caldwell-Wagner, Fitzpatrick, Randall, Walker and Mayor Cramblett. The meeting adjourned at 7:34PM.

Prepared by,  
Deputy Recorder, Marilyn Place

APPROVED:

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Mayor Tom Cramblett

BLANKET VOUCHER APPROVAL

PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE:

DESCRIPTION:

AMOUNT:

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12/12/2019	A/P	\$69,147.12
12/20/2019	Payroll	\$ 59,970.45
12/27/2019	A/P	\$ 232,701.71
12/31/2019	A/P	\$51,819.85

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GRAND TOTAL \$ 413,639.13

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APPROVAL:

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Mayor



Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11100	12/19	12/13/2019	6966	01410018TL	American Messaging	Paging, Voicemail, Page Service	5140562110	7.50
Total 11100:								
11101	12/19	12/13/2019	7034	937	Bernadette Murray-Macioco	WEBSITE UPDATE GRAPHIC SIZING A	0840562114	750.00
Total 11101:								
11102	12/19	12/13/2019	6842	INV-6651	Bonneville Environmental Foundation	Renewable Options 2019	5140562030	750.00
Total 11102:								
11103	12/19	12/13/2019	6900	V903551	BSK Associates	THMs, Total Haloacetic, Gross Alpha	2140562150	2,500.00
Total 11103:								
11104	12/19	12/13/2019	6979	120219	Cartomation Inc	GIS Service for City	5140562190	965.00
Total 11104:								
11105	12/19	12/13/2019	670	1000015001	Cascade Locks Light Co	New Fire Station	0540562439	745.87
11105	12/19	12/13/2019	670	1000035001	Cascade Locks Light Co	Res no2	2140562070	40.38
11105	12/19	12/13/2019	670	1000302001	Cascade Locks Light Co	Pump Lift Station	3140562070	28.37
11105	12/19	12/13/2019	670	1003791001	Cascade Locks Light Co	treatment plant	3140562070	2,549.12
11105	12/19	12/13/2019	670	1003813001	Cascade Locks Light Co	Warehouse	2140562070	40.53
11105	12/19	12/13/2019	670	1037427001	Cascade Locks Light Co	Wasco Crk Lift Station	3140562070	81.63
11105	12/19	12/13/2019	670	1038140001	Cascade Locks Light Co	Corrosion Control	2140562070	132.55
11105	12/19	12/13/2019	670	2001200001	Cascade Locks Light Co	Cemetery Water	1740562551	199.77
11105	12/19	12/13/2019	670	3001551001	Cascade Locks Light Co	main lift station	3140562070	742.58
11105	12/19	12/13/2019	670	3001559001	Cascade Locks Light Co	museum	0140762630	235.79
11105	12/19	12/13/2019	670	3001718001	Cascade Locks Light Co	Mall Lighting	5140562800	61.68
11105	12/19	12/13/2019	670	3001839001	Cascade Locks Light Co	moody lift station	2140562070	33.13
11105	12/19	12/13/2019	670	3019812001	Cascade Locks Light Co	Bike Path	0140162552	33.38
11105	12/19	12/13/2019	670	6001350001	Cascade Locks Light Co	City Hall Utilities	0140162552	1,282.23
11105	12/19	12/13/2019	670	6001357001	Cascade Locks Light Co	Sewer Lift on Cascade	3140562070	19.00
11105	12/19	12/13/2019	670	6001359001	Cascade Locks Light Co	87 Ruckel	3140562070	36.02
11105	12/19	12/13/2019	670	6001498001	Cascade Locks Light Co	City Hall Irrigation	0140762552	241.91

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11105	12/19	12/13/2019	670	6013698001	Cascade Locks Light Co	radio tower	0540562439	64.57
Total 11105:								
11106	12/19	12/13/2019	900	1-000389.03	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11106	12/19	12/13/2019	900	1-000398.01	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11106	12/19	12/13/2019	900	1-004731.01	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11106	12/19	12/13/2019	900	2-001036.00	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11106	12/19	12/13/2019	900	2-001038.02	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11106	12/19	12/13/2019	900	2-001114.00	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11106	12/19	12/13/2019	900	2-010630.00	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11106	12/19	12/13/2019	900	3-00186.00 1	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11106	12/19	12/13/2019	900	3-001928.00	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
11106	12/19	12/13/2019	900	6-001496.10	City of Cascade Locks	Senior Sewer Subsidy	0140862025	22.70
Total 11106:								
11107	12/19	12/13/2019	1000	C19411	Coburn Electric	Disinfect and Reconnect Waste Water	3140562110	690.00
Total 11107:								
11108	12/19	12/13/2019	1120	A238491	Columbia Hardware LLC	powerstrips Outdoor Extension cords	0140462525	117.30
11108	12/19	12/13/2019	1120	B259094	Columbia Hardware LLC	Watch batteries	2140562560	14.43
11108	12/19	12/13/2019	1120	E5854	Columbia Hardware LLC	Christmas tree lights	0140462525	37.64
Total 11108:								
11109	12/19	12/13/2019	1280	PAYMENT 7	Crestline Construction	7th payment for corrosion control project	2141562025	22,830.16
Total 11109:								
11110	12/19	12/13/2019	7028	16634	Curran-McLeod Inc	Moody and Regulator Stake Ramp	0340562091	770.00
11110	12/19	12/13/2019	7028	1911-1710	Curran-McLeod Inc	General Engineering 10/26- 11/25	0140262091	1,946.00
Total 11110:								
11111	12/19	12/13/2019	1620	2536	Efficiency Services Group LLC	ECO Conservation kits	5140562140	2,716.00
Total 11111:								
								13,143.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11112	12/19	12/13/2019	6834	26-1131454	ERS	VACUUM PUMP TRAILER MTD DITCH	0340562560	1,071.00
Total 11112:								
11113	12/19	12/13/2019	2020	1356094	General Pacific Inc	Cap protective grounding lead	5140562560	1,071.00
Total 11113:								
11114	12/19	12/13/2019	2420	10334	Hood River County - Finance Dept	Deputy Services	0141962250	404.70
Total 11114:								
11115	12/19	12/13/2019	4910	600139421	Humberto Calderon	Refund Deposit Balance	5121130	7,600.00
Total 11115:								
11116	12/19	12/13/2019	4910	100819602	Jose Fabian	Refund Deposit Balance	5121130	78.91
Total 11116:								
11117	12/19	12/13/2019	3160	121119	Marianne Bump/Pety Cash	Christmas bonuses	0140862022	119.08
Total 11117:								
11118	12/19	12/13/2019	3770	22-201911	Net Assets	columbia gorge title	0140162110	1,400.00
Total 11118:								
11119	12/19	12/13/2019	3870	239864	Northside Ford Truck Sales			13.00
11119	12/19	12/13/2019	3870	239864	Northside Ford Truck Sales			111.60
11119	12/19	12/13/2019	3870	239864	Northside Ford Truck Sales			111.60
Total 11119:								
11120	12/19	12/13/2019	3980	2020 MEMB	OCCMA	2020 membership Zimmerman	0140162030	334.80
Total 11120:								
11121	12/19	12/13/2019	4020	ME125533	ODOT Fuel Sales	EMS fuel	0540562420	217.04
11121	12/19	12/13/2019	4020	ME125533	ODOT Fuel Sales	Ambulance Fuel	0540562420	105.09
Total 11121:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11121	12/19	12/13/2019	4020	ME125533	ODOT Fuel Sales	ems FUEL	0540562420	79.70
11121	12/19	12/13/2019	4020	ME125533	ODOT Fuel Sales	PW fuel	2140562530	108.06
11121	12/19	12/13/2019	4020	ME125533	ODOT Fuel Sales	Fuel pw	3140562530	400.45
11121	12/19	12/13/2019	4020	ME125533	ODOT Fuel Sales	Fuel electrical 192469	5140562200	216.09
11121	12/19	12/13/2019	4020	ME125533	ODOT Fuel Sales	Fuel electrical 215587	5140562200	54.03
Total 11121:								
11122	12/19	12/13/2019	4070	9110333	One Call Concepts Inc	Regular Tickets	5140562110	43.20
Total 11122:								
11123	12/19	12/13/2019	4270	121119	Oregon Mayor's Assoc	2019 Membership Dues	0140162030	106.00
Total 11123:								
11124	12/19	12/13/2019	6884	304043	Peterson Trucks	Inspect and Advise for crank no start	5140562201	487.39
11124	12/19	12/13/2019	6884	304043	Peterson Trucks	Inspect and Advise for Crank no start	5140662201	116.85
Total 11124:								
11125	12/19	12/13/2019	4620	3310134256	Pitney Bowes Inc - Rental	Periodic Payment	0140162120	165.93
Total 11125:								
11126	12/19	12/13/2019	4670	2233125	Port of Cascade Locks	Bridge Tickets - EL	5140562200	20.00
Total 11126:								
11127	12/19	12/13/2019	4810	97015	Print It! Inc	Time Capsule Bronze Plaque	0840562114	301.00
Total 11127:								
11128	12/19	12/13/2019	6780	5058207000	Ricoh USA Inc	Copies	0140162110	69.90
Total 11128:								
11129	12/19	12/13/2019	4910	20112810112	Sherilyn Foley	Refund Of Deposit	5121130	263.92

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11129:								
11130	12/19	12/13/2019	7026	8128704290	Shred-It USA	Archives Shred Bins	0140162110	263.92
Total 11130:								
11131	12/19	12/13/2019	5510	7301756259-	Staples Contract & Commercial Inc	Office Supplies	0140162010	6.39
11131	12/19	12/13/2019	5510	7301756259-	Staples Contract & Commercial Inc	Office Supplies	0540562350	80.47
Total 11131:								
11132	12/19	12/13/2019	6823	L000882046	State of Oregon - EMS	Fee Record Inquiry	0540562110	86.86
Total 11132:								
11133	12/19	12/13/2019	6834	OR-SLF-201	Tactical Business	Preparation and submission of SFY 2019	0540562110	3.00
Total 11133:								
11134	12/19	12/13/2019	7092	10904	VanKoten & Cleaveland LLC	General Attorneys Fees	0140162100	1,700.00
Total 11134:								
11135	12/19	12/13/2019	6640	INV120219	Wind River Publishing	Co-Op page CRG Magazine	0840562114	1,200.00
Total 11135:								
Grand Totals:								69,147.12

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	14,963.29-	14,963.29-
01-401-62010	6.39	.00	6.39
01-401-62030	323.04	.00	323.04
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	146.68	.00	146.68
01-401-62120	165.93	.00	165.93
01-401-62552	1,557.52	.00	1,557.52
01-402-62091	1,946.00	.00	1,946.00
01-404-62525	154.94	.00	154.94
01-407-62630	235.79	.00	235.79
01-408-62022	1,400.00	.00	1,400.00
01-408-62025	227.00	.00	227.00
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	1,952.60-	1,952.60-
03-405-62091	770.00	.00	770.00
03-405-62441	111.60	.00	111.60
03-405-62560	1,071.00	.00	1,071.00
05-21010	.00	2,915.50-	2,915.50-
05-405-62110	1,703.00	.00	1,703.00
05-405-62350	80.47	.00	80.47
05-405-62420	321.59	.00	321.59
05-405-62439	810.44	.00	810.44
08-21010	.00	1,685.00-	1,685.00-
08-405-62114	1,685.00	.00	1,685.00
17-21010	.00	199.77-	199.77-
17-405-62551	199.77	.00	199.77
21-21010	.00	24,275.84-	24,275.84-
21-405-62070	246.59	.00	246.59
21-405-62150	965.00	.00	965.00
21-405-62441	111.60	.00	111.60
21-405-62530	108.06	.00	108.06
21-405-62560	14.43	.00	14.43
21-415-62025	22,830.16	.00	22,830.16
31-21010	.00	4,658.77-	4,658.77-
31-405-62070	3,456.72	.00	3,456.72
31-405-62110	690.00	.00	690.00
31-405-62441	111.60	.00	111.60
31-405-62530	400.45	.00	400.45

GL Account	Debit	Credit	Proof
51-21010	.00	18,496.35-	18,496.35-
51-21130	461.91	.00	461.91
51-405-62030	2,500.00	.00	2,500.00
51-405-62110	50.70	.00	50.70
51-405-62140	13,143.00	.00	13,143.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62200	236.09	.00	236.09
51-405-62201	467.39	.00	467.39
51-405-62560	404.70	.00	404.70
51-405-62800	61.68	.00	61.68
51-406-62200	54.03	.00	54.03
51-406-62201	116.85	.00	116.85
<b>Grand Totals:</b>	<b>69,147.12</b>	<b>69,147.12-</b>	<b>.00</b>

Report Criteria:

Report type: GL detail



Posting period: 12/19

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number	Remittance
<b>Anderson Perry &amp; Associates Inc</b>										
67621	1	Construction Engineering Pro serv	Invoice	12/11/2019	12/27/2019	16,413.88		16,413.88	21-415-62025	Vendor Address
Total 67621:						16,413.88	.00	16,413.88		
<b>67622</b>										
	1	PRELIMINARY AND FINAL DESI	Invoice	12/10/2019	12/27/2019	1,937.50		1,937.50	31-415-62030	Vendor Address
Total 67622:						1,937.50	.00	1,937.50		
<b>Total Anderson Perry &amp; Associates Inc:</b>										
						18,351.38	.00	18,351.38		
<b>AT&amp;T Mobility</b>										
2872903700	1	Ems phone	Invoice	12/11/2019	12/27/2019	93.62		93.62	05-405-62050	Vendor Address
2872903700	2	Ems phone	Invoice	12/11/2019	12/27/2019	42.86		42.86	51-405-62050	Vendor Address
2872903700	3	Ems phone	Invoice	12/11/2019	12/27/2019	10.72		10.72	51-405-62050	Vendor Address
Total 287290370035X1219201:						147.20	.00	147.20		
<b>Total AT&amp;T Mobility:</b>										
						147.20	.00	147.20		
<b>Bio-Med Testing Service</b>										
74812	1	dot consortium membership	Invoice	12/08/2019	12/27/2019	170.00		170.00	51-405-62063	Vendor Address
Total 74812:						170.00	.00	170.00		
<b>Total Bio-Med Testing Service:</b>										
						170.00	.00	170.00		
<b>Cascade Locks Historical Museum</b>										
2019-4	1	Quarterly support for museum ex	Invoice	12/16/2019	12/27/2019	7,500.00		7,500.00	08-405-62172	Vendor Address
Total 2019-4:						7,500.00	.00	7,500.00		
<b>Total Cascade Locks Historical Museum:</b>										
						7,500.00	.00	7,500.00		
<b>CH2M Hill Engineers Inc</b>										
351200-016	1	Engineering Services Jan 2020	Invoice	12/03/2019	12/27/2019	8,086.25		8,086.25	31-405-62700	Vendor Address
Total 351200-016:						8,086.25	.00	8,086.25		

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number	Remittance	Vendor Address
Total CH2M Hill Engineers Inc:											
City of Springfield											
12332019	1	Patients billed for July, Aug & Sept	Invoice	12/23/2019	12/27/2019	676.00	.00	676.00	05-405-62111		Vendor Address
Total 12232019:											
Total City of Springfield:											
Columbia Hardware LLC											
B260273	1	1/2" Cold shut. 1/2" shackle	Invoice	12/12/2019	12/27/2019	20.83	.00	20.83	05-405-62560		Vendor Address
Total B260273:											
Total Columbia Hardware LLC:											
Department of Environmental Quality											
WQ/ER-2019	1	DEQ Penalty # WQ/ER-2019-019	Invoice	12/19/2019	12/27/2019	400.00	.00	400.00	31-405-62870		Vendor Address
Total WQ/ER-2019-019:											
Total Department of Environmental Quality:											
DMV Services - State of Oregon											
L000882046	1	Fee Record Inquiry	Invoice	11/27/2019	12/27/2019	3.00	.00	3.00	05-405-62110		Vendor Address
Total L000882046:											
Total DMV Services - State of Oregon:											
Gordon Zimmerman											
DECEMBER	1	City Administrator Expense report	Invoice	12/19/2019	12/27/2019	312.48	.00	312.48	01-401-62094		Vendor Address
Total DECEMBER 2019:											
Total Gordon Zimmerman:											
Gorge Networks											
I-693497	1	Internet and Phones	Invoice	12/18/2019	12/27/2019	261.79	.00	261.79	01-401-62082		Vendor Address
I-693497	2	Internet and Phones	Invoice	12/18/2019	12/27/2019	227.52	.00	227.52	01-401-62050		Vendor Address

Unpaid Invoice Report  
Posting period: 12/19

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number	Remittance
I-693497	3	Internet and Phones	Invoice	12/18/2019	12/27/2019	234.84		234.84	05-405-62050	Vendor Address
Total I-693497:										
Total Gorge Networks:										
						724.15	.00	724.15		
						724.15	.00	724.15		
IMMC										
121919	1	admission to cmc enrollment prog	Invoice	12/19/2019	12/27/2019	165.00		165.00	01-401-62020	Vendor Address
Total 121919:										
Total IMMC:										
						165.00	.00	165.00		
						165.00	.00	165.00		
LOC Foundation										
12192019	1	DONATION TO LOC FOUNDATIO	Invoice	12/19/2019	12/27/2019	100.00		100.00	01-408-62020	Vendor Address
Total 12192019:										
Total LOC Foundation:										
						100.00	.00	100.00		
						100.00	.00	100.00		
Marilyn Place										
12172019	1	mileage reimbursement	Invoice	12/17/2019	12/27/2019	23.78		23.78	01-401-62020	Vendor Address
Total 12172019:										
Total Marilyn Place:										
						23.78	.00	23.78		
						23.78	.00	23.78		
Mid-Columbia Economic Development Dist										
2897	1	closeout of corrosion control proj	Invoice	12/17/2019	12/27/2019	5,000.00		5,000.00	21-415-62025	Vendor Address
Total 2897:										
Total Mid-Columbia Economic Development Dist:										
						5,000.00	.00	5,000.00		
						5,000.00	.00	5,000.00		
Northside Ford Truck Sales										
51176	4	2019 F-550 Chassis 4x4 SD Reg	Invoice	11/26/2019	12/27/2019	22,525.16		22,525.16	56-421-63941	Vendor Address
51176	5	2019 F-550 Chassis 4x4 SD Reg	Invoice	11/26/2019	12/27/2019	22,525.16		22,525.16	56-431-63941	Vendor Address
51176	6	2019 F-550 Chassis 4x4 SD Reg	Invoice	11/26/2019	12/27/2019	22,525.16		22,525.16	56-403-63941	Vendor Address

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number	Remittance
Total 51176:										
		Total Northside Ford Truck Sales:				67,575.48	.00	67,575.48		
Pixel Dust Studio										
939	1	website update	Invoice	12/26/2019	12/27/2019	1,000.00		1,000.00	08-405-62114	Vendor Address
Total 939:										
		Total Pixel Dust Studio:				1,000.00	.00	1,000.00		
Print It! Inc										
37171	1	Appreciation Plaques	Invoice	12/12/2019	12/27/2019	106.00		106.00	01-408-62022	Vendor Address
Total 37171:										
		Total 37235:				106.00	.00	106.00		
Total Print It! Inc:										
		Total Print It! Inc:				118.00	.00	118.00		
Public Utility Dist #1										
1346	1	labor 2 man crew Transportation	Invoice	12/11/2019	12/27/2019	12.00		12.00	01-401-62010	Vendor Address
Total 1346:										
		Total Public Utility Dist #1:				12.00	.00	12.00		
Total Print It! Inc:										
		Total Print It! Inc:				118.00	.00	118.00		
Public Utility Dist #1										
1346	1	labor 2 man crew Transportation	Invoice	12/10/2019	12/27/2019	1,235.06		1,235.06	51-405-62110	Vendor Address
Total 1346:										
		Total Public Utility Dist #1:				1,235.06	.00	1,235.06		
Total Public Utility Dist #1:										
		Total Public Utility Dist #1:				1,235.06	.00	1,235.06		
Ricoh USA Inc										
32775042	1	Periodic payment	Invoice	12/13/2019	12/27/2019	179.02		179.02	01-401-62120	Vendor Address
Total 32775042:										
		Total Ricoh USA Inc:				179.02	.00	179.02		
Total Ricoh USA Inc:										
		Total Ricoh USA Inc:				179.02	.00	179.02		
Suburban Propane										
1568-170481	1	Propane	Invoice	12/12/2019	12/27/2019	3,532.18		3,532.18	06-405-62421	Vendor Address

Unpaid Invoice Report  
Posting period: 12/19

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number	Remittance
Total 1568-170481:										
						3,532.18	.00	3,532.18		
Total Suburban Propane:										
						3,532.18	.00	3,532.18		
Tanninen Repair Service LLC										
14667	1	E-94 service	Invoice	12/14/2019	12/27/2019	1,418.78		1,418.78	05-405-62441	Vendor Address
Total 14667:										
						1,418.78	.00	1,418.78		
Total Tanninen Repair Service LLC:										
						1,418.78	.00	1,418.78		
Tri-County Hazardous Waste & Recycling										
12162019	1	ENVIRONMENTAL PROJECT PER	Invoice	12/16/2019	12/27/2019	1,600.00		1,600.00	31-405-62870	Vendor Address
Total 12162019:										
						1,600.00	.00	1,600.00		
Total Tri-County Hazardous Waste & Recycling:										
						1,600.00	.00	1,600.00		
TWGW Inc - NAPA Auto Parts										
099237	1	Control	Invoice	12/16/2019	12/27/2019	17.19		17.19	03-405-62560	Vendor Address
Total 099237:										
						17.19	.00	17.19		
Total TWGW Inc - NAPA Auto Parts:										
						17.19	.00	17.19		
US Bank										
5404565	1	ADMIN FEES	Invoice	06/25/2019	12/27/2019	700.00		700.00	31-405-62870	Vendor Address
Total 5404565:										
						700.00	.00	700.00		
Total US Bank:										
						700.00	.00	700.00		
US Bank Equipment Finance										
402504203	1	Contract Payment	Invoice	12/16/2019	12/27/2019	1,288.15		1,288.15	51-405-66001	Vendor Address
402504203	2	Contract Payment	Invoice	12/16/2019	12/27/2019	5.46		5.46	51-405-66002	Vendor Address
Total 402504203:										
						1,293.61	.00	1,293.61		

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number	Remittance
Total US Bank Equipment Finance:										
						1,293.61	.00	1,293.61		
USA Bluebook										
064927	1	USABB pH Buffer Cubitainer	Invoice	11/12/2019	12/27/2019	127.34		127.34	21-405-62560	Vendor Address
Total 064927:						127.34	.00	127.34		
082204	1	Traceable Conductivity 100 16 oz	Invoice	12/03/2019	12/27/2019	53.47		53.47	21-405-62560	Vendor Address
Total 082204:						53.47	.00	53.47		
Total USA Bluebook:										
						180.81	.00	180.81		
USDA Forest Service										
BF062200AA	1	Special Use Permit CRGNSA	Invoice	12/16/2019	12/27/2019	6,805.63		6,805.63	51-406-62880	Vendor Address
Total BF062200AA029:						6,805.63	.00	6,805.63		
Total USDA Forest Service:										
						6,805.63	.00	6,805.63		
Walter E Nelson Co										
1450517	1	cleaning supplies mop handle tiss	Invoice	12/12/2019	12/27/2019	482.87		482.87	01-404-62540	Vendor Address
Total 1450517:						482.87	.00	482.87		
1450569	1	TNT Foaming Disinfectant tub	Invoice	12/12/2019	12/27/2019	4.86		4.86	01-404-62540	Vendor Address
Total 1450569:						4.86	.00	4.86		
Total Walter E Nelson Co:										
						487.73	.00	487.73		
Total :						127,823.56	.00	127,823.56		
Grand Totals:						127,823.56	.00	127,823.56		

GL Account Number	Debit	Credit	Net
01-401-62010	12.00	.00	12.00
01-401-62020	188.78	.00	188.78
01-401-62050	227.52	.00	227.52
01-401-62082	261.79	.00	261.79
01-401-62094	312.48	.00	312.48
01-401-62120	179.02	.00	179.02
01-404-62540	487.73	.00	487.73
01-408-62020	100.00	.00	100.00
01-408-62022	106.00	.00	106.00
03-405-62560	38.02	.00	38.02
05-405-62050	328.46	.00	328.46
05-405-62110	3.00	.00	3.00
05-405-62111	676.00	.00	676.00
05-405-62421	3,532.18	.00	3,532.18
05-405-62441	1,418.78	.00	1,418.78
08-405-62114	1,000.00	.00	1,000.00
08-405-62172	7,500.00	.00	7,500.00
21-405-62560	180.81	.00	180.81
21-415-62025	21,413.88	.00	21,413.88
31-405-62700	8,086.25	.00	8,086.25
31-405-62870	2,700.00	.00	2,700.00
31-415-62030	1,937.50	.00	1,937.50
51-405-62050	42.86	.00	42.86
51-405-62063	170.00	.00	170.00
51-405-62110	1,235.06	.00	1,235.06
51-405-66001	1,288.15	.00	1,288.15
51-405-66002	5.46	.00	5.46
51-406-62050	10.72	.00	10.72
51-406-62880	6,805.63	.00	6,805.63
56-403-63941	22,525.16	.00	22,525.16
56-421-63941	22,525.16	.00	22,525.16
56-431-63941	22,525.16	.00	22,525.16
<b>Grand Totals:</b>	<b>127,823.56</b>	<b>.00</b>	<b>127,823.56</b>

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/19	127,823.56	.00	127,823.56
Grand Totals:	127,823.56	.00	127,823.56

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
11168	12/19	12/31/2019	100	339777	American Public Power Assoc	Annual Dues 2019	5140562030	872.32
11168	12/19	12/31/2019	100	339777	American Public Power Assoc	Annual Dues 2019	5140662030	216.09
Total 11168:								
11169	12/19	12/31/2019	790	31340145112	CenturyLink	Treatment Plant	3140562050	1,090.41
11169	12/19	12/31/2019	790	3137855381	CenturyLink	telemetry	3140562050	124.86
11169	12/19	12/31/2019	790	3137855381	CenturyLink	telemetry	2140562050	125.98
11169	12/19	12/31/2019	790	31389113412	CenturyLink	Electric	3140562050	125.98
11169	12/19	12/31/2019	790	31389113412	CenturyLink	Electric	5140562050	72.05
11169	12/19	12/31/2019	790	3142284141	CenturyLink	Lift Station	5140662050	18.01
11169	12/19	12/31/2019	790	3201539971	CenturyLink	well house	3140562050	115.28
Total 11169:								
11170	12/19	12/31/2019	1280	123019	Crestline Construction	Final Payment for CCT project	2141562025	595.38
Total 11170:								
11171	12/19	12/31/2019	1360	131803	David R Cunningham	word press	0840562110	48,183.76
11171	12/19	12/31/2019	1360	131804	David R Cunningham	New computer setup, data recovery, trou	0140162082	375.00
Total 11171:								
11172	12/19	12/31/2019	2570	12302019	Hood River News	2 year subscription to Hood River News	0140162030	600.00
Total 11172:								
11173	12/19	12/31/2019	4910	6001302091	Ko & Peggy Towery	Refund Deposit Balance	5121130	975.00
Total 11173:								
11174	12/19	12/31/2019	3160	122719	Marianne Bump/Petty-Cash	Christmas bonuses	0140862022	70.00
Total 11174:								
11175	12/19	12/31/2019	6970	1568-118027	Suburban Propane	TANK RENTAL	0540562421	143.20
Total 11175:								
Total 11176:								
Total 11177:								
Total 11178:								
Total 11179:								
Total 11180:								
Total 11181:								
Total 11182:								
Total 11183:								
Total 11184:								
Total 11185:								
Total 11186:								
Total 11187:								
Total 11188:								
Total 11189:								
Total 11190:								
Total 11191:								
Total 11192:								
Total 11193:								
Total 11194:								
Total 11195:								
Total 11196:								
Total 11197:								
Total 11198:								
Total 11199:								
Total 11200:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 11175:								
11176	12/19	12/31/2019	6110	123119	US Postal Service	Monthly Utility Bills Postage	0140162055	319.01
Total 11176:								
103512311	12/19	12/31/2019	6080	1035123119	US Bank	Bank Fees	0140162110	342.09 M
Total 103512311:								
Grand Totals:								51,819.65

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	1,431.10-	1,431.10-
01-401-62030	70.00	.00	70.00
01-401-62055	319.01	.00	319.01
01-401-62082	600.00	.00	600.00
01-401-62110	342.09	.00	342.09
01-408-62022	100.00	.00	100.00
05-21010	.00	1.00-	1.00-
05-405-62421	1.00	.00	1.00
08-21010	.00	375.00-	375.00-
08-405-62110	375.00	.00	375.00
21-21010	.00	48,322.96-	48,322.96-
21-405-62050	139.20	.00	139.20
21-415-62025	48,183.76	.00	48,183.76
31-21010	.00	366.12-	366.12-
31-405-62050	366.12	.00	366.12
51-21010	.00	1,323.67-	1,323.67-
51-21130	143.20	.00	143.20
51-405-62030	872.32	.00	872.32
51-405-62050	72.05	.00	72.05
51-406-62030	218.09	.00	218.09
51-406-62050	18.01	.00	18.01
<b>Grand Totals:</b>	<b>51,819.85</b>	<b>51,819.85-</b>	<b>.00</b>

Report Criteria:

Report type: GL detail



**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** December 20, 2019

**For City Council Meeting on:** January 13, 2020

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Approve Res. No. 1426 Adopting New Harassment and Bullying Policies

**SYNOPSIS:** During the last legislative session in Salem, the Legislature passed and the Governor signed Senate Bill 479 requiring local governments to adopt new policies concerning work place harassment and bullying. Our City Attorney Ruben Cleaveland has developed these new policies attached to replace our current harassment and bullying policies in our Personnel Handbook adopted January 15, 2016.

After adoption, these policies will be reviewed with each employee and volunteer. Please note that the Council is now included in following these policies at the workplace or anywhere you conduct City business.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject Resolution No. 1426 adopting new harassment and bullying policies

**RECOMMENDED MOTION:** "I move to approve Resolution No. 1426 adopting new harassment and bullying policies for the City of Cascade Locks Personnel Handbook."



**Memorandum**

To: **City Council**

From: **Ruben D. Cleaveland, Legal Counsel**

Re: **Senate Bill 479**

Date: **December 19, 2019**

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Senate Bill 479 is a new law regarding workplace harassment that was passed in the 2019 regular session of the legislature. The new law requires public entities to adopt particular policies and procedures regarding workplace harassment. With the assistance of CIS insurance, I have prepared a policy for the City to adopt to comply with this new law. It should be included in the City employment manual to ensure that new employees receive the policy. It should also be distributed to current employees upon adoption by the City. I recommend adoption of this policy by resolution at your next meeting. If you have any questions regarding the policy, please do not hesitate to contact me.

Prepared by:  
Ruben Cleaveland



**RESOLUTION No. 1426**

**A RESOLUTION OF THE CITY OF CASCADE LOCKS ESTABLISHING A NO-HARASSMENT POLICY AND STATEMENT OF EMPLOYEE RIGHTS THAT SEEKS TO PREVENT WORKPLACE HARASSMENT**

**WHEREAS**, Oregon Senate Bill 479 requires public employers to establish and adopt a written policy that seeks to prevent workplace harassment that occurs between employees or between an employer and an employee in the workplace or at a work related event;

**WHEREAS**, the City of Cascade Locks ("City") desires to adopt the policy attached as Exhibit "A" to comply with Senate Bill 479;

**WHEREAS**, these new policies replace the current Harassment and Bullying sections in our Personnel Handbook adopted January 15, 2016; and

**WHEREAS**, the policy will be added to the City's employee handbook and distributed to all employees.

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

The City Council approves and adopts the policy attached as Exhibit "A" as a revision of the City of Cascade Locks Employee Handbook sections regarding harassment and bullying (pgs. 15-19). The Council directs the City Recorder to include the policy in all versions of the Handbook and provide a copy of the policy to all current employees.

This resolution shall become effective upon adoption by the City of Cascade Locks City Council.

**ADOPTED** by the City Council this 13<sup>th</sup> day of January, 2020.

**APPROVED** by the Mayor this 13<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Tom Cramblett, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Woosley, City Recorder

Resolution No.: 1426



## EXHIBIT "A"

### No-Harassment Policy

The City of Cascade Locks ("City") prohibits harassment of any kind or sexual assault in the workplace, or harassment or sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, City prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, sexual assault, and bullying. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with City Administrator Gordon Zimmerman (or such person subsequently acting as City Administrator) at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City related or sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City's employees. *Such harassment is prohibited whether committed by City employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).*

### Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault;

sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

#### Other Forms of Prohibited Harassment

City policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written, or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

#### Complaint Procedure

Employees, volunteers, or interns who have experienced a sexual assault, any harassment, or discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of City Administrator Gordon Zimmerman (or such person subsequently acting as City Administrator) or Marianne Bump (or any such person designated to handle the Human Resource duties) or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

#### Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

The City has developed the following policies and procedures for the prompt investigation of a report of workplace harassment:

- Records of workplace harassment will be maintained in conformance with Oregon Public Records Law and shall be kept in a manner that preserves confidentiality;
- The Complaint Procedure outlined herein shall be used in conjunction with the provisions of Senate Bill 479 and relevant Oregon Statutes in processing complaints;
- The contacts stated in the Complaint Procedure are responsible for receiving reports of prohibited conduct; and
- The City will follow up with a complainant of alleged harassment once every three months for the calendar year following the date on which the employer received a complaint of harassment to determine whether the alleged harassment has stopped or if there has been any retaliation, unless the complainant objects to such follow up in writing.

#### Protection Against Retaliation

The City prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, or harassing, discriminatory, or bullying conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to City Administrator Gordon Zimmerman (or such person subsequently acting as City Administrator) or any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

#### Other Resources Available to Employees

The City may provide an Employee Assistance Program (EAP) to employees and dependents who desire counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others. Please inquire with the above stated supervisor contacts for further details.

The City cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information at <https://www.osbar.org/public/>.

#### Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience.

The City is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City regarding his/her experience and/or employment status, the employee should contact City Administrator Gordon Zimmerman (or such person subsequently acting as City Administrator). The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City and employee do reach an agreement, the City will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City or making comments that would lower the City in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

#### **No-Bullying Policy**

The City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. City, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who has witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.



**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** December 23, 2019

**For City Council Meeting on:** January 13, 2020

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Approval of IGA with MCEDD For Grant and Labor Standards Administration

**SYNOPSIS:** The City has received funding for our Wastewater Facilities Improvement Project from the Oregon Business Development Department and the United States Department of Agriculture. USDA funds are provided only after the project is completed. We have an agreement with Oregon Department of Environmental Quality for an interim loan for \$4.7 million at 0.79% percent interest.

As we have in the past, City staff would like to use the Mid-Columbia Economic Development District (MCEDD) to provide grant and labor standard administration for this grant. Please see the draft attached.

**CITY COUNCIL OPTIONS:** Approve or reject the IGA.

**RECOMMENDED MOTION:** "I move to approve the Intergovernmental Agreement between the City of Cascade Locks and the Mid-Columbia Economic Development District which would provide grant and labor standards administration."



**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN**  
**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT**  
**AND**  
**THE CITY OF CASCADE LOCKS**

**THIS AGREEMENT** is by and between the Mid-Columbia Economic Development District (hereinafter the "MCEDD"), an Economic Development District formed under ORS190 and RCW 39.34, and the City of Cascade Locks (hereinafter the "CITY").

**RECITALS:**

**WHEREAS**, the CITY has been awarded funding from the Clean Water State Revolving Fund program for construction of wastewater treatment system upgrades; and

**WHEREAS**, the CITY desires assistance with grant administration and project management for labor standards activities of the Clean Water State Revolving Fund program, and the MCEDD is an agency qualified to provide such assistance; and

**WHEREAS**, ORS Chapter 190 authorizes governmental entities such as cities and economic development districts to enter into written agreements for the performance of any or all functions and activities that either entity has the authority to perform on its own.

**AGREEMENT:**

**NOW, THEREFORE**, in consideration of the mutual covenants of the MCEDD and CITY, each to the other giving, the MCEDD and CITY do hereby agree as follows:

**1. Services to be Provided:**

A. The MCEDD will provide the services and personnel to complete the work activities described in the Scope of Work.

B. The CITY will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 below.

**2. Scope of Work:**

The MCEDD will provide services to support project management and the administration of labor standards for the funded projects as described in Exhibit A. This scope covers the Clean Water State Revolving Fund program. If other funding sources, such as from the Community Development Block Grant, are received, the CITY and MCEDD shall negotiate a separate agreement to cover the requirements set forth by other funders.

**3. Consideration:**

The CITY will compensate MCEDD for services performed under this agreement according to the following schedule:

\$3,000 shall be due for project management work completed prior to bid advertisement;

\$7,000 shall be due for labor standards compliance at the point at which it is estimated that 50% of the construction is completed;

\$9,000 shall be due for labor standards compliance at the point that construction is deemed to be substantially completed;

\$6,000 shall be due for project management after construction is complete and prior to project closeout.

The total amount due for labor standards compliance shall not exceed \$9,000. The total amount due for project management shall not exceed \$16,000. **The total of all payments shall not exceed the sum of \$25,000.**

Payment should be made by the CITY to the MCEDD within 30 days of the invoice.

**4. Term:**

Subject to other contract provisions, the period of performance under this Contract will be from the date of execution through October 31, 2022, unless sooner terminated as provided herein. If the project extends beyond this timeline, the CITY and MCEDD will negotiate further support.

**5. Certification Regarding Lobbying**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement .

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report

Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed \_\_\_\_\_

Title: Executive Director, Mid-Columbia Economic Development District

Date \_\_\_\_\_

**6. Other State and Federal Requirements:**

MCEDD agrees to comply with all other requirements of the State of Oregon that may apply to activities undertaken by this contract. MCEDD also agrees to comply with the requirements listed in Exhibit B.

**7. Notices:**

All notices, requests, demands and other communications to or upon the parties hereto shall be in writing and shall be deemed to have been duly given or made when deposited in the mails, addressed to the party to which such notice, request, demand or other communication is requested or permitted to be given or made hereunder at the addresses set forth below or at such other address of which such party shall have notified in writing the other party hereto. Those notices, requests, demands or other communications relating to termination or amendment shall be in writing and mailed certified and postage prepaid.

If to CITY:                      City Administrator, City of Cascade Locks  
    PO Box 308  
    140 SE WaNaPa Street  
    Cascade Locks, Oregon 97014

If to MCEDD:                    Executive Director  
    Mid-Columbia Economic Development District  
    802 Chenowith Loop Road  
    The Dalles, OR 97058

**7. Severability:**

If any portion of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement, or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**8. Amendment:**

The MCEDD and the CITY may, from time to time, request changes to this Agreement or its provisions. Any such changes that are mutually agreed to by the MCEDD and the CITY shall be incorporated herein by written amendment to this Agreement. It is agreed and understood that no material or substantive alteration or variation in the terms of this Agreement shall be valid unless made in writing and signed by all parties to this agreement. Any oral understanding or agreements shall not be binding unless made in writing and signed by all parties to this agreement.

**9. Termination:**

This IGA may be terminated by mutual consent of both parties. The CITY may terminate this Agreement without cause by providing thirty (30) days written notice of such intent to the MCEDD, or at such later date as may be established by the CITY and submitted in writing to MCEDD. MCEDD may terminate this Agreement without cause by providing thirty (30) days written notice of such intent to the CITY.

**10. No Implied Waiver:**

No failure on the part of the parties hereto to insist upon the strict performance of any provision of this Agreement or to exercise any right called for herein shall constitute a waiver of any provision of this Agreement or the rights of the parties hereto.

**11. Governing Law:**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

**12. No Agency:**

This Agreement does not in any way constitute or nominate either of the parties as the agent or legal representative of the other party for any purpose whatsoever. Neither party is granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of, or in the name of, the other party to this Agreement.

**13. Indemnity:**

To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300 (the "Act"), to the extent the Act is applicable, the MCEDD and the CITY shall release, defend, indemnify, and hold harmless one another and one another's officers, board members, commissioners, employees, and agents from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of either party while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for activities arising out of this agreement.

**14. Severability:**

Invalidation of any of the provisions of this Agreement or of any paragraph or section herein, or the application thereof in any given circumstance, shall not affect the validity of any other provision of this Agreement.

**15. Entire Agreement:**

This Agreement constitutes the entire agreement and understanding between the parties as to the subject matter herein and supersedes all prior agreements, commitments, representations, writings, and discussions between them regarding the subject matter of this Agreement.

The attachments to this Agreement are identified as follows:

Exhibit A: Scope of Work, consisting of (2) pages.

Exhibit B: SDWRLF Compliance, consisting of (2) pages.

**IN WITNESS WHEREOF**, the CITY and the MCEDD have executed this Agreement pursuant to due authority, as evidenced by the signature of the duly appointed representative of each entity below.

**City of Cascade Locks**

**Mid-Columbia Economic Development District**

By: \_\_\_\_\_  
Tom Cramblett, Mayor

By: \_\_\_\_\_  
Amanda Hoey, Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit A: Scope of Work

MCEDD will provide the following services:

Project Management:

- A. Performance of regular project administration activities. Includes the following and other reasonable tasks related to administration activities:
  - Setting up project filing system and maintaining a record of administrative activities.
  - Supporting recipient (CITY) in meeting conditions of the grant/loan contract and the Clean Water State Revolving Fund program.
  - Supporting the CITY in preparing cash requests and progress reports.
  - Participating in state monitoring visits and responding to any monitoring findings or concerns.
  - Supporting the CITY in preparing final project reporting required.
  - Providing information about the funds and the project to the municipal auditor.
  
- B. Procurement of services. Includes the following and other reasonable tasks related to procurement:
  - Reviewing contracts for compliance with state and federal requirements for the Clean Water State Revolving Fund program.
  - Obtaining review of all project contracts as required.
  - Supporting the CITY in documenting contractor selection process and outreach to women- and minority-owned businesses.
  - Verify contractor/subcontractors' Oregon CCB registration, eligibility, inclusion of a responsible bidder form and evidence of a \$30,000 public works bond.
  - Supporting the CITY in preparing and submitting a notice of construction contract award and start of construction.
  - Preparing requests for contract amendments, if needed.
  
- Labor Standards Compliance:
  - A. Compliance with federal and state labor standards. Includes the following and other reasonable tasks related to compliance:
    - Completing the "first draw" labor standards requirements.
    - Ensuring the correct federal Davis-Bacon wage rates and Oregon Prevailing Wage Rates are included in the construction bid documents.
    - Checking ten days prior to bid opening for changes in the Oregon or Davis-Bacon wage decision and confirming with the State. Including any modifications and additions to wage rates in the wage determination for the bid documents.
    - Ensuring that the preconstruction conference covers federal and state labor standards. Retain a signed copy of the minutes from the conference in the grant administration files.

- Assisting the CITY in ensuring that Contractor/Subcontractor Agreements and Fringe Benefit summary forms are received from all contractors and subcontractors.
- Reviewing weekly certified payroll reports (CPRs) and signed statements of compliance and checking against applicable wage rates.
- Performing worker interviews as required and checking interviews against CPRs.
- Verifying that correct base wages and fringe benefits are paid.
- Documenting registered apprentices and trainees and the proper ratio to journeyman.
- Working with the CITY to ensure that corrective action is taken for any noncompliance with federal or state labor standards. Retain a record of contacts with the contractor regarding labor standards matters, including evidence of any necessary restitution/resolution of discrepancies.

*Note: this scope of work and contract are predicated on having one general contractor*

## **Exhibit B: AMERICAN IRON AND STEEL (“AIS”) REQUIREMENT \***

The Contractor acknowledges to and for the benefit of the City of Cascade Locks (“Purchaser”) and the State of Oregon, acting by and through the Department of Environmental Quality (the “State”) that it understands the goods and services under this Agreement are being funded with monies made available by the Clean Water State Revolving Fund that have statutory requirements commonly known as “American Iron and Steel;” that requires all of the iron and steel products used in the project to be produced in the United States (“American Iron and Steel Requirement”) including iron and steel products provided by the Contractor pursuant to this Agreement. The Contractor hereby represents and warrants to and for the benefit of the Purchaser and the State that (a) the Contractor has reviewed and understands the American Iron and Steel Requirement, (b) all of the iron and steel products used in the project will be and/or have been produced in the United States in a manner that complies with the American Iron and Steel Requirement, unless a waiver of the requirement is approved, and (c) the Contractor will provide any further verified information certification or assurance of compliance with this paragraph, or information necessary to support a waiver of the American Iron and Steel Requirement, as may be requested by the Purchaser or the State. Notwithstanding any other provision of this Agreement, any failure to comply with this paragraph by the Contractor shall permit the Purchaser or State to recover as damages against the Contractor any loss, expense, or cost (including without limitation attorney’s fees) incurred by the Purchaser or State resulting from any such failure (including without limitation any impairment or loss of funding, whether in whole or in part, from the State or any damages owed to the State by the Purchaser). While the Contractor has no direct contractual privity with the State, as a lender to the Purchaser for the funding of its project, the Purchaser and the Contractor agree that the State is a third-party beneficiary and neither this paragraph (nor any other provision of this Agreement necessary to give this paragraph force or effect) shall be amended or waived without the prior written consent of the State.

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** January 6, 2020

**For City Council Meeting on:** January 13, 2020

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Review of CEDS Priorities

**SYNOPSIS:** Every year the City of Cascade Locks determines the major infrastructure priority list to Hood River Economic Development Group in order to develop the Comprehensive Economic Development Survey. The prioritized list is approved by the Hood River County Commission for inclusion in the Mid-Columbia Economic Development District program. This list is made available to local, state, and federal funders. These funders sometimes find money for the various projects.

The list attached are my suggested priorities for the City of Cascade Locks. The first two projects on the list have been fully funded and the third project has been funded to \$100,000 through ODOT's Small City Allotment Program.

Putting anything on the list does not commit us to any project or time frame, only that if funding is found, this is what we would do.

The questions before the Council are these the projects and the priority order for these projects that you would like to see.

**CITY COUNCIL OPTIONS:** Approve or modify the CEDS list.

**RECOMMENDED MOTION:** "I move to approve the CEDS list as presented (or modified)."



**1. Cascade Locks Substation and Distribution System**

Total project cost: \$6.3 million

The City of Cascade Locks is on the brink of rapid expansion in the Port of Cascade Locks Industrial Park. The City is able to provide the power for the first few new industrial customers. For the longer term the City needs to purchase the existing Bonneville Power Administration (BPA) substation and expand it to provide the power needs for 2017 and beyond. We anticipate receiving an 80% matching grant from the US Department of Commerce Economic Development Agency in 2020 for the first \$3 million phase of the project.

**2. Wastewater Facilities Improvement Project**

Total Project Cost \$5.7 million

This project has been funded by a \$1.1 million grant/loan from the Oregon Business Development Department Infrastructure Finance Authority and a \$4.7 million grant/loan from the USDA Rural Utility Services. The City will be seeking a Community Development Block grant of \$2.5 million in 2020 to help offset some of these costs.

**3. Railroad Quiet Zone**

Total Project Cost: \$200,000

Upgrade the Herman Creek Lane at grade crossing to meet Federal Standards and apply for Train Horn Quiet Zone status through Federal Railway Administration. We do have a Small City Allotment Grant of \$100,000 for this project.

**4. WaNaPa/Tollhouse Road Roundabout**

Total Project Cost: \$2 million

Upgrade the intersection of WaNaPa Street and Tollhouse Road for aesthetic welcome to the City and safety improvements reducing speed of vehicles coming off of east bound I-84.

**5. Forest Lane/WaNaPa Roundabout**

Total Project Cost: \$2 million

Upgrade the intersection of WaNaPa Street and Forest Lane for aesthetic welcome to the City and safety improvements reducing speed of vehicles coming off of west bound I-84

**6. Forest Lane Reconstruction**

Total project cost: \$7 million

The City needs to rebuild Forest Lane from WaNaPa Street to I-84 overcrossing (10,000 feet) with sidewalks on at least one side, curbs and gutters, bike lanes, signage, and paving.

**7. Gravel Pit Road Rebuild**

Total project cost: \$1.75 million

Rebuild Gravel Pit Road from Forest Lane to the UPRR at grade crossing including upgrading the crossing. The road would include sidewalk on the west side, curbs and gutters for a full width (24 foot) Street. This would open up more property for industrial development.

**8. Herman Creek Lane Rebuild**

Total project cost: \$650,000

Rebuild Herman Creek Lane from Forest Lane to Attwell Lane (865 feet) with a sidewalk on the west side, curbs and gutters for a full width (24 foot) Street.

**9. Build Attwell Lane**

Total project cost: \$400,000

Construct Attwell Lane from Herman Creek Lane to the Gravel Pit (540 feet) with sidewalk on one side, curbs and gutters for a full width (24 foot) Street.

#### **10. I-84 Full Interchange Access on the East End of Town**

Total project cost: \$120 million

A complete interchange at the east end of town would facilitate easier access to the Business Park. The \$120 million estimate is to build a complete new interchange where Forest Lane crosses I-84. A cheaper alternative would be to add a westbound on ramp and an east bound off ramp at Exit 47.

#### **11. Cascade Locks Truck Route Improvements**

Total project cost: \$20 million

This project seeks to add a west bound on ramp at this intersection allowing trucks to easily come into and out of the Business Park and access I-84 heading west, as well as widen and rebuild Forest Lane/Frontage Road from Cramblett Way to Exit 47 for trucks. East bound trucks on I-84 would also be able to come through the State Weigh Station, access the frontage service road immediately south of I-84 and travel to the Cascade Locks Business Park with this project. Additional improvements would be incorporated on surface streets to accommodate these access points effectively and safely.

#### **12. City Hall Refurbishment**

**Total Project Cost: \$5 million**

City Hall needs to have all electrical and lighting systems, all heating/air conditioning systems, all windows, all plumbing and the roof replaced and brought up to the current building code requirements. This would also include the seismic upgrade of \$2.5 million.



**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** January 7, 2020

**For City Council Meeting on:** January 13, 2020

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Approve OLCC License for pFriem Brewing

**SYNOPSIS:** Please see the attach OLCC License Application and the email exchange from Rudy Kellner concerning their building in the Business Park.

Because they will be storing unfinished product, OLCC requires a brewery location liquor license.

**CITY COUNCIL OPTIONS:** Grant or deny the liquor license.

**RECOMMENDED MOTION:** "I move to approve the OLCC liquor license application for pFriem Brewing Company llc."





# LIQUOR LICENSE APPLICATION

PRINT

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input checked="" type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2 <sup>nd</sup> Location	
<input type="checkbox"/> Brewery 3 <sup>rd</sup> Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 <sup>st</sup> location	
<input type="checkbox"/> Brewery-Public House 2 <sup>nd</sup> location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 3 <sup>rd</sup> location	
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date application received:
<input type="checkbox"/> Full On-Premises, For Profit Private Club	12.9.19
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	By: <i>sn</i>
<input type="checkbox"/> Grower Sales Privilege 1 <sup>st</sup> location	License Action(s):
<input type="checkbox"/> Grower Sales Privilege 2 <sup>nd</sup> location	N/O
<input type="checkbox"/> Grower Sales Privilege 3 <sup>rd</sup> location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
<input type="checkbox"/> Winery 2 <sup>nd</sup> Location	
<input type="checkbox"/> Winery 3 <sup>rd</sup> Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

**Pfriem Brewing Company LLC**

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)

**Pfriem Family Brewers Cascade Locks**

4. Business Address (Number and Street Address of the Location that will have the liquor license)

**1425 NE Columbia Gorge Way**

City <b>Cascade Locks</b>	County <b>Hood River</b>	Zip Code <b>97014</b>
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# LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) <b>Pfriem Family Brewers Cascade Locks</b>			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) <b>707 Portway Ave Suite 101</b>			
City <b>Hood River</b>	State <b>OR</b>	Zip Code <b>97031</b>	
9. Phone Number of the Business Location <b>5033321055</b>		10. Email Contact for this Application <b>rudy@pfriembeer.com</b>	
11. Contact Person for this Application <b>Rudy Kellner</b>		Phone Number <b>503-332-1055</b>	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

**Applicant Signature(s)**

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

\_\_\_\_\_  
(Applicant#1)

\_\_\_\_\_  
(Applicant #2)

\_\_\_\_\_  
(Applicant#3)

\_\_\_\_\_  
(Applicant #4)

## Gordon Zimmerman

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**From:** Rudy Kellner <rudy@pfriembeer.com>  
**Sent:** Tuesday, January 07, 2020 11:48 AM  
**To:** Gordon Zimmerman  
**Cc:** Olga Kaganova; Kathy Woosley; Marilyn Place  
**Subject:** Re: Endorsement for OLCC license

Hi Gordon,

Good question. We have not at all changed our intended use, and all of our brewing will still take place in Hood River.

We will still only be aging, storing, and packaging our barrel aged beer in Cascade Locks, but from the OLCCs standpoint, because we will have beer in the building that is not "finished", they classify us under a "brewery license".

Hope that clarifies.

Thank you!

--

**RUDY KELLNER | CO - FOUNDER & CEO**  
**pFriem Family Brewers**  
e. [rudy@pfriembeer.com](mailto:rudy@pfriembeer.com)  
p. 503-332-1055  
w. [www.pfriembeer.com](http://www.pfriembeer.com)

*707 Portway Ave Ste 101  
Hood River, OR 97031*

On Jan 7, 2020, at 11:46 AM, Gordon Zimmerman <[gzimmerman@cascade-locks.or.us](mailto:gzimmerman@cascade-locks.or.us)> wrote:

Rudy:

I can take this to the Council next week.

One question they will ask me. Have you change the intended use of the building? It was my understanding that you are aging and storing beer in Cascade Locks, not brewing. If you do intend to brew, we will have to review the wastewater discharge permit and the construction drawings to insure that the waste stream is properly treated before it gets to our sewer plant.

Gordon Zimmerman  
Cascade Locks City Administrator  
541-374-8484  
[gzimmerman@cascade-locks.or.us](mailto: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.

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**From:** Rudy Kellner <[rudy@pfriembeer.com](mailto:rudy@pfriembeer.com)>  
**Sent:** Tuesday, January 07, 2020 11:40 AM  
**To:** Gordon Zimmerman <[gzimmerman@cascade-locks.or.us](mailto:gzimmerman@cascade-locks.or.us)>  
**Cc:** Olga Kaganova <[okaganova@portofcascadelocks.org](mailto:okaganova@portofcascadelocks.org)>  
**Subject:** Endorsement for OLCC license

Hello Gordon,

Happy New Year!

We have applied for a Brewery license for the facility that the PoCL is building in Cascade Locks. The OLCC has asked us to receive a local government endorsement from the City of Cascade Locks. I've attached the relevant for for signature from the City, the area for the City to sign is in the top right boxes in the first sheet.

Would you be able to do this for us this week?

Thank you.

Hood River County Sheriff's Office  
 Statistical Information  
 City of Cascade Locks  
 December 2019

Case Numbers associated with Cascade Locks				Call Type Breakdown
Case #	Date	Deputy	Call Type	
S191045	12/15/19	28	ASLT	2 911
S191023	12/04/19	28	HR	3 AC
S191070	12/25/19	10	SUSP	5 ALARM
S191071	12/26/19	18	SV	1 AOA
S191039	12/13/19	17	THEFT	1 ASLT
S191056	12/18/19	19	THEFT	1 ASSIST
S191052	12/18/19	17	VEH STOP	2 BURG
				2 CE
				1 CIVIL
				1 DIST
				1 DOM
				3 FU
				2 HARA
				1 HR
				4 HV
				2 INFO
				1 NUIS
				5 OFCR
				4 OV
				6 PS
				1 SUIC
				7 SUSP
				2 SV
				4 TC
				6 THEFT
				2 TRES
				15 VEH STOP
				1 WEAP
				4 WELF
<b>Total</b>	<b>7</b>			<b>90</b> <b>Total</b>

Total Number of Cascade Locks patrols

Total Calls for Service

(includes followup, OFCR initiated, agency assist, SAR, etc.)

Hours worked by Deputy VandenBos (28)

Hours worked by other personnel

42

90

25.02

53.64

50 HOURS PH, PTO & SICK

Brian Rockett, Undersheriff

