GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of February 24, 2015

Meeting was called to order at 7:30 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:
Shane Abma, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Stan Monte, Fire Chief; Irene Green, Library Director; and Rhonda Bremmeyer, Senior Center Director

BUSINESS FROM THE AUDIENCE:
James Pritchard wanted to introduce himself to the council. He is the newly-elected president of the advisory council for the senior center. "I'm surrounded by eight women, so this may be the only time I have to talk to anybody." He has lived in Gladstone for 16 years behind the old Thriftway store. He loves the city and wanted to tell the council thank you for their support!

Councilor Nelson stated that James Pritchard is always there to help when they do the big luncheons. Councilor Nelson and the rest of the council thanked him.

CONSENT AGENDA:
No consent agenda items were discussed.

Councilor Nelson made the motion to accept the consent agenda. Councilor McMahon seconded. Motion passed unanimously.

CORRESPONDENCE:
None

REGULAR AGENDA:

1. Exit Audit by Merina and Company:
   Tonya Moffitt, Partner and Lyn Pope, Manager from Merina and Company are here to present the June 30, 2014 financial statement for the city of Gladstone. They completed the audit of the financial statements and the disclosures and they modified their reports with an unmodified opinion, which is a clean opinion, on December 29, 2014. They are required to notify those charged with government management on a few things. Some of those things are that there were no restrictions placed on the audit scope. There were no disagreements with management, which means that when they asked for things they got them in a timely manner. There were also no new accounting policies; the nice thing

about that is if you compare the June 30, 2014 report to the June 30, 2013 report, they are going to be comparable because there are no new accounting standards that would have changed the way something was presented.

There are some accounting estimates that are in the financial statements that I want to bring to your attention. The first is depreciation; we don't know how long an asset is going to be useful. We don't know how long a car is going to be useful, or a building, a roof, things like that. So that is an estimated number based on a standard of useful years. Compensated absences are also estimated because we don't know when employees will take their vacations. The estimate is based on their current pay rate, but the vacations could occur after a pay raise, but there is no way of knowing that. Another item is OPEB obligations, which are other post-employment benefits. It is a number given to us through an actuary. There weren't any strange or unusual transactions. We did note some uncorrected misstatements that totaled $87,000. Management determined the misstatements were immaterial. They were a result of excluding cash and investments of the library board and senior center board from the financial statement. The city also doesn't record the utility billing accrual for the last twenty days of the year and that goes for both 2013 and 2014. So there is one month of utility billing revenue recorded in the financial statements that isn't showing as a receivable on the statement of that asset. There were audit adjustments made for the proper presentation of the financial statement, mostly from closed journal entries.

There is an independent Auditor's Report that is required by the state on page 70 of the financial statement. This is where we look at things like public purchasing and contracting to make sure they were put out for bids correctly -- things like the city bidding practices to make sure they are in compliance. We look at the use of highway funds for appropriate use. We look at funds from outside sources. We also look at any grants received. We check insurance for the city. We also check compliance with Oregon's budget laws and make sure the city doesn't have too much debt. The city is in compliance in all of those areas.

Two significant deficiencies were noted:

1. The first is insufficient segregation of duties in some of the accounting functions. The individual who should be processing checks should be segregated from the one who can approve, setup new vendors and maintain and update vendor information. The person who is responsible for preparing bank deposits and reconciliations should be different from the one who processed the payment.
2. City employees are circumventing information technology controls when they are using other employee's logins instead of their own.

We have spoken with city management and they will be working on correcting those issues.

City Administrator Boyce stated that the second one has already been corrected. It was found that the computer at the water utility clerk station was being left open so that when

that person wasn't there someone else could get up and help the customer without having to log on. That has changed. On the first item, he said he is meeting with staff and trying to figure out how to segregate the duties and implement that change.

Councilor Reisner asked if these were something new or if they had been happening for a while. Tonya Moffitt said that some of them have been happening for a while. It was a culmination of several little things that rose to the level of a significant deficiency, so we felt we needed to report it to the council and management and management has taken appropriate action to correct both issues.

Councilor Nelson asked if the city had enough personnel to do it properly since you only have three. City Administrator Boyce answered saying that was the difficult part. He has met with the staff and it will be very complicated to implement. There have been some comments in the past about segregation of duties and management came away saying it was too costly to implement. I think there are ways we can do this and keep the cost down and we are intent on doing just that. My goal is to have a plan implemented by the end of April.

Councilor Johnson asked if they had looked to see if they had an adequate disaster recovery plan for their IT (Information Technology). Tonya Moffitt replied they had not looked at this. They do make sure that the financial data is secure. Lyn Pope, Manager said that City Administrator Boyce could speak to that, but that the city does contract with an IT professional.

City Administrator Boyce stated that they do have their records backed up off-site. Councilor Johnson asked if they have a written plan. City Administrator Boyce stated that they do not have a written plan.

Councilor Johnson asked how long they have had the issue with segregated duties. Tonya Moffitt replied there hadn't been a letter written last year, so there was no severe deficiency or material weakness noted last year, so we believe this is the first year it has risen to this level. You can have some minor deficiencies without them being brought forward. There is a process we (the auditor) goes through to determine whether or not they qualify as severe deficiencies and this year the city rose to the middle tier. Councilor Johnson stated that West Linn had a horrible problem with the segregation duties a few years ago. Lyn Pope said from what she gathered there was no accountability and the finance director had the opportunity to do whatever she wanted to do. And I would say over the years here, I believe that City Administrator Boyce has taken steps by maintaining a check log so we can see all of the checks that are dispersed within the city, and I think that was a step in the right direction. Tonya Moffit said that part of the problem with West Linn was that they weren't doing audits and at the time hadn't had one for several years.

City Administrator Boyce said the auditors had mentioned that a CPA was helping with our end-of-year process and that the CPA is also redoing our line items and chart of

accounts and I am tapping into her knowledge of internal controls, so that is part of the effort going on there.

Councilor Johnson asked how long Merina and Company have been doing the audits for Gladstone. Lyn Pope said at least 10 years.

Councilor Reisner asked if while they were talking to the city's insurance company they had asked them if they had any concerns about the city's coverages. Tonya Moffitt replied that they did not; they only check to make sure the city has insurance and it hasn't changed significantly over the last few years. She said they aren't competent or trained to know if there is enough coverage. Councilor Reisner told them that their insurance company is very interested in best practices and they look at financials. Councilor Reisner stated that the letter to management was much shorter this year than last and confirmed the reason it is shorter was because the previously mentioned issues had been resolved.

Councilor Mersereau asked if they could explain the $87,000 from the senior center and library board that wasn't included in the financials. They have some cash and investments, some assets and things that could be included in the financial statement, but management has chosen not to include them. It's immaterial and they have passed on it; they don't think it needs to be in the financial statement to be materially correct. The other one is accounts receivable. The city's bills go out the last twenty days, let's say on June 10th; the amount of revenue received between June 10th and June 30th is not recorded on the June 30, 2014 financial statement; it is recorded in the June 30, 2015 financial statement as revenue. There are two ways to record revenue. You put it on your books as a receivable and record the revenue at that time, but what management has chosen to do is not record it as a receivable. They essentially do it on a cash basis for the receivable part of it. If it had been recorded as a receivable on June 30, 2013 it would have been $20,000 and on June 30, 2014 it would have been $24,000, so there is only a $4,000 difference and it is immaterial, so we have chosen to pass on it. There are still twelve months of revenue recorded in the books; we're just not accruing those twenty days. Councilor McMahon said it's just accruing in a different time period.

Councilor Reisner asked if they looked at the financials for the senior center and library board to make sure they are following the rules and everything was as it should be. Tonya Moffit said they did not audit those numbers, but they did look at the processes and it looks like they are following correct procedures. Councilor Reisner asked who does their books, writes the checks and reconciles them on a monthly basis. Tonya Moffitt stated there is someone within the senior center and library programs who does it, which they feel is why management chose not to include them in the city financials.

James Pritchard, new president of library advisory committee, stated that they have quarterly meetings where they present the financials and explain where and how the money is spent, etc. He also stated that the council representative is also at the meetings. It is all very open and every nitpicky detail is explained.

Tonya Moffitt stated they completed the audit for the Gladstone Urban Renewal Agency and issued a report that is an unmodified or clean opinion on December 29, 2014. They were happy to report that just like the city, there were no restrictions placed on the audit scope. There were no disagreements with management, which means that when they asked for things they got them in a timely manner. There were also no new accounting policies. The nice thing about that is if you compare the June 30, 2014 report to the June 30, 2013 report they are going to be comparable, because there are no new accounting standards that would have changed the way something was presented. There were no transactions lacking authoritative guidance. There was an audit adjustment necessary for property taxes that was done with a year-end adjustment. The city and their consultants approved those on the journal entry, as well as on the draft of the financial statement. They are happy to report that for the report required by the state, there were no findings or areas for improvement. She stated they have enjoyed working with them and look forward to working with you in the future. She asked for any questions.

Councilor Johnson asked if there was any money spent for urban renewal last year. City Administrator Boyce stated there had been some sewer projects that were completed; approximately $36,000 if memory serves.

2. Requests For Proposal to Provide a Street Master Plan and Transportation System Plan Update:

City Administrator Boyce explained that there is a copy of two requests for proposal (RFP) in their packet. They are planning on advertising these and on pages 2&3 is the timeline they are shooting for. What this would accomplish is a street master plan and a transportation system plan.

Councilor Mersereau stated he doesn't think they have asked for, but feels they should, have the items in master plans prioritized so the city knows in what order the projects should be done. City Administrator Boyce said that he was right and he would change the language so that they will prioritize the list on capital projects.

Councilor Johnson asked if a "liquidated damages" clause and a "time is of the essence" performance clause were included in the plans as well. City Administrator Boyce said they would be and that he and the city attorney had talked about adding such clauses in some other contracts as well.

Councilor Reisner asked if a contract comes back to the council for approval or just to staff. City Administrator Boyce explained the process and said they would advertise for RFPs, then staff would review those received and said there is a scoring procedure in the document. Once they select a contractor, they would negotiate a contract and bring it back to council, and if it's not adequate they can go to the second runner-up.

Councilor Sieckmann stated he had a question that would apply to the current item, as well as the next, so he wanted to get it out here. Is there a reason this process is followed? The reason he asks is that they are requesting a proposal, picking somebody to do the job

and then negotiating with them. He asked if there was a reason this can't be done the same way other things are done where you put it out to qualified bidders, you prequalify several bidders, you put it out there, and they would come back with a price where you aren't having to renegotiate with just one person; they would be doing their own negotiating through the bid process.

City Administrator Boyce said that maybe the city attorney could help him with the statutes, but this has come up before council previously and they all feel they would like to be able to choose based on their bid price, along with their qualifications and the cost to the city, but unfortunately when you are going out for bid for professional services, especially like this, you are required to follow this procedure.

City Attorney Abma educated the council on the procedure. He stated that it is all based on the dollar amounts and contract value for certain features. He believes they changed how they do it for this two-step process. He said that City Attorney Doughman does most of the purchasing and he is the expert, so he will check with him because he wasn't sure if the two-step process was mandated or suggested for the RFP process.

Councilor Sieckmann said it looked more like a request for qualifications.

City Administrator Boyce stated they were trying to follow the template that City Attorney Doughman had put together for the water and sewer projects and they had that discussion back then.

City Attorney Abma said he would get the answer from City Attorney Doughman on that, especially if it is an ongoing question and would bring it back to the council at their next meeting.

Councilor Mersereau said he would appreciate that because he and City Attorney Doughman had a similar conversation last year about a senate bill or something similar when Councilor Mersereau had asked about just getting three bids.

City Attorney Abma said he believed it is a best practices issue, but the city may have some options available and that it's not mandated, but that City Attorney Doughman feels it is the best way to go. He said he would ask and put it on the agenda for their next council meeting. Councilor Sieckmann asked if in doing that, would it cause a serious delay in the timeline or getting that completed. City Administrator Boyce said as long as they did it at the next meeting they would be fine.

Tammy Stempel, 6960 Winfield Ct. stated that she is on the regional transportation advisory committee and didn't realize they hadn't done the Transportation System Plan (TSP) yet. She said she has been working with Assistant City Administrator Jolene Morishita on getting some grants through the transportation growth management program and one of the grants is for TSPs, so there are opportunities to apply for up to $200,000. Councilor Sieckmann asked if it would put that opportunity in jeopardy if they wait two weeks. Tammy Stempel said she believed they would have to have a preliminary letter of

interest in to them by March 28th, the end of next week, and if they feel they are somewhat qualified then they will have to have a more in-depth one to them by June 1st.

Councilor Sieckmann, when thinking back to the other master plans, said they had asked for them to go out 30 years and asked if it would be the same on these. City Administrator Boyce said that when they originally put out for those projects, it was put out for 20 years, but when they got some of them back and looked at some of the projects, they made an executive decision and moved it out to 30 years. He said it is probably a good idea to be consistent. He also said 20 years is the norm when looking at master plans. Since there haven't been any capital projects in the last couple of decades, the need will likely be great, so keeping it consistent with 30 years is a good idea.

Councilor Sieckmann stated he had one more question that applied to the next two items as well. He questioned the proposal on pages 2-8, under V. Terms & Conditions, B. Payments. With this being in the RFP, would it be important to have the "liquidated damages" clause and "time is of the essence" performance clause also included in this document? City Attorney Abma stated that they would all be in the negotiated contract and don't need to be in the RFP. Councilor Sieckmann feels that it may be important if they don't use the two-step process. City Attorney Abma stated that either way it would be in any contract, even if they didn't do the bid.

Councilor Sieckmann asked if there would be anything in the contract that could be held back until the project is deemed complete. City Attorney Abma said that it could be put in the contract. It could say final payment is due X days from completion date. He said he would check with City Attorney Doughman to make sure there weren't any issues with that.

Mayor Jacobellis asked for confirmation that they would have that information at the March 10th meeting. City Administrator Boyce confirmed it would.

3. Update on Sewer Master Plan Request For Proposals:

City Administrator Boyce stated there was some bad news in that today, February 24th at 3 pm, was the deadline to receive proposals for the sewer master plan and none were received. He said they had mailed out requests to all of the consulting companies in the Portland metro area that they could identify and followed up with emails of the RFPs as well. He has put some calls in to some of the key firms to find out why they had been passed over and didn't bid. They had a month-and-a-half to prepare their reports and he felt that was enough time to do the preparation, yet he feels there must be something in the request that has caused them to not bid. His plan is to make some contacts to find out why they passed, then fix the RFP and re-advertise. Councilor Sieckmann asked how many had been mailed the RFPs. City Administrator Boyce replied with nine or ten. Councilor McMahon asked if Brown and Caldwell was one of them and the answer was yes.

City Administrator Boyce said that might help with the RFP for the street master plan and transportation system master plan update as well. To find out what they didn't like about this one could help them be more successful with future ones as well. Councilor Reisner asked if he would be bringing that back in two weeks and the answer was yes.

Mayor Jacobellis asked what the next course of action would be if none respond. City Administrator Boyce stated they are at the point of having to do another advertisement, so they need to determine what is lacking in the proposal, what needs clarity. He said he did receive some phone calls from some interested companies who want to do a proposal and to them nothing seems out of whack or off the wall. The first step is to figure out why they didn't bid, the second is to fix the RFP so they are comfortable submitting a bid, and lastly then to re-advertise it.

Councilor Johnson asked if we would be casting a wider net. City Administrator Boyce said yes, he will advertise outside the Portland metro area.

Councilor McMahon asked if it was in the *Daily Journal of Commerce*; is there a public notice, as I assume people look at it. City Administrator Boyce said they didn't do that this time. They sent out direct mailing to the companies, but said they definitely will do this next time.

Councilor Reisner asked how he planned on advertising it again. City Administrator Boyce he said they will do more. He stated he would do the same one and add the *Daily Journal of Commerce* and the *Oregonian* as well.

BUSINESS FROM THE COUNCIL

- Councilor Sieckmann:
  He told them he went to the Planning Commission and was asked to look at a few things, one being the design standards that may be a bit loose and may not stand up to litigation. He told them he asked them to take a look at that and he felt it fit the parameters of the code review; they had asked him to ask the council if it is a direction the council would like them to take.

  He told them about a conversation he had with Mayor Jacobellis that day about the notification area – was it appropriate or if it should be expanded some. He asked the council to discuss and let him know what they thought and what to take back to the commission.

  Mayor Jacobellis felt they should have a discussion on the notification issue. City Administrator Boyce said the code would need to be changed for the notification process. Councilor Sieckmann said he thought it might also be able to be done through the policy as well. He believes that notification is a minimum standard and there is no maximum. He's not sure, but he thinks that's how it reads.

  Mayor Jacobellis said it is something that needs to be looked at, because the recent situation was they mailed the notification to five addresses and unless those five tells the council, no

one else knows about it and they are unable to respond, interject, provide input or anything else.

Councilor Sieckmann thinks there are or should be two parts to the notification. One relates to size of the property or project and is appropriate for that application. The other is that when notifications are being sent out, the commissioners and councilors should also receive notice. It's kind of tricky when a community member starts talking about a notice they received about a project and the councilor is blindsided because they didn't get one and don't know anything about it.

Mayor Jacobellis asked if having the commission look at the design review would be too much on their plate. Commission chair Tammy Stempel said they are happy to and it needs to be looked at. Council asked them to do so.

Second thing is the council's adjourned meetings, is there a reason they don't have the minutes from their previous meeting in their packets so they could approve them. Assistant City Administrator Jolene Morishita said she had just gotten the minutes from the last meeting that day and hadn't had a chance to go over them.

Third, when asked where they were with the city hall/police station committee, City Administrator Boyce advised he will be sending out a notification to the committee with two date options for them to meet and will see which one will give them the largest number of participants who can attend. He said he is looking at Thursday, March 5th or the following Monday, March 9th as the two options.

Councilor Sieckmann said he had the police station seismic upgrade grant and noted that they had a whole bunch of information in their packet. City Administrator Boyce said they got the contract right before the packet went out. The contract doesn't contradict what they had previously been given, but it isn't as clean as what they were told verbally. There are provisions in the contract that talk about the use of the building for the 10 years following the completion of the work, but there is an "out" if there is a written agreement between the granting agency and the city. He said that what he is pursuing is a written agreement to provide more leeway for the city. With the new facility up in the air, we don't want to be locked into something if we don't have to be. Especially since property on Portland Avenue is so tight, the city may need to rebuild on the existing site. A lot depends on timing, but it is important to have any agreement in writing.

Councilor Sieckmann asked how they are doing on time, because they had been hitting up against the timeline of getting the application in and they had been hoping to make a decision at this meeting. City Administrator Boyce said they are OK on time and plans on having this as an agenda item at the March 10th meeting, and hopefully with the written assurances or affirmations requested.

Last on his list is *Coffee With A Councilor*. They are still getting lots of people talking about code enforcement and business licenses. City Administrator Boyce said it sounds like there is new information on that subject.

Councilor Nelson stated that he had a conversation with City Administrator Boyce about 82nd Drive and Oatfield road to see if it was ODOT's or the city's, which was also a topic of concern.

City Administrator Boyce said he thinks Councilor Sieckmann is referring to the mobile home park discussion and he will let City Attorney Abma speak to that. City Attorney Abma said the code on the license for the mobile home park is unclear and they don't know if the license it is per space or per mobile home park. It is clearer when it comes to apartments as was discussed by council when the master fee schedule was implemented last year. When the business licenses went out we received a number of complaints and attorney phone calls representing the mobile home parks. We have decided with the lack of clarity in the code, the best course of action is to clean up the code and make it very clear. If the intent of the council is that a business license should include each space in a mobile home park, as opposed to just one fee for the mobile home park, then we need to clean up the code; otherwise this year implement that for apartments as was discussed by the council, but not on the mobile home parks given the phone calls we were receiving and the potential risk of litigation.

- Councilor Reisner: He said he would like to thank the staff of the fire department for putting on a great thank you for the families and for the dedication the fire fighters give to the city. It was well-attended and well-received. Thanks Chief Monte for that.

  He met with the parks board last night and there was a bit of frustration in regards to park rules and hours that have been discussed, discussed and discussed again. He was told that it was in the lap of City Attorney Abma and said he didn't know if that was the case, and noted that by the look on his (Abma's) face it didn't look like that was the case. City Attorney Abma was surprised and said they have had discussions with city council about park rules in the past and whether the hours should be park specific and said it would take a code update. He apologized if it was on his plate. City Administrator Boyce said they haven't yet had the conversation. He said he believed the last time they talked about it they were looking at the city of Milwaukie's code and talked about updating it for Gladstone's purposes. He also said the park and recreation committee made certain recommendations regarding the park rules and hours. We will have that to them by their next meeting. City Attorney Abma said it would take a code change and that maybe that was part of the legal issue. He also said he wasn't sure if the council had actually made a decision about it being park specific or uniform throughout the city. I know there were questions about it eroding for the fisherman, what times lights would come on; there are lots of things. We can draft it however council pleases.

  Councilor Reisner stated he was just bringing that back to the council from the meeting. He also brought up the master plan they were hoping would be done in the next three to four months, along with some other things that were discussed including the river and Meldrum Bar Park.

  Councilor Reisner asked for confirmation that they will see the police station at their next meeting. City Administrator Boyce answered yes.

Councilor Reisner said he had asked at one of the meetings last month about Sisul Engineering and contracting policy. It was something that was brought up by the auditor, their bids and all of that they have been working on for over a year; he asked where they are on that. City Administrator Boyce stated it is something they need to pursue but ... Councilor Reisner said he keeps hearing pursue and said that they had gotten some dates on some of the other stuff and would just like a date of when they can expect to see something done on it. City Administrator Boyce said he would have it in June.

Councilor Reisner announced that tomorrow night is the Clackamas Cities Association dinner and the City of Canby is putting it on at the Willamette Valley Country Club. He said he is going and would be glad to carpool if anyone else is interested.

- Councilor Johnson: Councilor Johnson said that some years ago there was a need for a new sign ordinance to file with the Oregon Constitution, and said they got caught flat-footed with signs along the freeway with what they could and could not regulate and our entire sign code was rewritten. He asked if they are in a similar situation with cell phone towers, with no ordinances in place saying where they can and can't be placed that need to be addressed within their municipal code, and wants to know what other cities do. City Attorney Abma said he could look at it for him, but isn't familiar with whether or not they have codes specific to cell towers right now. He asked if he was speaking about the constitution or about codes that may need to be cleaned up. Councilor Johnson said that when it came to billboards and other signage they got caught flat-footed, their ordinances were out of date, did not match with the constitution and weren't enforceable. He states they apparently don't have anything regarding cell phone towers and feels they have been caught flat-footed again. City Attorney Abma said they probably have something in there and said the problem with cell towers is that they are federally regulated, so cities have very limited restraints on what they can and can't do because it is overwritten by the federal telecommunications act. He said he would be happy to take a look at it and see if anything jumps out at them. He said the problem with the sign codes is that although the constitution stayed the same, the Supreme Court was starting to interpret it differently. Then when you have new case law you have to update the code.

  Councilor Johnson asked if in design review they have the ability to limit the number of sectoring antenna it can have on it and sitting for the diesel generator, and if they can limit the noise level, is there anything they can do. City Attorney Abma stated he's not familiar with the noise part; there are some restrictions that can be put on the number of antenna, but again the telecommunications act and cell towers are a tricky business because the federal law preempts a lot of what the state and local jurisdictions can and can't do and the application process and how quickly it overrides everything. He said he would take a look at that and see if there is anything they can do differently. They can follow up on specific items.

  Councilor Sieckmann informed Councilor Johnson that at the commissions meeting that was one of the sections of code they are reviewing and they have moved it to a higher priority on their list than what it was, so they will be looking at that exact thing in the very near future.

Councilor Johnson was pleased with that, yet stated that time is of the essence and would like to know if there is anything they can do as quickly as possible.

Councilor Johnson expressed that he feels the sooner the better on the police station committee meeting and he would really like to see that get going.

- Councilor Mersereau: Councilor Mersereau asked how the property search is going on the police station project. City Administrator Boyce said he modified the template for the service agreement with Universal Field Services and the service agreement is now with their attorneys; when he gets it back he will run it by Gladstone's city attorneys. He said they think they will get it back to us this week. He said as soon as they execute the agreement they can get going. Councilor Mersereau asked if they would have it for the council's next meeting. City Administrator Boyce said that as long as both sides are reasonable and they can execute it, he said they should.

- Councilor Nelson: Councilor Nelson informed the council that he and Mayor Jacobellis had attended the Gladstone emergency management team meeting on Monday, and said they have some work to do there. He said they used to have a lot of people involved and now they have very few, so they need to rebuild that program so that in the event of an emergency there would be enough people to respond.

  Councilor Nelson said they had a *Coffee With A Councilor* last night and also did a morning one two weeks ago. He said that at both meetings the problem with the business licenses was discussed; the thing that keeps coming up is for people who used to have large businesses and used to make a lot of money, but now are retired and still have the license, but make very little money from them and are wondering if a scale could be created so they don't have to pay the same amount for a license as a big business. It could be based on income from that business; they used to make $10,000 per month, but now are lucky to make $500 per month. They don't feel it is fair to pay the full blown license; it's registered to their house. Councilor Nelson feels the council needs to do something to help the elderly who still want to be involved, but can't be to the level they used to be. They talked about the same thing at both meetings. He requested they add that to their agenda.

- Mayor Jacobellis: Mayor Jacobellis said there were four of them who went to the Tri-Cities Sewer District treatment plant and took the tour. He said it was a pretty impressive place and they answered a lot of their questions.

  He read an invitation to the council for the Oregon City Chamber of Commerce meeting March 5th at 3:30 pm that will be at the High Cliff Pub. They will be talking specifically about the Tri-Cities Sewer District and the issues surrounding Oregon City's stance versus to Clackamas County stance. Where do they fit into the picture? If they haven't been to the tour or haven't asked the questions, they should probably go to this thing because it's coming up on their agenda and both sides want to know which way they lean. They should get as much information as they can on it so they can make an informed decision on it.

ADJOURN

Meeting was adjourned at 8:33 pm.

Approved by the Mayor this 14 day of April, 2015.

ATTEST:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator