

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of January 13, 2015

Meeting was called to order at 7:37 pm.

ROLL CALL:

The following city officials answered roll call: Councilor Nelson, Councilor Mersereau, Councilor Johnson, Councilor Sieckmann, Councilor McMahon, Councilor Reisner, and Mayor Jacobellis

ABSENT: None

STAFF:

David Doughman, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director; Irene Green, Library Director; Jim Pryde, Police Chief, and Scott Tabor, Public Works Supervisor

BUSINESS FROM THE AUDIENCE: None

CONSENT AGENDA:

1. Approval of December 9, 2014 Minutes – Typo's noted and emailed to Council
2. Approval of Project List – One small update to list and emailed to Council
3. Appointment to Citizens Committees:
 - a. Budget Committee (one application received for two vacant positions)
 - b. Senior Center Advisory Committee (one application received for two vacant positions)
4. Payment of Claims (includes Claims Listed in City Council Packet and Claims Processed Between January 8, 2015 and January 12, 2015)

City Administrator Boyce – Consent Agenda

1. December 9, 2014 Minutes – Councilor Sieckmann noted some typos in the December 9th, 2014 meeting minutes, notations were made and emailed out to Council.
2. Project List – There was one small change made, and it was emailed out to the Council.
4. Payment of Claims – Under outstanding invoices on page 2, there's a claim for Brown and Caldwell in the amount of \$2,138.00. The reason that is on there is that it is not on the Master Plans contract, this is for our separate contract we have previously discussed, it's in relation to our Stormwater Permit and what they've done on that. I've discussed it with the City Attorney and we don't have legal recourse to hold back that payment. So at this time I am requesting that the City Council authorize that payment, they are for services already rendered in relation to reporting on our annual Stormwater permit. The negotiations on the other item continue and I have a meeting tomorrow morning on the Master Plans. I wanted to point that out so there was no question on those since I am requesting that they be paid.

Stan Monte, Chief Gladstone Fire – I would like clarification on the motion made at the December 9th, 2014 City Council Meeting, as stated on page 10 of the minutes, regarding

“Half Day Office Closures Christmas Eve and New Year’s Eve”. City Administrator Boyce – It is to allow employees the choice to take a half day off, using their accrued time, on Christmas and New Year’s Eve. And if we have enough employees opting to work, to keep those offices open, we will do so, if not they will close for that half day.

Councilor McMahon made a motion that the Consent Agenda be approved with noted amendments. Councilor Mersereau seconded. The motion passed unanimously.

CORRESPONDENCE:

5. Letter from Susan High, Resident and Business Owner:

Mayor Jacobellis – We received a letter from a business owner regarding the license fee and I would like permission from the Council to call Miss High to have a conversation with her to let her know that we hear her, and we will probably have a discussion about this in February or March about fees and notifications to try and clean this up a bit. Councilor Reisner – I think it’s a great idea.

Councilor McMahon – I did a quick check and Oregon City charges \$120 for a non-resident, Gladstone was \$125, West Linn was fairly inexpensive at \$54, Milwaukie was \$121 and Happy Valley was \$100. Councilor Nelson – It was mentioned a couple of days ago that West Linn also charges a Street Fee. Councilor McMahon – What came out a couple of months ago was that our rates hadn’t changed in 25 years so they were probably surprised that it went from \$30 to \$125, but I think the fee is appropriate. Mayor Jacobellis – Like I said, we’ll discuss this in February or March and see where we are with it.

REGULAR AGENDA:

6. Appointment to the Planning Commission: (two application received for two vacant positions)

City Administrator Boyce – I would also like the Council to determine, if both are appointed, which applicant to appoint would be in which term, the positions have different expiration dates. Councilor Johnson – I would like to appoint the one who has lived here the longest to the longest term. Councilor McMahon – I would like to appoint the one who applied first, but I couldn’t tell here by the file, which was first. Councilor Mersereau – If I’m not mistaken, I believe that Veazey applied first, however they have both applied two or three times. City Administrator Boyce – Mr. DeAElfweald called and asked me to apologize on his behalf for not being here tonight. It wasn’t that he didn’t want to be, he had some personal business that he had to attend to.

Councilor Johnson made a motion to appoint Mr. DeAElfweald, who has lived here the longest to the term ending December 31, 2016. Councilor McMahon seconded. The motion passed unanimously.

Councilor Sieckmann made a motion to appoint Mr. Veazey to the Planning Commission, term expiring December 31, 2015. Councilor McMahon seconded. The motion passed unanimously.

Councilor Sieckmann – I would like to thank both of the applicants for sticking with it and applying again. They have both applied for these positions several time and I just want to say congratulations and welcome aboard.

7. Ordinance 1454 – An Ordinance Amending Chapter 17.52 of the Gladstone Municipal Code Relating to Signs in the Public Right of Way:

City Attorney Doughman – Tonight we will have a hearing to consider Ordinance 1454. I'm going to read through some statements I have to make according to state law and then I'll get into the staff report and I will present that to you tonight such as it is. First I want to call for any abstentions, are there any Councilors that want to abstain for personal reasons from this matter tonight? Seeing none, I'll next call for conflicts of interest from any City Councilors, what I mean by that is whether any of you believe that this Ordinance could affect you in a financial way, either to your benefit or to your detriment. I'm going to present the Staff Report and once I am done with that I will call for any public testimony on the Ordinance, I'll do a brief recap based on any testimony and then I will ask the Council to either close or continue with the public hearing. We would discuss what you think about the Ordinance, then if we get to that point tonight I would ask that you call for, at least the first reading, and if that is a unanimous reading then you are also able to go ahead and call for the second and final reading tonight.

The Staff Report is fairly straight forward, at the beginning of the football season we had a request and it was from the Boosters for the Gladstone High School, and they were hoping to have some signs, basically that would be your classic sort of signs promoting Gladstone Football, along with Gladstone sports and put them on the PGE/utility poles along Portland Avenue. They went ahead and thought, that really isn't any big deal and got a little bit ahead of themselves and realized that, once they started talking to some City officials, that at that point, technically, the code didn't allow that to happen. It basically says that signs on utility poles were prohibited. So we talked about it and the Council expressed that they would like to have the Planning Commission to take a look at it and consider a text amendment to the code that would allow this. We had that hearing and the Planning Commission forwarded the recommendation that you amend the sign code to allow that to happen.

Basically it's not a huge amount of changes here, I've presented you with a copy of the marked up version of the code, and really the changes are on 7-6 and 7-7 of your packet. The main thing that it does is say on 7.7 that signs on utility poles are generally going to be prohibited unless the poles owner approves in writing and that the sign is otherwise allowed. There is another amendment on 7.6 that basically the only signs that are allowed in the right of way are those that are government owned, either it's ODOT (Oregon Department of Traffic) or the City or something like that. So this basically would expand the ability for the City to place such signs, on anybody's behalf, in this case would be on behalf of the Boosters but is not limited to that, I want to make that clear. On those poles as long as, in this case PGE has approved in writing to do that, and they could stay up indefinitely, they could stay up for a week, that's really up to you and whomever would be requesting the sign to go on those poles.

However, this is something I talked with the Council about and Planning Commission as well. Sign Codes are very tricky in Oregon, trickier than they are in most parts of the

country, and the biggest reason for that is the way that the Oregon Supreme Court has interpreted Oregon's Constitution and it's a guarantee of Freedom of Expression/Speech. In a nutshell we can't regulate placement of signs based on content and that's very broadly interpreted, so I can't write a code saying the School District gets to place signs promoting athletic events at the school. That's a content based distinction and that would be unconstitutional in Oregon. It's done in a manner, and again I want to make this clear, that is not limited to just those types of signs. You as the sort of the owner or controller of the right-of-way would obviously have the ability to say yes or no to a proposal, but it's not written in a way that the only thing that could ever be put on those signs would be things that would be affiliated with the high schools athletics. And that's just a reality of the law basically. So as I said, it's not terribly complicated, it's narrow in the changes that it makes, and it would allow, consistent with the direction we received from the former Council, to have those banners or signs on utility poles, for now, for next season. I can take any questions.

Councilor Sieckmann – I have a couple, one is just a comment. On future Staff Reports like this, could you help us just a little bit? We've got thirteen pages of this that I read through and I found four changes on two pages. It would help if in the Staff Report it would give us some sort of hint as to where to look. I do appreciate having the old code, though, the entire code so you can take it in context. So the other part of that is, without that, I was a little confused, because my assumption is anything with the strikethrough was removed, anything underlined was added. City Attorney Doughman – Correct. Councilor Sieckmann – And then all of the headings throughout the entire Chapter are underlined. City Attorney Doughman – There's a lot of underlining, you're right, good point. Councilor Sieckmann – So what I'm seeing in the proposal is, there's a vertical line on the margin where all of the changes are and there are four of them on those two pages and that is it. City Attorney Doughman – Correct.

Councilor Sieckmann – Is there a reason, it looks like on 7-6, you added F, but it appears to be the exact same thing as the B above it. Is there a reason we added a complete new, rather than just adding the rest of that paragraph to that sentence, to B? City Attorney Doughman – It could be done that way, I wanted to make it very clear that, because if you read the beginning of Sub Section 1, these signs don't require a permit but they otherwise have to conform to the Chapter standards. So one of the things we discussed, the Planning Commission, we even sort of anticipated before that even, was just that we have a number of restrictions about number, signs and duration, with respect to signs. And I wanted to make it clear that, with respect to signs that are government owned and in the right-of-way, those matters are off the table. It could be put under B, you're right, and I don't have any problem with that, we can certainly make that change administratively. Councilor Sieckmann – I don't really care, I was just asking. City Attorney Doughman – The reason I put it separately was to make it, in my mind, and the way I read code, I wanted to make it abundantly clear that, for those types of signs, there are still certain code criteria that would apply, like height, lighting, etc. But with respect to size, number, and location, they aren't applicable, I just thought I called it out a little bit better but I have no problem moving it to B. It applies to every one of them so there's no reason to have it separate.

Councilor Sieckmann – The only other question I had is, we've used the word government in here. I believe we're trying to keep control of signs so we can chose when they go up and when they come down, would City be a better word than government, because government could be about anybody? City Attorney Doughman – The biggest reason for keeping it a little broader than City is just to clarify that the County could have a role in signage in the right-of-way, basically public entities are who I believe have the right to place signs in the right-of-way. That wouldn't necessarily be limited to the City, you could have ODOT on McLoughlin. Councilor Sieckmann – Haven't they always had that though? City Attorney Doughman – Well they do, but they would claim that since it's our right-of-way we can do anything we want. We actually advocated, not in Gladstone but in other communities, that that is true, you have the right to control the right-of-way, the spacing standards and access standards, but when it comes to something like signage, the city has a role in regulating that. So the reason I've used government is to make it clear. When we went through this process back in 2005 there wasn't a strong desire to have the City getting involved in the minutia of what ODOT might want to do with a sign on McLoughlin, but we did want to make it clear that it's public entities that have the right to do that. So I would keep it as government maintained, it provides us a little more flexibility and you're not just limiting it to just one entity, but rather, several. Councilor Sieckmann – I was coming at this from, this came about from the Boosters wanting to hang some signs. If we start hanging banners from signs down our main street, another government entity may decide, well we want to hang banners on those poles as well and the City wouldn't have any control of any government banners that went up. That was the only reason I was questioning it, because if it said City in this section, would it make a difference where if it was City owned, maintained, then the City would have the right to say we're going to put it up for this long, then we're going to take it down and we're going to replace it with something else. City Attorney Doughman – The only difference is if it said City instead of government in Sub Section F, then City owned signs wouldn't be subject to number, size or location, and it wouldn't affect any of the rights of those other entities to put up signs if they want. Personally I don't feel it's much of a risk, but if this Council feels strongly about it then we certainly could make some tweaks to that. I just thought that to keep it consistent with how the code currently reads, then what's good for us should be good for government entities that we work with.

Councilor Johnson – I was on the Planning Commission when this came before it, and I asked this question so I would like to ask it again. Does anything here or does any of these changes limit our ability to enforce our sign code anywhere else, especially our commercial areas? City Attorney Doughman – No, I don't think it will. For those who don't remember or don't know, in 2005 we had to rewrite our sign code because of a case that was brought by a billboard company, attacking the old sign code. So there was a question in that case asking if the old sign code operated to just permit a certain class, a certain amount, specifically permit signs, and then prohibit all the rest, or did it operate in the reverse and say only those things prohibited, you can't do and all that aren't prohibited you could do. The reason for that is because there was some confusing language in different sections that seemed to indicate both things. So we've written this and expressly say it, that if it isn't specifically allowed in this code then you can't do it. So with this again, I've tried to make it tight to say we're only talking about signs in the right-of-way and they've got to be government owned, and furthermore you have to have

written authorization from the owner. So even in the commercial zone, if they got written authorization from the owner we could say it's in the right of way and we don't allow non-government signs in the right-of-way.

City Attorney Doughman – So I would like to open it up for any public testimony. Doesn't sound like there is any public testimony. So staff recap, I don't think there is any need for that. My recommendation for tonight is that you would close the public hearing, talk about it to the extent you want to discuss either changes or concerns you have and then have a call for the first reading, if that vote is unanimous then you can call to have the second reading tonight as well, and then the amendment would be effective in 30 days.

Councilor Reisner made a motion to close the public hearing. Councilor McMahon seconded. The motion passed unanimously.

Open for Council Discussion:

Councilor Sieckmann – I like it. I think it's a great opportunity for us to be able to do it. Councilor Reisner – I agree. Councilor Mersereau – I have had questions and comments from residents, especially when I was on the Planning Commission about the code being difficult for people to understand so I would like to take B out. It just raises another question as in, what's the difference between this and that. City Attorney Doughman – Instead of taking B out, I would merge F into B. B sort of establishes the authority of the City to have signs in the right-of-way, and F says, with respect to signs, these things don't apply. It's important to have that language, whether it's B or F that the "government owned or maintained signs in the public right-of-way", and I'm fine with that. I don't really care which way but I can merge F into B and that would get rid of F. Councilor Mersereau – That would make me feel better. Councilor Sieckmann – I think it would be less confusing to the general public.

City Attorney Doughman – So what I would recommend is that tonight you only have the first reading and then I will make the changes and at the next meeting you can call for the second reading. You don't need to make a motion or anything, just have the second reading and it will be the amended when you have the second reading. Councilor Reisner – So should I make a motion to approve the first reading as amended? City Attorney Doughman – Yes.

Mayor Jacobellis – I will entertain a motion to approve the first reading of the Ordinance with the proposed amendment. Councilor Sieckmann so moved. Councilor Reisner seconded. The motion passed unanimously.

8. Meldrum Bar Of-Leash Dog Park Fencing Quotes:

City Administrator Boyce – Mister Mayor, I'm going to call Scott Tabor, Public Works Supervisor, to the mic shortly. Just to give some background, several months back the Council had asked the Park and Recreation Committee to look for a new and better suited location for an Off-leash dog park within Gladstone. They've identified a piece of property on the opposite side of Dahl Beach Road from the Community Gardens in Meldrum Bar Park. The next step was to maintain bids to move the fencing from the previous site in Valley View to here and I will have Public Works Supervisor, Scott Tabor present those to you.

Scott Tabor, Public Works Supervisor – I requested an estimate from a contractor to remove the existing fencing from the Valley View site and also approximately 1,000 additional feet of fencing to complete the fencing within the suggested dog park site. That quote came in at over \$10,000 so we put out bids to three different companies to get competitive bids from Ricks Custom Fencing, McDermott Fence & Construction and Pacific Fence. Ricks Custom Fencing did not submit a bid. McDermott Fence & Construction's bid was \$35,014.39 and Pacific Fences bid was \$17,595.00. This is also the most logical location for an off-leash dog park. If we choose not to accept the bid then we probably shouldn't even have an off-leash dog park at all because you can't have an off-leash dog park without a fence. It is the most requested site for people who have talked to our Parks and Recreation Committee, and they all endorsed it. I hope you will accept this bid. I'll take any questions. Councilor Reisner – You said in your report and also just now that we need to have it fenced to have an off-leash dog park, but West Linn doesn't. Scott Tabor, Public Works Supervisor – I think of the liabilities because of the multi-use of Meldrum Bar Park with cars going by the road. I'm not familiar with West Linn but being closely adjacent to a road from Meldrum Bar to Dahl Beach Road, the traffic generated by the Community Gardens and just daily users, I would not want to be responsible to have a dog park without a fence, especially off-leash. I think it's a courtesy to the animal that they are fenced and confined.

Councilor Nelson – The question I have is that I've been with this thing from the start, I think all of us have. Originally, we promised the guy that we had the problems with, that we would put a buffer fence in. He asked twice and it never did go in and he finally said, get it out of here. Scott Tabor, Public Works Supervisor – That was my bad. Councilor Nelson – What would happen if we put a buffer fence in now? I know it was because of his children. Scott Tabor, Public Works Supervisor – It's not so much a buffer fence as it is land use, because it is a single family dwelling. That is the reason we could not continue with the offer. It was my bad on both parts, I made the assumption and I should have done more research before I made the offer. It has been a great learning experience and I would like to see an end to it with an off-leash dog park in its proper place.

Mayor Jacobellis – I wasn't here but I've heard about this, and maybe someone can educate me on this. In order to not get bit again, have we done our homework, because you always hear, what it is going to do on waste and run off, etc. Scott Tabor, Public Works Supervisor – That question was brought up by Councilor Mersereau in the initial talks of the Meldrum Bar Park conversations. There's not going to be that much. We provide bags for people to pick up after their dogs and people are very good about picking up their dogs waste, so that's an important thing. In order for there to be any waste going into the river there would have to be a tremendous amount of dogs to do that. Mayor Jacobellis – I agree with that, I think it's one of the best policed places around, it's confined so people want to make sure it clean. My concern is that somewhere down the road someone says, hey you didn't do EPA studies, you didn't do this, and you didn't do that. Have we reached out to any of those organizations that do that and said, here's what we're thinking about doing and is this good, not good, or do you want to look at it? Scott Tabor, Public Works Supervisor – We wouldn't fit into any of those categories unless we were in water. If we were in water then we would have to go to Division of State Lands for permission to do that. Yes it's in the Flood Plain but there's not going to be any structure there. There is no other jurisdiction we would have to answer to for utilizing

that park in that manner. Mayor Jacobellis – Let me state this another way. We may not have to answer to any of those but, those are the answers we need to have in our hip pocket. When someone comes to us in the future and asks us, we can come right back and say EPA, no issues, DEQ no issues, etc. so we can solve it right away once and for all, instead of having to now shut it down and bring them out. That's all I'm saying. Scott Tabor, Public Works Supervisor – The only issue with DEQ at Meldrum Bar would be the recycling area that we utilize, because we are taking sweepings from the street, leaves from the street and putting it in there. We're looking at engineering a plan right now that we will fulfill all of the needs and requirements for DEQ. The last time I talked to DEQ about the park down there, they thought we had an excellent sight down there. I would suspect we would hear the same even if the dog park was over there because there's not any running off into a stream or waterway, because it percolates into the ground and the solid waste is hopefully picked up by the owner. Councilor Johnson – That's just an opinion, we need to ask specifically. Mayor Jacobellis – Just a phone call or two to alleviate that issue for later on. Scott Tabor, Public Works Supervisor – DEQ Corps of Engineers or? Mayor Jacobellis – Anyone you can think of that can check a box and say I talked to so and so at such and such a place and they signed off on it. That's my only concern. Scott Tabor, Public Works Supervisor – I can talk with Doug Drake who we report to in those areas and ask him those questions on that. If I get a good response, would it be too much to ask that the Council would want to approve that and a negative response then we can cancel the Dog Park or do you want to wait till the next meeting for that? Mayor Jacobellis – I think that if they say it's good or, we need to move the fence back 40 feet then we are good with that.

Mayor Jacobellis – The other part I wanted to talk about is the dog park thing, the \$17,000 for the fence is an expense. I think that this is an opportunity to mobilize, if I remember right, when it was originally at Valley View it took a lot of signatures to get a dog park in. Could we not take this opportunity to mobilize this volunteer force and cut the labor cost out of the equation, and just deal with material, which we would greatly reduce the price of this thing. Make it an event, it gives them ownership of this thing, they help construct this thing, bring City workers in to supervise this thing to make sure everything is done properly, and it could be their dog park, and we've saved virtually two thirds of the cost in labor. Councilor Nelson – It's kind of like the play structure at the park, we brought fifteen guys in and in one day we put the whole thing in. Scott Tabor, Public Works Supervisor – There's also staffing on my end of that, I've got 6 people, two are in the park but if you're looking at after hour work and weekend work on that one, I'm not disagreeing on that one, I just want to make sure I have clarity on it. Mayor Jacobellis – And we'll talk to City Administrator Boyce about that, that's why I bring it up. This is what we're going to get to if we want to get to some of these parks or nicer things that we can't afford we should mobilize people that want to be involved in it. And if that means we've got to pay \$3,000 in overtime to have your guys come in and work on the weekend, it's a lot cheaper than to pay another \$7,000 or \$8,000 to pay to get it done. Scott Tabor, Public Works Supervisor – I can reach out to a lot of volunteer groups out there. Mayor Jacobellis – It's just an idea, rather than saying this is an either or proposal, maybe this is a middle ground to make it happen. Scott Tabor, Public Works Supervisor – I will do whatever the Council instructs me to do. Mayor Jacobellis – What do you guys think? Councilor Nelson – I think it works, I used it for the Max Patterson

Park and it worked well. Councilor Sieckmann – Do you know anything about the fencing around the gardens? Scott Tabor, Public Works Supervisor – That is a private Garden's fence, they paid for that out of their own pockets, we have nothing to do with that. Councilor Sieckmann – I was just wondering if you knew who did theirs. Scott Tabor, Public Works Supervisor – They did it all in house. They had a work weekend, or several work weekends. We stored their stuff at the shop for some time and then when they were ready they came and got it. Councilor Sieckmann – So it sounds like they did what you're kind of talking about Mayor Jacobellis. Scott Tabor, Public Works Supervisor – I can certainly contact Wilderness International, Solve and other groups that are down there and see if I can't get some sort of mobilized force.

Mayor Jacobellis – If we coordinate with City Administrator Boyce and use us and you and whoever wants to be involved, we just set a date. Once we line up the material, and equipment to drill the holes, we just say May the 15th is Dog Park Day. We get down there and get whatever we need to get and people get involved and it's their park. Councilor Sieckmann – There was lots of public testimony as you mentioned, and we can comb through the records and see who testified on it. City Administrator Boyce – I believe we had a petition of some sort that had contact information on it. Councilor Nelson – So is the dog park a done deal? Councilor Sieckmann – Well this is the time for staff questions, then we'll take public testimony, and then we'll have discussion among Council.

Dave Cruise 17350 Crown View Drive, Gladstone – I spend my Monday and Wednesday mornings in Mary S. Young Park and I coordinate all of the volunteer activities. That fence is absolutely necessary, all of the problems we have at Mary S Young Park are because there is no fence, and it's the poop problems the whatever. The biggest expense is buying the supplies for the poop bags. Having a dog park without a fence is all kinds of problems.

Councilor Sieckmann – I think we need to have some more discussion. I've got several questions, we've got BMX talk about the park, the dog park and I agree that that is the best place for a dog park. My question, is that the best use of the park space? I really think that before we go spending \$17,000 here, \$17,000 there, I think we need to direct City staff to get our parks master plan on the books, get it started and get it completed, so when we do spend the money, we're spending it with a purpose of an end goal, and we know what that end project is going to be. I've seen piecemeal year after year and let's just do this and let's just do that. I don't know if there are any financial reasons we couldn't start a parks master plan right away and I don't know if there are logistics reasons that we couldn't. But I would like to ask staff if we could get started on a parks master plan right away and find out what the downside would be, so we can spend our money with purpose. City Administrator Boyce – We would have to issue a request for proposals, obtain those, get those back to Council for a selection, and negotiate a contract for the work. I haven't priced out a parks master plan so at this time I don't know what a ballpark fee might be. There could be some general funds available to do that, it is possible to move forward with a master plan. Councilor Sieckmann – Do you believe we have a need for it? City Administrator Boyce – It's on the list of master plans that we need, it's just a little farther down the list, but it is important. Scott Tabor, Public Works Supervisor – I agree with City Administrator Boyce on that. If Council chooses to look at

a master plan, I have been a proponent on this for many years. Meldrum Bar Park is a regional park, 62,000 boaters a year use that facility. We do get compensation from the State Marine Board but there's a lot of revenue we could generate if they're looking at some sort of a day's fee for that area. I would like Council to consider that if they are going to look at a master plan so we can take a lot of the burden out of the General Fund for park maintenance and maybe be self-sufficient. I don't have all the answers, but I think it's a very viable way of generating revenue. It doesn't have to be a lot, it could be easily implemented but I think it's one of the things we should look at when we're looking at a master plan for our parks. Councilor McMahan – I think that on a master plan we should wait till the Council Retreat at the end of the month and see where that fits into our budgets and priorities and stuff. As City Administrator Boyce said, it's a little farther down than the sewer master plan, or getting the City Hall and Police Station done. I think that's something we need to wait until the end of the month, get our agendas and priorities all figured out and go from there. Councilor Sieckmann – I wouldn't argue with that, as far as this proposal tonight, I don't want to push things off but I think that until we decide I would like to wait on making a decision on this. Councilor McMahan – I don't think we are going to decide on this till next month anyway, because City Administrator Boyce has to get the information and bring it back to us.

Councilor Johnson – I am concerned that Meldrum Bar Park has become a catch all for all kinds of things and I'm not sure they all mix well, not sure they are all appropriate uses of a city park. I would like to see, whether it's a master plan or something else, more thought put into what exists there now. A dog park and whatever else, I know the Fire Department wants to put a hose clean out area down there, and it's just one of the many things that've been talking about. I think that we should look at that in a more holistic way and not piecemeal. I would like to put this off until we have a better understanding of it.

Councilor Mersereau – To talk for some of the people who want the dog park, just a reminder to the Council, does the Council know when this project started? March 2011, so we can have a few more meetings before we decide. Mayor Jacobellis – I can address that because I've had this discussion and we're kind of caught in this place and I don't like putting things off myself. But in light of what we know we're trying to do with our retreat, I guess a little leeway from the people and everyone else involved, to let us get our legs under us and come up with some of the ideas. Putting this off till we have the priorities and goals set and see if we want to spend money on a park master plan, fee based entry, just give us a little bit of time. I'm all for a park, I'm all for a dog park but just give us a minute and I know it's been dragging on for a while but I can assure you that I'm not, and I don't think any of us are at this point, trying to put this off to just drag it out longer because that doesn't do anything for anybody. Does everyone agree with that, putting this aside till we get back from our retreat, maybe on the agenda for February or March and see what we come up with at the retreat? Unanimous yes.

9. Public Works Organizational Study:

City Administrator Boyce – As many of you know, after going through the master plan exercise plan on stormwater and water, everyone has a sense of the investment that the City has in its infrastructure. Beyond that we also have sewer, roads, parks and even facilities. What I am recommending to the City Council is we engage in a public works

organizational assessment. That assessment would look at everything from departmental management, staffing, the use of engineering services, preventative maintenance practices, and capital project management, and if at all possible, I would also like to fold facility management under the public works umbrella and have whatever group we hire take a look at that also. The pros to the approach includes identifying best practices. We're getting pressure from our insurance company and from the general public to do more preventative maintenance, from the insurance side it's more about preventative maintenance on the sewer. There's a lot of money wrapped up in equipment that we need to look at. Preventative maintenance might include vactoring sewer lines. A vactoring truck costs in the range of \$300,000. We have very old street sweepers that are going to need to be looked at, at some point. There is a lot of money wrapped up into this whole situation. When you look at other organizations of like size or a little bit bigger, we are in a class by ourselves the way we're operating. I believe some of it went back to the previous administrations philosophy; let's fix a pipe when it brakes. We are getting to the point now where we need to be more proactive. We need to make sure that our investments in the infrastructure are going where they need to go and we need to insure that we are planning out capital projects, not just one year into the future but several years into the future. I am recommending that the City Council consider my proposal to authorize such an organization assessment to be done. I'm looking for feedback from the Council to see what you think is important and what it should cover, should it even be done? I would like to have that discussion now.

Councilor Sieckmann – One of the questions I have is timing. Several years ago the discussion started about a public works director, and I would assume that in our organization assessment they're going to say we need a public works director, with an engineering degree or background, and quite a few things. So if we do this assessment and hire a public works director, and that director didn't agree with the organizational assessment, and wanted to turn around and do another assessment.... Would it make more sense to look for a public works director and then have them work with a consultant for organizational structure, to build a team rather than to build a team and then bring a coach in? City Administrator Boyce – There could be value in having a qualified person that we have vetted and believe has the experience to guide the City in this manner. First of all the Council would need to decide if we want a public works director. My discussions with Scott Tabor, Public Works Supervisor, I think we're in agreement that best practices indicate that most Cities of our size do have an engineer at the helm of the public works department and that would be a good idea. I would like to hear input from the other Councilors on their thoughts on that option.

Councilor Johnson – What is a salary range for a public works director? City Administrator Boyce – I don't know that at this time. If we want to pursue this, the first step is to look at other jurisdictions to see their position descriptions and salary ranges to see what the market is. Councilor Johnson – Where would the funds come from to pay that salary and do we have a place in the budget for that right now? City Administrator Boyce – It is not budgeted right now. We are about to start working on next year's budget, the salary would come out of the separate Public Works funds, such as sewer and stormwater, water, parks, and street, it would be shared among those different funds. Again, I don't know what that salary and benefit package would be financially at this point. There would be some offset too, we contract out a lot of engineering services at

this point. If we hire an engineer to run the Public Works Department I don't think we would get rid of all of our contracted engineering services but there are a number of items that could offset that salary. Mayor Jacobellis – Do you have any idea what that means in dollars, let's say we alleviate 60% of the work we farm out? City Administrator Boyce – I don't have those numbers right now. I would like to run a financial analysis and then report back. Councilor Reisner – I think it would be to our advantage. Scott Tabor, Public Works Supervisor is looking at retiring in a couple of years. If we could bring someone on board sooner than later that would give them more time to work together for a smoother transition, with his knowledge of having worked here for a couple of years. That would be a benefit to the director and the City. City Administrator Boyce – I agree with you. Scott Tabor, Public Works Supervisor has a huge amount of institutional knowledge, I think we just gave him his 35 year certificate for being with the City. As some of you know and some will find out as you do departmental tours, he can walk down the street and tell you what pipe is in the ground, how big it is and what issues we've had with it in the past. Public Works Supervisor, Scott Tabor – I agree with City Administrator Boyce, even if you hire a Director you are still going to have to do a reorganization of Public Works. A brief history, when I started, right after the wheel was developed, that was a joke, there were fourteen working people at public works, not including the foreman, mechanic and director of public works. I'm not saying that Public Works needs that but what Public Works needs is to be re-departmentalized so that you have specific people working these departments. When you are looking at investing a large sum of money into a factor of \$350,000+, you want that machine working all of the time, and you want the people responsible for that machine in those departments so it's always cared for. We've had a long record of having long lived equipment at Public Works, and we still have a 1970 F650 that we still use. But we have to look at putting people in those departments so that they're responsible and can do a complete maintenance and preventative maintenance for our infrastructure. Right now we are just a knee jerk reaction, if it's broke we'll fix it, we do very basic maintenance, we need to develop more on that. And I think that's what we need to look at for a redevelopment of Public Works. Councilor Nelson – So on man power, you had thirteen plus 3 administrative people. What do you have now, half of that maybe? Public Works Supervisor, Scott Tabor – I have 6 full time staff members, for the entire staff for city streets, sewer, and parks, we are everywhere. When leaf season is here, two thirds of my staff are out picking up leaves. If something happens in the middle of the night, we do respond quickly, we try to get as much of it as we can but, if it's during the day we have to stop everything else and focus our attentions on that emergency. We cover emergencies very well. I'm very proud of my crew; they are very talented. I think that at one time I estimated at that we have over 130 years of experience between all of us down there. They are very knowledgeable about the infrastructure in town and what goes on. It can be improved. Councilor Nelson – We are very quick to criticize what your guys do, but when we look at how far they are spread out and how they are trying to share jobs, they're doing a good job with what they have available. Public Works Supervisor, Scott Tabor – I have a very talented group of people there, but we can do better. I think if we redevelop the priorities and re-departmentalize Public Works and have those people in those Departments to focus on them and not just everywhere else, you're going to get more bang for your buck.

City Administrator Boyce – So I'm looking for direction from Council. We've heard the idea of the preliminary work for the Works Director, is that consensus, would you like me to do that and report back? Councilor Nelson – I think they had a Director many years ago, what happened to that director? Public Works Supervisor, Scott Tabor – He had a disagreement with Leonard Strobel and he was fired.

Mayor Jacobellis – I don't think there's any disagreement that with what we are doing infrastructure wise, we need a Public Works Director. I'm in agreement with bringing in a Director and then moving on to the consulting and they can say, this is what we see happening and this is how we can reorganize. Then I guess he would be responsible for all of the big projects that may be coming up.

City Administrator Boyce – I would propose that I bring back a financial recap, a position description, a salary grid that looks like it's in the market, and some analysis of what engineering services we are contracting out now and what the potential savings might be. I will prepare that for you and will have that at the first meeting month in February.

We have a meeting scheduled for the fourth Tuesday if we can have a quorum. I'd like to hold a work session talking about code compliance, code enforcement and we also have an instructional video from our insurance company for new Councilors that may be beneficial at this point in time. So we would like to meet on that fourth Tuesday if at all possible. A heads up, I will also be sending out an email to the Council to identify a date for a Budget Committee Meeting to do our mid-year budget review.

Public Works Supervisor, Scott Tabor – Since we are on the budget, I have contacted NCCWC, our water provider, and have set a date of January 27th at 10 am for a tour of the facility where we get our water and we could have our new Councilors or anyone who hasn't been there for a while, come out for the tour with us. I am also trying to get a tour scheduled for our Water and Environmental Treatment Facility across the river there and they are willing to meet with us. If we can get a consensus on a time, I can get that scheduled and we can get a full tour of that facility. I think it's important, you need to know where we get our water from, and where it goes when we're through with it. I will send City Administrator Boyce an email with that information and if you can come up with a date and time I'll get that scheduled.

Mayor Jacobellis – So can everyone be here January 27th, the fourth Tuesday?
Unanimous yes.

10. Gladstone Public Library Policy Manual:

City Administrator Boyce – I'm going to ask Library Director, Irene Green to come forward and address the Council on this item. She has been working long and hard on this and I'd like to have her do the presentation.

Library Director, Irene Green – I met with Councilor Sieckmann and he did have a few changes of the Policy Manual. We are required by the Oregon Library Association to have a policy set to the new standards so we have been going through the standards step by step and making sure that all of the policies are covered and also to give clarification to staff. They have been operating for the past number of years with that, really good guidelines to go by in working with the public. I think it gives really good structure, its good public service and its good communication with the public. So they can have the

guidelines of what the Library does require. These Guidelines, this Policy is also required by the Oregon Library Association to be posted on the Library's website so the public will have access to it. I don't know if any of you have reviewed it, I'll go over some of the changes. There were a couple of changes that Councilor Sieckmann went over with me and one of those was on page 10-9 with the number of trustees. This was actually taken and copied paragraph by paragraph from the bylaws of the Library Board. We agreed that it would make more sense to make it continuance and instead of Trustee to just make it Board Member so I would like to make that change in there. And where it says Officers, is also how it was stated in the bylaws of the Library Board and there was a change in there, we thought it should be more clear. Where it says "Officers of the board shall be Chair or Treasurer" will be changed to read "Officers of the board shall be a Chair or a Treasurer". Another thing he pointed out was that the Library Committee is the only one that recommends who is appointed to the Library Board. On most Boards the Council gets the applications and you choose who is appointed, so that may be a conversation you might want to have if you want to make any changes.

On page 10-21 he made a recommendation for a definition of what Lucky Day Book collections are in our libraries. It is standard throughout Clackamas County. They are a book or DVD that contain new and bestselling titles with specific limitations, and those would be that there are only two titles you can check out. The loan periods for these are two weeks for a book and one week for a DVD and you can't place holds or renewals on it. It's something that you come in and see it and if's is a best seller or DVD that was just released the day before you can check it out.

He also mentioned on page 10-23 referring to 6.3.2 under Lost Materials Charges, where it says "late fee", we're going to change that to be consistent to read "overdue charges" so the customers don't get confused.

On page 10-31 it states that "the Library reserves the right to inspect an individual's belongings ..." and that may be something you want to check with legal counsel on. It's my understanding that when you are at a store, if the suspect you of shoplifted they can ask to inspect your parcels but once you leave they cannot. We wanted to get legal clarification on that.

In the Behavior Policy, we wanted to adopt Clackamas County's Policy and when we did, we replaced all occurrences of "Clackamas County Board of Commissioners" with "Gladstone City Council", "County Library" replaced with "City Library", "County Staff" replaced with "City Staff", "Clackamas County" replaced with "City of Gladstone", "Clackamas County" replaced with "Gladstone Public Library", "County Administrator" replaced with "City Administrator", and the "County" replaced with "City" throughout the Ordinance. So it will be rewritten with those changes.

Councilor Sieckmann – So you wouldn't be adopting Clackamas County's Ordinance, you would be creating our own Ordinance with the changes you described? Library Director, Irene Green – Correct. Councilor Mersereau – Has anyone told you how good of a job you did? It's notable, it's a lot of work! Director, Irene Green – Thank you, yes it was. There is a lot of detail and trying to pull information from the County and other sources but trying to make it fit us. It is a great resource for the staff to go to, we have been using it as a draft for a while now. Councilor Mersereau – Great job, in my opinion!

Councilor Reisner – I agree. So besides us, who else has reviewed it, I know Library staff has of course but who else? Library Director, Irene Green – The Library Board has reviewed it several times and has approved it. I am waiting for approval from the City Council too but I have to make the changes first, the City Attorney would also have to review it. We did have City Attorney Abma look through it initially and made several suggestions and we did incorporate a lot of that in there, but it would need a final legal review.

Councilor Johnson – Since you brought it up, can you go over again the differences of how people are appointed to the Library Advisory Board and what the purpose of those differences are? Library Director, Irene Green – I can't tell you the purpose of it, I just know it's in the bylaws. They post it, just like any other committee, people apply for it, the applications are given to the Library at the Board meetings, they review the applications and make a suggestion to City Council as to who should be nominated. Councilor Johnson – So does City Council see all of the applications or do they only see the ones you recommend? City Administrator Boyce – I believe we include all of the applications. Library Director, Irene Green – We recommend one of the applicants. Councilor Mersereau – Typically, the Board has recommended to the Council one applicant and which the Council usually accepts their recommendation, but we can look at all of them and disagree totally and choose somebody else. Councilor Johnson – I was just wondering if it might limit applicants because they don't know you or know the Board, they might have something to offer but they don't apply because they may feel they have to be recommended to the City Council. Library Director, Irene Green – I guess that's something the Council would have to look at and amend in the bylaws. Councilor Johnson – If that were changed at some point, what would your opinion of that be? Library Director, Irene Green – I'm fine, I like continuity throughout the City.

Councilor Sieckmann – I would like to echo Councilor Mersereau's comments. This was a lot to read, I couldn't even imagine being the one that wrote it. I think with very minimal changes, you're going to have a great document here, I think you did a great job!

Councilor McMahon – One question here, it talks about the Library either being essential, enhanced, or exemplary, then there are several pages of standards. Is that something that is going to at some point be filled out, or what is the purpose of this? Library Director, Irene Green – The Library Association approved this in 2014, it is a new document compared to the other standards they used. They didn't want to have Libraries set at, depending on what the economic levels, to never meet certain criteria. This is something they need, to see if the library meets the essential standards, just like a checklist. These are the essential standards every library should have, and if you go to the next level it will include the previous requirements and then go into more definition. Councilor McMahon – Where does the Library meet now? Library Director, Irene Green – Pretty much a mixture right now, now that we're getting a lot of these in there, I think we're hitting most of the essential requirements and we do have a few exemplary.

11. Gladstone Public Library Operations Manual:

Library Director, Irene Green – I wanted to thank Police Chief Pryde, he really did give us a lot of guidance in trying to formulate this policy and Councilor Mersereau has also

given a lot of guidance, we were pretty much lost in the beginning of where to go with it. The Senior Center was a good stepping stone for it.

I hope I did cover all of the areas in it. I do know there was one area in number five on Administration, under number four where Councilor Sieckmann thought we should have defined what some of the relationships are with the City Council and the City Administrator. I did work on that a little bit today actually and a lot of that was taken from the Council guidebooks, so I do have that written down, but I will add that to it.

Councilor Mersereau – I've got one comment on page 11-18, Item 9 B. "The Gladstone Public Library provides safe, comfortable, friendly, and inviting facilities conducive to library use." I'm sure that's what you want it to be, that's the goal and I'm sure it probably is but I feel we should put the word "goal" or "requirement" or something other than the fact that it is wonderful. Library Director, Irene Green – We're not quite there yet. Councilor Mersereau – The goal is to get it there. Other than that I thought it was great.

Councilor Sieckmann – At some point we're going to need to have a discussion on whether or not we want to make all Boards consistent on how they are run, do we want to change all of the other Boards or do we want to leave the Library's separate and different. The other thing I think we might want to discuss is we're working on several public policies but this is only the second public policy that we've seen. The first one has some verbiage in it, and I don't remember exactly what it is, that has to do with contact for the Councilors with all levels of the department. Library Director, Irene Green and I talked about this a little bit and it's kind of a Council decision because we do have a Council administrator process that we work under where we deal with the administration the administration deals with the departments. We've got one policy that is encouraging access by all Councilors to all levels and I asked her about that and she said I don't know if we're supposed to be doing that or if we're not, that should be a Council decision. That would be a second part of this that we need to make a policy decision on whether we want that in our policies or not. Councilor Johnson – It's here in the organizational structure already though, maybe not just written, that the City Council works through the City Administrator that works with the Library Director. Councilor Sieckmann – I understand that and that would be the way this policy is but that's different from the Police policy we already approved. So once again, back to the consistency thing, how do we want our policies to be? So I just wanted to bring that up to the Council for a later discussion, not tonight. Library Director, Irene Green – Some of that is addressed in the Council Packet, because I was copying information today and in the Council Packet it does say, "The City Administrator is the City Liaison for the City Council and staff other than general informational requests. The primary function to staff are to ask Council policy actions and to keep the Council members informed. Library staff is to take guidance and direction only from the City Administrator." So that is in the Council bylaws. Councilor Sieckmann – So we want to stay consistent, is my only thought so maybe have some discussion on that at a later date.

Mayor Jacobellis – So can we approve both of these tonight or do we have to wait for the corrected versions. City Administrator Boyce – We still need some legal review to be done, but we wanted get the Councils reaction to them to see if this is going the right way and apparently it is.

12. Update – Gladstone Public Policy on Policing:

Police Chief, Jim Pryde – Councilor Nelson was the only sitting Councilor in 2010 when the initial Public Policy on Policing was enacted after a lot of work. City Administrator Boyce and I have been in discussions for some time now that it's time to go through another process as our community continues to evolve, to see if it is all still applicable, what needs to be changed, as noted in the Staff Report I prepared for you. The plan would be to use a similar process that we used previously. It's a three legged stool, it's the community, the staff, and it's City Council. The objective is to create alignment in terms of what we want out of the Police Department.

Right now we have ten principals that guide how we do our work, it's been five years and we want to see if we want to make any changes to it. I have preliminarily formed an initial committee of people who represent different communities in Gladstone and we have not met yet, because I wanted to meet with Council first and get any input or marching orders from you. I also know that you are having a retreat later this month, in which this may or may not be a topic of conversation.

One of the members I asked to join the Committee is Dave Kruse. For your information, Councilor Nelson as our Police Liaison, I have asked him to serve to take a look at the Policy. Sherry Hall, Steve Leitz from the business community, Brian Early one of our Police Department Chaplains from Gladstone Baptist Church, Gladstone High School Principal Natalie Osborn and one of her Leadership Students so we have a youth contingent there, and I would also like to use a GBD staff member yet to be named. So that's the initial group going into this. I'll have this committee take a good hard look and get their input on it and go to each member of the Department and see what their opinion is on it and then go out to the community and community forums, have it on our website and Facebook page, community meetings and see who comes. One of the meetings we had last time we had four people show up and it was well advertised. This time we may get a very different draw but the point is we make the attempt because this process is very important as you know.

Police Chief, Jim Pryde – I'm here to answer your questions or hear your thoughts. Mayor Jacobellis – Well you are right on the money because I talked to some others here and the retreat thing again: I would just ask everybody's patience on this. It's not that we're putting everybody off, especially dealing with the Policing Policy, just give us a chance to give you our thoughts, our concerns, what we agree on, then you can take that and start working that into your Policy. So you've got some clear direction on where we'd like to see it go and some ideas we have and then work it up and involve them and then bringing it back to us. I would say awesome, we're going to get on it but just give us till after the retreat and we'll have some concrete stuff, City Administrator Boyce will have it and can say, hey here is what we discussed and what we'd like to see. And certainly come in any time and say, hey let's talk about this, this idea is kind of out there or whatever. I don't know how that happens but I'm sure City Administrator Boyce can figure it out. That would be my suggestion.

Councilor Reisner – I have two questions regarding the cost impact. You stated that "there will be significant staff time dedicated." I was hoping for more clarification on this and the overtime since you are going to revamp what's already there. Police Chief, Jim

Pryde— So I've been through this twice in two different jurisdictions so I've seen it from the inside out. In the background, that is very invisible to the organization, there is a lot of logistical work, planning, and preparation, conducting the meetings, speaking at service clubs, editing the document as we go forward, and having an officer or civilian staff member at the meetings so they are hearing what the community members are saying. That's what I'm talking about.

13. Discussion Regarding City Council Retreat:

City Administrator Boyce – As I have reported to you, we have had a very generous offer by Mr. L. B. Day, a professional Facilitator who is willing to facilitate this meeting, and Natalie Smith has put us in contact, but before I meet with him and set an agenda, I wanted to discuss with the City Council what the Councilors want to address at this retreat. Include the people who should be included and don't spend a lot of time on items that may not be as important to Council.

The proposal is very loose at this point, but because we have new Council Members we do need to touch on our Mission, Vision, and Values Statements. I'm getting input that not much time needs to be devoted to that, but personally I do want to give the opportunity to those new to the Council to say I'm good with this or let's talk about changes.

I think a large part of it is going to be identifying goals and prioritizing some of those projects that are deemed important by Council. Mr. Day also recommended some team building activities but some of the Council feel it is not be a priority for them but I would like feedback from the Council as a whole. Originally we had envisioned department heads participating in that meeting but I'm getting some feedback that this retreat should focus on the Council and we can schedule a meeting at a later time with department heads once the Council has had the opportunity to identify its priorities. So I'm looking for a consensus on whether or not to include the department heads as a participant.

Mr. Day was recommending, and I believe all of the Councilors have said they could attend, a two day retreat the afternoon of Friday, January 30th from 1 pm to 5 pm, and I need to discuss the duration of the meeting on Saturday the 31st with Mr. Day, but the input I'm receiving from Council is that it should be a full day.

I've also had input from the Councilors that it take place somewhere other than the Council Chambers. There are a couple of options at the Senior Center. Right now the new addition at the High School, called the Activities Room, is available at little to no cost. The other option we looked at was the Holiday Inn next to Safeway and a conference room could be rented for two days for \$600. We have contacted the School District and asked for the use of that facility but I want the Council to have some say on where this is.

Councilor Nelson – I think the School District is the way to go and it's got lots of parking. I have been to several conferences in the new wing at the High School, it works out really well and you're never interrupted there. If staff were there it would be close for them but if there not it's still got lots of parking available and it's close for all of us.
Councilor Sieckmann – Is Friday afternoon going to be a problem with the kids being in school?
Councilor Nelson – It shouldn't be there, all of the classrooms are upstairs.
City Administrator Boyce – Jolene Morishita, Assistant City Administrator contacted the

School and they had no problem with it whatsoever. So I'm hearing consensus on the location? Councilor Reisner – Are we talking just for Friday? City Administrator Boyce – And Saturday but I will be meeting with Mr. Day and get the times for Saturday and go over all that we've discussed tonight. There may be small tweaks to the schedule but we're shooting for 1 pm – 5 pm on Friday.

Councilor Sieckmann – I think it's ok to review our Mission, Vision, and Values Statements, I think they are written broadly enough that we will be able to work under that umbrella to do pretty much anything we need to do. Some of the Councilors may have never seen them so that is important. We do need to spend the majority of our time on identifying and prioritizing our goals and projects.

I have some real concerns about the team building activities. It's interesting, we've got someone who is really respected in his field and he's recommending some team building activities and he's not charging us for his time. I'm sure on a day and a half seminar he would normally charge us quite a bit. If we're accepting his expertise in his field, we're expecting him to lead us, I'm not going to have any trouble doing Team building activities. They can make us feel a little silly and sometimes embarrassed but we're asking for his expertise, I don't think we need to spend a lot of time on it unless we get there and realize we really do need the team building exercises. City Administrator Boyce – When we first met we were planning on the department heads being there and I don't know if his recommendation was based on building a team between the Council and department heads or not, so I will ask his opinion on that. Councilor Sieckmann – As far as the department heads, I think we're going to have plenty to work on and I think there's a lot that we can do with department heads as well, but I think the Council needs to work on getting us all going the right direction as one unit first and then we can incorporate them into it. City Administrator Boyce when you meet to go over and set the agenda, I would suggest that the Mayor and the Council President are present. Maybe the three of you can work with the Facilitator, I don't know if that will be acceptable to them or not and don't know if it's acceptable to the Council but that is my suggestion.

Councilor McMahon – I agree with Councilor Sieckmann, we will have enough going on without the City staff and department heads there as well. And the School District.

Councilor Reisner – I would like to have a presentation by Susan, our Accounting Clerk, as to the reports we get, also from staff on what kind of accounting information we're supposed to get that we have to approve on a monthly basis. We get a list of check numbers and amounts, Accounts Payable with check detail, we get Accounts Payable Outstanding Invoices, so they're Accounts Payable with different information but there might be other reports that might be different from this that we might want to see that might help us. Mayor Jacobellis – I think for the purposes of the retreat, I don't think we have Susan there, it's the department heads. City Administrator Boyce – I think this is something we could do even outside of the retreat. I can give you all of the reports we generate that have public information, so they would be Budget vs Actual, Budget vs Revenue, General Ledger, there are a number of reports we generate on a monthly basis that we could share with Council. I just know that there are so many projects that we want to get to with the Council. Maybe those could be starting point. Councilor Reisner – Two reasons I wanted to do this. Unless you've taken some accounting classes this is a bunch of numbers on a piece of paper, and names and invoices. It doesn't make sense,

it's just like going through our Attorney's bill the last couple of years. I've had to ask three or four times because it's in a different language. We've got, in essence, four new members and it wouldn't hurt me also. Then maybe another Work Session. City Council asked over a year ago for a Work Session in regards to Code Enforcement which hasn't happened yet. Granted we've got a new Council, we have a tendency of not getting some things done. Mayor Jacobellis – When we come to this, besides the goal setting, priorities, and the list, it will be transportable if you want to present it. I think that some of the deficiencies and frustrations will be presented and maybe we can come to some sort of plan on where we're going with that. How did this fall through the cracks for years, and how can we fix it, that is part of the whole goal for this thing. I think we should just talk and get this all out and come up with a plan to fix it. That's why this retreat is such a big deal. Councilor Reisner – I agree, thank you!

Councilor Johnson – In regards to the team building idea, my experience in the corporate world has been that team building exercises have been to bring shy people out of their shells, and aside from Councilor Sieckmann, we don't have any of that, so I would ask that we don't spend a whole lot of time on that. I would also point out that in the City Council's last retreat, they beat the Mission, Vision, and Value Statements to death so maybe we could skip it this year and look at it next year and not spend a lot of time on that either. I want to make sure we have enough time to talk about goals, and talk about ideas, and be able to float them around and make sure we don't spend too much time on extraneous stuff. I would also like to ask that as the agenda develops, maybe even if it's a draft, that we could see that and not be surprised on Friday afternoon with, this is the agenda, this is all we're going to do. I would like to have some input on helping that evolve.

Councilor Mersereau – Regarding the Mission, Vision and Values Statements, I've noticed the Council have asked several questions tonight, which are actually answered, for most of those, in the City Council Guidebook. That's one of the reasons I helped the group put that together, because there were always questions about, how do we do things and so on. So regarding the Library Board, the statements and such which are by the bylaws and such, there's a note with the actual bylaw number in there. Regarding the Senior Center, any Board and such, also the Mission Statement is in there, so you can review those beforehand. I would like not to spend so much time reviewing that however, the new members and I can read those and if we have a problem with it we can bring it up. Other than that, the Council retreat has a couple of main missions; to get us together to talk, learn our likes and dislikes, get us working together as a team, which the team building exercises may not be totally out of the question; and to set the goals and objectives that we would like to agree upon, I'm hoping in a team manner, sometimes team exercises can help that to happen.

City Administrator Boyce – I just want to remind you that this is a public meeting so the public may attend. We have to record audio and will be renting audio equipment to make that happen. We'll be bringing in lunch on Saturday and we'll have water, coffee, and things like that at the location.

Mayor Jacobellis – To close on this, I agree with what everybody said, the whole idea was to get some ideas and thoughts out there, to get some priorities set, some housekeeping rules, and on the team building I have seen that go on and on. To answer

Councilor Sieckmann's question, I would be happy to go and meet with Mr. Day and City Administrator Boyce to get his take on all this if it is what the Council wants.

Natalie Smith, 345 W. Dartmouth Street – Just to put your mind at ease, the Team Building exercises don't usually last more than 30 minutes, they are generally 15 minutes, they're not very long. In regards to the agenda, that's the only way the man operates because everything has to be very precise on how much time each item is allotted for each individual thing you are going to go through and want to achieve during the sessions. He's been doing it for 38 years so he won't do one without an agenda so everything is very timed and precise.

Mayor Jacobellis – Well, I have to admit that I'm a little concerned that we may only have 15 minutes to talk about the Policing Policy and 30 minutes to talk about Water and Sewer. City Administrator Boyce – I believe that the agenda will be broader than that, like developing goals, and prioritizing goals. Natalie Smith – Strategic Planning sessions can go on from 4 to 6, sometimes 8 hours depending on how large, like are we looking at 5 years out or 10 years out. Councilor Sieckmann – I had requested that both the Mayor and President meet to work on the agenda, are we ok with that? Mayor Jacobellis – Is the Council good with that? Unanimous yes. Councilor Mersereau said he could attend. On the agenda, we have all discussed at least what I would like to see and I think we were all in agreement so if everyone is ok with this, I will get together with City Administrator Boyce and write down what I would like to see and he can put it together and shoot it out to everyone and then you can send back your feedback. City Administrator Boyce – That would be fine, I would ask everyone to send all of their responses to me and I will get everything out to the Council as a whole, I just don't want to get engaged in a meeting. Mayor Jacobellis – We will get that done by Friday, we can do that can't we? City Administrator Boyce – I think what we should do is write down what we would like to accomplish, put it into a rough draft form and then go to the meeting Friday with that and finalize it at that point. Mayor Jacobellis – Ok so we have everything figured out on the retreat, the meeting Friday is at 11:30 am. City Administrator Boyce – I don't know if we want to meet there, it's at the office across from the DMV.

14. City Council Meeting Considerations:

Mayor Jacobellis – What this was originally about was starting the meetings earlier, at 6:30 pm and if we have an Executive Session it will come earlier, it gives the staff the ability to just hang out, and when we have 14 items on the agenda we don't go till 10:30 pm or 11 pm. It's been pointed out that it may take some time to do a code amendment, we'll have to look at that. There are some other ideas we will talk about at the retreat, like time limits on input, and some other housekeeping things having to do with Council meetings. We can't change the time tonight, we'll have to amend Code 2.04.010. City Attorney Doughman – I would suggest changing it to read "a time of the Councils choosing". Councilor Sieckmann – Right now while we're working on that, I suggest it states "the fourth Thursday is reserved for Council Adjourn Meeting and Work Sessions". We've got a lot of work to do and I would rather just make it a regular meeting and meet twice a month, so that's something we can discuss as well. We've got a lot of business to go over the next several years, so instead of waiting till Tuesday to see if we're going to have a meeting, I think we should just schedule it out for the next four years so I know that the second and fourth Tuesday I'm going to be tied up. Just

something to think about. Mayor Jacobellis – We can talk about that at the retreat and see what we want to do.

BUSINESS FROM THE COUNCIL:

- Councilor Nelson – Reminded Council that this coming Thursday, January 29th, is the Reception for Former Councilor Hal Busch, from 6 pm to 8 pm at the Senior Center.
- Councilor Nelson – What time is the Adjourn Meeting next Tuesday, January 27th? City Administrator Boyce stated that the meeting starts at 7:30 pm.
- Councilor Johnson – Per a discussion I had with City Administrator Boyce, and it's been ongoing with Councilor Sieckmann and others, it appears that the Tigard Water Pumping Station does not meet the Design Review from our Planning Commission, where they agreed to have a structure that looked residential in nature and has other limitations, and I know that Councilor Sieckmann has looked into this further. I want to express that I think it is so far off that a Stop Work Order would be justified, and would be fine with this.
- Councilor Johnson – We had our first Coffee with a Councilor yesterday and I was surprised there was such a great turn out, and many people came. I noted four topics of concerns; requiring garbage service; outdoor burning of yard debris and trash; perpetual garage sales; and lots of discussion about Dog Leash Laws.
- Councilor Reisner – The Oregon Legislature went into session yesterday and I met with Allen Olson and Brent Barton and they are looking forward to coming before us, likely later than sooner, but they are receptive to any needs we might have of them and would like to work with us in partnership in what comes up.
- Councilor Reisner – Expressed his thanks to City Attorney Doughman for his generous holiday gift.
- Councilor McMahon – At Christmas time I'm always involved with the Fire Department and with my own Fire Engine. This was the eighth year of Santa and The Mac, and through the 3 nights they collected about 250 pounds or 5 ea. 55 gallon drums of canned food and toys that we took up to the Gladstone Food Bank. I know that last November or December the City Council donated \$500 to the Gladstone Fire Department for their Food Drive and they were able to help about 120 families and they also had a lot of toys and canned goods left over that they also ran up to the Gladstone Food Bank at the Adventist Camp. Thank you Stan, it was a very good year.
- Councilor Sieckmann – I want to reiterate what Councilor Johnson said, and felt that Coffee with a Councilor was a great success. There were several items brought up and the one thing I saw was the entire demeanor of the people that were there. They came in, they had complaints, but they expressed them in a very calm manor. They were very happy that someone would listen to them. It wasn't a Council Meeting and there were no notes taken so we need to be really careful what we're saying. The one thing I did, per City Administrator Boyce's request was, I wrote down the date and time of the meeting, and made a list of topics discussed and turned that into City Administrator Boyce. If someone can do that at each meeting, then we will have a running spreadsheet of topics so that once a quarter, every six months or whenever we chose, the Council can take a look at the spreadsheet and review it to see what has been discussed, are there topics being

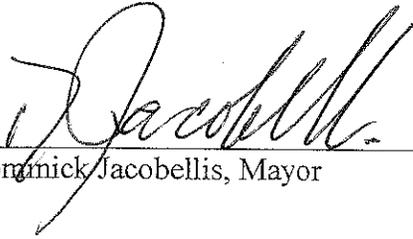
brought up over and over again, and figure out what needs to be addressed. Councilor Mersereau asked if there had been a sign in sheet for the meeting. Councilor Johnson stated that there wasn't, but it should be done in the future.

- Mayor Jacobellis thanked those who attended and adjourned the meeting.

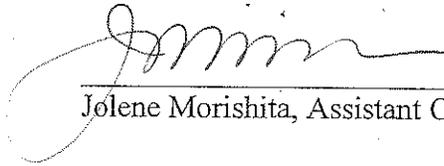
ADJOURN - Meeting was adjourned, no time given.

Approved by the Mayor this 10 day of February, 2015.

ATTEST:



Dominick Jacobellis, Mayor



Jolene Morishita, Assistant City Administrator