

**GLADSTONE CITY COUNCIL/GLADSTONE URBAN RENEWAL AGENCY
WORK SESSION/REGULAR MEETING/URBAN RENEWAL AGENCY MEETING
CITY HALL COUNCIL CHAMBERS**

June 9, 2015

JOINT WORK SESSION WITH PARK AND RECREATION ADVISORY COMMITTEE

6:00 p.m.

CALL TO ORDER

ROLL CALL

1. Meldrum Bar Park – Possible Restoration Project - Bulkhead Removal/Dahl Beach Parking Lot

ADJOURN

REGULAR MEETING

6:30 p.m. CALL TO ORDER

ROLL CALL

FLAG SALUTE

BUSINESS FROM THE AUDIENCE

Visitors: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the Assistant City Administrator two weeks prior to the Tuesday City Council meeting.

CONSENT AGENDA

All items below will be enacted by one motion unless someone requests specific item(s) be removed prior to Council adoption of the Consent Agenda.

2. Approval of Minutes
3. Liquor License – 150 W. Arlington St., Masala Box Inc.
4. Approval of Project List
5. Payment of May Claims

CORRESPONDENCE

6. E-mail from Dorothy Otto Regarding Business License

REGULAR AGENDA

Citizens will be allowed to address City Council regarding an item listed below for up to 3 minutes. The Mayor will have discretion to further limit testimony in order to ensure all items on the agenda are addressed during the meeting.

7. Public Hearing FY 2015-16 Budget and Tax Rate
 8. Resolution 1049 – Adopting Budget and Setting Tax Rate for FY 2015-16
-

RECESS TO URBAN RENEWAL AGENCY MEETING

9. Approval of Minutes June 24, 2014
10. Public Hearing FY 2015-16 Budget and Tax Increment
11. Approval of Resolution UR-51 - Adopting Budget and Declaration of Tax Increment

ADJOURN URBAN RENEWAL AGENCY MEETING

RECONVENE TO REGULAR AGENDA:

12. Letter from Park and Recreation Board
13. Resolution 1050 – Elect to Receive State Revenue Sharing Funds
14. Resolution 1051 – Certifying Provision of Four or More Services for State Shared Revenues
15. Resolution 1052 – Revising Master Fee Schedule Reflecting Changes in Storm/Sewer Fees
16. Ordinance 1457 – Amending Chapter 13.04 of the Gladstone Municipal Code by Increasing Water Rates and Reaffirming All Remaining Provisions of Chapter 13.04 of the Gladstone Municipal Code.
17. Development Agreement Request from HT Properties – Transue Property, 18121 Webster Road

BUSINESS FROM THE COUNCIL

ADJOURN

WORK SESSION

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: City Council
From: Pete Boyce

AGENDA ITEM

Meldrum Bar Park – Possible Restoration Project – Bulkhead Removal/Dahl Beach Parking Lot

History/Background

John Runyon of Cascade International has proposed a restoration project in Meldrum Bar Park. The project would include removing the bulkhead in the Willamette River and restoring the shoreline and removing three quarters of the lower Dahl Beach parking lot and restoring a natural habitat.

Proposal

Staff is seeking input.

Options

N/A - Work session no action required at this time.

Cost Impact

Grant funding will cover the cost of construction.

Recommended Staff Action

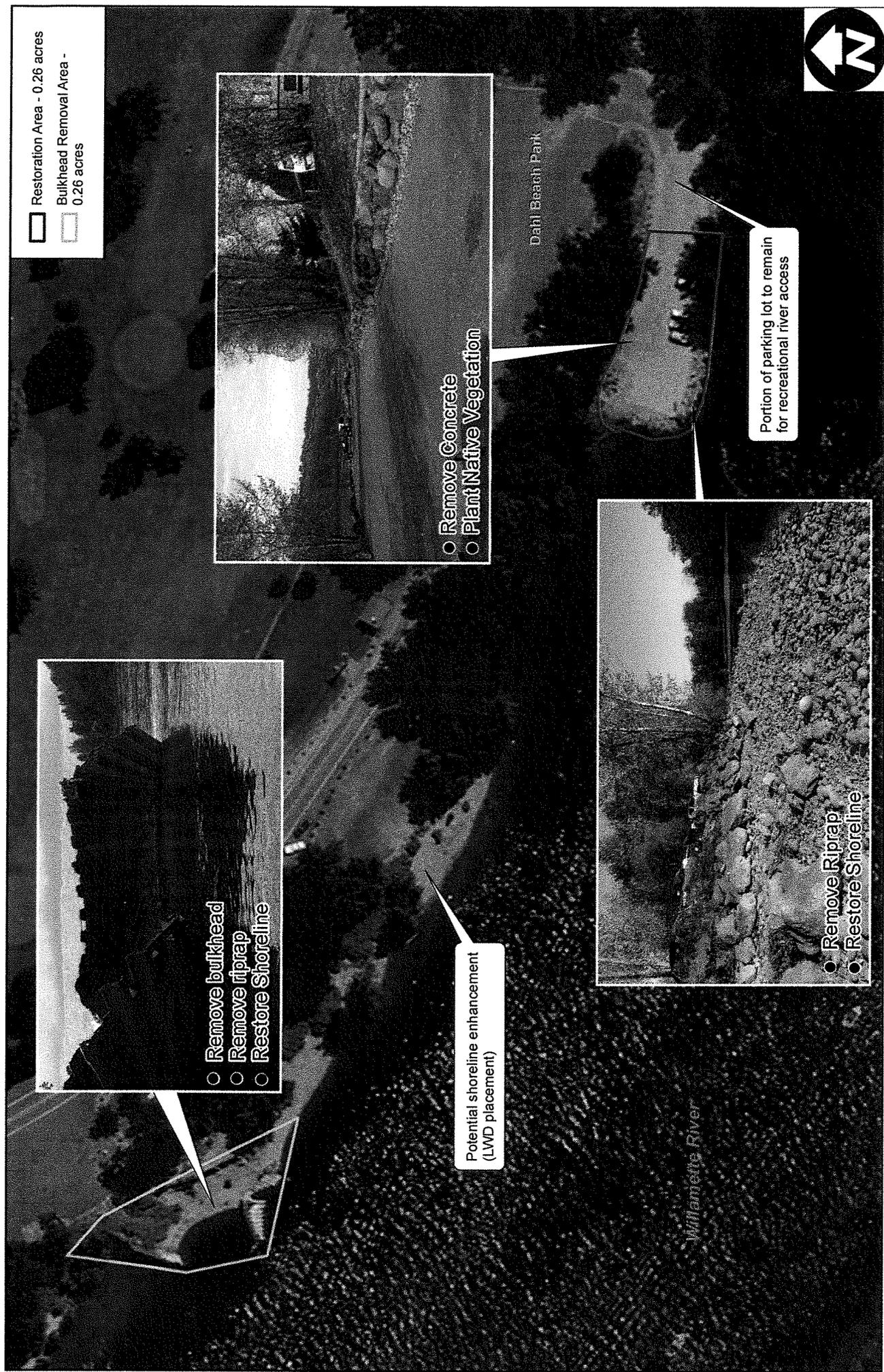
Staff recommends listening to the presentation and discussion.

Department Head
Signature

Date

City Administrator
Signature

Date



Restoration Area - 0.26 acres
 Bulkhead Removal Area - 0.26 acres



Remove Concrete
 Plant Native Vegetation

Portion of parking lot to remain for recreational river access

Remove bulkhead
 Remove riprap
 Restore Shoreline

Potential shoreline enhancement (LWD placement)

Remove Riprap
 Restore Shoreline

Date: 5/15/2015
 Scale: 1 inch = 100 feet
 Data Source: ESRI, 2015

PRIVILEGED/CONFIDENTIAL ATTORNEY CLIENT COMMUNICATION -
 DISTRIBUTION AND USE RESTRICTED

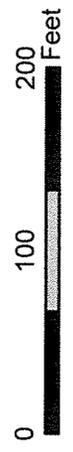


Figure 1. Project Design Concept

Dahl Beach Park Mitigation Site

Z:\GIS\189_DahlBeach\Mapfiles\DahlBeach_DesignConcept2.mxd



CONSENT AGENDA

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of March 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:

David Doughman, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Stan Monte, Fire Chief; Scott Tabor, Public Works Supervisor; Rhonda Bremmeyer, Senior Center Director

PLEDGE OF ALLEGIANCE:

Led by Mayor Jacobellis

BUSINESS FROM THE AUDIENCE:

None

CONSENT AGENDA:

None

CORRESPONDENCE:

1. Letter of Resignation from Park & Recreation Board - Jessica Veazey
2. Letter of Resignation from Planning Commission, Budget Committee & Police Station/City Hall Advisory Committee - Elliot Veazey

REGULAR AGENDA:

3. Item Removed for Legal Review

ADJOURNED SPECIAL MEETING

None

WORK SESSION

REGULAR AGENDA:

4. RH Development Agreement – Transue Property, 18121 Webster Road:

City Attorney Doughman brought a request between Scott Tabor, Public Works Supervisor, and the contract city engineer and the developer who proposes to develop the Transue property, which is behind city-owned property on Webster Road.

There have been some issues and they have taken a very, very close look at the site and as part of that discussion with city staff there are some concerns that HT Properties, the developer, looked into, particularly with respect to water and sewer service on the property. So they have had discussions over the last few months and the consensus was they were going to be looking to do some fairly significant upgrades to the sewer service in that area in order to serve their property. And based on some requests from some city staff to look at the potential of moving an existing waterline and upsizing it, the discussion became that in doing this there are going to be some financing issues and would there be a path forward that would allow some potential cost-sharing of some of those improvements. He wanted to be very clear that they are not looking at the development tonight; that has a separate process that would have to go through the planning commission and it could be appealed and then the city council would see it.

City Attorney Doughman said that he and Mike Robinson, attorney for HT Properties, who he has worked with a lot over the course of his career, thought that with these infrastructure issues being as prevalent as they are, they need to ask how would that be handled with the design review process. And taking a look at the city's code there really isn't a lot of clarity, especially with respect to infrastructure issues; they're not really addressed in the city's design review criteria. Actually, with respect to the city's design review, the planning commission is in the process of looking at it and will likely be considering an update to make some of those standards more robust. He said that he will let Mike Robinson and HT speak to this issue and much of what they want to talk to the council about tonight is to get some of that stuff done. Some of it would affect their property and needs to get done if they were ever to develop that site and some of it would not. It wouldn't be triggered by the development of their site, it would be improvements that might benefit the city in a larger context rather than just that development. So the idea here is to gauge council interest and potentially have a development agreement that would spell out how those improvements would be made that would be contingent upon a successful design review.

City Attorney Doughman said that this is a very discretionary decision as he stated in his memo; there is nothing you are required or impelled to do and the better way to look at it would be does it makes sense to do this. He turned it over to HT to spell out what they see the issues as being.

Councilor Sieckmann asked City Attorney Doughman, since this is a work session and council can't make any decisions tonight, what is he asking the council to do tonight. City Attorney Doughman said they would be looking for direction from council, basically if they think it is wise to go forward and draft some sort of development agreement that they can then bring back for their approval, amendment or rejection. The prohibition on any decision in a work session would be a decision you are required by law to make, and certainly tonight there is nothing required to be done, so it is perfectly appropriate and

22

they do that with a lot with clients in context of a work session that the council would give some direction for the next step, if any.

Hans Tagus, Principle with HT Investment Properties, introduced himself and his team members Mike Robinson with Perkins Coie LLP, Andrew Toll and Kathleen Freeman, PE, Water Resource Project Manager, 3J Consulting, Inc., John Lewis of HT Investment Properties, Project Manager and construction department.

He stated that this has been going on for some time now and they started down this path fourteen months ago. He will present some information to them that comes from the city's water and sewer master plan and handed out copies to the council and they have highlighted some points on the plan. He stated that there are two items on this property that HT Properties needs to address. One is the city water main and the other is the sewer services, in which they did a sewer scope on the service property.

Hans said there is a 6" asbestos concrete (AC) water line that runs through the property and where this property is there are some pressure issues as noted in the water and sewer master plan. This property is at 18121 Webster Road and there is a water line that goes from Webster Road down to Oatfield Road and the AC line runs through this property. Initially they thought they would look at developing around that and try not to impact that line, especially after our pre-app meeting with Sisul Engineering and the public works department. We realized the issues are definitely significant and that line would be easily fractured. There are a lot of issues with that AC water line and we thought we would come onboard with the city and just move that water line and our proposal is to move that water line directly to the south and put it in a 20-foot easement along the north property line that was proposed for the city library.

Hans Tagus, HT Investment Properties said they've highlighted some things. There are seventeen miles of AC water line that the city is proposing to replace over the next thirty years and that proposal has a budget of 24 million dollars, spending about \$820,000 per year. Based on that budget, HT Investment Properties feels they can help the city out and help address some of their issues and take an area with low pressure and increase that water line to a 12-inch line, increase the pressure on it and get rid of some of the 6-inch that is AC for significantly less money. So what they proposed is to split the cost of replacing that water line with the city and they are estimating the replacement of that water line to be \$180,000. There is a lot of rock on site and elevation change too. HT Investment Properties will install it and help solve some of those issues. He asked for questions from the council.

Councilor Sieckmann asked if the 20-foot easement he mentioned was on city property or the property they are developing. Hans Tagus, HT Investment Properties, said they are proposing putting it on the city property. He said that the property they are developing doesn't go the whole distance from Webster Road to Oatfield Road. They feel it would be a plus for a developer that they wouldn't have to put in utilities and they could provide step-ups. They are proposing on doing the same with the sanitary and sewer and putting step-ups for the sanitary out to Oatfield as well. That property would become a lot more

turn-key for whatever develops at that property because those services would be readily available and right on the property line.

Councilor Johnson asked that when they find out they are in the hard rock mining business to put pipe in and the costs go through the roof, whose costs are they going to be? Hans Tagus, HT Investment Properties, said that is where they are looking for the joint venture and shared cost. The city had estimated \$300,000 to do it; there is quite a bit of rock out there and HT Investment Properties has done some testing and some potholing out there on their property and they are willing to bear a significant amount of that cost. Councilor Johnson said he is concerned about the project going way over budget because of what's there. Hans Tagus said he understands and his initial thought was they put a cap on it and said the city participation is up to this level. They bid the project and they are pretty confident their bid is solid. The city participation of \$90,000 is one of the proposals they talked about and the city participation would be in the form of a system development fee credit.

Mayor Jacobellis asked if, as a developer, they run the water line and sewer line easement on their side of the property and jogged it over and down to Oatfield Road, as a developer coming in cold, would that be an issue for you? Hans Tagus said that unfortunately they can run it on their property, they just can't get it all the way to Oatfield and it doesn't solve all of the pressure issues.

Scott Tabor, Public Works Supervisor, stated that there is an eight-inch AC line that is currently on the property to be developed and it was installed in the late 1960's and it is the sole feeder line for the city's intermediate zone. He said that it isn't so much a pressure difficulty as it is a capacity issue in that area. The city is sustaining good pressure, it's the volume of water they need to supply to that area to provide good firefighting capacities on that. They are inner tied on the intermediate zone up at Caldwell with a six-inch inner tie to Oatfield Road pressure reducing/pressure sustaining valve and that has helped. A benefit of replacing that main with a larger size diameter engineered design, probably at least a 12-inch if not more, from getting it off the Transue property is during construction you would be able to put that line in and keep that system viable during construction of that 12-inch or whatever the engineer suggests to put in, and then make one connection and abandon that eight-inch. That eight-inch not only runs through the Transue property, it runs between houses down to Stone oaks Court and out to Oatfield Road. He stated he has often had nightmares about what's going to happen if he had to go in there and replace it or fix a leak or if the city would buy a house that floated away that was demolished by a large water main break and those things are notorious for breaking.

Scott Tabor feels they have an opportunity to look at utilizing their 27-inch water main that is on Webster Road, which is their main feeder line. Back when they put that in they had a blind flange put in for a 24-inch valve to go across Webster Road to a site that was a proposed site for a reservoir at that time. He said they could utilize that by putting the right size piping in there for a future reservoir and necking it down for the sizing of pipe to go to Oatfield Road and our intermediate zone. They could utilize the existing pressure

in that main, which is a static of about 62, and more if there are more pumps at the NCCWC site or pumping station during the summer. Pressure regulating valves can certainly keep that pressure fluctuation at the right area because they want 55 psi (pounds per square inch), so they could certainly utilize the possibilities of this venture and be prepared for the possibility of a reservoir site there and get it off and out of the way. That AC pipe was a poor installation back then and our intermediate system is undersized; he is sure they didn't imagine the development they would have down the road. Pressure is ok, the capacity isn't.

He stated the other benefit of going to the 27-inch main is they could take and utilize the Kirkwood reservoir and still supply water to other areas that are affected in the intermediate zone away from Oatfield Road and increase firefighting capacities. He asked for questions from the council.

Councilor Mersereau asked if the sewer line needed to be moved. Scott Tabor, Public Works Supervisor, said that on his request whatever development was put on that property would not adversely affect the existing infrastructure. So they did a sewer study and it came up with some recommendations for that, which would allow them to complete the development as desired and make sure there are no adverse effects as requested. He wanted that out in the open because there are some problems with that system right now; they've come up with a plan that was reviewed by Sisul Engineering and they have agreed that it is a good plan and they won't have any surprises down the line in the future caused by the increased capacities on those pipes. He said that Hans will address that also.

Councilor Sieckmann asked if it would have an effect on their high pressure zone. Scott Tabor said it won't.

Mayor Jacobellis asked they assume the Transue property went all the way from Webster Road to Oatfield Road. If you went and looked at that property cold and the 20-foot easement was there, would it have a negative impact on your decision to purchase and develop the property? Hans Tagus said that as a multi-family site they would run their water through the parking lot and feed it from the building straight out. If the city doesn't join the venture, then one option is to work around it, which is a big concern because the pipe is only two feet from the surface and after they scrape the site and take off the soil they will have about a foot of cover, so that is definitely a concern there. If they do move the line they would be connecting in someone's yard. Hans Tagus said the study shows that in connecting to the AC line there is a high propensity to leak. He said they can connect to it if they have to, but with the line going through someone's back yard and close to a house, it could be bad if they do leak.

Hans Tagus, HT Investment Properties, said they spent a lot of time and money just trying to locate the lines. When whoever built it got to the rock, they just moved it over and went around it. As Scott Tabor, Public Works, said the best solution is to move it and it solves a multitude of other problems. He said they can set a cap of \$90,000 for the city's participation. He said that for 1,150 feet of line, that's about a \$300,000 proposal

and you know it's at the top of the hill and that's where the rock is. He asked for questions from the council.

Councilor Reisner asked Scott Tabor, Public Works, what utilities they have at Webster Road in regards to water and sewer. Scott Tabor said they have sanitary sewer, but that line takes in a huge area and is at capacity, which goes down Oatfield Road and turns to E. Hereford Street. They have a 12-inch cast iron line that is the primary feeder line for their low pressure zone that goes down out of their reservoirs and gravity feeds via their low pressure system. Bordering that from Case on up there is their 27-inch transmission main. They have a six-inch line that was extended down a number of years ago off of that eight-inch AC line and by the Transue property by their driveway. There is also a gas line out there and on the other side of that there are some fiber optic phone lines. There's a lot in those areas.

Scott Tabor said that over the years working in public works he's tried to eliminate the large infrastructure on private property. It's just not good practice. First of all there are accessibility issues, since accessibility is paramount when you need to fix something quickly and it's difficult to get in where you don't have roads or other access to use. Going into someone's back yard is extremely difficult just to get the equipment there. He told the developer from the get-go that he doesn't want that line on that property because of the high potential of it breaking and the accessibility issue of it when it does.

Hans Tagus, HT Investment Properties said they see the proposal as a win because they are going to be paying significant dollars in system development fees to bring this project into the city of Gladstone, plus it will raise the tax base. So, it's a chance for the city to have 1,150 feet of water line replaced for basically no money out-of-budget because they are asking for that \$90,000 to be in the form of a systems development credit. It solves a lot of problems, gets a piece of property that as a developer they have to have infrastructure in place on a piece of property, especially a piece of property that has a lot of rock on it. He feels it's a win for the city, they are stepping up to the plate and are going to solve a lot of problems for the city, and it's a great way to kick off the city's new master plan.

Mayor Jacobellis asked Scott Tabor if they have a sewer master plan yet. Scott Tabor said they don't have the sanitary sewer master plan yet. Mayor Jacobellis asked about this project being done prior to the master plan being completed. Scott Tabor stated that it is his job to deal with the existing infrastructure they have in place now. The first thing that came to his mind was what is the impact further downstream and that is why he wanted an engineered study showing it wouldn't be adversely affecting or figure out what they could do to change that if it would have an adverse effect downstream. He said he almost went all the way to Portland Avenue with that because he wanted to make sure they weren't going to have surcharges coming out of manhole covers.

Scott Tabor said the sanitary master plan is needed and may elude to some of these other things that would probably be taken care of if this was put into place off Webster Road

26

and Oatfield Road; they would probably recommend something similar to what the developers have come up with. So yes, we still need a sanitary master plan.

Mayor Jacobellis clarified his question, this could take care of it but until the sewer master plan is done we really don't know, it could be bigger than that. Scott Tabor said that is true, the master plan could be completely different. He also said that is why he wanted an engineering study to be done and they had one done; their engineers and the city engineers looked at it and said it is a good plan.

Councilor Mersereau said that Scott Tabor brought up the high pressure system at the last meeting and said it was a high priority project that needed to be addressed and this one isn't as high of a priority, but said that in his mind this is also a high priority project. Scott Tabor answered that they are both high priority in his mind. Councilor Mersereau asked what other high priority projects there are. Scott Tabor said that those two are number one and two and he could flip a coin for them. He stated there are other areas off their intermediate zone -- Collins Crest Street, Stonehill Street, Ridgeway Drive -- every area they have that has the AC pipes to him is a priority. At some point, because of the problems they've had flowing hydrants in the high level system on Devonshire Drive and Sherwood Forest, those places come to mind because we have had the most breaks there. Scott Tabor said that if they lose the eight-inch pipe there, they lose a whole bunch of things, not only the possibility of houses, but we lose firefighting capacities. To him they are both number ones. He said it's all high priority because at some point the cost of replacing the AC pipe and the requirements that are coming down the pike on how you address it because some people are saying that you must replace it and dispose of it. He doesn't know if that is truly coming and he hopes it doesn't, but then your costs go exponentially higher. His policy is that when they fix a main, they try to leave it in the ground, but there are times when they have to bring it above ground and then they have to treat it as hazardous waste material. The rules and regulations on how you replace existing pipe change and may cost a lot more or they may say don't touch it. There is no way of knowing. He said they need to keep in mind that the longer we wait it could be much more expensive and they need to keep abreast of what the current rules and regulations are.

Mayor Jacobellis asked if Scott Tabor had a ballpark figure on the high pressure zone on fixing it or making it workable, and asked if it had to be taken out of the ground. Scott Tabor said that the good news about that is that he feels it could be engineered to replace those existing pipes up there without putting a new main in the street like it should be and leaving the old pipe where it is. He's not sure what the master plan calls for, but it's not going to be cheap, but at least they have the benefit of going out into the street and leaving the old pipe in the ground and once you transfer services you're done. He believes the cost will be several million. Mayor Jacobellis asked if there were no development occurring on the Transue property, would the number one priority be the high pressure zone. Scott Tabor said it would be; however, he said the AC lines are something that need to be taken care of soon because the firefighting capacities are very much at risk.

27

Councilor Reisner asked if the development wasn't going in and the eight-inch line was being replaced, where would that line go when it was replaced. Scott Tabor said he would put it exactly where the developer is proposing it goes. It does two things -- you can upsize the pipe and you have a future piping in case you want to build that reservoir on that site which was picked years ago for that, long before the talk about the library. So you have two biggies right there, you have accessibility to supply water to a reservoir and also to our intermediate zone at a higher capacity and at the proper pressures.

Councilor Reisner said there has been a train of thought about selling that property. Scott Tabor said then that would be a boon for the people who bought it because, if this was to go through and if they had that water line in there, he would have a meter for that development right there off that line and say there you go and he doesn't have to worry about going on to private property. Fire protection, everything is covered with that larger main in our property. If someone developed that property you have another area with sustainable firefighting capacities and more capacity for them to use. That is where the engineering comes in, if you put in the right size of main for existing and future infrastructure in that area, either on the city property or on the Transue property.

Councilor Reisner asked if they would have the same thing going down Webster Road. Scott Tabor, Public Works, stated that the 12-inch line on Webster Road just doesn't have the pressure there; at that area, coming off their reservoirs, they probably have 30 psi because of elevation and the reservoirs. He said they still have the 27-inch line and that is where they would feed off for that property, going across with the 12-inch to Oatfield Road.

Councilor Reisner asked about going around instead of going across the northern border of what is now city property. Scott Tabor said it would be extremely expensive and they would be adding 1,000 feet or more. He said he prefers straight lines and they pen out nicely on paper. He said that with the technology of today, the rock excavation can go pretty fast. They have hydraulic hammers and they can always go back to the shooting with dynamite, but that's up to the engineer and how they see it. That's what they did for the SDA property. On Forest Lane in Clackamas County they had to shoot it and once they did that, away it goes. You can shoot it and be on your way or you can spend hours hammering on rock, that's the engineers call.

Councilor McMahon asked if the city had right-of-ways or easements for the water line there right now and who's responsible. Scott Tabor said he believes they had easements all the way through the Transue property, but he's not sure if they stayed to the easements when they put those lines in. Councilor McMahon asked if even though it's on private property, is it still the city's responsibility. Scott Tabor said yes, absolutely.

Hans Tagus, HT Investment Properties, said that they can come back to the water line but their main objective for tonight is to find out what they are up against and what issues the city has. He said the study that Brown and Caldwell did has it all laid out and the information on what they are dealing with. There are additional issues, they were able to solve a lot of issues for the drainage basin for sewer by some simple proposals of some

28

fixes in a few locations on Webster Road, and there is surcharging and some flow issues. He said they spent a lot of money studying the city's sewer line in this area and came up with four solutions that readily serve this property.

Councilor McMahon asked about the system development charges he keeps talking about and asked how much they anticipate them being for this potential development that they are going to knock \$90,000 off. Hans Tagus answered just over \$500,000 for the SDC's. He asked Kathleen to talk about the sanitary issues and the solutions. He said that she did a very extensive study that he has been involved in and they got a lot of things covered here.

Kathleen Freeman, PE, Water Resource Project Manager, said that they had talked with Scott Tabor, Public Works Supervisor, about some possible surcharge issues and some downhill and downstream flooding issues. Through their modeling and their discussions with Scott Tabor there are some existing issues on Hereford Street and once the Transue property is developed it would be exacerbated. She looked at what they could do to improve that downstream system so the Transue property could get developed for future flows and also any other future developments in the entire sanitary sewer basin that could go down Hereford Street. She came up with a few recommendations and discussed them with Sisul Engineering and they gave further recommendations on that. One of their recommendations would be to replace an existing 48-inch manhole at Hereford Street and Oatfield Road with a 60-inch manhole and that would increase the capacity through that manhole down Hereford Street. Keeping all of the storm line in Hereford Street, not changing that, but adding an eight-inch bypass line down Oatfield Road to Gloucester Street with a six-inch orifice plate could be used to monitor flows or cut off flows as needed. Also recommended was adding another manhole to get rid of a 90-degree bend on Oatfield Road, making two 45-degree bends so the head loss in that system would be less. So by adding the bypass line it would eliminate the surcharging in Hereford Street altogether and capacity in Hereford Street is still well above the future flows for the entire sub-basin development. She asked for questions from council.

Councilor Mersereau asked if there is an issue with the sewer line. Kathleen Freeman, PE, answered yes, in the existing line. Councilor Mersereau asked for confirmation that the Transue project wants to move the sewer line. Kathleen said that as the line sits today there are issues; there is surcharging, there is adverse slope downstream on Hereford Street, and she believes the pipes go down in diameter and then go back up so it is causing surcharging. So today there is an issue. If future development occurs in the upstream basin there will be a bigger issue if there aren't any improvements to the downstream system.

Councilor Mersereau asked if the Transue project does or doesn't want to move the sewer line. Kathleen Freeman, PE, said the pipes go down and then back up so it is causing surcharging, so today there is an issue. If future development occurs in the upstream system it will be a bigger issue if there aren't any improvements made to the downstream system.

Councilor Mersereau asked if they want to replace the line or not. Hans Tagus, HT Investment Properties, said there isn't a sewer line on the Transue property and this is because of capacity issues. There are insufficient capacity issues for sewer downstream. So the basin that this property is in flows down Webster Road and Oatfield Road and down Oatfield Road and Hereford Street and down Gloucester Street. There are some significant issues that by solving those issues we solve a lot of other issues down the road. And then today, talking to people in the neighborhood, they said these issues exist, so we can solve these capacity issues, greatly increase capacity and solve issues that will definitely be brought up on the master plan.

Hans Tagus said we've identified through this extensive study of these drainage basin issues that your city master plan for the sewer service will also bring up these glaring issues I would expect. These were also issues that Sisul Engineering proposed, so by solving these we can greatly increase the capacity there.

Scott Tabor, Public Works, has made marking on the map he put up on the board and said they have lines coming from Oatfield Road and Webster Road and they combine into a main line down Oatfield Road south making a right angle turn down to Hereford Street. There is a lot of area from this sanitary line coming down along with Hereford Street and when it hits this existing manhole, if there is enough water in there, it will come up through the manhole at certain times. What they have suggested was to come in here and put in a larger manhole, along with another manhole to angle this so it's not such a sharp 90-degree turn, to run two 45-degree turns along with extending another line out of one of these down to Gloucester Street with another manhole and have an orifice in there that will monitor the flow rate, so if there is enough flow rate it will go down this street and go down to Gloucester Street and not have surcharging.

Councilor McMahon thought the two 45-degree manholes were on Gloucester Street, but they're on Hereford Street. Scott Tabor said they are on Hereford Street and they would be using primary line for the Hereford Street line and the bigger flow would be coming down to the Gloucester Street line. So they would have to install a new sanitary line down Oatfield Road to Gloucester Street and back down.

Councilor McMahon said he had mentioned INI and he asked what that was. Scott Tabor, Public Works, said it is infiltration from groundwater sources; if we have a lot of rain, we have this problem throughout town. And with our overflow it goes into the river. We do get a lot of INI from existing sanitary laterals from houses or our own sanitary lines; that's why we need a sanitary master plan so we can review, just like we did on the east side of town to solve our overflow conditions on the Clackamas lowlands. We need that so we can go through the rest of this area and look at where that water is coming from and eliminate that source, which will take a lot of pressure off of our existing infrastructure, at least on this one. But throughout the town, this is why we need that sanitary master plan to look at that, because a lot of our capacity issues are from infiltration from groundwater, either into property owner's laterals or into our own sewer mains. If we do it on this side and clean it up, that doesn't mean they don't have issues, that's stuff we can discuss later on.

2-10

Scott Tabor said that Sisul Engineering reviewed the plan and determined it is a fairly good plan that they don't have to worry about surcharges coming down and affecting our homeowners that have been on it for years. That is his main concern, he doesn't want people having to suffer if people up here flush all at once. That is why he asked for the engineering study to prove that it wouldn't have an adverse impact downstream.

Councilor McMahon said just for clarification it does say Oatfield and Gloucester for the two 45's on the proposed upgrade here. Scott Tabor said for clarity it is Hereford and Gloucester. He asked for confirmation. Kathleen Freeman, PE, said she also has Oatfield and Gloucester for the two 45's. Scott Tabor said either way it benefits us.

Councilor Johnson asked on just the sewer component, what is the expected cost and what are you looking for from the city on that.

Hans Tagus, HT Investment Properties, said they would be working with the county on the sewer so they would be looking for some type of proposal, but they don't have any engineering plans on that yet. There's currently a 48-inch manhole on the upstream side that will be replaced with a 60-inch and they'll be correcting the flow pattern. Where the two manholes are they are going to flip and put those down at the bottom and put the big one at the top and change that to a 45-degree. The biggest issue is that they can't interrupt the flow during the development so they have to pump the sewer around and it will be a big cost to do so. Councilor Johnson asked if he was talking \$100,000 or \$999,000. Hans Tagus said they don't have the engineered plans yet, but it has been estimated, with all that's involved, at just under \$100,000. There are 260 feet of eight-inch pipe and the manholes aren't real deep so less than \$100,000 of work. Councilor Johnson reiterated that the sewer component of this would be at \$100,000. Hans Tagus said yes, that's correct.

Councilor Johnson said that in the Sisul Engineering report it says "The city wants to make sure that if an improvement is made to the sewer system that it will be capable of accommodating build out of Basins 8 and 12" and he doesn't understand Miss Freeman's answer in her letter. Hans Tagus stated that Sisul Engineering has looked at this extensively and said that with the conversations he has had with Sisul Engineering they feel that these are a onetime fix.

Kathleen Freeman, PE, said that all of the city zoning maps were looked at so the future flows were taken into account to determine basin flows. Hans Tagus stated that they took the study and wanted to see what those flows would be if everything was built out, and capacities were maxed-out, to make sure that what they were proposing would handle the maxed-out flow capacity. He said that Sisul Engineering saw and spent a significant amount of time reviewing it to make sure this is a onetime fix and it will handle it.

Councilor Johnson said that he is assuming that the other basins they are talking about are the Seventh Day Adventist (SDA) properties or something close by there, if they were to be developed in some future date are they going to come before council and say, "you

know what, you need to spend half again and do this to the sewer system because the Transue guys caused us problems down here.”

Kathleen Freeman, PE, said that they have looked at maximum capacity for current zoning maps and the proposed changes will take care of it. This was not designed as a throw-away system. There is no way to know what possible zoning changes could take place in 25 years and it is impossible to design for unknown zoning changes. Everything has been designed for future flow with increased densities.

Scott Tabor, Public Works, said where the SDA enters the system at the end of Clarendon Street up by Stocker Park they currently have a 12-inch line that runs into that. There’s one that comes across at Dartmouth Street at Oatfield Road and he believes the next one is at Fairfield Street. Councilor Johnson asked about if the SDA were to develop. Scott Tabor said the “if” should be if SDA develops that property, then maybe they should pay for any further changes that need to be made and they would likely be tying into the county’s system. And even when they have 14,000 people there the city doesn’t have issues with it and they are on the sanitary sewer now.

Councilor Johnson said so in the future, if there is high density residential development or if an office complex went in there, in all likelihood they would have to upgrade the system anyway. Scott Tabor said absolutely.

Councilor Sieckmann said he had a couple of questions. He started with saying thank you to Scott Tabor; he has learned more about sewer systems than he thought he would ever need to know. Scott Tabor said he was just getting started. Councilor Sieckmann said that was the problem, he still didn’t know enough. He said he had talked about increasing the size of the manhole and he’s having a hard time wrapping his head around it because you have this size of pipe coming in here and this size pipe going out there, what difference does it make on the size of the manhole? Scott Tabor said if you have the flow and it has to make a high speed 90-degree turn it tries to go places it shouldn’t, including the street, so by making it a 45-degree turn, it will go where it’s supposed to go. Councilor Sieckmann summarized and said it’s not really about the size of the cover, it’s about what’s underneath, the radius of the piping. That makes sense. He said so right now there is nothing going from Hereford Street to Gloucester Street. Scott Tabor said no, there isn’t. Councilor Sieckmann asked so they are planning on going all the way down to Gloucester Street? He is a little confused. Scott Tabor said yes and they will be doing the double manhole down there, and that will alleviate a lot of the problems on Hereford Street.

Councilor Sieckmann asked if all of those lines continue down to Portland Avenue. Scott Tabor answered yes, they do. Councilor Sieckmann asked how that affects Portland Avenue. Scott Tabor said it doesn’t affect Portland Avenue. He said it is possible it may affect Clackamas Blvd. at their little manhole down there; again, it’s INI they have to look at. Kathleen Freeman, PE, said they looked at that too and it was factored in.

2-12

Councilor Sieckmann said so even if this was all done and built out, the incident they had the last two weekends would have still occurred. Scott Tabor said that under normal conditions without groundwater infiltrating into their collection system he still believes it would be an issue; however, they still need to look at that issue in the long term and that's where the master plan comes into play again to tell them which way they can go with that. Under regular flows they don't see that, but under lots of rain it happens and sometimes it won't be flow from residential usage, it could be flow from INI. Councilor Sieckmann said but would this likely increase the problem? Scott Tabor said it may be something they want to look at to alleviate your concerns over that, yes. He said they still have INI and they still have to deal with that, but we are having less frequency with it. Councilor Sieckmann said that with this being built out it would likely just add to the problem. Scott Tabor said he can't say, that is where they need the engineer. Councilor Sieckmann asked if there is any reason it wouldn't. Scott Tabor said no.

Kathleen Freeman, PE, said she doesn't have enough information to be able to answer. Councilor Sieckmann said that to be fair to them, this is a Gladstone issue and that is why he directed his questions to Scott Tabor.

Andrew Toll said he helped scope the sewer study and at some point they are grasping for a master plan when they started into this; they had to find a starting and finishing point for their study and couldn't analyze the system all the way down to the bottom. So what they are doing is prove that there is capacity added to the system to take on any new contributions that they make to it, but that doesn't mean that they can solve every problem all the way down the line and that's probably what their SDCs go towards. Councilor McMahon said he is fairly new to SDCs. The sewer work would be something the city would pay for in its entirety, on Oatfield, is that correct that comes out of the SDCs, or is that something HT is going to cover? Hans Tagus said they offered to cover the construction of this. That does two things, it alleviates the issues you have right now with the existing problems you have on Hereford Street with the surcharges. They aren't asking the city to bear any of the cost of this. The sewer credits are with the county, they don't affect the city budget, city cost or anything. That would be something they would take up with the county, not the city of Gladstone. They are only asking for participation on the water line. The sewer is a separate issue and will not be a cost to the city. This is what a master plan does, they look at the zoning, stress the system and max development and ask what are the proposed flows and where are the problems. We've looked from Oatfield Road, just below this property and Webster right in front of this property and stressed it all the way to Portland Road, and they've surveyed every manhole, gotten the slopes and looked at the surcharging. Cities want gravity systems, so with their proposal by putting the utilities to the south out to Webster Road, the whole property will gravity feed out to Webster Road. So that is significant to have a gravity system. He hasn't looked at their code, but every other city he has worked with has wanted to eliminate pump stations and go with gravity feed.

Hans Tagus said they aren't looking for a decision tonight, what they are asking for is to have staff consider and work with them on this development agreement. There are a lot of infrastructure issues, as you are aware, and they are saying here's a chance for a

2-13

developer in the industry and working with cities, to come in and prove themselves as a developer; they've done other public works improvement projects, they put in 1,400 feet of sewer line before, and they can joint venture instead of continuing to kick the can down the road, they can solve these issues for a fraction of the money that will have to be solved later. Or with the water line they can route the pipes around and connect to that point and in the future increase the likelihood of a major event. As far as the water line, those are the options we are looking at. These are solutions that will come up in the master plan and this has no cost to the city and it solves a lot of problems for the city according to conversations he's had with people in the city. He said that in working with Sisul Engineering he was impressed with their knowledge and that is why the city has them on contract. He suggested that if they have any further questions they should contact Sisul Engineering to get their feedback.

Councilor Johnson asked City Attorney Doughman what their responsibility is in this situation, when a developer comes in and wants to develop a piece of property, what is the city's base responsibility. City Attorney Doughman said that in legal responsibility, he's not sure they have much. To be candid, in the normal course this would go through a public hearing process, there would be engineering worked up as to you're going to be putting X number of units on a piece of property, what affect is that going to have on existing infrastructure. Legally then they are able to require that property developer to mitigate those impacts and do what it needs to do to basically keep the status quo going. He thinks that whether it is this or any other development, the developer with take a look at that and say well, is that going to pencil out, is it going to make sense or not.

City Attorney Doughman said that from his understanding, as rudimentary as it might be, the waterline issue isn't something that would affect the development itself; they could, albeit with a little more effort, serve their property with the existing waterline. I believe the sewer presents another question and he thinks there are likely impacts to the existing infrastructure that this development would have, it would have to mitigate it somehow. Whether they would have to go to the lengths that they have seen and talked about tonight, he doesn't know. His thought is that there could be lesser improvement that mitigates what they would be contributing, the additional amount that they would be contributing they could mitigate this way. He thinks that if the city wants to go down this path, that from what he has been hearing the city could get more bang for its buck.

Councilor McMahon asked Attorney Doughman about the SDCs, who gets that money potentially, does it all go to the county for the sewer or would the city also reap some of those SDCs. David Doughman said he was under the impression that there was one sewer charge, but it was split; most goes to the county, but there is some residual that goes to the city. He defers to staff on that. Pete Boyce, City Administrator, said that the Assistant City Administrator calculates the SDCs for the city. So he believes the SDC goes to Tri-City. Assistant City Administrator Jolene Morishita said part of it does. She said there are sewer SDCs that go to Water Environment Services (WES) and there are sewer and water SDCs that stay in the city, then there are transportation SDCs that stay in the city as well.

2-14

Councilor McMahon asked if she had a guess as to how much of the sewer and water \$500,000 SDCs, that was the number they threw out, would stay in the city. Jolene Morishita said she would not want to give a wrong number.

Mike Robinson introduced himself and said he is a land use attorney. In land use in Oregon it often ends up in fights about who's responsible for doing what. He's had the privilege of practicing land use law for almost 20 years. He likes it and likes working with citizens. The real reason he enjoys it is because he enjoys finding solutions and that is why they went to city staff and suggested a development agreement. The benefit of a development agreement is it lets them develop a public process on how to share obligations. As City Attorney Doughman said, they don't have a legal obligation to do very much with that water line; it's apparently not constructed on the easement on the Transue property so they may want to work out an easement for it. What Hans Tagus, HT Investment Properties, is proposing is to upsize the water line, and he said Scott Tabor must have done a great job explaining it, because he understood it, and it sounds like there are some benefits to the community in upsizing it, which they wouldn't be obligated to do. So they thought a development agreement that specifies moving that water line on to city-owned property, upsizing it from eight-inch to 12-inch, and by moving it, it is also more accessible to city crews and he also agrees with Scott Tabor, just based on what he knows about property development. The city's property benefits by having that water line there with the ability for future development to tap into it, if you chose to sell it. So Councilor Johnson, you don't have a legal obligation to authorize staff to work with us on a development agreement and they know that. But they thought the benefits of a development agreement made sense because they are trying to move the waterline to an appropriate location; it's not all of their responsibility, so that's why they are proposing a shared cost, and that's why Hans Tagus said they would cap the city's cost at \$90,000. So if it turns out that Hans Tagus isn't very good at moving rock, they will bear that responsibility. What they were hoping for tonight is just asking staff to work on the development agreement. They would work with City Administrator Boyce, City Attorney Doughman, and Public Works Supervisor Scott Tabor and develop a development agreement and answer all of the good questions you asked tonight in the development agreement and bring it back to you in a public process for your approval.

Mike Robinson said all of it is ultimately contingent on the planning commission approving the land use application, and if it were appealed, then council doing it. A development agreement doesn't make any commitments on the part of the city as to the outcome of the land use application. It simply does what I said at the outset, it really helps them solve an engineering problem at the outset, and he has to tell you, and he's not always right about this, but most of the times he's been involved in a land use application, planning commission hearings are a lousy place to decide technical issues. People are all worked up about the land use and it's difficult to have a conversation about engineering and that is why they were trying to separate the two issues. I hope that's helpful to you; you don't have a legal obligation to approve this, or to direct staff to work with them on it, but they are hoping council would do so they can come back with a full blown development agreement and council could take a look at it and if they like it they can approve it, and if they don't, they don't. It's their risk, not the councils.

Councilor Johnson said but there is a legal obligation not to break the existing system, is that correct. You can't build a system that is going to have raw sewage coming up through a manhole in other parts of the city. Mike Robinson said yes, that's correct. He said that City Attorney Doughman can truly give him the explanation of what the legal obligations are, but from Mike Robinson's perspective he would like best to be able to work with the city to find out what their obligations are, how they are going to meet them, and identify what the city's role in meeting their obligations might be. Frankly, that's the beauty of a development agreement. It lets you have a reasonable discussion about who does what, separate from the emotion of a land use application.

Councilor Johnson said his greatest concern is the nebulous nature of the cost. He's heard that several different ways just this evening, he's not sure where they are going to land and he's not sure what it will cost to have the staff involved. Mike Robinson said that Hans Tagus, HT Investment Properties, set a cap of \$90,000 for the city's involvement on the waterlines. On the sewer, Hans said he doesn't have an engineered study yet but he said it is right at \$100,000. That is the information they would develop more fully and put in the development agreement and bring back to them. He stated that their proposal is that HT Investment Properties would draft a development agreement and then give it to the city staff for them to review, so the labor of working up the agreement would be mostly their expense. His hope is that they would be helpful to staff so there wouldn't be much staff time involved. There would be some time. He said that his view may not be the prevailing view and they certainly don't have to agree with him on it, but he has been doing this long enough to know that issues like this that are better resolved working with the engineering staff. When you try to resolve it in the heat of the planning commission hearing, you can often resolve it, but when you look at it the next morning, sometimes you wonder how you got to the resolution you did. Frankly, even though he is a land use lawyer, he said he doesn't necessarily enjoy fighting about what the city's rights or obligations are, he'd rather find a solution and help everybody reach it so at the end of the day we're going to get a good project out of this and they feel like they have been fairly treated.

Councilor Johnson said he wants more details, especially along the lines of cost, and he would need to see that before he can get all excited about this. He understands the benefits as Scott Tabor laid them out, but he needs to see a lot more detail before he could get terribly excited about it. Mike Robinson said he feels that is what they would be doing in the course of a development agreement and bring it back to council for review. Councilor Johnson thanked him. Mike Robinson thanked council for their time.

Councilor McMahon confirmed that this is all contingent upon the planning review passing and they want to get this down and then they will go through the land use application process planning commission hearing. Mike Robinson said yes, it is absolutely contingent on approval by the planning commission for the design review. He said that neither council nor staff would make any approval for that, they have their burden of proof; hopefully they would make a good application that would address the approval criteria and be approved. He said these will be fairly expensive projects and

2-16

Hans Tagus wants to know what they can expect. It's difficult in a land use application to address a moving target, yet the beauty of a development agreement is that both the city and the developer know what's expected of them; then you're not fighting so much over money, and frankly if you think back over land use hearings, that's what a lot of the fights are about. From a developer's perspective you know upfront what the obligations and costs are and then it's up to the planning commission to decide if they have met the land use criteria.

Scott Tabor, Public Works, said that everything they have done in working with Hans Tagus, HT Investment Properties, and going over things with Sisul Engineering, he tries to give them common sense things that are best for the city at all times when he speaks to the council and this development has the potential for winning on both sides for improving the city's system. He just wanted the council to keep that in mind. He thinks it's a good common sense approach to take it off private property and run it to where they need it and to improve their capacities and he looks at that in a very point blank way.

Mayor Jacobellis asked how the council felt, are they ready to move forward and give staff the go ahead or do they want to mull it over and reconvene to go over it?

Councilor McMahon said they have already offered, for the most part, and he would like to move forward. He would like to have them do a final presentation on this memorandum and come back to city council after working with Scott Tabor and city staff and come back to council. And if they are willing to do most of the work for them and answer the questions that council has asked tonight, and especially keying in on what are maximum amounts the city would be responsible for - \$90,000 is the number he heard - if everything else is picked up by them, he thinks it's great.

Councilor Sieckmann feels they need more discussion amongst themselves first because he has a few things he would like to bring up. So he wants to talk about it before they give direction to the staff. He said a lot of the things that were said made good sense. Some of the things he thinks about make it look like it doesn't make good sense, just some rough numbers and trying to scale things off of maps. He said it looks like the waterline itself is moved off of their property onto city property it will be a \$200,000 property gain for them because it will then be buildable property, and probably a \$400,000 loss for the city. He said 20-foot wide doesn't sound like much but when you figure 20 feet, 1,150 feet long, all of the sudden that's the size of three or four of their residential lots, it may be real narrow but it's about the same square footage. Most of their residential lots are 5,000 or 7,200 square feet. This is 2,300 square feet. So when he looks at it and thinks well they are willing to do this and it's only going to cost the city \$90,000. That is the city's hard costs, but they are giving up about \$400,000 of real property. That makes it not look quite so good to him.

He continued with Scott Tabor's, well then it's on city property, there has been discussion about that not being city property. At that point there would be an advantage of having a waterline through there, but would they then take and withhold that, keep it as city property and not sell that property and leave it as a right-of-way or something like

that. City Attorney Doughman said they would reserve it. If you sold it you would have to reserve an easement in order to access it Councilor Sieckmann or you could divide it as its own tract in the city and the city could keep ownership of that, but that would be that much less property that they would have to sell. He said they would bear more than the \$90,000 of it.

Councilor Sieckmann said the second portion of it is, whatever they are spending on their side, they want to reduce from the SDC, but some of the SDC comes to the city. John Lewis, HT Investment Properties, said they didn't ask to have the SDCs to be reduced, the \$90,000 is the city's contribution. Councilor Sieckmann said he had misunderstood. There is no reduction in the SDCs from what they spend on the waterline. Mayor Jacobellis said that was on the sewer line. John Lewis said not on the sewer side either. Councilor Sieckmann said he thought there was something in there where they were asking. He said the only thing is that the \$90,000, instead of the city funding it, it would be a reduction in the SDCs, the credit. City Attorney Doughman said it is money you would normally be entitled to that you are forgoing. John Lewis said they aren't asking for additional funds above the original \$90,000, just removed from SDCs their portion of it. Councilor Sieckmann said he misunderstood that part. He said those are his big points; he said they appear to be reasonable and fair but he feels they will be losing a lot more money based on property alone.

Councilor McMahon asked if he could disagree. Councilor Sieckmann said yes he can. Councilor McMahon said he disagrees. He doesn't feel they could build anything on that property line anyway, so it would be an easement where they would put a parking lot either way. If it was on their property they would put a parking lot on it that they could easily dig up, if the city ever had to. He asked City Attorney Doughman if they could put a parking lot there anyway if they wanted -- they just can't build a structure on it, correct? City Attorney Doughman answered yes, that's the general rule. He doesn't feel the city would be losing out because along that property line you couldn't build a building there unless you went to a zoning variance, you couldn't put it on a property line. Councilor Sieckmann said they can on commercial. Councilor McMahon said you can also put a parking lot there so he doesn't see it as a loss.

Councilor Mersereau said the one thing he sees is a heck of a lot larger, the \$90,000, \$180,000 is a drop in the bucket. They've got 100-plus million dollars to consider to spend and where the priorities are, spend it first. So he's a little concerned about, they talked a few times about a master plan being completed in a while, in approximately ten months. At that time they will have a whole lot more information, they can match with the water and sewer master plan to determine what the best course of action is. It could be a great deal, but they don't know that until they see the overall picture, and he's not sure they will even know then, but hopefully there will be a whole lot more engineering at that time so they can make a better decision. He's struggling with the urgency of this question as far as looking at a proposal so they can look at it sometime, as long as City Administrator Boyce tells him there isn't going to be a heck of a lot of cost in staff helping, a minimal amount of staff time then he sees no reason not to keep talking about it. But he is concerned on 100 million dollars they have to make a decision on.

218

Councilor McMahon doesn't think that has anything to do with the proposal in front of them, though yes they do have that huge amount hanging over their head, but that has nothing to do with what they are bringing to us right now.

Mayor Jacobellis said his question originally was about the sewer master plan and the issue was that this is good, they're upgrading it, on paper have no issues with it. But what if the sewer master plan comes in and says you should put a 14- or 18-inch pipe with two 45's on each intersection. Then we have to go to voters, dig it up and redo it; we've spent time, energy and money, no matter how you slice it or dice it, that's what's going to happen. So that's his only concern. The master plans aren't back yet and who's to say it's not going to say it should have been completely different. Councilor Johnson said he agrees with him.

John Lewis, Project Manager for HT Investment Properties, asked to speak to that. He said that the study they did is exactly the same type of study that will be done in the master plan. They take the zoning and the area and they max it to absolutely what's allowed there and then use those calculations to stress the system at a max. So when they come in and do this sewer master plan study for your system, they will do the same exact thing and they will come up with the same calculations on the flow, because they are basing it all on existing, on the acreage and the zoning that's there. This isn't theoretical, it's based on absolutes. That won't change when they come in and do the exact same study, they are going to take the same zoning, they are going to take the same acreage, and they're going to come up with the same calculations when they stress the system and they're going to basically come up with this fix here. Further down the line, what takes place past where their study is, is what is really covered by their SDCs to the county for the sewer development fees; that's why they pay those, so they are taking care of the system covering the cost of their capacity input into the system. When they add that capacity they are paying development fees to develop that system further down the line to handle that. Now there are some issues here that they went above and they did the study and like he said, when you do your study they are going to come up with the same thing because they are going to base it on exactly what they based it on. They used the zoning master plan the city has, the acreage that's there, they come up with the maximum number of occupants that could possibly be at any point, and then they calculate that and that's what is going to come out of the master plan. He understands their concern wondering if the master plan will come out with something different, but it won't; they already did the work and calculations and there are no variables. They have come up with the absolute maximum that the system is going to need, based on what the city is zoned right now. The only way the zoning will change is if you make that change.

He said the other thing is they are proposing to pay for all of this. So there is no cost to the city to do this section. It relieves the surcharging problem that you have currently and gives it capacity for all future development in the basin and it's their cost. So even if you came back with a master plan that came back and said it should have been a 14-inch, that is something you would have to do, but you wouldn't have paid for any of this so it's not money you would have spent and now have to redo, there is no cost to you.

Councilor Johnson said that all of that may be 100% true, but whoever they hire to do the sewer master plan will work for the city and the development company doesn't. It may come out apples and apples what you say will be 100%, but he would much rather hear that from somebody that works for the city and they don't.

John Lewis said true, but it's not going to be fair for the city to ask us to wait ten months for a study to be done before they can even look at starting to build on their property. They have time constraints they would be up against, so that is why they went ahead and did this study so they could move forward on their project. And again, this is something they propose to pay all of the costs for and still pay their SDCs which should be covering those costs. The last thing he wanted to address was there was some discussion about the waterline. HT Investment Properties are gaining a \$200,000 benefit while the city is realizing a \$400,000 loss and that's really not true because they're not obligated to upsize that water line, the current size will fully handle their development. The only reason they are offering to move it to the property line is to get it out of the middle of their development because if something in the future happens we don't have the city in there tearing up their parking lot, replacing a line that they aren't very comfortable with because it's a 60 year old AC line running through the center of the development. But they can build around it and still utilize it; it's a huge benefit for the city for them to replace it because it is part of the water master plan to replace that AC pipe and it really needs to be upsized to give the capacity of that intermediate zone that is necessary. So there's a huge upsize to the city to move it. And as you said, there are setback requirements on the property lines that you put the easement there, there's already a setback there you can't build within so you really don't devalue the property by running an easement there. Councilor Sieckmann said the property you would be moving it to would have no setback. John Lewis said there would have to be some sort of setback there because they would be on the property line with their building and you wouldn't be able to be right up against their building. They just want the city to know that there is no cost to the city for this and in the master plan they were talking about a \$300,000 pipe that they are offering to install for \$90,000.

Mike Robinson asked if he could make a suggestion that the council might find helpful. He said he understands Councilor Sieckmann's concerns and said if he were in his seat he would ask the same questions. He also told Councilor Johnson that he is right and it's not the first time he has heard that and it's a fair way to proceed. He asked if they could ask staff to work with them to develop a draft development agreement and at the same time do a briefing paper that tries to answer some of the questions and then they can come back to you for another work session. If you like what you see and you think they are getting close to answering their questions, maybe you'll have more and we'd be able to answer them, then you could direct staff to work with them to finish the development agreement. If you don't like what you see, if you think there are things you simply get around, for example Councilor Sieckmann's concern, then you say that's enough, they'll go off and do the development and use the eight-inch line, and if and when the city sells the property, then that development will have to improve and build the new waterline. But maybe that's a way to proceed and they meet you halfway. Just give staff direction

2-20

with them, they'll come back with something in draft, try and answer the questions, have another work session and see if council is comfortable moving forward with it. So just a suggestion maybe about how you would want to proceed.

Councilor Reisner asked if the city property to the south was owned by ABC Inc., where would that new waterline go. Mike Robinson said that he is not an engineer but if he understood what was said tonight, you need to deal with that eight-inch waterline because of capacity, not because of pressure. So if they develop and leave that eight-inch water line in place, he thinks Scott Tabor's concern is the access; it'll be in the middle of a development and have it somewhere else where city crews will have access to it more easily. Putting that aside, if it's adequate for them, and if ABC, Inc. buys city-owned property in the future, there would have to be more capacity in the intermediate water district, so it might not be unexpected for ABC to have to install a line, either on their property or out on the road and listening to Scott Tabor's list of utilities that are already in the road, he's not sure you've got room for it. Mike Robinson said that he's not sure if the right answer is to have Hans Tagus install a 12-inch line, or in the future if the city decides to sell the property and it's developed by a developer, they will probably have to dedicate some of that area for a new waterline. Councilor Reisner said that bottom line is they don't have to do anything. They could just build around and then they take care of the sewer like they mentioned and life goes on. Mike Robinson said that is correct. Perhaps foolishly, they thought it made sense to try and solve the problems that Scott Tabor identified for them, get the waterline off of their property and get it into a better location.

Mike Robinson told Councilor Sieckmann that they could give him good evidence that shows in fact that the city's property value won't be harmed, and it sounds like that might be what he's looking for. He also said that the reason he is suggesting that the council might be comfortable with them coming back with a draft development agreement with more answers to your questions. It's hard to answer all of them with nothing other than speculation. He thinks they could come back with some good evidence that you might want to hear before you decide on it.

Councilor McMahon said so if you were to buy ABC properties that already had that nice waterline in, that would probably be a bonus to you. Mike Robinson said he's not a developer, but maybe he should have been as he might have made more money than being a lawyer. When he works with clients, they look for commercial sites that are served by utilities. They want to buy sites they can build on. Most people aren't interested in upgrading municipal systems. So if ABC looked at that site and they knew, even though there is an easement in the rear as City Attorney Doughman said, you could put landscaping or parking over it, but knowing that they've got an intermediate pressure zone with the appropriate line to serve their property, based on his long experience in Oregon, it would be an added value. Mike Robinson told Councilor Sieckmann he feels he owes him more than his option, that's what he thinks the correct answer would be. Mike Robinson thanked the council for their time.

Mayor Jacobellis asked each Councilor what they want to do.

2-21

Councilor Nelson – Don't even have staff look at it.

Councilor Mersereau – Said he is concerned with the staff cost because there is a bunch of other stuff to do too. He's also concerned that the overall master plan may match exactly what's here; if they are doing it for nothing, then if they have to do it again later, then they aren't out any money. He feels that if staff cost is minimal he sees no reason not to direct staff to work on the development agreement and see what they come up with. He would like to see the sewer master plan complete before they give final go-ahead.

Councilor Johnson asked City Administrator Boyce for an estimated amount that staff time would be needed to do the development agreement. City Administrator Boyce said that may be hard to guess, depending on what they come up with. They may need the attorney to review it and that would cost. They may need Sisul Engineering to review some items; his impression is that his time wouldn't be over the top, he would get updates from the attorney, Sisul and Scott Tabor. Scott Tabor may have a few hours in it, but the group said they would be doing the heavy lifting on that and developing the agreement, so staff would only be reviewing it and that would keep cost down and makes a big difference. Hans Tagus said that Sisul has been involved with this for a long time and they have gone back and forth a lot on this and he is so confident that their time will be minimal that Hans Tagus will pick up the city's cost for Sisul Engineering for their review. He said that they will be saving the city \$300,000 for the waterline and the value of the development and the property that the city owns adjacent to it will increase a lot having all the infrastructure in place.

Councilor Johnson asked City Administrator Boyce if there was a mechanism in place to accommodate that. City Administrator Boyce said yes, they can track that and invoice them for it. Councilor Johnson asked if they need a letter of intent on that to do it. City Attorney Doughman said no they don't, they have representation there tonight, and technically he would argue that they have a contract already. Yes, technically speaking he would want to have a contract if they move forward on that. In the abstract you always want something in writing but in this case no, he doesn't feel it's necessary. Councilor Johnson said as long as it's a zero cost to the city, he is fine moving forward.

Councilor Sieckmann said he really doesn't want to make a decision on it and they don't have to make a decision on it and they can move forward as they need to do. They said they have been working on this for ten months or so and they have done their homework. Council doesn't have that luxury right now. As Councilor Mersereau mentioned, it is going to take the city ten months to get the master plan and that's how long they have been working on it so he's really leaning towards doing nothing, but he doesn't want to shut them out and not continue having the discussion. If they aren't looking at cost to the city and if city staff feels that they have the time to put forward on this, because he knows that they are overwhelmed in all of the sectors that will be looking at it, he would be OK with moving forward on it and discussion and see if there is an agreement that could be made.

2-22

Councilor McMahon he would move that the city spends some money and get this done, not that that is going to happen. The master plan has already been held up for three months because when it went out the first time there weren't any bids on it, so in the best light they are looking at ten months and they may again not get any RFP's so this ten months could stretch out a lot longer than I think is fair for these folks to have to do. He thinks it's a phenomenal development, he thinks it's a win for the city, and if they cap the city's cost at the \$90,000 that they said they are willing to do, and the other improvements, he thinks they should move forward on it.

Councilor Reisner wanted clarification on what "moving forward" meant. He asked if it was the development agreement that they talked about putting together. Mayor Jacobellis said it was Hans Tagus putting the development agreement together, coming up with more concrete numbers and coming back to us with answers to the questions we have asked tonight. City Attorney Doughman said that by giving staff direction to review the development agreement doesn't give any kind of commitment or agreement other than just working with them on drafting the development agreement. They will still come back, present the agreement, answer council's questions and see if they can come to an agreement to work on. Councilor Reisner said he is on board with that.

Mayor Jacobellis said they have their marching orders and they can continue working on it. Just a couple of things for the developer on his end of it – maybe addressing in that proposal what it means for you to run that line on their side of the property line to the point where it has to cross back over to city's property, what it does for them and what it does for the city. Do what you can and we'll go from there.

5. City Council Training:

City Attorney Doughman said he is going to keep his portion of this rather broad and overview-ish. There is a lot here and he will do his best to answer any and all questions. They do this with all of their clients when there has been a significant turnover in council and go through it as it is laid out in the council packet. He's going to talk briefly about authority. Federal government has a constitution and state government has a constitution and in many ways the city has its constitution as well, and that's the city charter. Not every part of the country works the way Oregon does, or the way Gladstone or the other 242 cities in Oregon do. You hear a term thrown around sometimes and that is "home rule authority." It is similar to a concept they talked about in law school called Dillan's rule. The difference is that home rule authority, which you have, as do all Oregon cities, says as long as there is no state law saying you can't do something, then you can do it. Dillan's rule is the exact opposite in a way. Dillan's rule says that unless the state has a law that says they can do something, then they can't do it.

As you go west and farther west the home rule gets much stronger. And the way this often comes up, and you'll be looking at this next month in an ordinance dealing with medical marijuana facilities, you have these situations that come up and medical marijuana is a really good example, where you are trying to figure out does the city under its own rule and power have the authority to ban them or regulate them in a particular

way or is that something that state law says no, you don't, you can't touch that, we're calling the shots on that. In many other states they are saying does state law allow us to ban that? And here they can do it, unless state law says you can't. That authority is pretty important.

The charter then goes through and lays out its aspects of how that authority is exercised. It has language that talks about administrative authority, and by in large that is vested in the person to my right, the city administrator. Supervising departments, that's in the purview of the city administrator, that is something your charter says we are going to delegate that authority to him or her. The only thing in your charter that it doesn't give him authority over is a municipal judge and the city attorney. So they are basically directly reporting to the council.

Councilor Reisner asked if that also includes the city prosecuting attorney. City Attorney Doughman said yes, he thinks so. The charter doesn't specifically talk about that, but he believes it would be and they are performing a function that we, for a variety of reasons just don't perform in their office. But there would be nothing that ... In some cities they're contracted to do it all including prosecution, so he thinks that is part of that, so yes. Councilor Reisner asked wouldn't it include indigent defense. City Attorney Doughman said no, it doesn't. First of all they wouldn't be acting on their behalf, which only comes up if somebody is part of a process. If somebody here could do any jail time, they are entitled to it. Councilor Reisner said so your firm, whoever is doing the prosecutions and the judge, right? City Attorney Doughman said yes.

City Administrator Boyce said so to expand on that a bit, if a person is contracted to perform a function, is that something that should come before council for that contract. City Attorney Doughman said that usually the way he would look at that would probably be that it is something the council should at least have input on. If the process is something that basically is we're thinking about hiring this person to provide the prosecution services, what are your thoughts on that. Certainly whoever sits in this chair and what the firm provides, and if it's an in-house lawyer, that they'd need to be intimately involved in that.

Councilor Sieckmann asked who is in charge of the city's boards. It doesn't specify in the charter, they're not employees, they're not departments, and council appoints them. City Attorney Doughman said he thinks it's a matter of the code spelling that out. He thinks the code talks about appointments to the library board, parks board, planning commission. He said that with planning commission, in state law, you do have some duty by statute to be involved in that appointment, but theoretically you could delegate that process to the city administrator. Given the policy that is involved, every city he works in, the city council is involved in it. Most city charters are a little more in the administrative authority, hire and fire. Whoever sits in that role has the ability to make those determinations. Some of those positions and this being one of them, becomes a judgment call for that administrator. It would be wise to have input from the council, but as a technical legal matter with hiring of those positions, that's what you hire an

2-24

administrator to do. Removal of department heads, same sort of issue, flip side of that coin. There are some that require council input in your charter.

So that's the silo of administrative authority the city has or possesses in its charter, basically delegating it to the city administrator. Then the city administrator can sub-delegate some of that.

Councilor Johnson said the city administrator hires and fires directors, is there any input, any place where council gets any input in that. City Attorney Doughman said there is. City Administrator Boyce said city council has input on hiring and firing and removal of all department heads, including the assistant city administrator. The way it would work is the administrator could set up a selection committee for a department head. They are contemplating what process to use on the police chief right now. But after that decision is made by the selection committee, which would most likely include the city council but it's not required, he would have to go to city council to seek council approval of that decision. If they were removing a department head he needs to consult with city council prior to that action. Councilor Johnson asked if that is in the code, is it a courtesy, is it legal. City Administrator Boyce he believes it's in the city charter. City Attorney Doughman said the charter speaks to it, the code elaborates on it, and the code goes into a lot more detail and goes into the nuts and bolts of what the authority is. Councilor Johnson said that if the process goes complete, there is a committee for selecting a director, they say choose this person, administrator says choose this person, it gets to city council and they say no, what happens then. City Administrator Boyce he believes they have to go back to the pool. He doesn't think it specifies a committee has to be set up, but that is the usual course of action.

City Attorney Doughman says he is moving into enactments, how council actually exercises their authority in a variety of ways. He thinks they are all familiar with ordinances. The best way to think about it is they are legislating. You are essentially creating law, broadly applicable for the city of Gladstone. Most ordinances get codified but they don't have to, it's not required. In fact, next month when you consider the medical marijuana ordinance, that's an example of where they don't codify it immediately because they will still have a ban in place. Then state law requires there are some things they must do in an ordinance, even things he would think of as administrative like change a zone on a piece of property.

The way your charter works here is pretty common in that in order to enact an ordinance you would have a reading at two separate meetings, but you don't have to. If the council voted unanimously to have both readings at one meeting, your charter lets you do that. The other thing you can do is that since your charter assumes, and if you say nothing to the contrary, that the ordinance is not effective for 30 days, the council can choose to shorten that time period or eliminate it entirely and make something effective immediately. The charter refers to when special circumstances are present. Normally they ask if there is a really pressing reason to do so, and they call those emergencies, but they are less than something like a building-is-on-fire type of thing.

Administrative decisions is really what he thinks resolutions do. So if you are setting fees, adopting your budget, SDCs, how you calculate them, the methodology, there are a variety of things that you would do as a resolution as opposed to an ordinance. An ordinance or something that is going to end up codified is much like statutes that someone can look at and say OK, this is how my conduct is going to be governed. A fee or budget isn't really governing anyone's conduct so it is a resolution. The benefit of that is you read it by title, you adopt it in one meeting, and it's effective immediately. They don't have the formality that an ordinance does. When you're acting in a quasi-judicial capacity, your ruling, this is usually in a land use context, whatever you do with that application, whether you approve it or not, you do that through what he calls an order.

He moved on to public meetings law. Both in public meetings law, and as a good practice, you should be keeping a record of that meeting, what is said and what is discussed. Normally that is done in meeting minutes; you certainly have meeting minutes, and most cities do, and it's an easy way to see what was discussed. You don't have to, you can rely completely on audio and video. The down side of that is that if you want to figure out what they said or talked about four months ago you're going to have to sit down and watch a video. Technically you don't need to have minutes, but it is a good idea.

As Councilor Sieckmann said they have rules. There is nothing that says you have to follow Roberts Rules of Order, which gets thrown around a lot, unless your rules require it. They are just a well-worn and well-tested set of rules that make the discussion between five or seven people that much easier and more predictable. You have your own set of council rules and he doesn't plan to spend much time on them. When your rules don't specify how you get from point A to point B you defer to Roberts Rules of Order.

They are going to talk about roles of councilors in a meeting setting. A quorum consists of at least four of them to legally do anything. So if there are only three of you it can present some uncomfortable moments when you have a room full of people and you say, sorry we've all got to go home. He doesn't think that has ever happened here, but it has in other city's meetings. Their charter says they have to hold a meeting once a month at a certain time and place, and that was recently changed.

One thing that does come up from time to time is what happens if there are four of you that just run into each other at the grocery store and oh, you've got a quorum. Or even more likely, there is a public social event and you all plan on going, is that something where you have to put up a public notice and hold it in this room. No You can still socialize and the risk there is that it's hard for people who do what you do and that are intimately in the goings on of your community, to not have some discussion. It's like an elephant in the middle of this room in this otherwise social event. You can do it, but you have to stay away from topics that have to do with the city, and he will submit that it can be pretty difficult, so they recommend you avoid those as much as you can. But if four of you run into each other at the grocery store, you don't all have to run for different exits, but you want to be careful.

2-26

Councilor Johnson said there was a court case that he believes to be the Portland Public School Board, and what matters of the day were, and the state attorney general ruled that the quorum could be in a social setting and that matters of the day could be discussed in that social setting. They went on to say there is an appearance issue here, but that it was legal. He's wondering where this tends to bump into the first amendment right, freedom of speech, right to assemble and some of those things. Maybe this is something we could talk about for the next six hours, but I won't do that. He won't talk about the freedom of speech, it could take hours, but there is a case that they talk about, on the next page actually. It was in Lane County, the Dumdi case, and it didn't go past the circuit court, and they usually don't think about court opinions, something really setting a precedent, until it gets to at least the court of appeals. Once it gets to the court of appeals then they have something to be very cognizant of and that is binding law. So this didn't get that far and there have been a number of critiques of it, but basically what happened was you had Lane County commissioners, less than a quorum mind you, talking outside of a meeting, about a topic that related to the budget that they knew was going to be put in front of them, front and center at a duly noticed public meeting. There were emails and conversations through intermediaries and they believe they were trying to get one to vote a certain way, and he doesn't know the words "vote a certain way" were used, but in totality, with what the court reviewed they said, look, what you are essentially doing is deliberating towards a decision and you're doing that outside of a public meeting. What the judge hung his hat on was the fact that it was part of the budget; the budget was going to be coming before them and there is no way you can say that this is some abstract thing we had no idea might be an issue that we're going to have to consider and take a vote on. It was the budget, so there were some specific facts there, so the judge said you violated the public meetings law. And in the context of going through this, Lane County council advised them that what they are doing is likely a violation of the public meetings law and they continued to do it after that point. So the court said they violated the public meetings law and there is personal liability for the board members and the county got tagged as well, and it was \$20,000 each they had to pay the county.

Councilor Reisner said so two of them got together and talked about the budget and they got dinged for it. He said that he reads in the papers all the time about Charlie Hales getting together with his commissioners and they talk about the issues on their agenda for their meetings. City Attorney Doughman said that the Lane County judge said based on these facts, this looks like a public meeting. They don't have any court of appeals or Supreme Court judge that says yes, you shall do this in this way and under these facts this is a violation. And he thinks one of the criticisms is because of that question; well, less than a quorum can talk about a lot of sensitive issues all the time, and that doesn't turn each one of those discussions into a public meeting. In this case the judge was particularly troubled by the fact that the discussions included vote rank, I want you to vote this certain way. Again he isn't privy to what those particulars were, but there was something in that record that was pretty clear to the judge that it was more than a discussion about the pros and cons of a budget line item here and there and more about the two of us are going to vote this way, and therefore this part of the budget would fail or succeed and the judge said, and he tends to agree if the facts were that stark, that having that type of negotiation or spirited discussion about how one is going to vote,

relative to a particular set of facts, was something that very likely should have been done in a public meeting. He also finds that it was less than a quorum is somewhat troubling from a legal point of view because to him, it's more that the system wants it both ways. If it's less than a quorum, then how do you ever get to a public meeting? He said he wouldn't stress out about this case by any means, but he thinks it is illustrative of making sure. Certainly if you have four of you together, that you're should be conscious of what you are discussing, and issues of the day notwithstanding, the more specificity you put on those things, the more chance you have of getting in trouble with it. Councilor Johnson said the less than a quorum is troubling, that's the first time he's heard of that.

Just a little more on the public meetings law, he wants to stress this point, this is something that often people get wrong. It's a right to attend, it's a right to observe. That's what the public meetings law grants to citizens to residents. It's not a right to participate. There is nothing in the public meetings law that says anybody has a right to come before you and talk. He's not saying you wouldn't allow people to talk; it's a very good idea to let people to talk. You will hear that sometimes, this is a public meeting and I have the right to speak to you, and under the public meetings law they don't. They do have a right to speak with respect to certain topics. So other laws give them that right in certain situations. Land use is probably exhibit A. There is a requirement to have public hearings, have testimony, and leave the record open. So that process is loaded with that. When you adopt a budget, you have to have that time for the public to come and speak to the budget. Same when you adopt fees, new fees, new charges. It's not so much a hearing per say but you do have to allow for public comment. And all of those things have to happen in a public meeting, so there are times when the public has the right to actually testify, but that right doesn't descend from the public meetings law.

Executive sessions, just as a closed session with the council, are all dictated by state law. So this is another example of public meetings, public records. You couldn't be more secretive than state law allows, so that sort of sets the floor. You could provide a lot of transparency; for instance, you could have a local rule that says regardless of what the state law allows we are going to allow the public to speak, everybody has the right to speak to us on any topic whatsoever, and for a time that they chose. You wouldn't want to do that, but there's an example where you can provide more participation. Executive session has a limited set of topics that they can cover. Litigation, if you're in the middle of a lawsuit or there is one that is likely to be filed, certain personnel matters, real estate transactions, generally speaking advice from your lawyer that's in writing, documents exempt from public inspection. Those things you can cover in executive session. If it's just something where this is going to be a really difficult conversation and we would really rather not have it public is not one of the boxes I can go down and say yes to. They have people ask that. He will say, and the attorney general has said it is appropriate, when those kinds of issues come up, the first thing I want to know is there a legal issue involved. Because to the extent that there is a legal issue involved then he, his office, or your city attorney could provide advice on, and again that could serve as the basis for the executive session, but it would be limited to that legal aspect involved. Councilor Johnson said so there's no chance of having the medical marijuana discussion in executive session. Well no, but there is a possibility of talking about a certain aspect of

J-28

that. This whole thing about the pre-emption and what the risks are, that could potentially be. He said council does a pretty good job at that, there is an aspect of wanting the public to know what the city attorney is advising as well and how you are taking that advice. He doesn't normally suggest that they discuss things in executive session unless there is potential of liability or some legal exposure.

Public records. First thing to note there is every person, it doesn't matter if they live in Oregon or they could live in Buton, has a right to inspect public records. The motive is irrelevant, their need is irrelevant. Basically, the way that the law works for public records is it says that everything that the city may possess in writing, email, in a digital format, video, audio tape, you name it, the definition is extraordinarily broad, even includes voice mails, are to be presumed to be subject to exposure if someone asks. You can set up a process for it, have forms, and have fees to defray the cost of answering the public records request. The assumption is that anything that the city possesses is subject to public inspection. However, law has sixty-some exemptions to that general proposition. So there are times when the motive of someone making the request could be considered. So if what they are looking for would fall into an employee record, most, if not all of them, will be exempt from inspection. You would go through the exemption and say there's a sort of weighing of interests. The interest in the public of having knowledge of whatever it is they are seeking, against the privacy of the individual, and none of you would be asked to do this, but it is good for you to know how this process works, his office, staff would all talk and say well is there a compelling purpose that would be served by disclosing this information to this individual. Or do we have some knowledge of how this person may attempt to use this information. He never wants to say flat out that you never consider who this person is and why they are asking for it, but by-in-large they have had clients that had a process and the form itself said please state the legitimate reasons you are asking for this record, and that is problematic because up front, that's not something you are really allowed to ask.

Again the definition of public record is very broad. There's social media, which can be problematic, people are getting more understanding about how Facebook works and how these things are archived. For instance, in his estimation, he feels social media pages, and let's look at Facebook as the example, from a public records point of view everything that is said on that page should be preserved somehow. He doesn't have a Facebook account, but as he understands it, you have a timeline where you post all this stuff, it's always accessible and you can go back to your first post, look at your wall and all that stuff. But cities have an obligation for the retention of that as well. It's in a cloud somewhere on the Facebook server. So the best practice is somewhere it's periodically printed, downloaded to a disk, and have it locally stored, but in his mind those are all public records.

Councilor Sieckmann said speaking directly to that, there's a sight called Next Door, it's a site that is a social media page and it's Next Door Gladstone for this particular one. He said he has been posting meeting notices on there just as a person, but as he is still a city councilor, he has been asked by the administrator of that page to remove old posts. He goes in there and says there will be a city council meeting on such and such a date at such and such a time and says here is a link to the city's webpage for the packet of that night.

He asked if he was running afoul by doing that. City Attorney Doughman said he's not running afoul of anything by posting a notice of a public meeting. Councilor Sieckmann asked but what about removing posts of that. City Attorney Doughman said that eliminating them is problematic, yes. He said it should be preserved, whether it's from city staff or on a social network. City Administrator Boyce said is that so even if it's not a social network that the city is maintaining. City Attorney Doughman said that by virtue of the fact that you have a city councilor, however benign or boring the topic might be about city business, it still relates to city business. Councilor Sieckmann said "I'm going to jail aren't I?" City Attorney Doughman said his sense is that going forward staff could just do screen prints and put them in a file someplace, in some way and say this will be kept with this retention. It doesn't have to be elaborate, just something that says yes, this was a record. He said that that is a public record based on how he is describing it and he's posting it. And a copy of that is just fine. And no, he shouldn't be worried about it. But going forward he thinks that is the best practice.

One question about public records is how fast do we have to respond to them, and the answer is, it depends. There is no specific deadline. A few years ago the attorney general's office was making a big push for local governments to have some sort of 10-day deadline, and if it wasn't met there could be lawsuits flying, etc. It didn't end up being successful and that could be as much about John Kroger as anything else, but it's as soon as is practicable without delay. So it really depends on the nature of the request and that makes perfect sense. If someone is asking for thousands of documents over a wide range of topics, you're not going to get that done in a few days. If you're asking for two documents and it's extraordinarily focused, you're probably going to get that done just by sending an email back. So it depends. If you're following the whole Cylvia Hayes and John Kitzhaber case, they have been waiting for months. So they have the right to go into court and say here's the delay and this is why, but most people don't take that tack.

One other thing he wants to talk about and it's an odd thing in the statutes. You can tell the requestor that yes, they can do that and this is what it is going to cost us in staff time and supplies to do that, and you could require some sort of down payment, or alternatively pay the final bill before you pick them up. But you have the right to do that. You have the right to charge for his time for going through the documents to see if there is any exempt material. A couple of their clients, if they get a request from the Oregonian or certain folks, they don't charge them at all. He's never really understood that, but that does happen sometimes. But as far as what you are able to or have the right to do, is you are able to recoup their costs by in large of responding to public records requests. Councilor Mersereau asked for clarification and said you can charge some people and not charge other people. City Attorney Doughman said no, that was his point that they can charge everybody, but some of their clients chose not to charge certain people. Assistant City Administrator Jolene Morishita said Gladstone doesn't do that, they charge everybody.

City Attorney Doughman said they talked a little bit about a councilor's right to look at public records and how that works. Their advice has always been to certainly work through the city administrator, but when it comes to larger requests have the council be a

2-30

part of that. He said it's not necessarily a legal issue as much as it is a best practice, it can be difficult for a staff member when confronted by a councilor that's wants x, y and z documents, it can be very difficult to say either well you know I could charge you for that, or I think you should go and speak to the rest of the council. They feel a sense of duty and maybe a sense of, well in a way you're my boss so I better respond to that. He thinks it can put staff in a somewhat uncomfortable position. So their advice is always, look if you're talking about something that is large in nature, certainly if it is something that would otherwise be exempt from public disclosure. And in that case you have a legal obligation to go and have consensus among the council before that would be turned over. But in the everyday bland public record, if it's just a record or two, he doesn't have a problem with talking to staff about getting a copy of that. You have the right to know the business of the jurisdiction you're meeting. But the larger the request gets, he thinks it's a matter of good practice and that it's probably best to run that by the rest of your city councilors to make sure everybody is comfortable with that, and then it becomes almost a matter of course.

A little bit very briefly about preservation and destruction. There is a retention schedule that is set out, the secretary of state has a ridiculously large manual on various things in terms of the timeline and it's not letters are this long and emails this long, it is instead the subject matter that dictates it and that makes it that much more difficult. It is not an easy job, but there is a duty to maintain those records for a variety of different lengths of time, and it all depends on what that thing is. Some things are maintained indefinitely and it's important to have a working knowledge of what those things are.

Councilor McMahon said so emails, they are talking about them now. I've been deleting them and putting them in my deleted file. It's like the League of Oregon cities, and he got who knows what. And instead of clogging up his inbox he puts them in his deleted file. He asked if he could just delete that, or is that on a server somewhere. City Attorney Doughman said a couple of points on that. That's a very good question. Number one, he asked if they are all using the city domain email, using a city email address for city business. They all said yes. He said that is the first thing he would suggest if they aren't. It's the Hilary Clinton thing. He hadn't noticed from email from the council if they were using city or personal accounts. It's OK and it's not unlawful, but you've still got a duty to preserve anything that would be a public record. And it technically can, if there's ever a debate about that, expose your personal computer, wherever that is kept, to some sort of inspection, not you and not me, you don't want to put your personal stuff out there. So use a city email address for all city business. And then he's going to have to defer to these guys on how your server gets redundant backups, whether they are maintained even if you delete them. He will say that if it is a League of Oregon City's email, you only need one copy of whatever it is, it's not like seven of you got an email from a League of Oregon City, if you were, they would have to be seven copies made. So it's about how the city backs things up and what the communication is. If you're having communication on some amount of substance, he thinks that's a heightened sense of, OK, I don't want to delete this, or at least make sure the city servers have a copy of it.

2-31

Assistant City Administrator Jolene Morishita works with Robert Hale, a key person on this. It's his understanding that all of those emails that get to your inbox are going through the email exchange, he asked Jolene Morishita if they have those recorded. They back everything up, if it's deleted, they keep it. They can never disappear.

Councilor Johnson said he knows that the email provider Rack Space, because it's the same one he uses, does offer as a service a permanent archive. He asked if the city purchased that. Assistant City Administrator Jolene Morishita said yes, they do. Councilor Reisner said to the tune of \$8,004 per year. City Attorney Doughman it's a good way to do it and it's a lot less expensive that it is if you get an audit and wow, they aren't backed up. Imagine if you had a Gmail account and you had to siphon and segregate all the city council business from personal stuff.

Councilor Johnson said he works IT, so from a technical standpoint you may have a server someplace where you have email, you may delete it, and empty your trash bin and it's gone. Microsoft Exchange has a 30-day retention built into it, but others don't and it's gone. The rack space that they purchase email from has a permanent archive system built on top of that, in addition to that. It may not exist at Yahoo, it may not exist at Google, may not exist in a personal email system someplace, but it has been purchased specifically from Rack Space to provide that service. City Attorney Doughman said as long as you are using ci.gladstone.or.us as your domain for city business you're fine. It's just those times, and he's seen it a number of times, where someone uses their Hotmail. You just have to be cognizant. Councilor Johnson said that in most cases, delete and empty the delete folder may really mean it's gone. But in the City of Gladstone if you delete and empty the deleted folder, it's not really gone.

Ethics, last topic. You probably got your little form in the mail that you have to fill out and return it by April 15, so you probably have some idea of how this process works. He will point out some highlights in ethics law. Conflict of interest is probably what for you as councilors comes up more than any other aspect for ethics law. Conflict of interest is your opinion on something, it's whether someone can look at your dealings with the public and look and say, you know Joe Smith really well so of course you're not going to. It has to do with whether you have a financial benefit or detriment that is related to a decision you make. Two types, an actual conflict that will have a financial impact on you, either positive or negative, and if that is the case you absolutely cannot participate in that decision; you have to literally stand down. Much more common is a potential conflict of interest where it may have some financial impact, either positive or negative. And if that is the case, you have the legal duty to say what that is, to announce it, to put it on the record and say I think I can't predict the future. This comes up when, again picking on land use, they have a relationship with a firm that is presenting or some sort of weak but actual connection to a developer or applicant. Then what I would say to people is look, it would take a number of steps and a number of unknowns before you would or will realize any financial impact from this decision, but you might. So that's what your duty is to say I might and put that on the record, check the legal box you've got to check. And someone can challenge you and say I think you're wrong or I do think you have a conflict of

5-32

interest. It's pretty clear when you do and you don't or you might, which is a gray area and as long as you put that on record, you've satisfied your legal obligation.

Gifts, there's a whole laundry list of things that look and walk and talk like gifts that really aren't gifts. But by in large, the biggest thing is probably for you at city council level to be thinking about is anybody, himself included, that might have some financial, or legislative or administrative interest of what the city does. Anybody that fits that category is limited to giving you no more than \$50 in any calendar year in any form. So if he took a councilor out and bought them lunch, the two of you would need to make sure you were monitoring that. There would be a prohibition on anything above \$50 and frankly that's why they don't. We like to honor clients and what you do as professionals, but what we do especially around the holidays, instead of sending a fruit basket, we make a donation in their honor, usually to the heat project for folks that can't afford to pay their heat bills. So that's just something to keep in mind; anyone with a potential interest in a potential decision you make cannot give you more than \$50 in stock in the course of the calendar year. Councilor Sieckmann said so you can take me to dinner as long as I stay at \$49.

You've got the reporting requirement and you're going to do that soon, it's coming up. One of the things he will say about ethics law is about the prohibition on nepotism. So really, the only time he thinks council would be confronting this is if you're talking about having someone who may be related to you appointed to a position, certainly in a position for an employment opportunity. Normally the answer is if that is the case, your relative or whatever, you just can't participate in that decision. It doesn't mean the council can't make the decision, but you as the related individual need to stay far away from that decision. Councilor McMahan asked if that meant monetarily. City Attorney Doughman answered as volunteers too. It includes anyone who would have any authority within the city, like a board. Councilor McMahan said, not to pick on Councilor Nelson, but his daughter does a fair amount for them and they appreciate it. Councilor Nelson should recuse himself when it comes to decisions about putting Tammy on this board. She does a great job. There is nothing untoward about it, it's just when it comes to Councilor Nelson, he shouldn't be voting on it. Councilor Nelson asked what does my daughter do? Councilor McMahan stated that he had asked what Councilor Nelson's legal obligation was when his daughter decides to run for planning commission and the answer was that he can't be a part of that decision.

Very briefly now about budget law. Not every state requires their governance to go through such a tightly controlled process from the top down; it's a lot like land use in that way. Generally speaking, the budget has some specific standards. Some is relative to private industry and having to go through a fund-to-fund process, with respect to people who aren't trained in fund accounting. That is something most communities are aware of and try to find someone who has that. He asked City Administrator Boyce if there was anything problematic about that. City Administrator Boyce said in the process no, it's just the general understanding that, for instance, water rates pay for water infrastructure, it's in a separate fund called an enterprise fund. It's meant to be self-sustaining. There are limits to how you can transfer money between the funds. You need to have a good

justification for doing that. Sometimes they do that with administrative fees; for instance, they charged the water fund an administrative fee and it's based on work that's done by the general fund for that fund. Things such as payroll and liability insurance are paid for out of the general fund and things like that. So you just need to be careful how you limit those funds. If you remember a while back they had an interfund loan between the water department and the sewer and state revenue sharing. So there are things that could be done, but you really should stay away from transferring those funds as much as possible in-between.

The only other thing that he would say about the budget law is that you have to have a committee who is made up of residents in your city and the council. That part is mandatory and he thinks that's a pretty good thing. It's one of those things that most communities would do even if it weren't obligated by law to do it.

City Administrator Boyce said that one thing that came up was from a training that Councilor Reisner attended is that right now they have an alternate on the budget committee and he believes that one of the things they specifically said was you can't have alternates for the budget committee. Councilor Reisner said he was going to ask if he had followed up on that. They mentioned that you have to have, in our case, seven community members, but still you have to have a quorum. So if a couple of our people aren't there, that's still OK because you would still have a quorum. Like twelve out of fourteen because they have alternates also. He said it doesn't allow for alternates. City Administrator Boyce said he has called around to other jurisdiction and some of them have alternates, but most of them don't. Some of them were aware of that law and some of them weren't. City Attorney Doughman said there's a statute that doesn't allow alternates. Councilor Reisner said law doesn't allow it and City Attorney Doughman said that is different than prohibiting it. He thinks that was the wording he used. So he talked to City Administrator Boyce about it a couple of week ago to make sure they haven't gone afoul when they go through the process. City Attorney Doughman asked if they wanted him to take a look at it, they said yes. So he will take a look and figure it out. That would be a bummer if the entire budget got undone because of using an alternate. He will definitely take a look at it. He said that was it unless people had questions.

Councilor Reisner said he was confused when they talked about training 101, is that what this is. Assistant City Administrator, Jolene Morishita said she will call and find out if they have a specific 101 course. She can find out if this will be sufficient or not.

BUSINESS FROM THE COUNCIL

Councilor Nelson said he went on the Meals on Wheels with a fellow name Earl and he had been doing it for six years and he does the Friday run. He met 20 to 30 really neat people, most of them are locked into their homes or trailer because they were handicapped and couldn't leave and he got to go in and meet them and spent a few minutes with them. What a great program. They were so happy to see him come on Fridays and that's a part of Gladstone that you don't usually get to see. So if you get a chance to do a ride-along, do take the opportunity. It's 1 ½ to 2 hours at most.

J-34

Councilor Johnson asked what the status of their sewer master plan. City Administrator Boyce said he just finished revising the language so they should have it advertised by the end of this week.

Councilor Johnson asked what the status of the police station library advisory committee is. City Administrator Boyce they had one meeting last night. They are going to be meeting every two weeks at 6:30 pm, so two weeks from yesterday they will be having another one. They are also going to start putting the meeting agendas and meeting packets and any information they generate on the website. Speaking with Todd Angelo, who was elected as chair of the committee today, they also talked about including notice in the newsletters of the meetings and certain outreach to different groups. Councilor Johnson requested he be included on those meeting notices. City Administrator Boyce said he would send the whole council the packet and notifications of the meetings.

Councilor McMahon said he did a ride-along on the Meals on Wheels today with the Mayor and he is doing it every Tuesday, so if anyone else would like to go along he would welcome them. He doesn't get to go to the mobile home park, he has a different route. Get hold of him.

Councilor Reisner said three things. Traffic safety met three weeks ago. They have a member who is interested in a speed radar van, so he is going to put some information together to take back to them. He works with the program over in Beaverton. He attended the Department of Revenue local budget training earlier this month and also one with LOC. Commissioner de AElfweald also attended. He also met yesterday with Brent Barton, their State Representative, who wants to come before the council next month. It was mostly on educational stuff; he was trying to get more money for their kids.

ADJOURN

Meeting was adjourned at 9:41 pm.

Approved by the Mayor this _____ day of _____, 2015.

ATTEST:

Mayor

Assistant City Administrator

2-35

GLADSTONE CITY COUNCIL MEETING MINUTES of April 14, 2015

Meeting was called to order at 6:31 PM.

ROLL CALL:

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

ABSENT:

None

STAFF: Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Scott Tabor, Public Works Supervisor, City Planner Clay Glasgow; and Shane Abma, City Attorney

BUSINESS FROM THE AUDIENCE:

None.

CONSENT AGENDA:

Councilor Reisner asked that item #5 be pulled from the agenda.

Councilor Nelson made a motion to approve items 1 through 4 of the Consent Agenda. Councilor Sieckmann seconded. Motion passed unanimously.

Councilor Reisner wanted to pull the Oregon Accreditation Alliance section for further consideration. City Administrator Boyce advised that he had received communication from Interim Police Chief Jolley requesting that item be pulled so there can be further discussion on the matter.

Councilor Reisner made a motion to approve Item #5, the March Claims payments with the exception of the Oregon Accreditation Alliance. Councilor Johnson seconded. Motion passed unanimously.

CORRESPONDENCE:

None.

REGULAR AGENDA:

7. Presentation by West Coast Infrastructure Exchange:

Johnathon Trent, Program Manager, gave a slide show outlining who they are and what they work on. They are a not-for-profit organization working in collaboration with Oregon, Washington, California, and British Columbia. They are here to be an honest broker of information. He spoke about performance based infrastructure models versus traditional design bid builds. There were questions regarding financing. They are a free resource for the public sector. They can help with RFPs, RFQs, provide technical assistance, etc.

10. Public Hearing – Ordinance 1456 – Medical Marijuana Facilities as Conditional Use in LI Zoning District:

City Attorney Shane Abma gave some background on the issue. If the ordinance is approved it would basically say that if the City ever decides to repeal the other ordinance on business licenses rules this ordinance would take effect and dispensaries could be allowed only in the light industrial zones. This would only address medical marijuana dispensaries.

There was no public testimony.

2-36

Councilor Nelson made a motion that we have the first reading of Ordinance 1456 by title only. Councilor Mersereau seconded. Assistant City Administrator Morishita read the ordinance. Motion passed unanimously.

Councilor Nelson made a motion that we approve Ordinance 1456. Councilor Sieckmann seconded. Motion passed unanimously.

Councilor Sieckmann made a motion that we have a second reading of Ordinance 1456 by title only. Councilor Reisner. Assistant City Administrator Morishita read the ordinance. Motion passed unanimously.

11. Replacement of Water Main on Bellevue Avenue between W. Clackamas Boulevard and Arlington Street:

Scott Tabor, Public Works Supervisor gave a brief explanation of the project. We want to replace the water main before the street is rebuilt.

Councilor Nelson made a motion to approve the construction bid on the water main from Timberline Development for \$25,235. Councilor McMahon seconded. Passed unanimously.

6. Public Hearing – Appeal of Planning Commission Approval to Co-Locate Wireless Communication Antennae on a PGE Utility Pole Located in Front of 725 Portland Avenue:

Public testimony was opened at 7:37 PM. City Attorney Abma detailed the guidelines.

City Attorney Abma asked if any members of the Council had visited the site. They all had.

City Attorney Abma asked if any members of the Council had any other ex parte contacts. Councilors Nelson and Mersereau had not. Councilor Johnson received an unsolicited mailing at home prior to the Planning Commission meetings that was in opposition to the cell phone tower. Mayor Jacobellis said the topic came up at a Coffee with a Councilor but he did not have any information to share at that time. Councilor Reisner received a similar mailing and had seen postings on Next Door Gladstone regarding the Planning Commission meetings. Councilor McMahon also saw the information on Next Door Gladstone and read the minutes/watched the video of the Planning Commission meeting. Councilor Sieckmann had contact with a property owner next to the site. He has seen information on social media, he received the same mailing, he's been contacted by several residents, and was also contacted by Mr. Kato regarding an appeal and he advised him that he could not discuss it, but gave him information regarding the appeal process.

City Attorney Abma asked if any members of the Council had any bias. None had.

City Attorney Abma asked if any members of the Council had any conflicts of interest. None had.

City Attorney Abma asked if any member of the audience wished to challenge the jurisdiction of the City Council to hear this matter. None did.

City Attorney Abma asked if any member of the audience wished to challenge any City Councilor's ability to participate due to bias or conflict of interest. None did.

City Planner Clay Glasgow presented the staff report.

2-37

Mike Conners, representing the applicant, talked about some of the key criteria and briefly addressed the appeal. Their proposal is to mount six antennae on the current pole, which will increase the height from 60 feet to 80 feet. More than likely a new pole will be installed. The City code encourages co-location. They comply with all the criteria. They are providing an essential service. He went over the purpose statement and goals. They have agreed to use a battery back-up generator. It is their intent to use mature plants in the landscaping.

Audience comments:

Mindy Garlington – said she has not heard of anyone in favor of the project. They have not heard of an optional plan/location. She said the Fire Department had concerns. They have heard that the tree on the property will be taken down.

Peter Shearer – his wife did a pole on Change.org. He read some comments after providing the information to the Council – all the comments were against the project.

Cathy Stapleton – she said she didn't understand the process involved and thought it would go before the voters for approval. She didn't think Verizon customers were having issues.

Dave Kato – he is the property owner behind the project. He thought the Planning Commission listened to their concerns but he thought it was important for the Council to hear from the citizens.

Glenda Shearer – she is a Verizon customer and does not have any issues with service. She is opposed to the placement of a tower on Portland Avenue. She learned today that the property is zoned as R5 and not C2. She feels the Planning Commission based their decision on erroneous information.

Rebuttal from Applicant: Mike Conners said they try to choose locations that have the least amount of impact to the neighborhood. There is a need for a facility and the need is growing. He did not see the zoning difference that Ms. Shearer mentioned on the maps but it would not effect this facility. There will be no interference issues with the Fire Department radios. There was a discussion regarding the selection of the location. He has no knowledge of a tree being removed. He explained what "significant" impact means.

Staff Comments: Councilor Reisner asked if it would be possible to install a structure on Portland Avenue similar to what ODOT has on freeways. City Planner Glasgow said it is doable but there are limitations. PGE has an easement.

Mayor Jacobellis asked if Verizon is required to explore all the options and report on them. City Attorney Abma said no.

Mayor Jacobellis closed the public testimony.

Councilor Sieckmann asked if it was appropriate to discuss editing conditions for approval that the Planning Commission has put out. Do we need to start over and come up with our own approval criteria? City Attorney Abma said we could, but said we need to be cautious regarding adjectives. Councilor Sieckmann suggested removing the language pertaining to use of a diesel generator since Verizon has agreed to use a battery back-up. He suggested adding that the tree remain in place and be maintained. City Attorney Abma wasn't sure who has control of the tree. City Planner Glasgow felt that you could put that condition in.

2-38

Councilor Johnson said that we have to follow municipal code. He asked if there was anything the City Council of Gladstone could do to stop the installation of a cell phone tower in this instance. City Attorney Abma advised that if it meets the criteria for the local code it must be approved.

Councilor Nelson made a motion to approve the application with the condition of battery back-up power as opposed to diesel. Councilor McMahon seconded. Councilor Sieckmann wanted to clarify if a yes vote means a denial of the appeal. City Attorney Abma said that a yes vote means approval of the application. Assistant City Administrator Morishita poled the council: Councilor Nelson – yes, Councilor Mersereau – yes, Councilor Johnson – yes, Councilor Sieckmann – yes, Councilor McMahon – yes, Councilor Reisner – no, and Mayor Jacobellis – yes. Motion passed.

BUSINESS FROM THE COUNCIL

Councilor Nelson:

Received the bad news recently that Rose Johnson passed away in December.

Councilor Mersereau:

He would like the Council to have further discussion with Verizon regarding the location/installation of the tower.

He wanted to point out that it is Councilor Nelson's birthday.

He attended a training convention recently and learned that if you want Gladstone to grow that that action needs to come from the people. He feels we need to find out what the people want and start that communication soon. He suggested a town hall type thing or perhaps the Advisory Committee could look into it.

He attended the Coffee with a Councilor yesterday. There were six citizens there and they were very positive and supportive.

Councilor Johnson:

He was also at the Coffee with a Councilor and one of the questions that came up was what the status of our street maintenance program is. He'd like to get an answer in the near future.

He wanted the Council to be aware regarding the Tri-City sewer plant. He's come to understand that this is a big issue and we need to be aware of this. He would like to get some direction from the Council as to what they would like to see us do there and to help the Council better understand the issues. He has asked that this topic be included in a work session as soon as possible.

He also shared some kind words about Rose Johnson.

Councilor Reisner:

He asked City Administrator Boyce what his schedule was in the near future as far as various meetings.

He suggested including updates from the Planning Commission and Council in the newsletter.

Councilor Sieckmann:

The City Hall/Police Station Committee had one person resign so he wanted to ask if Council wanted to replace that person. There were several committee members in the audience and it was decided they would continue with the remaining eight members.

He attended the training with Councilor Mersereau and got a lot of good ideas. He explained the concept of "branding". He will bring the idea to Council.

He feels there should be a discussion regarding the possibility of fires on vacant properties his summer.

Mayor Jacobellis:

He is working on a letter of interest for a grant from Metro for planning. It includes a lot of public input.

239

He is hoping to have a town hall meeting sometime in June.
He wanted people to know that the Council is putting in a lot of time and effort attending meetings, writing reports, etc.

ADJOURN

Meeting was adjourned at 9:08 PM.

Approved by the Mayor this _____ day of _____, 2015.

ATTEST:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

2-40

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 8th 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.

242

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 22nd. He participated in the City Clean-Up event – the area around City Hall looks nice.

2-43

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 9th 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 McMahan: 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, 82nd, 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 _____ day of _____, 2015.

ATTEST:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

244

GLADSTONE CITY COUNCIL MEETING MINUTES of May 12, 2015

Meeting was called to order at 6:33 PM.

ROLL CALL:

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

ABSENT:

None

STAFF:

Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Stan Monte, Fire Chief; Rhonda Bremmeyer, Senior Center Director; Interim Police Chief Jeff Jolley; Scott Tabor, Public Works Supervisor; and Shane Abma, City Attorney.

Mayor Jacobellis said that agenda item #11 will be moved ahead of item #10.

BUSINESS FROM THE AUDIENCE:

None.

CONSENT AGENDA:

Item #1 was removed from the agenda.

Councilor Sieckmann moved and Councilor Nelson seconded a motion to accept the consent agenda. Motion passed unanimously.

REGULAR AGENDA:

4. Appointment to the Planning Commission:

City Administrator Boyce said we have one vacancy and two applicants: Daniel Millington and Linda Nease.

Assistant City Administrator Morishita poled the Council and Councilor Nelson – Millington, Councilor Mersereau – Nease, Councilor Johnson – Nease, Councilor Sieckmann – Millington, Councilor McMahon – Nease, Councilor Reisner – Nease, and Mayor Jacobellis – Nease. Linda Nease appointed with a 5-2 vote.

5. Rinearson Pond Project:

City Administrator Boyce explained that this project has been a long time in making. We are to the point now where we are looking at construction. John Runyon, consultant with Cascade Environmental Group, gave a brief history and an update on the project. There are various issues with the pond, including water quality and endangered species. They proposed the Rinearson Pond Project to the Portland Harbor Trustees. They were very enthusiastic because the project fits all of the criteria so the project has moved forward. They have done the feasibility studies and have developed a preliminary design for the site and all of the permits are ready. The construction would involve modifying the dam so it is much lower and putting in a stream channel that would go up to the dam; allowing fish to come in and out of the stream and pond area, severely reducing the pond area to provide habitat for fish and native turtles. Construction will occur either this summer or next summer. There is a post-construction monitoring period

2-45

that will last for ten years. They have already completed the pre-construction monitoring. After the post-construction monitoring period there will be a permanent steward. He said it has been a truly collaborative process. He explained the plan for dealing with some slightly contaminated sediments. Councilor Johnson asked if there were any other options. Mr. Runyon said the sediment could be hauled elsewhere, but it is expensive. Councilor Reisner said this issue should be discussed in the future. Mr. Runyon said they could look into some options and they will be going before the Planning Commission in the future. Councilor Sieckmann asked for clarification regarding placing plants to discourage human access. Mr. Runyon replied that the area is designed to be a fish and wildlife habitat. The plants are designed to discourage people from going off the path in order to maintain the habitat. There was a brief discussion regarding education, trails, etc.

6. Removed from agenda.

7. Grant Application Summary:

Tammy Stempel gave an update on four grants she and City staff have been working on.

- Transportation Growth Management grant through ODOT for the Transportation System Plan – approximately \$150,000 with a match of \$18,000 which can be in cash or in kind donation. Staff time and volunteer time would qualify for in kind donation. There is a high potential for receiving this grant since we don't have a TSP currently. She will be working with ODOT to complete the application.
- Transportation Growth Management grant through ODOT for the Portland Avenue Refinement Plan - \$175,000 with a match of \$21,000, which can be cash or in kind donation. This would cover the development of zoning regulations, design standards, and refine cross section plans.
- Oregon Transportation Growth Management Code Assistance Program through the State of Oregon Department of Land Conservation and Development for the Gladstone Code Audit and SMART Growth Assessment Recommendations – it's an open-ended amount as needed. This has been offered to us as a free service. It is an in-depth audit designed around what our visions for the community are.
- Community Planning and Development Planning – Gladstone Downtown Revitalization Plan through Metro - \$150,000 with a match of \$15,000, which can be cash or in kind donation. This is to help create a master plan and the implementation strategy to identify any challenges and opportunities that could help us. Councilor Reisner asked if this would include tourism – it possibly could. Mayor Jacobellis wanted to confirm that we are working with ODOT to make sure we are not cross purposing – Tammy Stemple assured him that is the case. She said this will definitely be a cohesive work effort with all the agencies involved. The amount will be increased to fund a full time staff position.

The Council approved proceeding forward with the grants.

8. Payment of Accreditation Renewal Fee to the Oregon Accreditation Association:

Interim Police Chief Jeff Jolley said we have invested a lot of time and effort into this process. He recommends deferring to the new Chief of Police as to what direction they want to proceed. They have identified some areas that need improvement. The importance of the project was not sufficiently conveyed to the troops. Councilor McMahon said that being an accredited agency may help when applying for grants. There was a discussion regarding costs and time involved.

246

Councilor Nelson moved and Councilor Sieckmann seconded a motion to approve the payment of the renewal fee to the Oregon Accreditation Association. Motion was passed by a majority vote – with a no vote from Councilor Reisner.

9. Code Enforcement Update:

Interim Police Chief Jeff Jolley said they are working on their approach to change from being just reactive and moving toward proactive. They will do their best to make sure that the livability and the standards of our community are high. He outlined some things that they are doing to improve that. The Council gave their full support.

11. Brown and Caldwell Agreement – Change Order #4 – Stormwater Permit:

City Administrator Boyce said there are some deadlines coming up. They are requesting City Council to authorize a change order to this contract in order to meet our permit requirements. A hydro modification assessment, a retrofit plan summary, and a public education effectiveness evaluation would be completed. The stormwater permit covers all of Clackamas County. He feels it is important to stay with Brown and Caldwell because they represent all the other jurisdictions. There are some cost savings due to using a team approach. The cost to the City would be \$28,000. We're changing the scope of work and adding to the amount.

Councilor McMahon moved and Councilor Nelson seconded a motion to execute change order #4 to the Stormwater Permit with Brown and Caldwell. Motion was passed by a majority vote – with a no vote from Councilor Reisner.

10. City Administrator Contract:

Councilor Nelson moved and Councilor Sieckmann seconded a motion that the City not renew the City Administrator's contract that ends on June 30th, 2015 and that we authorize the Mayor to send an official written notice.

City Attorney Shane Abma explained that a yes vote means that as of June 30th, 2015 Mr. Boyce would no longer be the City Administrator.

Assistant City Administrator Morishita poled the Council – Councilor Nelson – yes, Councilor Mersereau – yes, Councilor Johnson – yes, Councilor Sieckmann – yes, Councilor McMahon – yes, Councilor Reisner – yes, and Mayor Jacobellis – yes. Motion passed unanimously.

BUSINESS FROM THE COUNCIL:

Councilor Sieckmann: Coffee with a Councilor is still going on. The number of participants has slowed down a bit. He feels it's time to reevaluate and see if we'd like to continue. He feels we should and would like to discuss it in the future.

Councilor Nelson: The speed trailer is out now and they will be recording some speeds for the next few weeks so the Traffic Safety Commission can look at the results. It will be out for 2-3 days at a time, then needs to be recharged. He will provide the results to the rest of the Council.

Councilor Mersereau: Provided the rest of the Councilors with some reading material.

Councilor Johnson: He and City Administrator Boyce, Councilor Sieckmann and Councilor Mersereau met with some Oregon City folks last week to discuss some Tri City governance issues. They are looking at what a Charter for Tri City governance would look like if it were no longer with the County. He will provide a list of future meetings.

Councilor Reisner: He has been working with some citizens regarding tourism.

ADJOURN

Meeting was adjourned at 7:45 PM.

Approved by the Mayor this _____ day of _____, 2015.

ATTEST:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

248

GLADSTONE CITY COUNCIL MEETING MINUTES of May 26, 2015

Meeting was called to order at 6:40 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:

Jolene Morishita, Assistant City Administrator; Scott Tabor, Public Works Supervisor, and David Doughman, City Attorney.

BUSINESS FROM THE AUDIENCE:

Tammy Stempel, Planning Commission – wanted to mention that they have a joint work session coming up on June 23rd between 6:00 PM and 6:30 PM prior to the regular Council meeting. The purpose of the meeting is to discuss the parameters of the codes and ordinance audit that we're asking the State to help us with. She will provide the points that the Planning Commission felt were important. She would like to hear any questions the Council might have prior to the meeting so that she can be prepared with answers. She will also provide information regarding Smart Growth.

CONSENT AGENDA:

None.

CORRESPONDENCE:

None.

REGULAR AGENDA:

2. Request to Purchase 2 Solar-powered Driver Feedback Signs:

Councilor Reisner said that one of the concerns the Traffic Safety Committee has had for the last several years is speed. They currently have the speed trailer that is placed in various spots around town. It is a visual reminder of your speed, plus it records the data. They have studied the data when various neighborhoods have voiced complaints. Milwaukie and Oregon City are using portable flashing speed signs. Public Works Supervisor Scott Tabor said that the Traffic Safety Committee wants something transferable as opposed to speed bumps. They would like to start with six different poles throughout the City, and they can modify existing poles to accommodate the signs. Public Works will be instructed by the vendor as to how to set up the brackets, install the signs, programming, etc. Councilor Nelson said he is setting the trailer up for three days at a time, 24 hours/day and he will provide the data to the Council.

Councilor Reisner made a motion to authorize the purchase of 2 Flashing Solar-powered Driver Feedback Signs. Councilor Sieckmann seconded.

Discussion: Mayor Jacobellis said that currently the radar trailer is placed in various locations, then police follow up with enforcement efforts. If we have two signs he doesn't feel we have the staffing levels to do the follow up enforcement. His concern is that the speed signs will become ineffective eventually since there is no follow up enforcement. Councilor Nelson said that Interim Police Chief Jolley is doing the follow up enforcement after being provided the data from the radar trailer. The speed signs do not record data. Councilor Sieckmann feels that the signs are still a benefit to the community even without the follow up enforcement aspect. Councilor

Nelson feels it's a good thing to make people aware of the speed zones, especially drivers coming off the freeway and McLoughlin Blvd. Councilor Mersereau agreed that it's more of a reminder.

Motion passed unanimously.

3. Request to Purchase 2015 Ford F-550 Water Service Truck:

Public Works Supervisor Scott Tabor said this is to replace the existing truck, which is fifteen years old and has 115,000 miles on it. He would like to keep the old truck in reserve, to be used as needed for sewer repairs. No additional tools would need to be purchased. We save a lot of money by not going out for separate bids – we will be going through the State bid, so they have already done all the work. They want to auction off some of the vehicles that are not being used. The new truck will have a hydraulic crane, which is much safer and provides more flexibility and control.

Councilor Nelson made a motion to approve the purchase of the 2015 Ford F-550 Water Service Truck. Councilor McMahon seconded. Motion passed unanimously.

5. Appointment of Interim City Administrator:

At the May 12, 2015 Council meeting the Council voted not to renew the City Administrator's contract and let it expire on June 30, 2015. On July 1, 2015 the City will require an Interim City Administrator to conduct City business. The proposal is to appoint Assistant City Administrator Jolene Morishita to Interim City Administrator effective July 1, 2015 and to authorize an increase in pay to Ms. Morishita while serving as the Interim City Administrator. He went over the three options, financial impact, etc.

Councilor Nelson made a motion to appoint Assistant City Administrator Jolene Morishita as Interim City Administrator effective July 1, 2015. Councilor Johnson seconded.

Discussion: There was a brief discussion regarding salary. It was agreed that Mayor Jacobellis, Councilor Mersereau and Ms. Morishita will discuss this and have a decision made by the June 9th, 2015 meeting.

Motion passed unanimously.

1. Authorization to Hire Additional Staffing to Assist in Transition to New City Administrator:

Mayor Jacobellis gave the history and background. On May 12, 2015 the Council voted not to renew the City Administrator's contract. This would authorize the City to hire an administrative assistant through a temporary contract agency to assume some of the workload of the Interim City Administrator. He went over the options, financial impact, etc. There was a brief discussion regarding costs, options, etc.

Councilor Reisner made a motion to authorize the hiring of temporary staffing to assist in the transition to a new Interim City Administrator. Councilor Mersereau seconded. Motion passed unanimously.

WORK SESSION:

4. Development Agreement Request from H T Properties – Transue Property, 18121 Webster Road:

Hans Thygeson, H T Investment Properties, said the project will be of great benefit to the community. He tried to simply fulfill their request. He would like the City staff to work with them on considering a development agreement that they will present at a future Council meeting for adoption. He went over the issues/plans surrounding the water line and sanitary improvements. He presented a site map. There is no cost to the City at this point. Public Works

2-50

Supervisor Scott Tabor addressed the pipe coupling issues, options, easements, pipe sizes, etc. Mike Robinson also assured the Council that there would be no cost to the City. They would draft an agreement and forward it to City staff.

Council agreed to allow the City Administrator to work with HT Properties on the Development Agreement Request.

REGULAR AGENDA:

BUSINESS FROM THE COUNCIL

Councilor Nelson:

Thursday night Gladstone is hosting the Clackamas Cities Association dinner at the Senior Center.

Councilor Reisner:

He had a suggestion regarding the Lake Oswego/Tigard Water Project – that they inspect the property after the project is completed to assure that it is returned to its pristine condition.

Councilor Johnson:

The Regional Waste Water Advisory Committee meeting is at the County tomorrow night. He feels that it is a big deal and they are going to be asking for a lot of money – a minimum of \$41,000,000. He is concerned that it won't be as beneficial to the people in the Tri City Service District as it will be for those in the CCSD #1 District. He encouraged everyone to attend the meeting and your presence will be noted. He met with L.B. Day last week and asked if he could assist with the hiring of a new City Administrator. He agreed and will do it at no charge to the City. He would like to form a sub-committee of the Mayor and two Council members and meet with them in the near future. It was agreed that Councilors Johnson and Mersereau, along with Mayor Jacobellis will make up the sub-committee. The City Hall/Police Department committee has been meeting and working hard, asking questions, visiting other facilities, etc. They are nearing the point of presenting their report to Council. He suggested a round table type joint meeting with the Council on June 15th. The Council agreed. He noticed that all work appears to have stopped on Jensen Road, which is the walkway into Meldrum Bar Park. He would like to see that reopened. Public Works Supervisor Scott Tabor said that the work should be completed within the next two weeks.

Mayor Jacobellis: They were notified by Metro after the last meeting to proceed with the letter of interest for the grant. He asked the Council to authorize him to draft a letter of approval saying the grant application to Metro for the planning grant for the downtown revitalization plan is a good idea and we would like to proceed with it. Council agreed.

ADJOURN:

Meeting was adjourned.

Approved by the Mayor this _____ day of _____, 2015.

ATTEST:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

2-51

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: City Council
From: Pete Boyce

AGENDA ITEM

Liquor License – 150 W. Arlington St. – Masala Box, Inc.

History/Background

Masala Box Inc. is applying to the Oregon Liquor Control Commission (OLCC) for a limited on-premises sales and a off-premises sales permits. The OLCC asks the local jurisdiction for a recommendation. The application was received June 1, 2015. The police department is in the process of reviewing the application. Once the review is complete a recommendation will be sent to council.

Proposal

Proposal will be forwarded to city council upon completion of the review.

Options

The City could recommend the application by granted or denied. The OLCC then makes a final determination.

Cost Impact

None.

Recommended Staff Action

Recommended action will be forwarded to council upon completion of the review.

Department Head
Signature

Date

City Administrator
Signature

Date



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
 - New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

L 215 872
P 51333

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: _____

Date: JUN 01 2015

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① MASALA BOX, INC ③ _____

② _____ ④ _____

2. Trade Name (dba): MASALA BOX, INC

3. Business Location: 150 W ARLINGTON STREET, GLADSTONE, OR 97027
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 150 W ARLINGTON ST. GLADSTONE, OR 97267
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: DEL N FOOD MART 503 349 3795
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: JULU PROPERTY LLC Type of License: OFF-PREMISE SALES

8. Former Business Name: DEL N FOOD MART

9. Will you have a manager? Yes No Name: VISAY N. REDDY
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? CITY OF GLADSTONE
(name of city or county)

11. Contact person for this application: VISAY N. REDDY 503 349 3795
(name) (phone number(s))

5343 SE EL CENTRO WAY MILWAUKIE 97267 redy3611@comcast.net
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date 6/1/15 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

3-2



OREGON LIQUOR CONTROL COMMISSION
CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: MASALA BOX, INC Year Incorporated: 2015

Trade Name (dba): MASALA BOX, INC

Business Location Address: 150 W ARLINGTON ST

City: GLADSTONE, OR ZIP Code: 97027

List Corporate Officers:

<u>VIJAY N. REDDY</u>	<u>CEO + COO</u>
(name) <u>SURAYA K. REDDY</u>	(title) <u>PRESIDENT / SECRETARY</u>
<u>GITA K. REDDY</u>	<u>VICE PRESIDENT</u>
<u>JAYA K. REDDY</u>	<u>CHIEF FINANCIAL OFFICER</u>

List Board of Directors:

NONE
(name)

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Stockholders:	Number of Shares Held:	Number of Stock Shares:			
<u>VIJAY N. REDDY</u>	<u>55,000</u>	<table border="1"> <tr><td>Issued: <u>100,000</u></td></tr> <tr><td>Unissued: <u>0</u></td></tr> <tr><td>Total Shares Authorized to Issue: <u>100,000</u></td></tr> </table>	Issued: <u>100,000</u>	Unissued: <u>0</u>	Total Shares Authorized to Issue: <u>100,000</u>
Issued: <u>100,000</u>					
Unissued: <u>0</u>					
Total Shares Authorized to Issue: <u>100,000</u>					
<u>SURAYA K. REDDY</u>	<u>25,000</u>				
<u>GITA K. REDDY</u>	<u>10,000</u>				
<u>JAYA K. REDDY</u>	<u>10,000</u>				

Server Education Designee: VIJAY N. REDDY DOB: 03/02/1955
(See Liquor License Application Guide for more information)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Officer's Signature: [Signature] CEO + COO Date: 6/1/15
(name) (title)



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name MASALA BOK, INC. 2. City GLADSTONE, OR

3. Name REDDY JAYA KANTA
 (Last) (First) (Middle)

4. Other names used (maiden, other) —

5. *SS* Place of Birth CALIFORNIA 7. DOB (mm) (dd) (yyyy) 8. Sex M F

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here.

Applicant Signature: [Signature]

9. Driver License or State ID # — 10. State OREGON

11. Residence Address 5343 SE EL CENTRO WAY MILWAUKIE, OR 97067
 (number and street) (city) (state) (zip code)

12. Mailing Address (if different) —
 (number and street) (city) (state) (zip code)

13. Contact Phone 650 241 0459 14. E-Mail address (optional) —

15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: —

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:
CALIFORNIA

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
 If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name MASALA BOX, INC 21. City GLADSTONE, OR

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:
SVK MARKET, MILWAUKIE, OR

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 5/30/15



OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY

1. Trade Name MASALA BOX, INC. 2. City GLADSTONE

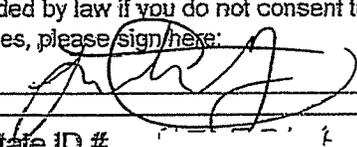
3. Name REDDY GITA KANTA
(Last) (First) (Middle)

4. Other names used (maiden, other) _____

5. *SSN _____ Place of Birth. CA 7. DOB _____ 3. Sex M F
(State or Country) (mm) (dd) (yyyy)

***SOCIAL SECURITY NUMBER DISCLOSURE:** As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: 

9. Driver License or State ID # _____ 10. State OR

11. Residence Address. 5343 SE EL CENTRO WAY MILWAUKIE OR 97267
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) 5343 SE EL CENTRO WAY MILWAUKIE OR 97267
(number and street) (city) (state) (zip code)

13. Contact Phone 650 704 4466 14. E-Mail address (optional) gita.k.reddy@gmail.com

15. Do you have a spouse or domestic partner? Yes No
If yes, list his/her full name: _____

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:
previous 2006 CA & 2006 OR (to current) OREGON

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

3-6

20. Trade Name MASALA BOX, INC 21. City GLADSTONE, OR

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure gk
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol diversion program in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:
SVK MARKET, MILWAUKIE, OR 97267

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 05/30/2015



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name MASALA BOX, INC 2. City GLADSTONE, OR

3. Name REDDY SURYA KANTA
(Last) (First) (Middle)

4. Other names used (maiden, other) _____

5. *SSN _____ Place of Birth FIJI ISLANDS 7. DOE c. Sex M F
(State or Country) (mm) (uu) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: _____

9. Driver License or State ID # _____ 10. State OREGON

11. Residence Address 5343 SE EL CENTRO WAY, MILWAUKIE, OR, 97267
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
(number and street) (city) (state) (zip code)

13. Contact Phone (650) 245 0457 14. E-Mail address (optional) premi1@comcast.net

15. Do you have a spouse or domestic partner? Yes No
If yes, list his/her full name: VIJAY N. REDDY

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:
CALIFORNIA

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name MASALA Box, Inc 21. City GLADSTONE, OR

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

SJK MARKET, MILWAUKIE, OR. (SEPT 2008 TO Present)
PICK & PAY MARKET, REDWOOD CITY, CA. (1998 to 1990)

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: *Sanya K. Reddy* Date: 08/01/15



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name MASALA BOX, Inc 2. City GLADSTONE
 3. Name REDDY VIJAY NADESAN
 (Last) (First) (Middle)
 4. Other names used (maiden, other) _____
 5. *SS _____ Place of Birth Fiji 7. DOB _____ Sex M F
 (State or Country) (mm) (uu) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: [Signature]

9. Driver License or State ID # _____ 10. State OR
 11. Residence Address 5343 SE EL CENTRO WAY MILWAUKIE, OR 97267
 (number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
 (number and street) (city) (state) (zip code)

13. Contact Phone 503 349 3795 14. E-Mail address (optional) reddy3611@Comcast.net

15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: SURYA KANTA REDDY

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:
CALIFORNIA

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
 If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name MASALA Box, Inc 21. City GLADSTONE

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol diversion program in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

STK MARKET, MILWAUKIE, OR (9/2008 to Present)
PICK & PAY MARKET, REDWOOD CITY, CA (1998 to 1990)

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 6/1/15



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: MASALA BOX, Inc Phone: 503 349 3795

Trade Name (dba): MASALA BOX Inc

Business Location Address: 150 W ARLINGTON STREET

City: GLADSTONE, OR ZIP Code: 97027

DAYS AND HOURS OF OPERATION

Business Hours: Sunday 7 Am to 10 Pm, Monday 7 Am to 10 Pm, Tuesday 7 Am to 10 Pm, Wednesday 7 Am to 10 Pm, Thursday 7 Am to 10 Pm, Friday 7 Am to 10 Pm, Saturday 7 Am to 10 Pm

Outdoor Area Hours: Sunday 11 Am to 9 Pm, Monday 11 Am to 9 Pm, Tuesday 11 Am to 9 Pm, Wednesday 11 Am to 9 Pm, Thursday 11 Am to 9 Pm, Friday 11 Am to 9 Pm, Saturday 11 Am to 9 Pm

The outdoor area is used for: [X] Food service Hours: 11 Am to 9 Pm, [X] Alcohol service Hours: 11 Am to 9 Pm, [] Enclosed, how, The exterior area is adequately viewed and/or supervised by Service Permittees. (Investigator's Initials)

Seasonal Variations: [X] Yes [] No If yes, explain: Outdoor Areas only during dry & hot days/during May to Sept months only

ENTERTAINMENT

- Check all that apply: [] Live Music, [] Recorded Music, [] DJ Music, [] Dancing, [] Nude Entertainers, [] Karaoke, [] Coin-operated Games, [] Video Lottery Machines, [] Social Gaming, [] Pool Tables, [] Other:

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday to, Monday to, Tuesday to, Wednesday to, Thursday to, Friday to, Saturday to

SEATING COUNT

Restaurant: 14 Outdoor: 6, Lounge: Other (explain):, Banquet: Total Seating: 20

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 6/1/15

3-12



Oregon

Kate Brown, Governor

Liquor Control Commission

9079 SE McLoughlin Blvd

Portland, OR 97222-7355

(503) 872-5000

(800) 452-6522

June 1, 2015

Masala Box Inc
Masala Box Inc
150 W. Arlington St.
Gladstone, OR 97027

Dear Applicant:

We have received your liquor license application for a Limited On-Premises and Off-Premises sales license. Before we can begin processing your application, you must submit your liquor license application to your local governing body and pay any required fee.

Please mail or deliver the attached documents and any fee to your government office listed below as soon as possible.

Once you have mailed or delivered the documents call me so that I can refer your application for investigation. Do not wait for your local governing body to approve your application before you contact Jan Smith at 503-872-5217.

REMEMBER: You need to complete the Law Orientation test before we can issue a 90 day temporary license or your permanent license. Please go to our web site www.oregon.gov/olcc and download the test and booklet. Go to "Liquor Licensing" and then scroll down to "Training & Educational Materials"

Sincerely,

Lindsey Linney,
License Services Division
503-872-5252

Your Local Governing Body

City of Gladstone
525 Portland Ave
Gladstone, OR 97027
503-656-5225

3-13



Current City Project Status

Responsibility (R1-R3) & Authority A1-A3		PROJECT					STATUS				
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
								Current & Ongoing Projects			
PB			CC		RB	Senior Center	Council Requirement	Senior Center Operations and Public Policy Plan.	11/12/13	June 2015	Senior Center Advisory Committee has submitted draft to Administration. Currently under review.
PB			CC		PB	Library	Facility Upgrade	2011 IGA - Library	November 2014	June 2015	Close to agreement with County Staff. County attorney providing final language draft. When complete will forward to council.
PB			CC		ST	Public Works-Misc.	Council Requirement	Public Works Operations and Public Policy Plan that Includes All Public Works Operations	11/12/13	June 2015	Initial research started by Public Works Supervisor
PB			CC		CC		Retreat	Approve Plans for Dept Goals	Feb 2015	July 2015	Delayed. Preparing for transition in City Admin position.
					L		Retreat	Request a response to noted policy improvements	Feb 2015	July 2015	Missed April deadline. Must coordinate with Liasons.
PB			CC		PB	City Hall	Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Oak Lodge Sanitary District	Feb 2015	July 2015	Negotiating terms with Oak Lodge. Slow down in determining ownership of existing infrastructure.
PB			CC					2009 IGA - Library	November 2014	August 2015	Goal date moved back one month. County waiting for another service district in Estacada to end. County estimates now are August.
PB					JM	Police	Staffing	Hire New Police Chief	March 2015	August 2015	Working with Mayor to develop selection process

41

Current City Project Status

Responsibility (R1-R3) & Authority A1-A3								PROJECT	START DATE	GOAL COMP. DATE	STATUS
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type				
PB			CC		PB	City Hall	Capital Projects	Managing Rinearson Pond Project	2013	September 2015	Proposed construction 2015. Continuing to meet with Cascade and HOA. Preparing land use applications.
PB			CC	AC	ST	Public Works-Park & Recre.	Support	BMX Bike Track Proposal for Meldrum Bar Park – Reviewing with Park And Recreation Committee	2013	Sept 2015	On hold until Park Master Plan is conducted. Mayor may exploring grant to fund master plan
PB	CS		CC		ST	Public Works-Park & Recre.	Support	Dog Park	04/12/11	Sept 2015	On hold until Park Master Plan is conducted.
PB			CC				Misc. Projects	Developing Update for the Transportation System/Pavement Master Plan		Nov 2015	Council considering at March 10, 2015 meeting. May be grant funds to help pay for master plan. RFP will be released once grant analysis is complete.
PB			CC		PB	City Hall	Master Plan	Sanitary Sewer Master Plan		November 2015	RFP approved by City Council. Received one proposal by the June 1 due date.
PB			CC				Council Requirement	Fire Department Operations and Public Policy Plan.	11/12/13	December 2015	Council liaison recommending hiring full-time Chief prior to drafting policy. FT Chief appropriation in FY 2016 budget.
PB			CC		MIF	Fire Dept.					
PB					PB	Admin		Electronic Timesheet/Adjustment of Pay Period	June 2014	June 2016	On hold until bargaining agreements with unions open up after the first of the year.

42

CITY OF GLADSTONE

MAY 2015

Payroll

05/04/2015	Payroll check	#78466	\$25,811.70	Payroll
05/29/2015	Payroll checks	#78614 - 78640	\$12,835.51	Payroll
05/29/2015	Payroll	direct deposit	\$150,210.51	Payroll
			\$188,857.72	Total

Manual/ Month End Checks

05/01/2015	A/P Checks	#78464	\$997.71	Misc AP
05/07/2015	A/P Checks	#78467 - 78468	\$4,876.45	Misc AP
05/11/2015	A/P Checks	#78469 - 78470	\$270.14	Misc AP
05/15/2015	A/P Checks	#78588 - 78606	\$26,892.97	Misc AP
05/21/2015	A/P Checks	#78607 - 78613	\$3,347.35	Misc AP
05/29/2015	A/P Checks	#78641 - 78658	\$73,654.23	Misc AP
			\$110,038.85	Total

Urban Renewal Checks

				A/P
			\$0.00	Total

Outstanding Invoices

Pending			\$142,205.25	
---------	--	--	--------------	--

MAY 2015

\$441,101.82

Total

Council Approval

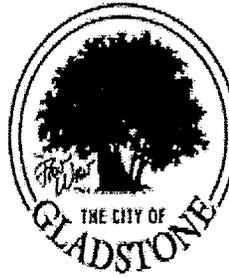
Payroll

G/L Distribution Report

User: sledoux

Batch: 00099.05.2015 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	0.00	25,811.70	CASH IN BANK
001-000-290001	0.00	11,060.41	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	6,768.96	SOCIAL SECURITY W/H
001-000-290003	0.00	3,981.75	STATE TAX W/H
001-000-290004	0.00	6.62	WBF WORKDAY ASSESS
001-000-290005	0.00	309.69	UNEMPLOYMENT
001-000-290007	0.00	320.18	TRI-MET TAX
001-000-290111	0.00	1,502.26	RETIREMENT/PERS
001-024-102500	5,519.92	0.00	PAYROLL COSTS
001-024-142500	44,241.65	0.00	POLICE OFFICER
Section 1 Total:	49,761.57	49,761.57	
Report Total:	49,761.57	49,761.57	

Payroll

G/L Distribution Report

User: sledoux

Batch: 00100.05.2015 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	85,555.35	0.00	CASH IN BANK
001-000-290000	0.00	150,210.51	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	25,280.65	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	35,087.48	SOCIAL SECURITY W/H
001-000-290003	0.00	14,289.53	STATE TAX W/H
001-000-290004	0.00	257.48	WBF WORKDAY ASSESS
001-000-290005	0.00	1,581.58	UNEMPLOYMENT
001-000-290007	0.00	1,635.07	TRI-MET TAX
001-000-290008	0.00	914.98	MISCELLANEOUS
001-000-290103	0.00	52,086.98	HEALTH INS W/H
001-000-290104	0.00	1,599.93	UNION DUES W/H
001-000-290105	0.00	5,725.00	DEFERRED COMP W/H
001-000-290108	0.00	125.22	LIFE INSURANCE/PU
001-000-290111	0.00	34,742.81	RETIREMENT/PERS
001-000-290112	0.00	2,963.11	RETIREMENT
001-000-290114	0.00	750.00	FIREFIGHTER HOUSE DUES
001-000-290115	0.00	851.80	DISABILITY INSURANCE
001-000-290124	0.00	1,500.07	VEBA HEALTH CONTRIBUTIONS
001-000-290125	0.00	517.00	SECTION 125 FLEX HEALTH
001-021-100000	9,311.13	0.00	CITY ADMINISTRATOR
001-021-100500	7,160.63	0.00	ASSISTANT CITY ADMINSTRATOR
001-021-101500	4,839.87	0.00	ADMIN SECRETARY/REC COORDINATO
001-021-102000	4,516.98	0.00	ACCOUNT CLERK (FINANCE)
001-021-102500	12,633.52	0.00	PAYROLL COSTS
001-022-102500	2,464.62	0.00	PAYROLL COSTS
001-022-120500	4,128.00	0.00	MUNICIPAL COURT CLERK
001-022-121000	1,433.70	0.00	ASSISTANT COURT CLERK
001-022-121500	58.05	0.00	OVERTIME
001-024-102500	33,146.17	0.00	PAYROLL COSTS
001-024-140300	6,871.19	0.00	POLICE LIEUTENANT
001-024-140500	7,310.06	0.00	POLICE SERGEANT
001-024-141000	7,354.99	0.00	POLICE SERGEANT
001-024-141500	5,844.34	0.00	POLICE ACTING SERGEANT
001-024-142000	6,231.19	0.00	POLICE DETECTIVE

Account Number	Debit Amount	Credit Amount	Description
001-024-142300	1,791.41	0.00	POLICE DETECTIVE
001-024-143000	4,527.52	0.00	POLICE OFFICER
001-024-143500	4,736.48	0.00	POLICE OFFICER
001-024-146000	5,499.86	0.00	POLICE OFFICER
001-024-146400	5,475.87	0.00	POLICE OFFICER
001-024-146500	2,051.92	0.00	MUNICIPAL ORDINANCE SPECIALIST
001-024-150000	3,511.47	0.00	POLICE RECORDS CLERK
001-024-150500	54.27	0.00	POLICE RESERVES
001-024-151500	568.70	0.00	HOLIDAY PAY
001-024-152500	4,403.08	0.00	OVERTIME
001-024-152600	881.49	0.00	TRAINING OVERTIME
001-025-102500	6,127.06	0.00	PAYROLL COSTS
001-025-170000	1,148.80	0.00	FIRE CHIEF
001-025-170300	6,657.12	0.00	FIRE MARSHAL
001-025-171000	14,606.83	0.00	ON-CALL FIREFIGHTERS
001-026-102500	3,188.26	0.00	PAYROLL COSTS
001-026-190000	665.70	0.00	PUBLIC WORKS SUPERVISOR
001-026-190500	4,751.15	0.00	UTILITY WORKER, JOURNEY
001-027-102500	93.92	0.00	PAYROLL COSTS
001-027-201500	1,017.76	0.00	FIELD MAINTENANCE CREW
001-028-102500	5,746.99	0.00	PAYROLL COSTS
001-028-208500	5,892.32	0.00	SENIOR CENTER MANAGER
001-028-209500	2,485.48	0.00	TRAM DRIVER
001-028-210000	1,579.95	0.00	CENTER ASSISTANT
001-028-210500	1,966.27	0.00	NUTRITION CATERER
001-028-216500	302.71	0.00	BUILDING MONITOR FOR RENTALS
001-029-102500	11,158.52	0.00	PAYROLL COSTS
001-029-220000	6,495.32	0.00	LIBRARY DIRECTOR
001-029-222000	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-222500	4,234.14	0.00	LIBRARY ASSISTANT II
001-029-222800	4,062.35	0.00	LIBRARY ASSISTANT II
001-029-223000	3,571.05	0.00	LIBRARY ASSISTANT II
001-029-223100	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-223200	778.08	0.00	LIBRARY AIDE
001-029-223500	3,259.95	0.00	ON CALL LIB ASSISTANT
001-029-223600	1,429.07	0.00	REFERENCE LIBRARIAN SUNDAY
Section 1 Total:	330,119.20	330,119.20	
Section 1 003	SEWER FUND		
003-000-140000	0.00	16,503.80	CASH IN BANK
003-003-102500	4,981.38	0.00	PAYROLL COSTS
003-003-300300	2,330.00	0.00	PUBLIC WORKS SUPERVISOR
003-003-300700	2,345.15	0.00	UTILITY WKR, JOURNEY/MAINT TECH

Account Number	Debit Amount	Credit Amount	Description
003-003-301000	5,071.98	0.00	UTILITY WORKER
003-003-301200	1,694.11	0.00	ACCOUNT CLERK
003-003-301500	81.18	0.00	OVERTIME
Section 1 Total:	16,503.80	16,503.80	
Section 1 004	WATER FUND		
004-000-140000	0.00	24,828.79	CASH IN BANK
004-004-102500	8,178.93	0.00	PAYROLL COSTS
004-004-400300	1,997.14	0.00	PUBLIC WORKS SUPERVISOR
004-004-400700	2,345.12	0.00	UTILITY WKR,JOURNEY/MAINTENANC
004-004-401000	4,807.52	0.00	UTILITY WORKER, JOURNEY
004-004-401200	1,694.08	0.00	ACCOUNT CLERK
004-004-401500	4,831.87	0.00	UTILITY WORKER, JOURNEY
004-004-402500	974.13	0.00	OVERTIME
Section 1 Total:	24,828.79	24,828.79	
Section 1 005	ROAD & STREET FUND		
005-000-140000	0.00	10,364.64	CASH IN BANK
005-005-102500	3,750.66	0.00	PAYROLL COSTS
005-005-501500	1,664.28	0.00	PUBLIC WKS SUPERVISOR
005-005-502000	4,949.70	0.00	UTILITY WORKER, JOURNEY
Section 1 Total:	10,364.64	10,364.64	
Section 1 008	POLICE/COMMUNC LEVY FUND		
008-000-140000	0.00	37,951.07	CASH IN BANK
008-008-102500	12,432.08	0.00	PAYROLL COSTS
008-008-800500	5,761.12	0.00	SCHOOL RESOURCE OFFICER
008-008-801000	4,302.33	0.00	POLICE OFFICER
008-008-801500	5,242.08	0.00	POLICE OFFICER
008-008-802500	2,051.93	0.00	MUNICIPAL ORDINANCE SPECIALIST
008-008-802700	4,399.89	0.00	EXECUTIVE ASSISTANT
008-008-802800	2,310.00	0.00	ON CALL POLICE RECORDS CLERK
008-008-803000	1,451.64	0.00	OVERTIME
Section 1 Total:	37,951.07	37,951.07	
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		
009-000-140000	0.00	8,742.56	CASH IN BANK
009-009-102500	2,881.47	0.00	PAYROLL COSTS
009-009-900500	5,476.25	0.00	FIRE COORDINATOR
009-009-901500	384.84	0.00	SEASONAL HELP

Account Number	Debit Amount	Credit Amount	Description
Section 1 Total:	<u>8,742.56</u>	<u>8,742.56</u>	
Report Total:	<u><u>428,510.06</u></u>	<u><u>428,510.06</u></u>	

Accounts Payable

Check Detail

User: sledoux
Printed: 06/02/2015 - 11:36AM



Check Number	Check Date		Amount
08830 - United States Postal Service Line Item Account			
78464	05/01/2015		
Inv	May 2015 bills		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2015	USPS - May 2015 water bills	004-004-403000	997.71
Inv May 2015 bills Total			997.71
78464 Total:			<hr/> 997.71
08830 - United States Postal Service Total:			<hr/> 997.71
Total:			<hr/> <hr/> 997.71

Accounts Payable

Check Detail

User: sledoux
 Printed: 06/02/2015 - 11:38AM

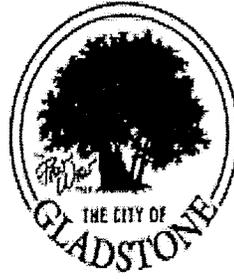


Check Number	Check Date		Amount
01644 - Clackamas County Planning & Zoning Line Item Account			
78468	05/07/2015	Inv Land Use App	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2015	CC Planning - Land Use App	003-003-303000	1,379.00
	Inv Land Use App Total		1,379.00
78468 Total:			1,379.00
01644 - Clackamas County Planning & Zoning Total:			1,379.00
08802 - US Bank Line Item Account			
78467	05/07/2015	Inv 4300 0027 04/15	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/13/2015	US Bank - Printer/Labels/Jolley expenses	001-024-156000	920.43
04/13/2015	US Bank - White noise machine/Jolley expenses	001-024-156500	196.60
04/13/2015	US Bank - Voss/Jolley	001-024-158700	236.24
04/13/2015	US Bank - Return FBI Academy materials	001-024-157000	42.12
04/13/2015	US Bank - SRO Supplies	008-008-805800	989.36
04/13/2015	US Bank - Main St. Conf/City Council	001-021-114500	1,096.45
04/13/2015	US Bank - Parking Regjin training	001-024-161000	16.25
	Inv 4300 0027 04/15 Total		3,497.45
78467 Total:			3,497.45
08802 - US Bank Total:			3,497.45
Total:			4,876.45

Accounts Payable

Check Detail

User: sledoux
Printed: 06/02/2015 - 11:40AM



Check Number	Check Date		Amount
01893g - Comcast Line Item Account			
78469	05/11/2015		
Inv	0732582		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2015	Comcast - internet	005-005-507000	135.14
Inv 0732582 Total			135.14
78469 Total:			135.14
01893g - Comcast Total:			
			135.14
08274 - Sunriver Police Line Item Account			
78470	05/11/2015		
Inv	Conference		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2015	Sunriver Police - Kerrigan conference	001-024-158700	135.00
Inv Conference Total			135.00
78470 Total:			135.00
08274 - Sunriver Police Total:			
			135.00
Total:			270.14

Accounts Payable

Check Detail

User: sledoux
Printed: 06/02/2015 - 11:41AM



Check Number	Check Date		Amount
00734 - Beloof & Haines Line Item Account			
78588	05/15/2015		
Inv	734-053115		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2015	Beloof	001-022-122500	3,000.00
Inv 734-053115 Total			3,000.00
78588 Total:			3,000.00
00734 - Beloof & Haines Total:			
			3,000.00
00947a - Boyce, Peter Line Item Account			
78589	05/15/2015		
Inv	Reimbursement		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2015	Boyce reimbursement - Tri City lunch	003-003-305500	58.00
Inv Reimbursement Total			58.00
78589 Total:			58.00
00947a - Boyce, Peter Total:			
			58.00
00985 - Brothers in Battle, LLC Line Item Account			
78590	05/15/2015		
Inv	0211		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/29/2015	Brothers in Battle - Training/Stalker	001-025-175000	150.00
Inv 0211 Total			150.00
78590 Total:			150.00
00985 - Brothers in Battle, LLC Total:			
			150.00
01621 - Clackamas,, County of Line Item Account			
78591	05/15/2015		

Check Number	Check Date		Amount
Inv	CC Retreat		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2015	CC Coordinating Comm Retreat - Jacobellis	001-021-114500	90.00
Inv CC Retreat Total			90.00
78591 Total:			90.00
01621 - Clackamas,, County of Total:			90.00
01893D - Comcast Cable Line Item Account			
78592	05/15/2015		
Inv	229 0000048		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2015	Comcast	005-005-507000	6.30
Inv 229 0000048 Total			6.30
78592 Total:			6.30
01893D - Comcast Cable Total:			6.30
01916 - Community Classifieds Line Item Account			
78593	05/15/2015		
Inv	15776483		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2015	Comm Classified - Sr Ctr Advisory Bd	001-021-116500	141.75
04/24/2015	Comm Classified - Seasonal emp	001-021-116500	141.75
Inv 15776483 Total			283.50
Inv	Budget mtg		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2015	Comm Classified - Budget mtg notices	001-021-113000	213.30
Inv Budget mtg Total			213.30
78593 Total:			496.80
01916 - Community Classifieds Total:			496.80
02500 - Earth Crusaders Line Item Account			
78594	05/15/2015		
Inv	Earth Crusaders		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2015	Earth Crusaders - reimb property enhancement	001-021-113000	585.77
Inv Earth Crusaders Total			585.77

Check Number	Check Date		Amount
78594 Total:			585.77
02500 - Earth Crusaders Total:			585.77
02999 - Full Sun Landscape Mgmt. LLC Line Item Account			
78595	05/15/2015		
Inv	686		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2015	Full Sun Landscape - Planter Box repair	001-028-218000	416.00
Inv 686 Total			416.00
78595 Total:			416.00
02999 - Full Sun Landscape Mgmt. LLC Total:			416.00
03226 - Gladstone Municipal Court Line Item Account			
78596	05/15/2015		
Inv	Reimbursement		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2015	Gladstone Mun Ct - Reimburse Bank Chgs	001-022-126500	1,870.40
05/01/2015	Gladstone Mun Ct - Reimburse Juror-witness fees.	001-022-126500	277.45
Inv Reimbursement Total			2,147.85
78596 Total:			2,147.85
03226 - Gladstone Municipal Court Total:			2,147.85
03765 - Houston, Marc R Line Item Account			
78597	05/15/2015		
Inv	1004		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2015	April2015 Drill Instructor	001-025-180500	140.00
05/14/2015	May 2015 Physican contract	001-025-180500	800.00
Inv 1004 Total			940.00
78597 Total:			940.00
03765 - Houston, Marc R Total:			940.00
04667 - MacFarlane, James Line Item Account			
78598	05/15/2015		

Check Number	Check Date		Amount
Inv	Macfarlane reim		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	Macfarlane reimb - training mileage	001-024-158700	275.52
Inv Macfarlane reim Total			275.52
78598 Total:			275.52
04667 - MacFarlane, James Total:			275.52
04998p - Moore, Patricia Line Item Account			
78599	05/15/2015		
Inv	Refund		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2015	Patricia Moore - Refund duplicate pmt	001-029-230500	36.90
Inv Refund Total			36.90
78599 Total:			36.90
04998p - Moore, Patricia Total:			36.90
05656 - Oak Lodge Water District Line Item Account			
78600	05/15/2015		
Inv	99-01148-001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2015	Oak Lodge Water purchase	004-004-405000	570.82
Inv 99-01148-001 Total			570.82
Inv	99-01157-001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2015	Oak Lodge Water purchase	004-004-405000	1,193.41
Inv 99-01157-001 Total			1,193.41
78600 Total:			1,764.23
05656 - Oak Lodge Water District Total:			1,764.23
06249 - Oregon, State of Line Item Account			
78601	05/15/2015		
Inv	Ringle		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2015	Beery - Ringle deferred court fees	001-021-105500	1,340.00
Inv Ringle Total			1,340.00

Check Number	Check Date		Amount
78601 Total:			1,340.00
06249 - Oregon, State of Total:			1,340.00
06361 - Oregonian Media Group Line Item Account			
78602	05/15/2015		
Inv	2000092519		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2015	Oregonian - Recruitment ads	001-021-116500	403.70
Inv 2000092519 Total			403.70
78602 Total:			403.70
06361 - Oregonian Media Group Total:			403.70
07021 - Portland General Electric Line Item Account			
78603	05/15/2015		
Inv	483900 3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/27/2015	PGE - Street lights	004-004-406000	5,347.82
Inv 483900 3 Total			5,347.82
78603 Total:			5,347.82
07021 - Portland General Electric Total:			5,347.82
07280 - Rackspace Email & Apps Line Item Account			
78604	05/15/2015		
Inv	3167086		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2015	Rackspace - Email & Apps	001-021-115500	813.20
Inv 3167086 Total			813.20
78604 Total:			813.20
07280 - Rackspace Email & Apps Total:			813.20
07488S - RH Media Services LLC Line Item Account			
78605	05/15/2015		
Inv	73		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2015	RH Media - IT Support/Hardware	001-021-115500	8,690.88

Check Number	Check Date	Amount
Inv 73 Total		8,690.88
78605 Total:		8,690.88
07488S - RH Media Services LLC Total:		8,690.88
07960 - Sisul Engineering Line Item Account		
78606	05/15/2015	
Inv	SGL 13-006-13	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
05/01/2015	Sisul Eng - 18121 Webster Rd. review	001-021-107000
		150.00
Inv SGL 13-006-13 Total		150.00
Inv	SGL 14-030-03	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
05/01/2015	Sisul Eng - Portland/Arlington review	001-021-107000
		180.00
Inv SGL 14-030-03 Total		180.00
78606 Total:		330.00
07960 - Sisul Engineering Total:		330.00
Total:		26,892.97

Accounts Payable

Check Detail

User: sledoux
 Printed: 06/02/2015 - 11:42AM



Check Number	Check Date		Amount
03958 - Integra Telecom Line Item Account			
78607	05/21/2015		
Inv	12977209		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2015	Integra - phones	001-021-110000	672.70
05/25/2015	Integra - phones	001-028-213000	162.60
05/25/2015	Integra - phones	004-004-406000	109.25
05/25/2015	Integra - phones	001-021-110000	31.92
05/25/2015	Integra - phones	001-024-161000	109.25
Inv 12977209 Total			1,085.72
78607 Total:			1,085.72
03958 - Integra Telecom Total:			1,085.72
05002m - Morishita, Jolene Line Item Account			
78608	05/21/2015		
Inv	Morishita reimb		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2015	Morishita reimbursement - LOC classes	001-021-114500	69.92
Inv Morishita reimb Total			69.92
78608 Total:			69.92
05002m - Morishita, Jolene Total:			69.92
06300 - Oregon City Travel Line Item Account			
78609	05/21/2015		
Inv	Green airfare		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2015	OC Travel - Green airfare	001-029-227500	310.20
Inv Green airfare Total			310.20
78609 Total:			310.20
06300 - Oregon City Travel Total:			310.20

Check Number	Check Date		Amount
07468r - Reisner, Neal Line Item Account			
78610	05/21/2015		
Inv	Reisner reimb		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2015	Reisner reimb - LOC class	001-021-114500	43.70
Inv Reisner reimb Total			43.70
78610 Total:			43.70
07468r - Reisner, Neal Total:			43.70
07905 - Sierra Springs Line Item Account			
78611	05/21/2015		
Inv	13891887 042315		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/23/2015	Sierra springs - water	001-021-113000	44.36
Inv 13891887 042315 Total			44.36
78611 Total:			44.36
07905 - Sierra Springs Total:			44.36
08022 - Smith, Jeff Line Item Account			
78612	05/21/2015		
Inv	Smith reimb		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2015	Smith reimb - OFCA conference	001-025-174000	549.22
Inv Smith reimb Total			549.22
78612 Total:			549.22
08022 - Smith, Jeff Total:			549.22
08830 - United States Postal Service Line Item Account			
78613	05/21/2015		
Inv	May 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2015	Newsletter mailing	001-021-113500	1,244.23
Inv May 2015 Total			1,244.23
78613 Total:			1,244.23

Check Number	Check Date	Amount
08830 - United States Postal Service Total:		1,244.23
Total:		3,347.35

Accounts Payable

Check Detail

User: sledoux
Printed: 06/02/2015 - 11:47AM



Check Number	Check Date		Amount
01339 - CIS/EBS Trust Line Item Account			
78644	05/29/2015		
Inv	May 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	Health - City	001-000-290103	46,282.21
05/28/2015	Health - Employee	001-000-290103	6,383.49
05/28/2015	FD State Life - City	001-025-177000	27.72
05/28/2015	Disability - City	001-000-290115	899.49
05/28/2015	PD Stat Life - City	001-000-290108	11.55
05/28/2015	Life - City	001-000-290108	107.83
05/28/2015	Life - Employee	001-000-290008	224.98
Inv May 2015 Total			53,937.27
78644 Total:			53,937.27
01339 - CIS/EBS Trust Total:			
			53,937.27
01663 - Clackamas Cty Benevolent Foundation Line Item Account			
78645	05/29/2015		
Inv	May 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	CCPO Benevolent	001-000-290008	50.00
Inv May 2015 Total			50.00
78645 Total:			50.00
01663 - Clackamas Cty Benevolent Foundation Total:			
			50.00
01726 - Clackamas Fed. Cred.Union Line Item Account			
78646	05/29/2015		
Inv	May 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	GPA 543124003	001-000-290104	789.92
Inv May 2015 Total			789.92
78646 Total:			789.92

Check Number	Check Date		Amount
01726 - Clackamas Fed. Cred.Union Total:			789.92
01893d - Comcast Cable Line Item Account			
78647	05/29/2015		
Inv	229 0226429		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2015	Comcast - Cable TV	001-025-175500	37.60
Inv 229 0226429 Total			37.60
Inv	229 0725743		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2015	Comcast - Internet/Voice	001-024-161000	118.13
Inv 229 0725743 Total			118.13
Inv	229 0732582		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2015	Comcast - Internet/Voice	005-005-507000	136.59
Inv 229 0732582 Total			136.59
78647 Total:			292.32
01893d - Comcast Cable Total:			292.32
02657 - Axa Equi-Vest Line Item Account			
78641	05/29/2015		
Inv	May 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	AXA Def Comp WH	001-000-290105	5,725.00
Inv May 2015 Total			5,725.00
78641 Total:			5,725.00
02657 - Axa Equi-Vest Total:			5,725.00
02659 - Axa RIA Line Item Account			
78643	05/29/2015		
Inv	May 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	AXA Retirement	001-000-290112	2,769.05
Inv May 2015 Total			2,769.05
78643 Total:			2,769.05

Check Number	Check Date		Amount
02659 - Axa RIA Total:			2,769.05
02661 - Axa EVLICO Line Item Account			
78642	05/29/2015		
Inv	May 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	AXA UL Prem	001-000-290112	194.06
Inv May 2015 Total			194.06
78642 Total:			194.06
02661 - Axa EVLICO Total:			194.06
02915 - Union Security Insurance Line Item Account			
78657	05/29/2015		
Inv	May 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	May 2015 life insurance	001-024-160000	2.10
05/28/2015	May 2015 life insurance	001-025-177000	167.46
Inv May 2015 Total			169.56
78657 Total:			169.56
02915 - Union Security Insurance Total:			169.56
03271 - Gladstone Fire Department Line Item Account			
78648	05/29/2015		
Inv	May 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	GVF House dues	001-000-290114	750.00
Inv May 2015 Total			750.00
78648 Total:			750.00
03271 - Gladstone Fire Department Total:			750.00
03765 - Houston, Marc R Line Item Account			
78649	05/29/2015		
Inv	1005		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	May 2015 Drill Instructor	001-025-180500	140.00
05/28/2015	June 2015 Physican contract	001-025-180500	800.00

Check Number	Check Date		Amount
Inv 1005 Total			940.00
			<hr/>
78649 Total:			940.00
			<hr/>
03765 - Houston, Marc R Total:			940.00
04157j - Joseph, Thomas Line Item Account			
78650	05/29/2015		
Inv 206			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2015	Thomas Joseph - Uniform alteration	001-025-174500	50.00
Inv 206 Total			50.00
			<hr/>
78650 Total:			50.00
			<hr/>
04157j - Joseph, Thomas Total:			50.00
05681m - Office Of The Trustee Line Item Account			
78651	05/29/2015		
Inv 11-39851-tmb13			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	11-39851-tmb	001-000-290008	640.00
Inv 11-39851-tmb13 Total			640.00
			<hr/>
78651 Total:			640.00
			<hr/>
05681m - Office Of The Trustee Total:			640.00
05746 - Oregon AFSCME Council #75 Line Item Account			
78652	05/29/2015		
Inv May 2015			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2015	AFSME dues	001-000-290104	683.61
Inv May 2015 Total			683.61
			<hr/>
78652 Total:			683.61
			<hr/>
05746 - Oregon AFSCME Council #75 Total:			683.61
06249 - Oregon, State of Line Item Account			
78653	05/29/2015		
Inv Ringle			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
05/01/2015	Beery - Ringle deferred court fees	001-021-105500	1,340.00
Inv Ringle Total			1,340.00
78653 Total:			1,340.00
06249 - Oregon, State of Total:			1,340.00
06253 - Oregon, State of Line Item Account			
78654	05/29/2015		
Inv	0512002-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2015	Oregon DOR - tax payment penalty	001-021-113000	38.58
Inv 0512002-2 Total			38.58
78654 Total:			38.58
06253 - Oregon, State of Total:			38.58
06587 - Pacific Office Automation Line Item Account			
78655	05/29/2015		
Inv	45466992		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2015	Pacific Office - Copy machine	001-029-226500	636.00
Inv 45466992 Total			636.00
78655 Total:			636.00
06587 - Pacific Office Automation Total:			636.00
07510m - Ricoh USA Inc Line Item Account			
78656	05/29/2015		
Inv	94649004		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2015	Ricoh - copier	001-025-173500	148.86
Inv 94649004 Total			148.86
78656 Total:			148.86
07510m - Ricoh USA Inc Total:			148.86
09243T - Wilderness International Inc Line Item Account			
78658	05/29/2015		

Check Number	Check Date		Amount
Inv	WI1036		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/07/2015	Wilderness Int. - habitat restoration	001-026-193000	4,500.00
Inv WI1036 Total			4,500.00
78658 Total:			4,500.00
09243T - Wilderness International Inc Total:			4,500.00
Total:			73,654.23

Accounts Payable

Computer Check Proof List by Vendor

User: sledoux

Printed: 06/02/2015 - 11:20AM

Batch: 00001.06.2015



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 00282	Adventist Health				ACH Enabled: False
April 2015	Adventist Health - Firefighter physicals	5,060.00	06/09/2015	Check Sequence: 1 001-025-178500	
	Check Total:	5,060.00			
Vendor: 00283m	Aikin, Maria				ACH Enabled: False
Aikin reimb	Aikin reimbursement - office supplies	103.87	06/10/2015	Check Sequence: 2 001-024-156500	
	Check Total:	103.87			
Vendor: 00438	Alexin Analytical Laboratories				ACH Enabled: False
21472	Alexin Labs - water testing	288.00	06/09/2015	Check Sequence: 3 004-004-408000	
22165	Alexin Labs - water testing	324.00	06/09/2015	004-004-408000	
	Check Total:	612.00			
Vendor: 00367a	Amazon				ACH Enabled: False
176363390776	Amazon - iPad air cases	29.94	06/09/2015	Check Sequence: 4 001-029-225500	
293265333498	Amazon - TV Wall mount	54.48	06/09/2015	001-024-156500	
	Check Total:	84.42			
Vendor: 00410	American Medical Response				ACH Enabled: False
182843	AMR - Blood Draw	200.00	06/09/2015	Check Sequence: 5 001-024-161000	
	Check Total:	200.00			
Vendor: 00415	American Messaging				ACH Enabled: False
W4103518PF	American Messaging - pagers	177.22	06/10/2015	Check Sequence: 6 001-025-177800	
	Check Total:	177.22			
Vendor: 00443k	Karl Anderson				ACH Enabled: False
062415	Anderson/Bird Man - summer program	350.00	06/09/2015	Check Sequence: 7 001-029-229600	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Check Total:					
Vendor: 05660m	Angel Ocasio's Comedy	350.00			ACH Enabled: False
61715	Angel Ocasio's Comedy - summer program	350.00	06/09/2015	001-029-229600	Check Sequence: 8
Check Total:					
Vendor: 00603	Backflow Management Inc	2,050.00			ACH Enabled: False
7581	Backflow Mgmt - Quarterly DBP samples	42.00	06/09/2015	004-004-408000	Check Sequence: 9
7605	Backflow Mgmt - Letters mailed	2,092.00	06/09/2015	004-004-414500	Check Sequence: 9
Check Total:					
Vendor: 00616	Baker & Taylor Inc	144.41			ACH Enabled: False
4011210622	Baker & Taylor - New books	26.40	06/10/2015	001-029-230500	Check Sequence: 10
4011210758	Baker & Taylor - New books	57.87	06/10/2015	001-029-230500	001-029-230500
4011213637	Baker & Taylor - New books	158.01	06/10/2015	001-029-230500	001-029-230500
4011214854	Baker & Taylor - New books	235.08	06/10/2015	001-029-230500	001-029-230500
4011216552	Baker & Taylor - New books	326.25	06/10/2015	001-029-230500	001-029-230500
4011216558	Baker & Taylor - New books	21.70	06/10/2015	001-029-230500	001-029-230500
40112220828	Baker & Taylor - New books	108.98	06/10/2015	001-029-230500	001-029-230500
4011222456	Baker & Taylor - New books	554.72	06/10/2015	001-029-230500	001-029-230500
4011223906	Baker & Taylor - New books	17.01	06/10/2015	001-029-230500	001-029-230500
4011224492	Baker & Taylor - New books	43.80	06/10/2015	001-029-230500	001-029-230500
4011224533	Baker & Taylor - New books	156.17	06/10/2015	001-029-230500	001-029-230500
4011226244	Baker & Taylor - New books	123.70	06/10/2015	001-029-230500	001-029-230500
4011226379	Baker & Taylor - New books	157.13	06/10/2015	001-029-230500	001-029-230500
4011227594	Baker & Taylor - New books	26.40	06/10/2015	001-029-230500	001-029-230500
4011233045	Baker & Taylor - New books	19.79	06/10/2015	001-029-230500	001-029-230500
4011233057	Baker & Taylor - New books	41.47	06/10/2015	001-029-230500	001-029-230500
4011234091	Baker & Taylor - New books	335.76	06/10/2015	001-029-230500	001-029-230500
4011235150	Baker & Taylor - New books	48.47	06/10/2015	001-029-230500	001-029-230500
4011235162	Baker & Taylor - New books	50.36	06/10/2015	001-029-230500	001-029-230500
4011237418	Baker & Taylor - New books	74.48	06/10/2015	001-029-230500	001-029-230500
4011242257	Baker & Taylor - New books	411.50	06/10/2015	001-029-230500	001-029-230500
4011245179	Baker & Taylor - New books	3,139.46			
Check Total:					
Vendor: 00640	Bateman Senior Meals	97.02			ACH Enabled: False
GL413015	Bateman - Sr. meals/supplies	410.87	06/10/2015	001-028-217500	Check Sequence: 11
GLCLK413015	Bateman - Sr. meals/supplies		06/10/2015	001-028-217500	001-028-217500

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 00739	Check Total:	507.89			
12219	Beery,Elsner & Hammond LLP			Check Sequence: 12	ACH Enabled: False
12219	Beery Elsner & Hammond - Public Records/Mee	137.50	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - Public Safety	300.00	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - Public Works	234.50	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - Real Prop transactic	32.68	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - Risk Management	1,442.66	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - General	630.00	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - Governance/City Co	2,523.10	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - Intergovernmental	17.50	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - Comm Developmen	1,746.36	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - Parks/Rec	87.50	06/10/2015	001-021-105500	
12219	Beery Elsner & Hammond - Personnel	3,405.30	06/10/2015	001-021-105500	
Vendor: 00898	Check Total:	10,557.10			
051215	Bogdanovich Werner, Elena			Check Sequence: 13	ACH Enabled: False
	Bogdanovich Werner - Interpreting Svc	100.00	06/09/2015	001-022-124500	
Vendor: 00948	Check Total:	100.00			
Boyle reimb	Sean W Boyle			Check Sequence: 14	ACH Enabled: False
Boyle reimb	Boyle - REGJin training	227.46	06/09/2015	001-024-158700	
Boyle reimb	Boyle - Code Enforcement conference	33.59	06/09/2015	001-024-158700	
Boyle reimb	Boyle - REGJin training	10.00	06/09/2015	001-024-158700	
Vendor: 00959v	Check Total:	271.05			
Brenner reimb	Brenner, Jeremy			Check Sequence: 15	ACH Enabled: False
	Brenner reimb - Ladders & ventilation training	75.00	06/09/2015	001-025-175000	
Vendor: 01015	Check Total:	75.00			
145115	Bud's Towing Inc			Check Sequence: 16	ACH Enabled: False
	Bud's towing - 2011 Ford Escape	190.00	06/09/2015	005-005-504500	
Vendor: 01170	Check Total:	190.00			
9975	Cascade Form Systems			Check Sequence: 17	ACH Enabled: False
	Cascade forms - Sr. Center receipts	328.51	06/09/2015	001-028-212500	
	Check Total:	328.51			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 01230 April 2015	Central City Concern Central City Concern - Detox holds	145.00	06/09/2015	Check Sequence: 18 001-024-161000	ACH Enabled: False
	Check Total:	145.00			
Vendor: 01343a 5002997968 5002997974	Cintas First Aid Lockbox Cintas - first aid supplies Cintas - first aid supplies	62.55 122.72	06/10/2015 06/09/2015	Check Sequence: 19 001-025-175500 001-024-161000	ACH Enabled: False
	Check Total:	185.27			
Vendor: 01375 231719 232252 232256R 232348 235864 238313 238946	Clackamas Auto Parts Inc Clackamas Auto - paint Clackamas Auto - oil filters Clackamas Auto - supplies Clackamas Auto - permatex Clackamas Auto - supplies Clackamas Auto - supplies Clackamas Auto - supplies	367.92 16.34 65.49 6.03 4.17 12.12 12.12	06/09/2015 06/09/2015 06/09/2015 06/09/2015 06/09/2015 06/09/2015 06/09/2015	Check Sequence: 20 005-005-504500 005-005-504500 005-005-504500 005-005-504500 004-004-406500 005-005-504500 005-005-504500	ACH Enabled: False
	Check Total:	484.19			
Vendor: 01630 0007876-IN	Clackamas County Fire District #1 Clack City Fire District #1 - Napa Invoices	128.29	06/10/2015	Check Sequence: 21 001-025-173000	ACH Enabled: False
	Check Total:	128.29			
Vendor: 01712 150000705	Clackamas ESD Clackamas ESD - Network access	450.00	06/09/2015	Check Sequence: 22 001-021-115500	ACH Enabled: False
	Check Total:	450.00			
Vendor: 01621 42435	County of Clackamas, Clackamas Co. - Dispatch costs	9,894.42	06/10/2015	Check Sequence: 23 008-008-816480	ACH Enabled: False
	Check Total:	9,894.42			
Vendor: 01576 41921 42131 42281 42308 42430	Clackamas, County of Clackamas Co - fingerprints Clackamas Co - Electronic Services Clackamas Co - work crew Clackamas Co - March/April Ammo Clackamas County - Central Dispatch	60.00 65.00 2,380.00 447.00 7,190.33	06/09/2015 06/09/2015 06/09/2015 06/09/2015 06/10/2015	Check Sequence: 24 001-024-161000 001-024-161000 001-026-191500 001-024-161500 001-025-181900	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	10,142.33			
Vendor: 01893G	Comcast			Check Sequence: 25	ACH Enabled: False
229 0738555	Comcast - Internet	52.90	06/10/2015	001-028-212500	
	Check Total:	52.90			
Vendor: 02146	Curtis, L. N. Co.			Check Sequence: 26	ACH Enabled: False
2123750-00	Curtis & Son - 6' Claw w/hook	133.55	06/10/2015	001-025-175000	
2124583-00	Curtis & Son - Hoses	5,695.00	06/10/2015	001-025-182000	
	Check Total:	5,828.55			
Vendor: 02377D	Dorma USA, Inc.			Check Sequence: 27	ACH Enabled: False
188937	Dorma - Door repair	205.00	06/10/2015	001-028-219500	
	Check Total:	205.00			
Vendor: 02397	DPSST			Check Sequence: 28	ACH Enabled: False
background ck	DPSST - Background checks	85.50	06/09/2015	001-025-175000	
	Check Total:	85.50			
Vendor: 02426	Duncan, Jal Photography			Check Sequence: 29	ACH Enabled: False
33510h	Jal Duncan Photog - portrait	15.00	06/10/2015	001-025-175500	
	Check Total:	15.00			
Vendor: 02538	Ecolab Inc.			Check Sequence: 30	ACH Enabled: False
8353358	Ecolab - supplies	136.10	06/10/2015	001-028-217500	
	Check Total:	136.10			
Vendor: 02635	Energect Medical Solutions			Check Sequence: 31	ACH Enabled: False
21210	Energect - supplies	15.00	06/09/2015	001-025-180000	
	Check Total:	15.00			
Vendor: 02638	Englefried, Stephen			Check Sequence: 32	ACH Enabled: False
07/08/15 Puppet	Steven Engelfried - Puppet show	170.00	06/09/2015	001-029-229600	
	Check Total:	170.00			
Vendor: 02710	Eurofms Eaton Analytical			Check Sequence: 33	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
L0211214	Eurofins - water testing	120.00	06/09/2015	004-004-408000	
L0211272	Eurofins - water testing	500.00	06/09/2015	004-004-408000	
	Check Total:	620.00			
Vendor: 02731	Executive Copy & Printing			Check Sequence: 34	ACH Enabled: False
61644	Executive Copy - forms	75.15	06/09/2015	001-024-157000	
61770	Executive Copy - forms	41.63	06/09/2015	001-024-157000	
61772	Executive Copy - forms	257.62	06/09/2015	001-024-157000	
61868	Executive copy - forms	22.50	06/10/2015	001-024-157000	
	Check Total:	396.90			
Vendor: 02731G	Extreme Products			Check Sequence: 35	ACH Enabled: False
28086	Extreme Products - uniforms	51.99	06/09/2015	001-024-159500	
28207	Extreme Products - uniforms	120.98	06/09/2015	001-024-159500	
	Check Total:	172.97			
Vendor: 02798	Factory Reps Co Inc			Check Sequence: 36	ACH Enabled: False
136340	Factory reps - Enzyme cleaner	212.16	06/09/2015	001-026-194000	
136477	Factory reps - supplies	1,608.72	06/09/2015	001-026-193000	
	Check Total:	1,820.88			
Vendor: 02863s	Fire Rescue Equipment LLC			Check Sequence: 37	ACH Enabled: False
1002	Fire rescue Equip - supplies	60.00	06/09/2015	001-025-175500	
1013	Fire rescue Equip - maintenance	1,080.00	06/09/2015	001-025-175500	
	Check Total:	1,140.00			
Vendor: 02941	Fowler, H.D. Co. Inc.			Check Sequence: 38	ACH Enabled: False
13923194	Fowler - supplies	1,860.68	06/09/2015	004-004-406500	
	Check Total:	1,860.68			
Vendor: 03182m	Ginter Mechanical, Inc.			Check Sequence: 39	ACH Enabled: False
7624	Ginter Mechanical - repairs	338.00	06/10/2015	001-028-219500	
	Check Total:	338.00			
Vendor: 03194	Gladstone Chevron			Check Sequence: 40	ACH Enabled: False
05272015	Gladstone Chevron - car wash tickets	500.00	06/09/2015	001-024-155000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	500.00			
Vendor: 03300	Gold Wrench			Check Sequence: 41	ACH Enabled: False
58959	Gold Wrench - service	429.70	06/09/2015	001-024-155000	
59173	Gold Wrench - auto maint	110.00	06/10/2015	001-024-155000	
59241	Gold Wrench - auto maint	255.00	06/10/2015	001-024-155000	
	Check Total:	794.70			
Vendor: 03319	Graves, Eric			Check Sequence: 42	ACH Enabled: False
Graves reimb	Graves reimb - Child Abuse Summit expenses	41.25	06/10/2015	001-024-158700	
Graves reimb	Graves reimb - Lunch for oral board interviews	29.60	06/10/2015	001-024-158700	
	Check Total:	70.85			
Vendor: 03324n	Gray, Ronald L.			Check Sequence: 43	ACH Enabled: False
May 2015	Ronald Gray - Pro tem prosecutor	669.60	06/09/2015	001-022-123000	
	Check Total:	669.60			
Vendor: 03671s	Steve Holgate			Check Sequence: 44	ACH Enabled: False
Holgate 062415	Steve Holgate - Lincoln presentation	250.00	06/09/2015	001-029-228500	
	Check Total:	250.00			
Vendor: 03818	Honey Buckets			Check Sequence: 45	ACH Enabled: False
2-1196495	Honey Bucket	334.20	06/09/2015	001-026-195500	
2-1202172	Honey Bucket	357.00	06/09/2015	001-026-195500	
2-1202199	Honey Bucket	262.00	06/09/2015	001-026-195500	
2-1202222	Honey Bucket	315.00	06/09/2015	001-026-195500	
2-1208608	Honey Bucket	476.40	06/09/2015	001-026-195500	
2-1211642	Honey Bucket	85.00	06/09/2015	001-026-195500	
	Check Total:	1,829.60			
Vendor: 03821s	Hunter-Davission Inc			Check Sequence: 46	ACH Enabled: False
103864	Hunter-Davission - repairs	156.74	06/10/2015	001-028-219500	
103882	Hunter-Davission - Preventive Maintenance	350.00	06/10/2015	001-028-219500	
	Check Total:	506.74			
Vendor: 04136	Johnson Creek Rentals			Check Sequence: 47	ACH Enabled: False
56814	Johnson Creek Rentals - excavator	2,700.00	06/09/2015	005-005-505000	
57884	Johnson Crk Rentals - excavator	1,021.00	06/10/2015	005-005-505000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	3,721.00			
Vendor: 04142	Johnson, Robert C			Check Sequence: 48	ACH Enabled: False
358	Robert Johnson - Labor/materials	235.29	06/09/2015	001-029-225000	
359	Robert Johnson - Labor/materials	184.98	06/09/2015	001-024-161000	
	Check Total:	420.27			
Vendor: 04172	Justice Systems			Check Sequence: 49	ACH Enabled: False
1500198-IN	Justice Systems - Court software maintenance	4,050.00	06/09/2015	001-021-115500	
	Check Total:	4,050.00			
Vendor: 04243c	Catherine Kerrigan			Check Sequence: 50	ACH Enabled: False
Kerrigan reimb	Kerrigan reimbursement - Records conference	203.80	06/10/2015	001-024-158700	
	Check Total:	203.80			
Vendor: 04441	League of Oregon Citics			Check Sequence: 51	ACH Enabled: False
16497	League of OR Citics - Morishita training	200.00	06/09/2015	001-021-114500	
16524	League of O.C. - Conference - Green	375.00	06/10/2015	001-029-227500	
	Check Total:	575.00			
Vendor: 04419	Leedway LLC			Check Sequence: 52	ACH Enabled: False
ML05281519	LEED - Tactical ear gadgets	48.95	06/10/2015	001-024-156000	
	Check Total:	48.95			
Vendor: 04561p	Life-Assist Inc			Check Sequence: 53	ACH Enabled: False
710645	Life Assist - Equipment	4,850.00	06/10/2015	001-025-182000	
712508	Life Assist - first aid supplies	240.65	06/09/2015	001-025-180000	
	Check Total:	5,090.65			
Vendor: 04833	Meter Mix Concrete Service			Check Sequence: 54	ACH Enabled: False
24685	Meter Mix - concrete	156.00	06/10/2015	003-003-303000	
	Check Total:	156.00			
Vendor: 04900	Midwest Tape			Check Sequence: 55	ACH Enabled: False
92768389	Midwest Tape - Non-print	144.48	06/10/2015	001-029-231500	
92768721	Midwest Tape - Non-print	79.76	06/10/2015	001-029-231500	
92771801	Midwest Tape - Non-print	28.66	06/10/2015	001-029-231500	

Invoice No

Description

Amount

Payment Date

Acct Number

Reference

92774759	Midwest Tape - Non-print	109.98	06/10/2015	001-029-231500	
92774801	Midwest Tape - Non-print	80.92	06/10/2015	001-029-231500	
92774802	Midwest Tape - Non-print	71.76	06/10/2015	001-029-231500	
92774803	Midwest Tape - Non-print	18.64	06/10/2015	001-029-231500	
92774804	Midwest Tape - Non-print	35.78	06/10/2015	001-029-231500	
92784970	Midwest Tape - Non-print	16.19	06/10/2015	001-029-231500	
92784972	Midwest Tape - Non-print	16.64	06/10/2015	001-029-231500	
92789914	Midwest Tape - Non-print	139.41	06/10/2015	001-029-231500	
92789916	Midwest Tape - Non-print	97.14	06/10/2015	001-029-231500	
92789917	Midwest Tape - Non-print	51.98	06/10/2015	001-029-231500	
92799483	Midwest Tape - Non-print	72.13	06/10/2015	001-029-231500	
92799485	Midwest Tape - Non-print	277.79	06/10/2015	001-029-231500	
92799486	Midwest Tape - Non-print	38.93	06/10/2015	001-029-231500	
92801247	Midwest Tape - Non-print	34.73	06/10/2015	001-029-231500	
92801248	Midwest Tape - Non-print	43.49	06/10/2015	001-029-231500	
92801720	Midwest Tape - Non-print	26.64	06/10/2015	001-029-231500	
92801721	Midwest Tape - Non-print	97.95	06/10/2015	001-029-231500	
92806132	Midwest Tape - Non-print	55.28	06/10/2015	001-029-231500	
92806134	Midwest Tape - Non-print	38.49	06/10/2015	001-029-231500	
92814059	Midwest Tape - Non-print	66.68	06/10/2015	001-029-231500	
92814110	Midwest Tape - Non-print	183.06	06/10/2015	001-029-231500	
92814111	Midwest Tape - Non-print	72.61	06/10/2015	001-029-231500	
92814612	Midwest Tape - Non-print	62.98	06/10/2015	001-029-231500	
92819874	Midwest Tape - Non-print	76.55	06/10/2015	001-029-231500	
92821211	Midwest Tape - Non-print	27.64	06/10/2015	001-029-231500	
92821213	Midwest Tape - Non-print	14.19	06/10/2015	001-029-231500	
92826645	Midwest Tape - Non-print	23.49	06/10/2015	001-029-231500	
92826647	Midwest Tape - Non-print	26.64	06/10/2015	001-029-231500	
92830798	Midwest Tape - Non-print	18.64	06/10/2015	001-029-231500	
92837103	Midwest Tape - Non-print	47.77	06/10/2015	001-029-231500	
92837104	Midwest Tape - Non-print	135.47	06/10/2015	001-029-231500	
92841286	Midwest Tape - Non-print	26.64	06/10/2015	001-029-231500	
92841287	Midwest Tape - Non-print	28.49	06/10/2015	001-029-231500	
92845049	Midwest Tape - Non-print	26.64	06/10/2015	001-029-231500	
92845251	Midwest Tape - Non-print	38.49	06/10/2015	001-029-231500	
92855947	Midwest Tape - Non-print	45.99	06/10/2015	001-029-231500	
92856036	Midwest Tape - Non-print	40.38	06/10/2015	001-029-231500	
92856038	Midwest Tape - Non-print	39.49	06/10/2015	001-029-231500	
92869290	Midwest Tape - Non-print	26.64	06/10/2015	001-029-231500	
92869292	Midwest Tape - Non-print	26.64	06/10/2015	001-029-231500	
92869293	Midwest Tape - Non-print	43.49	06/10/2015	001-029-231500	
92876482	Midwest Tape - Non-print	79.92	06/10/2015	001-029-231500	
92881089	Midwest Tape - Non-print	53.28	06/10/2015	001-029-231500	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,808.58			
Vendor: 04955s	Mr. Belvedere's Janitorial			Check Sequence: 56	ACH Enabled: False
1503	Mr. Belvedere - janitorial	335.00	06/09/2015	001-024-161000	
1504	Mr. Belveder - janitorial	475.00	06/10/2015	001-028-215500	
	Check Total:	810.00			
Vendor: 05046	Municipal Emergency Svcs			Check Sequence: 57	ACH Enabled: False
00630176 SNV	Municipal Emerg Svc - SCBA service	23.00	06/09/2015	001-025-181400	
00634064	Municipal Emerg Svc - air sample	120.00	06/09/2015	001-025-181400	
00634692 SNV	Municipal Emerg Svc - supplies	2,914.71	06/10/2015	001-025-181400	
	Check Total:	3,057.71			
Vendor: 05122	Mystique's Fancy Faces			Check Sequence: 58	ACH Enabled: False
7038	Mystique's Fancy Faces	195.00	06/09/2015	001-029-229600	
	Check Total:	195.00			
Vendor: 05399	Nicoli, D P Inc			Check Sequence: 59	ACH Enabled: False
IR109444	DP Nicoli - Steel Plate	437.71	06/09/2015	003-003-303000	
	Check Total:	437.71			
Vendor: 05450	Northside Trucks			Check Sequence: 60	ACH Enabled: False
199084	Northside Trucks - Service Escape	233.22	06/09/2015	005-005-504500	
	Check Total:	233.22			
Vendor: 05521	Northwest Natural			Check Sequence: 61	ACH Enabled: False
148922-8	Northwest Natural	211.47	06/09/2015	001-028-213500	
148988-9	Northwest Natural Gas	71.43	06/10/2015	001-025-177500	
2136577-0	Northwest Natural Gas	105.42	06/10/2015	001-024-161000	
2643701-2	Northwest Natural	136.94	06/09/2015	001-029-224500	
363279-1	Northwest Natural	85.40	06/09/2015	005-005-507000	
	Check Total:	610.66			
Vendor: 05547	Northwest Safety Clean			Check Sequence: 62	ACH Enabled: False
15-10846	NW Safety Clean - Cleaning/inspection	890.65	06/10/2015	001-025-181700	
	Check Total:	890.65			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 05675	Office Depot			Check Sequence: 63	ACH Enabled: False
1784559781	Office Depot - office supplies	144.76	06/09/2015	005-005-507000	
766733040001	Office Depot - office supplies	315.88	06/09/2015	001-029-225500	
767509920001	Office Depot - office supplies	53.54	06/09/2015	001-029-225500	
767509999001	Office Depot - office supplies	4.99	06/09/2015	001-029-225500	
767975593001	Office Depot - office supplies	106.03	06/09/2015	001-024-156500	
767975629001	Office Depot - office supplies	4.99	06/09/2015	001-024-156500	
768336514001	Office Depot - office supplies	158.79	06/09/2015	001-021-113000	
768336791001	Office Depot - office supplies	11.39	06/09/2015	001-022-124500	
768336792001	Office Depot - office supplies	7.99	06/09/2015	001-021-113000	
768336793001	Office Depot - office supplies	14.39	06/09/2015	001-022-124500	
768856453001	Office Depot - office supplies	54.81	06/09/2015	001-021-113000	
769803325001	Office Depot - office supplies	53.45	06/09/2015	001-029-225500	
770021845001	Office Depot - office supplies	41.39	06/09/2015	001-021-113000	
770689696001	Office Depot - office supplies	84.60	06/09/2015	001-021-113000	
771775530001	Office Depot - office supplies	87.63	06/09/2015	001-024-156500	
	Check Total:	1,144.63			
Vendor: 05679	Office Max			Check Sequence: 64	ACH Enabled: False
382542	Office Max - paper	50.98	06/09/2015	001-021-113000	
	Check Total:	50.98			
Vendor: 05684n	Oldcastle Precast			Check Sequence: 65	ACH Enabled: False
020161828	Oldcastle Precast - materials	1,250.00	06/09/2015	003-003-303000	
	Check Total:	1,250.00			
Vendor: 05685	Olson Bros Service			Check Sequence: 66	ACH Enabled: False
1011663	Olson Bros - Explorer tires	147.90	06/09/2015	001-024-155000	
1015197	Olson Bros - Chevy - service	18.10	06/09/2015	001-024-155000	
T61246	Olson Bros - towing	56.25	06/09/2015	001-024-155000	
	Check Total:	222.25			
Vendor: 05706	One Call Concepts Inc			Check Sequence: 67	ACH Enabled: False
5040369	One Call Concepts - utility notification	126.44	06/09/2015	005-005-507000	
	Check Total:	126.44			
Vendor: 05870	Oregon City Scuba			Check Sequence: 68	ACH Enabled: False
209	Oregon City Scuba - equipment	185.60	06/10/2015	001-025-181700	
251	Oregon City Scuba - equipment	367.92	06/10/2015	001-025-184000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
252	Oregon City Scuba - equipment	46.00	06/10/2015	001-025-184000	
	Check Total:	599.52			
Vendor: 05986	Oregon Fire Chiefs Assoc.			Check Sequence: 69	ACH Enabled: False
200001665	Oregon Fire Chiefs Assn. - Conference	290.00	06/10/2015	001-025-174000	
	Check Total:	290.00			
Vendor: 06103	Oregon Museum of Science & Ind			Check Sequence: 70	ACH Enabled: False
11002000	OMSI - summer program	290.00	06/09/2015	001-029-229600	
	Check Total:	290.00			
Vendor: 06148	Oregon Patrol Service			Check Sequence: 71	ACH Enabled: False
2417	Oregon Patrol - Park Patrol	1,801.00	06/09/2015	001-024-155200	
	Check Total:	1,801.00			
Vendor: 06251a	Oregon, State of			Check Sequence: 72	ACH Enabled: False
60755 0430	OR DMV - driving records	6.00	06/09/2015	001-021-116500	
	Check Total:	6.00			
Vendor: 06346	Oregonian			Check Sequence: 73	ACH Enabled: False
4370839 08/06	Oregonian - subscription	48.00	06/09/2015	001-024-161000	
	Check Total:	48.00			
Vendor: 06511	Pacific Fence & Wire Co.			Check Sequence: 74	ACH Enabled: False
17196	Pacific Fence - Cross Park fence	1,548.00	06/09/2015	001-026-197500	
	Check Total:	1,548.00			
Vendor: 06540	Pacific Northwest Telco, Inc.			Check Sequence: 75	ACH Enabled: False
04-18636	Pacific NW Telco -phones	535.00	06/09/2015	001-021-110000	
	Check Total:	535.00			
Vendor: 06587	Pacific Office Automation			Check Sequence: 76	ACH Enabled: False
45769850	Pacific Office - copier	636.00	06/10/2015	001-029-226500	
	Check Total:	636.00			
Vendor: 06586	Pacific Office Automation Inc			Check Sequence: 77	ACH Enabled: False

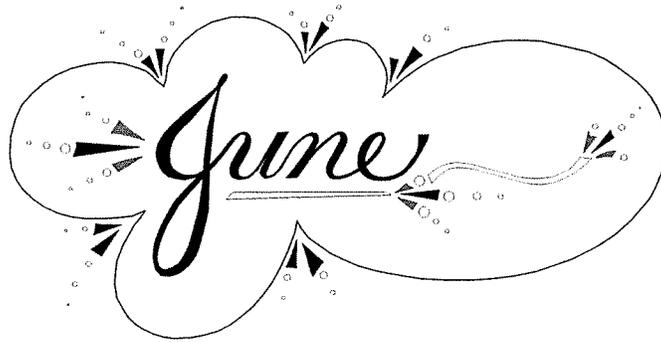
Invoice No	Description	Amount	Payment Date	Acct Number	Reference
613372	Pacific Office - copier usage	-68.51	06/09/2015	001-024-156500	
	Check Total:	68.51			
Vendor: 06640	Paramount Pest Control Inc			Check Sequence: 78	ACH Enabled: False
28424	Paramount Pest Control	235.00	06/09/2015	001-029-225000	
76710	Paramount Pest Control	54.00	06/09/2015	001-021-110500	
77829	Paramount Pest Control	54.00	06/09/2015	001-021-110500	
77839	Paramount Pest Control	52.00	06/09/2015	001-021-110500	
	Check Total:	395.00			
Vendor: 06845	Mo Phillips			Check Sequence: 79	ACH Enabled: False
109	Mo Phillips - summer program	275.00	06/09/2015	001-029-229600	
	Check Total:	275.00			
Vendor: 06866	Mark Pihl			Check Sequence: 80	ACH Enabled: False
Pihl 0515	Mark Pihl - Indigent defense	1,052.50	06/09/2015	001-022-123500	
	Check Total:	1,052.50			
Vendor: 07021	Portland General Electric			Check Sequence: 81	ACH Enabled: False
May 2015	PGE - Electric Svc	387.81	06/10/2015	005-005-508000	
May 2015	PGE - Electric Svc	165.79	06/10/2015	001-024-161000	
May 2015	PGE - Electric Svc	596.15	06/10/2015	001-025-177500	
May 2015	PGE - Electric Svc	192.59	06/10/2015	001-026-193500	
May 2015	PGE - Electric Svc	450.59	06/10/2015	001-028-213500	
May 2015	PGE - Electric Svc	805.93	06/10/2015	001-029-224500	
May 2015	PGE - Electric Svc	43.60	06/10/2015	003-003-302500	
May 2015	PGE - Electric Svc	1,182.73	06/10/2015	004-004-406000	
May 2015	PGE - Electric Svc	279.29	06/10/2015	005-005-507000	
	Check Total:	4,104.48			
Vendor: 07027	Portland Habilitation Center			Check Sequence: 82	ACH Enabled: False
87153	Portland Habilitation - janitorial	39.72	06/09/2015	001-021-108500	
87352	Portland Habilitation - janitorial	294.14	06/10/2015	001-025-176000	
	Check Total:	333.86			
Vendor: 07060m	Portland Windustrial Co			Check Sequence: 83	ACH Enabled: False
103006 00	Portland Windustrial - materials	409.50	06/09/2015	004-004-406500	
103226 00	Portland Windustrial - materials	257.89	06/09/2015	003-003-303000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 07002 10184931	Check Total: Portland, City of City of Pt1 - PPDS/LEDS access	667.39 1,545.00	06/09/2015	Check Sequence: 84 001-024-155500	ACH Enabled: False
Vendor: 07107p Forklift Forklift	Check Total: Rebecca Powell Rebecca Powell - forklift purchase Rebecca Powell - forklift purchase	1,545.00 1,250.00 1,250.00	06/10/2015 06/10/2015	Check Sequence: 85 004-004-415000 001-025-175000	ACH Enabled: False
Vendor: 07325 7369	Check Total: Radar Shop Radar Shop - Recertifications	2,500.00 799.25	06/09/2015	Check Sequence: 86 001-024-158200	ACH Enabled: False
Vendor: 07532 Reptile Man	Check Total: Richard Ritchey Ritchey/Reptile Man - summer program	799.25 500.00	06/09/2015	Check Sequence: 87 001-029-229600	ACH Enabled: False
Vendor: 07717R AS05151151	Check Total: Satcom Global Satcom Global - Satellite Service	500.00 42.75	06/09/2015	Check Sequence: 88 001-024-164600	ACH Enabled: False
Vendor: 07729 11134445	Check Total: Scholastic Inc. Scholastic - books	42.75 2,087.08	06/10/2015	Check Sequence: 89 001-029-229600	ACH Enabled: False
Vendor: 07873 155435 155577	Check Total: ServiceMaster of Oregon ServiceMaster - Janitorial ServiceMaster - Emergency clean	2,087.08 1,035.00 75.00	06/09/2015 06/09/2015	Check Sequence: 90 001-029-228000 001-029-225000	ACH Enabled: False
Vendor: 07905 13891887 052115 5338633 052515	Check Total: Sierra Springs Sierra Springs - water Sierra Springs - water	1,110.00 63.35 98.30	06/10/2015 06/10/2015	Check Sequence: 91 001-021-113000 001-024-161000	ACH Enabled: False
	Check Total:	161.65			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 08086 INV30803	Springbrook Software Springbrook - Annual Maintenance	18,910.48	06/09/2015	Check Sequence: 92 001-021-115500	ACH Enabled: False
	Check Total:	18,910.48			
Vendor: 08099 292619	SS Specialties LLC SS Specialties - Batteries	500.00	06/10/2015	Check Sequence: 93 001-024-155000	ACH Enabled: False
	Check Total:	500.00			
Vendor: 08205 CL09418 CL09432 CL09432 CL09432 CL09432 CL09432 CL09477	Stein Oil Co. Inc. Stein Oil - gasoline Stein Oil - gasoline	338.13 67.20 67.31 512.29 172.09 124.74 1,216.82	06/10/2015 06/10/2015 06/10/2015 06/10/2015 06/10/2015 06/10/2015 06/10/2015	Check Sequence: 94 001-025-173000 003-003-303000 004-004-407000 005-005-504000 001-028-214000 001-026-194000 001-024-155000	ACH Enabled: False
	Check Total:	2,498.58			
Vendor: 08376t April/May	Jill Tate Jill Tate - Transcription April/May	823.50	06/10/2015	Check Sequence: 95 001-021-113000	ACH Enabled: False
	Check Total:	823.50			
Vendor: 08402 948266-0	Thayer, J Co. Thayer - Neace nameplate	17.15	06/10/2015	Check Sequence: 96 001-021-113000	ACH Enabled: False
	Check Total:	17.15			
Vendor: 08465 182223 182796 182796	Tigard Sand & Gravel Tigard Sand & Gravel - materials Tigard Sand & Gravel - materials Tigard Sand & Gravel - materials	954.62 437.48 474.17	06/09/2015 06/10/2015 06/10/2015	Check Sequence: 97 003-003-303000 004-004-406500 003-003-303000	ACH Enabled: False
	Check Total:	1,866.27			
Vendor: 08566 997003	Traffic Safety Supply Co. Inc. Traffic Safety - supplies	71.00	06/09/2015	Check Sequence: 98 005-005-508500	ACH Enabled: False
	Check Total:	71.00			
Vendor: 08650 2005341	City of Tualatin City of Tualatin - Mayors luncheon FY 15-16	144.00	06/10/2015	Check Sequence: 99 001-021-114500	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	144.00			
Vendor: 08652	Tualatin Valley Fire & Rescue			Check Sequence: 100	ACH Enabled: False
3503	TVFR - Vaccination clinic	167.50	06/10/2015	001-025-178500	
571348	TVFR - Fleet maintenance	2,146.33	06/10/2015	001-025-173000	
	Check Total:	2,313.83			
Vendor: 08802	US Bank			Check Sequence: 101	ACH Enabled: False
4300 0027 05/14	US Bank CC - Maps	404.25	06/10/2015	001-024-157000	
4300 0027 05/14	US Bank CC - Training	1,146.41	06/10/2015	001-024-158700	
4300 0027 05/14	US Bank CC - Misc supplies	129.95	06/10/2015	001-024-161000	
4300 0027 05/14	US Bank CC - Advisory committee lunch	103.50	06/10/2015	001-021-113000	
4300 0027 05/14	US Bank CC - Regjin printer	119.32	06/10/2015	001-024-156500	
	Check Total:	1,903.43			
Vendor: 08943C	Verizon			Check Sequence: 102	ACH Enabled: False
134-00001 5/19	Verizon - phone service	508.23	06/10/2015	001-024-161000	
134-00012 5/19	Verizon - phone service	307.63	06/10/2015	001-024-164000	
134-00013 5/19	Verizon - phone service	241.40	06/10/2015	001-024-164000	
134-00018 5/19	Verizon - phone service	259.63	06/10/2015	001-024-164000	
941-00001 5/19	Verizon - phone service	413.49	06/10/2015	005-005-507000	
941-00002 5/19	Verizon - phone service	104.90	06/10/2015	005-005-507000	
942-00001 5/19	Verizon - phone service	89.00	06/10/2015	005-005-507000	
9745900310	Verizon - Phone	341.75	06/10/2015	001-025-177800	
9745900313	Verizon - Phone	40.01	06/10/2015	005-005-507000	
	Check Total:	2,306.04			
Vendor: 08970	Video Store Shopper			Check Sequence: 103	ACH Enabled: False
IN718217	Video Shopper - DVD cases	109.49	06/10/2015	001-029-225500	
	Check Total:	109.49			
Vendor: 09257	Willamette Valley Printing Inc			Check Sequence: 104	ACH Enabled: False
38255	Willamette Printing - Business cards	135.00	06/10/2015	001-029-225500	
	Check Total:	135.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	142,205.25			
	Total of Number of Checks:	104			



CORRESPONDENCE

Tami Bannick

From: CenturyLink Customer <otto6@q.com>
Sent: Tuesday, May 12, 2015 4:44 PM
To: Peter Boyce
Cc: Tami Bannick
Subject: Rental Property as a Business

Greetings;

I am Dorothy Otto and I am writing for my father J.Q. Hunter who is concerned about the letter he received recently regarding the property in Gladstone which he rents out. This letter informed him that he now owns a business in Gladstone, and therefore needs a business license to be compliant with the city laws. I think he was rather shocked.

My parents purchased this property, one house on Clarendon, many years ago and have been renting it for decades. Never in a million years would they have thought of it as a business. It is only one small house, not an apartment complex, or even multiple houses in Gladstone. To them it was the best way to take care of their needs and be financially responsible citizens.

My parents are now 93 and 94 years old and I am helping them with their responsibilities. As I read the letter I too was surprised to learn they had not been informed sooner about this. It does not seem the right thing to do, to suddenly change the rules without any input from property owners. It appears to be taxation without representation. All rental property owners should have been notified and given the opportunity to present their concerns.

I know that this was perhaps seen as an easy solution for finding more funds for running the city of Gladstone, but we would have appreciated being part of the process. We do want to be responsible law abiding citizens. J.Q. Hunter has completed the business license form (which incidentally does not really fit for property owners) and paid the fee even as he said "They probably won't change things." I think he is disappointed in the way this was handled.

Hopefully a good solution can be worked out and all of us can work together on future issues for the good of Gladstone and all its citizens and property owners.

Dorothy Otto
daughter of J.Q. Hunter
Rental Property Owner at 270 E Clarendon



REGULAR AGENDA

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: City Council
From: Pete Boyce

AGENDA ITEM

Public Hearing FY 2015-2016 Budget and Tax Rate

History/Background

State law requires that City Council allow for public comment prior to adopting the final budget. This agenda item allows citizens to comment on the budget proposed by the Budget Committee. The Budget Committee also met twice and accepted public comment at both meetings.

Proposal

Accept public testimony regarding the FY 2015-2016 budget and tax rate.

Options

City Council must accept public input.

Cost Impact

N/A.

Recommended Staff Action

Staff recommends accept public testimony regarding the FY 2015-16 budget and tax rate.

Department Head
Signature

Date

City Administrator
Signature

Date

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: City Council
From: Pete Boyce

AGENDA ITEM

Resolution 1049 – Adopt Budget and Set Tax Rate for FY 2015-16

History/Background

State law requires that City Council adopt a budget prior to the end of the fiscal year which ends June 30, 2015. The Budget Committee is recommending the attached budget and tax rate. The overall budget total including unappropriated fund balances is \$23,645,201. The tax rate remains unchanged.

Proposal

Adopt resolution 1049.

Options

City Council must adopt a budget prior to June 30, 2015. City Council could make changes to the budget based on public testimony it receives.

Cost Impact

N/A.

Recommended Staff Action

Staff recommends City Council adopt resolution 1049.

Department Head
Signature

Date

City Administrator
Signature

Date

RESOLUTION NO. 1049

A RESOLUTION ADOPTING THE BUDGET AND SETTING THE TAX RATE FOR
FISCAL YEAR 2015-2016

BE IT RESOLVED the Common Council of the City of Gladstone hereby adopts the budget for fiscal year 2015-16 in the sum of \$21,756,408 and unappropriated fund balances of \$1,888,793 totaling \$23,645,201 now on file at the City Recorder's Office, 525 Portland Avenue, Gladstone.

BE IT RESOLVED the amounts for the fiscal year beginning July 1, 2015 and for the purposes shown below are hereby appropriated:

MAKING APPROPRIATIONS

GENERAL FUND

Personal Services	\$4,076,937
Materials & Services	1,842,095
Capital Outlay	1,454,123
Contingency	<u>400,000</u>
Total General Fund Expenditure Appropriations	\$7,773,155
Unappropriated Fund Balance	<u>1,409,288</u>
Total General Fund	\$9,182,443

STORM AND SANITARY SEWER FUND

Personal Services	\$269,051
Materials & Services	1,794,986
Capital Outlay	1,280,338
Interfund Transfer to General Fund	<u>26,188</u>
Total Sewer Fund Appropriations	\$3,370,563

WATER FUND

Personal Services	\$361,691
Materials & Services	646,331
Capital Outlay	1,372,974
Debt Service	189,579
Interfund Transfer to General Fund	<u>14,518</u>
Total Water Fund Appropriations	\$2,585,093

STREET FUND

Personal Services	\$183,669
Materials & Services	327,250
Capital Outlay	479,707
Interfund Transfer to General Fund	<u>60,493</u>
Total Road & Street Fund Appropriations	\$1,051,119

STATE REVENUE SHARING FUND

Capital Outlay	<u>\$999,356</u>
Total State Revenue Sharing Fund Appropriations	\$999,356

POLICE LEVY FUND

Personal Services	\$346,731
Materials & Services	124,000
Capital Outlay	5,000
Interfund Transfer to General Fund	<u>13,705</u>
Total Police/Communications Levy Fund Appropriations	\$489,436
Unappropriated Fund Balance	<u>358,178</u>
Total All Police/Communications Levy Fund	\$847,614

8-2

FIRE/EMERGENCY SERVICES LEVY FUND

Personal Services	\$134,926
Materials & Services	20,000
Capital Outlay	252,000
Interfund Transfer to General Fund	<u>5,760</u>
Total Fire/Emergency Services Levy Fund Appropriations	\$412,686
Unappropriated Fund Balance	<u>121,327</u>
Total All Fire/Emergency Services Levy Fund	\$534,013

LIBRARY CAPITAL FUND

Capital Outlay	<u>\$5,075,000</u>
Total State Revenue Sharing Fund Appropriations	\$5,075,000

TOTAL APPROPRIATIONS

ALL FUNDS	\$21,756,408
Total Unappropriated and Reserve Amounts	<u>\$1,888,793</u>
Total Adopted Budget	\$23,645,201

IMPOSING THE TAX

BE IT RESOLVED, that the following ad valorem taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2015-2016:

- 1) At the rate of \$4.8174 per \$1,000 of assessed value for permanent rate tax;
- 2) At the rate of \$0.68 per \$1,000 of assessed value for the Police/Communications local option tax;
- 3) At the rate of \$0.31 per \$1,000 of assessed value for the Fire/Emergency Medical local option tax

CATAGORIZING THE TAX

BE IT RESOLVED, that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

SUBJECT TO GENERAL GOVERNMENT LIMITATION	EXCLUDED FROM LIMITATION
General Fund \$4.8174/\$1000	\$00
Police/Communications Levy Fund \$ 0.68/\$1000	\$00
Fire/Emergency Medical Levy Fund \$ 0.31/\$1000	\$00

This resolution is effective July 1, 2015, the above resolution approved and the FY 2015-16 budget declared adopted on this 9th day of June, 2015.

Attest:

Mayor

City Recorder

**GLADSTONE
URBAN
RENEWAL
AGENCY**



GLADSTONE URBAN RENEWAL AGENCY MINUTES – June 24, 2014

ATTENDANCE – AGENCY

Roll Call: Mayor Byers stated the roll call stands from the City Council Meeting, which included: Mayor Wade Byers and Councilors Hal Busch, Thomas Mersereau, Lendon Nelson, and Neal Reisner;

ABSENT: Kari Martinez

ATTENDANCE -- STAFF

Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director; Shane Abma, City Counsel; Irene Green, Library Director, Stan Monte, Fire Chief; Jolene Morishita, Assistant City Administrator; Jim Pryde, Police Chief; and Scott Tabor, Public Works Director.

REGULAR AGENDA

1. Approval of August 13, 2013 Minutes.

Councilor Nelson moved and Councilor Busch seconded a motion to approve the August 13, 2013 Gladstone Urban Renewal Meeting minutes.

Motion carried unanimously.

2. Public Hearing FY 2014-15 Budget and Tax Increment for the Urban Renewal Agency.
Mayor Byers opened the public hearing at 8:32 p.m.

Public Testimony: – None

Mayor Byers closed the public hearing at 8:33 p.m.

3. Approval of Resolution UR-50 – Adopting Budget and Declaration of Tax Increment.

Councilor Nelson moved and Councilor Busch seconded a motion to approve Resolution UR-50 – Adopting Budget and Declaration of Tax Increments.

Motion carried unanimously.

Adjourn

Mayor Byers adjourned the Urban Renewal Agency meeting of June 24, 2014 at 8:34 p.m.

Approved by the Mayor this _____ day of _____, 2015.

Attest:

Mayor

Assistant City Administrator

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: URA Board
From: Pete Boyce

AGENDA ITEM

Public Hearing FY 2015-2016 Budget and Tax Increment

History/Background

State law requires that the Urban Renewal Agency allow for public comment prior to adopting the final budget. This agenda item allows citizens to comment on the budget proposed by the Budget Committee. The Budget Committee also met twice and accepted public comment at both meetings.

Proposal

Accept public testimony regarding the FY 2015-2016 budget and tax increment.

Options

City Council must accept public input.

Cost Impact

N/A.

Recommended Staff Action

Staff recommends accept public testimony regarding the FY 2015-16 budget and tax increment.

Department Head
Signature

Date

City Administrator
Signature

Date

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: URA Board
From: Pete Boyce

AGENDA ITEM

Resolution UR51 – Adopt Budget and Declaration of Tax Increment for FY 2015-16

History/Background

State law requires that the Urban Renewal Board adopt a budget prior to the end of the fiscal year which ends June 30, 2015. The Budget Committee is recommending the attached budget and declaration of tax increment. The overall budget total is \$5,770,874. The tax increment remains unchanged. The URA is requesting the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI, of the Oregon Constitution and \$0.00 as the amount to be raised through the imposition of a special levy.

Proposal

Adopt resolution UR 51.

Options

The Urban Renewal Agency must adopt a budget prior to June 30, 2015. The Board could make changes to the budget based on public testimony it receives.

Cost Impact

N/A.

Recommended Staff Action

Staff recommends the Board adopt resolution UR 51.

Department Head
Signature

Date

City Administrator
Signature

Date

RESOLUTION UR-51

A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2015-2016

BE IT RESOLVED that the Urban Renewal Agency of the Gladstone Urban Renewal District hereby adopts the budget for fiscal year 2015-16 in the sum of \$5,770,874 now on file at the City Recorder's Office, 525 Portland Avenue, Gladstone.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July1, 2015, and for the purposes shown below are hereby appropriated:

URBAN RENEWAL DISTRICT:
Materials & Services 53,500
Capital Outlay 5,717,374
Total Urban Renewal District Fund \$5,770,874

TOTAL APPROPRIATIONS ALL FUNDS: \$5,770,874

RESOLUTION DECLARING TAX INCREMENT

Option One - Declaration of Tax Increment

BE IT RESOLVED that the Urban Renewal Agency of the Gladstone Urban Renewal District hereby resolves to certify to the county assessor for the Gladstone Urban Renewal District Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI, of the Oregon Constitution and \$0.00 as the amount to be raised through the imposition of a special levy.

Resolution UR-51 is effective on July 1, 2015

THE ABOVE RESOLUTION STATEMENTS WERE APPROVED AND DECLARED ADOPTED ON THIS 9th DAY OF JUNE, 2015.

Attest:

Chairman, Gladstone Urban Renewal Agency

City Recorder

11-2



REGULAR AGENDA

Pete Boyce, City Administrator
City of Gladstone
525 Portland Avenue
Gladstone, OR 97027

March 28, 2015

Mr. Boyce:

The Gladstone Parks and Recreation Board (Board) would like to assist in defining issues that threaten facilities along the lower Clackamas River. It is intended for the Board to work with other affected parties. Topics to be covered include public parks, boat launches, trails, ODOT transportation facilities, and navigation channels serving many river oriented uses. This letter covers the Clackamas River from the former location of the trolley bridge downstream into the Willamette and then continues downstream to the Gladstone City limits.

The issues are as follows:

The tidally-influenced zones of the Willamette River and the lower Clackamas Rivers are now seeing substantial infill by large and small river cobble. The most noticeable and sizeable area is at the mouth of Clackamas Cove, which has been to a great extent raised, blocked and with the amount of tidal influence greatly reduced. As the channel of the Clackamas shifts around the multiple areas of deposition, it is cutting into riverbanks along both sides. This is leading to loss of public facilities and values such as boat launches along with undermining of developable land, especially in Gladstone, with the potential of loss of City income from future development there.

With the river directly damaging present facilities including navigable channels needed for tourism as well as a potential for the continuing loss of valuable developable land, Clackamas County, the Cities of Gladstone, Oregon City, West Linn, and the Tri-City Service District, and along with area property owners, all have an interest in studying best management practices for this area. This study should look at the effects of the river dynamics including long-term potential for deposit and erosion both of which may strongly impact the river in the area.

The two rivers have had a great impact on developed facilities along both rivers. There has been a continuous loss of park lands along the Willamette in Gladstone. Oregon City has lost usability of its boat ramp in its Clackamette Park. There is some concern over erosion at the base of the McLoughlin (Hwy 99E) Bridge and some expense made for studies there. There are erosion issues also on the Clackamas on both sides of the river adjacent to Clackamas Cove.

It is thought by many that now is the time to formally study this situation and to recommend a cooperative effort to identify solutions and to pursue funding for carry out what may be found to resolve these issues. There is a great interest in these river

121

areas. We are certain that many will be willing to help understand the potential for long-term river use, plus the resiliency of both the river and the human uses along it.

Our plan for the next step is to partnership with Oregon City and Clackamas County for funds to conduct the comprehensive study.

This letter is to help define uses and potentials for the Gladstone City Council as well as other interested parties.

Gladstone Parks and Recreation Board

Date

12-2

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: City Council
From: Pete Boyce

AGENDA ITEM

Resolution 1050 – Declaring the City's Election of to Receive State Revenues

History/Background

This resolution allow the City to continue to receive state moneys. The State Revenue Sharing Fund can be used for any governmental purpose. The City expects to receive approximately \$105,000 in FY 2015-16.

Proposal

Adopt resolution 1050.

Options

Do not adopt the resolution. If council chooses not to adopt resolution 1050 the City will not receive the \$105,000 in revenue.

Cost Impact

Additional \$105,000 to the city budget.

Recommended Staff Action

Staff recommends adoption of resolution 1050.

Department Head
Signature

Date

City Administrator
Signature

Date

RESOLUTION 1050

**A RESOLUTION DECLARING THE CITY'S ELECTION TO
RECEIVE STATE REVENUES.**

The City of Gladstone does ordain as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2015-2016.

Section 2. This resolution is effective the 9th day of June, 2015.

THIS RESOLUTION ADOPTED AND APPROVED THIS 9th DAY OF JUNE, 2015.

The City of Gladstone

Attest:

Mayor

City Recorder

I certify that two public hearings before the Budget Committee were held on May 5, 2015 and May 11, 2015 and a public hearing before the City Council was held on June 9, 2015 giving citizens opportunity to comment on use of State Revenue Sharing.

City Recorder

13-2

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: City Council
From: Pete Boyce

AGENDA ITEM

Resolution 1051 – Certifying Provision of Four or More Services for State Shared Revenues

History/Background

This resolution allows the City to continue to receive state moneys. The State Revenue Sharing Fund can be used for any governmental purpose. The City expects to receive approximately \$105,000 in FY 2015-16. The City must certify that it provides four or more services listed in ORS 221.760. The City provides all of the services listed.

Proposal

Adopt resolution 1051.

Options

Do not adopt the resolution. If council chooses not to adopt resolution 1051 the City will not receive the \$105,000 in revenue.

Cost Impact

Additional \$105,000 to the city budget.

Recommended Staff Action

Staff recommends adoption of resolution 1051.

Department Head
Signature

Date

City Administrator
Signature

Date

RESOLUTION 1051

WHEREAS, ORS 221.760 provides as follows:

The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance and lighting
- (4) Sanitary sewers
- (5) Storm sewers
- (6) Planning, zoning and subdivision control
- (7) One or more utility services

and

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760,

NOW, THEREFORE, BE IT RESOLVED, that the City of Gladstone hereby certifies that it provides four or more municipal services enumerated in Section 1, ORS 221.760:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance and lighting
- (4) Sanitary sewers
- (5) Storm sewers
- (6) Planning, zoning and subdivision control
- (7) Water service

APPROVED BY THE GLADSTONE CITY COUNCIL ON THE 9th DAY OF JUNE, 2015.

Attest:

Mayor

City Recorder

142

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: City Council
From: Pete Boyce

AGENDA ITEM

Resolution 1052 – Revising the Master Fee Schedule Reflecting Changes in Storm/Sewer Fees.

History/Background

Resolution 1052 represents a 5% rate increase as proposed during the budget committee meetings. Citizens in the Oak Lodge Sanitation District area will see an increase in the City retained portion of the bill from \$6.29/mo to \$6.60/mo. The Tri-City and CCSD 1 citizens will see an increase in the City retained portion of the bill from \$9.19/mo to \$9.65/mo. The stormwater master plan rate study called for a much higher rate increase. City Council still needs to determine how to implement the master plan.

Proposal

Adopt resolution 1052.

Options

Do not adopt the resolution. If council chooses not to adopt resolution 1052 the City will not receive an increase in revenue.

Cost Impact

Additional revenue in the amount of \$43,350.

Recommended Staff Action

Staff recommends adoption of resolution 1052.

Department Head
Signature

Date

City Administrator
Signature

Date

RESOLUTION 1052

**A RESOLUTION REVISING THE MASTER FEE SCHEDULE, RESOLUTION 1023,
REFLECTING CHANGES IN STORM/SEWER FEES.**

Now Therefore Be It Resolved that the City Council for the City of Gladstone amends Resolution 1037 with respect to Sewer Fees as described below and that all other provisions of Resolution 1037 stand unchanged:

STORM/SEWER DEPARTMENT

Oak Lodge Monthly Retail Sewer Fee (portion retained by city)	\$ 6.60
Tri-City Sewer District Monthly Retail Sewer Fee (portion retained by city)	\$ 9.65
Clackamas County Sewer District #1 Monthly Retail Sewer Fee (portion retained by city)	\$ 9.65

This Resolution adopted by the Common Council and approved by the Mayor on this 9th day of June, 2015. This Resolution is effective July 1, 2015.

Attest:

Mayor

Assistant City Administrator

15-2

City of Gladstone Staff Report

Report Date: June 2, 2015,
Meeting Date: June 9, 2015
To: City Council
From: Pete Boyce

AGENDA ITEM

Ordinance 1457 – Amending Chapter 13.04 of the Gladstone Municipal Code by Increasing Water Rates and Reaffirming All Remaining Provisions of Chapter 13.04 of the Gladstone Municipal Code.

History/Background

Ordinance 1457 represents a 5% rate increase as proposed during the budget committee meetings. Most citizen have a ¾" meter and will see the rate increase from \$15.05/mo to \$15.80/mo. The water master plan rate study called for a much higher rate increase. City Council still needs to determine how to implement the master plan.

Proposal

Adopt ordinance 1457.

Options

Do not adopt the ordinance. If council chooses not to adopt ordinance 1457 the City will not receive an increase in revenue.

Cost Impact

Additional revenue in the amount of \$18,350.

Recommended Staff Action

Staff recommends adoption of ordinance 1457.

Department Head
Signature

Date

City Administrator
Signature

Date

16-1

ORDINANCE 1457

AN ORDINANCE AMENDING CHAPTER 13.04 OF THE GLADSTONE MUNICIPAL CODE BY INCREASING WATER RATES AND REAFFIRMING ALL REMAINING PROVISIONS OF CHAPTER 13.04 OF THE GLADSTONE MUNICIPAL CODE.

The City of Gladstone does ordain as follows:

Section 1. Section 13.04.070 of the Gladstone Municipal Code is amended to read as follows:

“(1) Minimum charges per month for different meter sizes for the first six hundred cubic feet are as follows:

<u>Meter Size</u>	<u>Inside</u>	<u>Outside</u>
3/4"	15.80	21.02
1"	22.51	31.73
1 1/2"	35.12	46.78
2"	62.80	83.56
3"	78.24	103.57
4"	93.68	124.62
6"	104.11	138.44
8"	130.14	173.08

(2) All minimum charges are based on the average actual cost relating to the provision of water service to the customer. Actual cost shall have the meaning as defined in HB 2550, 1991 Legislative Session

(3) For all water in excess of the 600 cubic foot minimum, the rate is \$1.75 per 100 cubic feet for consumers receiving water inside the city.

(4) For all water in excess of the 600 cubic foot minimum, the rate is \$2.29 per 100 cubic feet for consumers receiving water outside the city.

(5) Minimum charge for tank truck loads and flushing shall be five dollars (\$5.15) for the first one thousand gallons or part thereof, and amounts over the first one thousand gallons will be charged at two dollars and fifty cents (\$2.58) per one thousand gallons plus twenty dollars (\$20.60) for metering, if necessary. Permits to obtain water from designated fire hydrants are fifty dollars (\$50).

Section 2. This ordinance will apply to the July-August water and sewer billing cycle and becomes effective July 10, 2014.

Section 3. All remaining provisions of Chapter 13.04 of the Gladstone Municipal Code are reaffirmed in their entirety.

This ordinance adopted by the Common Council and approved by the Mayor this 10th day of June, 2014.

Attest:

Mayor

Assistant City Administrator

16-2



MEMORANDUM

TO: Honorable Dominick Jacobellis
Gladstone City Councilors

FROM: David Doughman, City Attorney's Office

SUBJECT: HT Properties Agreement

DATE: June 2, 2015

At its last meeting, the Gladstone City Council authorized HT Properties ("HT") to prepare a development agreement for council's approval. Included in the packet is a draft of this agreement. I have reviewed it and it is consistent with the discussions the city and HT have had to date.

Specifically, the agreement:

- Requires HT at its cost to replace the existing water line on its property and grant an easement to the city for maintenance;
- Requires HT at its cost to replace and construct sewer manholes near its property and construct a sewer overflow line;
- Requires HT at its cost to modify the sewer improvements if they are inconsistent with the city's eventual sewer master plan;
- Requires HT to comply with all relevant state and local laws, including prevailing wage laws as applicable;
- States that the city has no obligation to reimburse HT for any costs associated with the water and sewer improvements; and
- States that the agreement does not grant land use approval to HT or limit the review authority of the Gladstone Planning Commission in any future design review proceeding.

RECOMMENDATION: Authorize the city administrator to sign the agreement with HT Properties.

171



June 1, 2015

Michael C. Robinson
MRobinson@perkinscoie.com
D. (503) 727-2264
F. (503) 346-2264

VIA EMAIL

Mr. Pete Boyce
City Administrator
City of Gladstone
Gladstone City Hall
525 Portland Avenue
Gladstone, OR 97027

Re: Proposed Development Agreement between HT Properties, LLC and City of Gladstone

Dear Mr. Boyce:

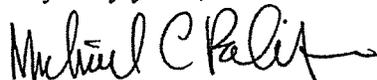
This office represents HT Properties, LLC.

Please find enclosed the proposed development agreement between HT Properties, LLC and the City of Gladstone. The Gladstone City Council at its May 26, 2015 public meeting unanimously authorized staff to work with HT Properties, LLC on the development agreement

While I realize that the City Attorney may not have a chance to review the draft agreement, we hope that if he is able to do so today, that this agreement may still be placed on the City Council's June 9, 2015 agenda. The agreement is very short and incorporates the substantive provisions as represented to the City Council by HT Properties, LLC. If the agreement is unable to be placed on the June 9, 2015 agenda, we ask that you place the agreement on the June 23, 2015 City Council agenda.

Please call me if you have any questions.

Very truly yours,



Michael C. Robinson

MCR:rsr
Enclosure

cc: Mr. David Doughman (via email) (w/ encl.)
Mr. Hans Thygeson (via email) (w/ encl.)
Mr. Andrew Tull (via email) (w/ encl.)
Mr. Scott Tabor (via email) (w/ encl.)
Mr. John Lewis (via email) (w/ encl.)

After recording return to:

Michael C. Robinson
Perkins Coie LLP
1120 NW Couch Street, Tenth Floor
Portland, OR 97209-4128

**NON-STATUTORY
DEVELOPMENT AGREEMENT**

between

City of Gladstone, Oregon, and HT Properties, LLC

This Development Agreement ("Agreement") is made and entered into this ___ day of _____, 2015 by and between the **CITY OF GLADSTONE**, a municipal corporation of the State of Oregon ("City"), and **HT PROPERTIES, LLC**, an Oregon limited liability company ("Developer") pursuant to the City's home rule authority. The City and Developer may be referred to jointly in this Agreement as the "Parties" and individually as a "Party."

RECITALS

A. Developer proposes to develop property generally located at 18121 Webster Road in the City limits ("Property") for multi-family housing ("Project"). A map identifying the Property's location is set forth in Exhibit 1. The Property is zoned Multi-Family Residential ("MR") by the City. Multi-family uses are permitted outright in the MR zone, pursuant to Gladstone Zoning Code ("GZC") 17.14.020.

B. Development of the Project on the Property is subject to approval of a Design Review application pursuant to GZC 17.80.021. The Design Review

process results in a "limited land use decision", as defined by ORS 197.015(12).

C. GZC 17.80.061 sets forth the submittal requirements for a Design Review application. The application will include an explanation of planned utilities but the GZC does not provide a process for reviewing the adequacy of public utilities. This Agreement is, therefore, necessary to identify those public facility improvements, if any, that may be required to serve the Project.

D. Developer has completed a study of the adequacy of the existing sanitary sewer service and has determined that certain improvements are necessary to serve the Project.

E. An existing water line crosses the Property and must be relocated to accommodate the design of the Project, while also providing for adequate public service and maintenance access.

F. Developer and the City desire to enter this Agreement to ensure the construction and orderly provision of adequate public facilities to the development and to memorialize their respective obligations as to same.

AGREEMENT

In consideration of the mutual promises and performance obligations of each Party set out in this Agreement, the City and Developer hereby agree to the following terms and conditions.

1. Water Line Improvements.

Prior to issuance of a certificate of occupancy for the Project, Developer shall, at Developer's expense:

- A. Construct, or shall cause the construction of, a new eight (8)-inch diameter, ductile iron, underground potable water line to connect to the City's public water system in the location generally depicted in Exhibit 1 ("Water Line");
- B. Dedicate the Water Line to the public;
- C. Dedicate a sufficiently wide easement around the Water Line to City for the purpose of access to, operation of, and maintenance of, the Water Line. The easement shall be perpetual and non-exclusive in nature. Developer shall not install permanent surface-level

improvements that would interfere with the City's easement rights;
and

- D. Decommission the existing potable water line on the Property, and seek to vacate that water line easement in a subsequent proceeding before the City Council.

Provided the Water Line is constructed consistent with City policy and adopted public works standards, the City shall accept Developer's dedication of the Water Line and shall assume all maintenance and repair obligations pertaining to same.

2. Sanitary Sewer System Improvements.

Prior to issuance of a certificate of occupancy for the Project, Developer shall, at Developer's expense:

- A. Replace, or cause the replacement of, the existing 48-inch sanitary sewer manhole at the intersection of Hereford Street and Oatfield Road (#22900) with a 60-inch manhole;
- B. Construct, or cause the construction of, an eight (8)-inch diameter overflow line between manholes #22900 and #21380 with a six (6)-inch removable orifice to allow metered flow to Gloucester Street; and
- C. Construct, or cause the construction of, two (2) manholes for the overflow connection at the Oatfield Road/Gloucester Street intersection, creating two (2) approximate 45-degree bends.

Such improvements shall together be known as the "Sanitary Sewer System Improvements."

Provided these Sanitary Sewer System Improvements are constructed consistent with City policy and adopted public works standards, the City shall accept the Sanitary Sewer System Improvements and shall assume all maintenance and repair obligations pertaining to same.

The Parties acknowledge that the City is currently revising its Sanitary Sewer Master Plan. In the event that the City's ongoing revisions produce a Master Plan that is inconsistent with the Sanitary Sewer System Improvements, Developer shall, at Developer's expense, modify the Sanitary Sewer System Improvements to be consistent with the revised Master Plan.

3. No Reimbursement by City.

Developer shall not request from the City, and the City shall not grant, reimbursement for Developer's expenses associated with completion of the Water Line and Sanitary Sewer System Improvements described in this Agreement, through credits for applicable system development charges or any other means except at the discretion of the City Council through an amendment to this Agreement.

4. Conditions Precedent.

The Parties' obligations in this Agreement are contingent upon: (A) Developer obtaining all land use and other permits required to construct the Project; and (B) Developer constructing the Project. In the event these conditions are not met, this Agreement shall terminate and the Parties shall have no further rights or obligations hereunder.

5. Nature of Agreement.

The City hereby confirms that it has approved and executed this Agreement pursuant to its home rule charter and not pursuant to ORS 94.504 *et seq.*, and does further confirm that this Agreement does not constitute or concern the adoption, amendment, or application of the Statewide Planning Goals, a comprehensive plan provision, or a land use regulation, the City and Developer acknowledging and agreeing that Developer shall obtain any and all land use approvals required for the Project in due course on another date in accordance with all applicable laws and regulations. Specifically, the Parties agree that approval and execution of this Agreement does not grant Design Review approval for the Project and does not impinge upon the Planning Commission's review of Developer's Design Review application for the Project. The Parties further agree that each Party has the authority to adopt this Agreement outside of ORS Chapter 94 and the adoption of this Agreement is not, nor does it establish, a Local Improvement District.

6. Compliance with all Local and State Laws.

In carrying out this Agreement, the Developer shall follow and comply with all applicable local and state laws, including any requirement that state law may place on the Developer to pay prevailing wages for construction of the improvements required by this Agreement.

17-6

7. Assignability of Agreement.

This Agreement shall not be assigned by the Developer, in whole or in part, absent the written approval of the City, which shall not be unreasonably withheld.

8. Remedies.

Each Party shall have all available remedies at law or in equity to recover damages and compel the performance of the other Party pursuant to this Agreement. The rights and remedies afforded under this Agreement are not exclusive and shall be in addition to and cumulative with any and all rights otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different time, of any other such remedy for the same default or breach or of any of its remedies for any other default or breach by the other Party, including, without limitation, the right to compel specific performance.

9. Miscellaneous Provisions.

9.1 Notice. A notice or communication under this Agreement by either Party shall be in writing and shall be dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered by either personal delivery or nationally-recognized overnight courier (such as UPS or Federal Express) or by facsimile transmission, and

9.1.1 In the case of a notice or communication to Developer, addressed as follows:

HT Properties, LLC
ATTN: Hans Thygeson
1962 Wallace Rd NW
Salem, Oregon 97304

With copy to: Michael C. Robinson
Perkins Coie LLP
1120 NW Couch St
Tenth Floor
Portland, Oregon 97209

9.1.2 In the case of a notice or communication to City, addressed as follows:

City of Gladstone
ATTN: City Administrator
525 Portland Avenue
Gladstone, Oregon 97027

With copy to: David Doughman, City Attorney
Beery Elsner Hammond LLP
1750 SW Harbor Way Suite 380
Portland, Oregon 97201

or addressed in such other way in respect to a Party as that Party may, from time to time; designate in writing dispatched as provided in this section.

9.2 Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

9.3 Counterparts. In the event this Agreement is executed in two (2) or more counterparts, each counterpart shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

9.4 Waivers. No waiver made by either Party with respect to the performance, or manner or time thereof, of any obligation of the other Party or any condition inuring to its benefit under this Agreement shall be considered a waiver of any other rights of the Party making the waiver. No waiver by City or Developer of any provision of this Agreement or any breach thereof shall be of any force or effect unless in writing; and no such waiver shall be construed to be a continuing waiver.

9.5 Time of the Essence. Time is of the essence under this Agreement.

9.6 Choice of Law. This Agreement shall be interpreted under the laws of the State of Oregon.

9.7 Calculation of Time. All periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday in the State of Oregon, the period shall be extended to include the next day which is not a Saturday, Sunday, or such a holiday.

17-8

9.8 Construction. In construing this Agreement, singular pronouns shall be taken to mean and include the plural and the masculine pronoun shall be taken to mean and include the feminine and the neuter, as the context may require.

9.9 Severability. If any clause, sentence or any other portion of the terms and conditions of this Agreement becomes illegal, null or void for any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law.

9.10 Place of Enforcement. Any action or suit to enforce or construe any provision of this Agreement by any Party shall be brought in the Circuit Court of the State of Oregon for Clackamas County, or the United States District Court for the District of Oregon.

9.11 Good Faith and Reasonableness. The Parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of a Party being given "sole discretion" or being allowed to make a decision in its "sole judgment."

9.12 Condition of City Obligations. All City obligations pursuant to this Agreement which require the expenditure of funds are contingent upon future appropriations by the City as part of the local budget process. Nothing in this Agreement implies an obligation on the City to appropriate any such monies.

9.13 Cooperation in the Event of Legal Challenge. In the event of any legal action instituted by a third party or other governmental entity or official challenging the validity of any provision of this Agreement, the Parties agree to cooperate in defending such action.

9.14 Enforced Delay, Extension of Times of Performance. In addition to the specific provisions of this Agreement, performance by any Party shall not be in default where delay or default is due to war; insurrection, strikes, riots, floods, drought, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities other than the City, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation or similar bases for excused performance which is not within reasonable control of the Party to be excused.

9.15 Other Necessary Acts. Each Party shall execute and deliver to the other all such further instruments and documents and take such additional acts (which, in the case of the City, shall require adopting necessary ordinances and resolutions) as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other Parties the full and complete enjoyment of rights and privileges hereunder.

9.16 Entire Agreement. This Agreement constitutes the entire agreement between the Parties as to the subject matter covered by this Agreement.

9.17 Interpretation of Agreement. This Agreement is the result of arm's length negotiations between the Parties and shall not be construed against any Party by reason of its preparation of this Agreement.

9.18 Capacity to Execute; Mutual Representations. The Parties each warrant and represent to the other that this Agreement constitutes a legal, valid, and binding obligation of that Party. Without limiting the generality of the foregoing, each Party represents that its governing authority has authorized the execution, delivery, and performance of this Agreement by it. The individuals executing this Agreement warrant that they have full authority to execute this Agreement on behalf of the entity for whom they purport to be acting. Each Party represents to the other that neither the execution and delivery of this Agreement, nor performance of the obligations under this Agreement will conflict with, result in a breach of, or constitute a default under, any other agreement to which it is a party or by which it is bound.

9.19 Amendment or Modification. No amendment, change, or modification of this Agreement shall be valid, unless in writing and signed by the Parties.

9.20 Relationship. Nothing herein shall be construed to create an agency relationship or a partnership or joint venture between the Parties.

9.22 Recording. The City shall cause this Agreement to be recorded.

9.23 Effective Date. This Agreement shall take effect upon execution and approval by both Parties.

17-10

Executed as of the day and year first above written.

HT PROPERTIES, LLC,
an Oregon limited liability company

By: _____
Printed Name: Hans Thygeson
Title: Managing Member

STATE OF OREGON)
) ss.
County of _____)

The foregoing instrument was acknowledged before me this __ day of _____ 2015, by Hans Thygeson as Managing Member of HT Properties, LLC, an Oregon limited liability company, on behalf of said company.

Notary Public for Oregon
My Commission Expires: _____

17-11

CITY OF GLADSTONE

By: _____
Dominick Jacobellis, Mayor

STATE OF OREGON)
) ss.
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 2015, by Dominick Jacobellis as Mayor of the City of Gladstone, Oregon, duly authorized by the City Council to execute this agreement on behalf said city.

Notary Public for Oregon
My Commission Expires: _____

17-12

