

## GLADSTONE CITY COUNCIL MEETING MINUTES of April 28, 2015

Meeting was called to order at 6:32 PM.

### ROLL CALL:

The following city officials answered roll call: Councilor Nelson, Councilor Mersereau, Councilor Johnson, Councilor Sieckmann, Councilor Reisner, Councilor McMahon (arrived at 6:44 PM), and Mayor Jacobellis.

### ABSENT:

None

**STAFF:** Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Stan Monte, Fire Chief; Rhonda Bremmeyer, Senior Center Director; and Shane Abma, City Attorney

### BUSINESS FROM THE AUDIENCE:

Tammy Stempel, Chairperson for the Planning Commission, said that she represents Gladstone on various regional committees and wanted to know if the Council wanted formal reports from her. Also, she has been speaking with young professionals and trying to convince them to move to Gladstone. Down payments seem to be the biggest obstacle. She felt there may be some way for municipalities to assist and found some ideas at the federal level. She can do more research if the Council is interested. Lastly, she feels the entrance to Gladstone from the freeway should be "greened up" and she can try to find a sponsor to provide trees if the Council is interested. The Council supported all three ideas.

Kirk Stempel told the Council about "Pulse Point" – an application on cell phones that will notify you if a cardiac arrest event is happening near you. Clackamas County has had it for some time already. Also, he's working to implement a hands-only CPR training program for 8<sup>th</sup> graders at Kraxberger.

### CONSENT AGENDA:

1. *Councilor Nelson moved and Councilor Mersereau seconded a motion to accept the minutes from the March 10, 2015 meeting. Motion passed unanimously.*

### CORRESPONDENCE:

2. The letter from Rusty Kuntz regarding business licenses and rental fees will be addressed during the work session.

### REGULAR AGENDA:

#### 3. Community Festival Agreement:

City Administrator Boyce said this is essentially the same as last year and staff is recommending the Council approve it. He is a member of the Gladstone/Oak Grove Rotary Club and he doesn't participate in the festival from that end of things. Assistant City Administrator Jolene Morishita handles most of the negotiations on the contract language. Councilor Sieckmann said that he is heavily involved in the festival so he will not participate in discussions or voting on this topic. Councilor Mersereau said that he also participates in the festival as a member of a car club. City Attorney Shane Abma explained the circumstances that would require recusing oneself. Councilor Reisner wanted to be sure that the restrooms at Max Patterson Park were made available as they were last year. City Administrator Boyce said they would be.

- Public Input:

Bob Everett, representing Gladstone/Oak Grove Rotary, wanted to thank the Council for what they've done for them in the past. He wanted to thank the City for providing the rest rooms and

assured the Council that they would take care of them during the festival. He wanted to emphasize that the festival raised money for various organizations. He said this year they will have more activities and entertainment, including a dunk tank. There is one business on Portland Avenue that is effected by the car show and they are trying to work with them on that.

Assistant City Administrator Jolene Morishita pointed out that the City's insurance company is maintaining their stance that Portland Avenue should be closed in the middle. Mr. Everett said they understand that. There was a discussion regarding barricades, street closures, construction fencing, etc. The Council agreed to authorize City Administrator Boyce to work on an agreement for street closures and make decisions on their behalf.

*Councilor Nelson moved and Councilor Mersereau seconded a motion to execute the Gladstone Community Festival Agreement with Gladstone/Oak Grove Rotary. Motion passed unanimously.*

## WORK SESSION

### REGULAR AGENDA

#### 4. Discussion - Business Licenses and Rental Fees:

Public Input: Rusty Kuntz, owner of multiple apartments, has concerns regarding the increase in business license fees. She feels the dramatic increase in fees is inappropriate and was given without warning. She is also unhappy about the increase in water and sewer charges.

City Administrator Boyce went over the history surrounding the increase in fees. It had been many years since the last increase. We are in line with other cities.

Councilor Sieckmann said that according to the Secretary of State there are approximately 1,200 businesses listed in Gladstone. He asked if the City should require non-profit businesses to pay for a business license. There was an explanation regarding attorneys having multiple business listings.

There was discussion regarding home occupation licenses.

Mayor Jacobellis brought up the issue of enforcement issues.

Councilor Mersereau explained the way Portland handles this. He brought up the idea of forming an advisory committee to make recommendations to the Council.

Mayor Jacobellis brought up the idea of sending out notifications in advance for future increases. He also suggested having some way of showing business owners where their money is going. Councilor Sieckmann suggested a percentage of the fees be dedicated to business development.

There was a discussion regarding businesses that have not obtained licenses - how to proceed with notifying them and collecting fees.

Councilor Johnson suggested getting information regarding what other cities charge for apartments, mobile homes, etc. Assistant City Administrator Morishita will look into it.

Councilor Reisner didn't feel it was fair for home occupancy businesses to pay both the \$50 permit and \$100 business license fees. He would like to readdress that.

Councilor Sieckmann volunteered to go over the list of the 1,200 businesses in the next month and will report back to Council. The Council agreed that the City will send notices out to rental properties that have not obtained business licenses – City Attorney Shane Abma said that according to the code they are liable for the entire fee.

#### 5. Discussion - Tri-City Service District:

There was no public input.

Councilor Johnson gave a brief history of the Service District. Some of the history is muddy. He said we as a region are heading toward running out of sewer capacity. There is a governance issue. He would like to hire an engineer to obtain additional data. There are water quality issues. We need to look at improvements and growth. He doesn't feel it is fair for Gladstone to pay for growth of other cities since we haven't grown. City Administrator Boyce said growth and improvements are included in the Master Plan.

Councilor Mersereau said we need to know what percentage of the costs we are responsible for. Councilor Johnson said that not every pipe has a flow meter on it. Councilor McMahon feels that everyone should merge and form one entity.

Council agreed to look into the cost of hiring an engineer to provide additional data. Councilor Johnson will work with City staff on this.

#### 6. Discussion – Production of Minutes:

There was no public input.

City Administrator Boyce said that we contract with individuals to produce minutes from various City meetings. We've gone through a few people and are having trouble finding a new person. It's his understanding that legally we are not required to produce written minutes. We could rely on the audio and video recordings. We still have to comply with retention requirements. There was a discussion of pros/cons and costs.

Assistant City Administrator Morishita said that currently our minutes are very detailed, but could be simplified with a summary format style. She had concerns regarding the total elimination of minutes in a written format. Councilor Reisner did a poll of a few cities and they all do this service in-house. He suggested bringing in additional help at City Hall.

There was a discussion regarding the history of who provides video services.

There was a discussion regarding the differences between summary style and verbatim style minutes.

The Council agreed that they want written minutes. Assistant City Administrator Morishita proposed that she use her discretion to hire someone to provide this service for now, and Council can make the decision on how they want to proceed in the future. Council agreed.

#### **BUSINESS FROM THE COUNCIL:**

- Council Reisner: Recently had the Traffic Safety Commission meeting. Retired OSP officer Ken Moore is interested in providing photo radar services. He does this for Beaverton now. He will gather information to see if it would be doable for Gladstone. The Traffic Safety Commission is looking into changing their role to a Public Safety Advisory Commission. They will be discussing that at the next meeting, June 22<sup>nd</sup>.  
He participated in the City Clean-Up event – the area around City Hall looks nice.

He attended his first Coffee With The Council event – four citizens joined them. He looks forward to attending in the future. Lt. Jolley attended also and talked about Code Enforcement and some other topics.

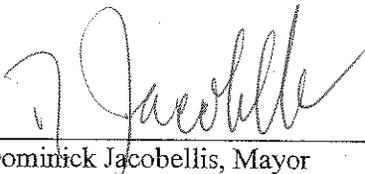
- Councilor Johnson: Attended the Police Department and City Hall Committee meetings. We've got a strong group that's doing good work. He wanted to verify that Council's direction to that committee did not include real estate and location. Council agreed. It was agreed that the committee will present their findings at the June 9<sup>th</sup> Council meeting. He had a question for City Administrator Boyce as to whether the Lake Oswego/Tigard "saga" had been settled and if we were going to hear about it. City Administrator Boyce is looking into the agreement with Lake Oswego. An issue that may come up would be a permit to work at night. He asked if we had a new Coffee With The Councilor calendar. Assistant City Administrator Morishita will provide that.
- Councilor McMahon: He wants to discuss whether there is a need for City staff to attend the meetings when there is nothing on the agenda that effects their department. It was agreed that staff would not need to attend the fourth meeting of the month. He said that the Senior Center only has one regular employee. She isn't able to take much time off. City Administrator Boyce said that there will be additional staff positions in the budget, but it doesn't specifically address the Senior Center.
- Councilor Mersereau: He said at the last Council retreat they had asked the Department Heads to come up with goals for their areas – he asked for an update. City Administrator Boyce said that all the departments except for Fire had come up with something. They need to do some more exploring on the Fire Chief position.
- Councilor Sieckmann: He's trying to find business owners in the community that would take the lead on forming something similar to a chamber of commerce. He would like to get as many businesses as possible involved and possibly have break-out groups of specific areas (McLoughlin, 82<sup>nd</sup>, etc.). He'd like the Council to be better connected to businesses. He and Mayor Jacobellis will be meeting with the Rotary, Kiwanis and Gladstone Business Owners' Association.
- Councilor Nelson: He toured Milwaukie Police Department, Tigard Police Department, and Sherwood Police Department recently. They got some good ideas on building lay-outs.
- Mayor Jacobellis: Wanted to thank Councilor Johnson for his work on the Tri-City Service District. He wanted to thank Councilor Sieckmann and Assistant City Administrator Morishita for their work on the business licenses.

**ADJOURN:**

The meeting was adjourned at 9:27 PM.

Approved by the Mayor this 9 day of June, 2015.

ATTEST:

  
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Dominick Jacobellis, Mayor

  
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Jolene Morishita, Assistant City Administrator