

## **GLADSTONE CITY COUNCIL MEETING MINUTES of September 8, 2015**

Meeting was called to order at 6:40 PM.

### **ROLL CALL:**

Councilor Sieckmann, Councilor Mersereau, Councilor Johnson, Councilor Turner, Councilor McMahon, Councilor Reisner, and Mayor Jacobellis.

### **ABSENT:**

None.

### **STAFF:**

Ross Schultz, Interim City Administrator; Jolene Morishita, Assistant City Administrator; Paul Elsner, City Attorney.

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### **AGENDA ADDITIONS OR CORRECTIONS:**

1. Swearing-in of the newest police officer right after the agenda additions or corrections.
2. Move #7, Clackamas River Water Providers, out of Correspondence and into Discussion.
3. #11 – Public Hearing – Ordinance 1459: pull that from the agenda because City Attorney David Doughman was not able to attend the meeting.
4. Move City Manager's Work Schedule to regular agenda, item #12.
5. Item #13 will be added as the result of the executive session.

### **SWEARING-IN OF NEW POLICE OFFICER:**

Interim Police Chief Jeff Jolley introduced Carl Bell, an experienced police officer. Officer Bell was sworn in by Judge Beloof.

### **METRO PRESENTATION:**

Carlotta Collette said that the Metro Council met today and the recommendation from the advisory committee was to award the Community Planning and Development grant that the City applied for, plus some additional funds for technical assistance. She said everyone thought it was a great proposal.

Ms. Collette went over the purpose of Metro and gave an update on the process and recommendations that have been made. The Urban Growth Report said they will probably not need any more land unless there is a huge growth spurt, and for the first time since the 1980's they will probably not be recommending an expansion of the Urban Growth Boundary. The final report will be available for review in October and a final decision made in November. Ms. Collette went over various projects in the area, including Willamette Falls.

### **BUSINESS FROM THE AUDIENCE:**

None.

### **CONSENT AGENDA:**

1. Approval of minutes from June 15, 2015 and August 11, 2015 Council meetings.
2. Approval of 2015 System Development Charges
3. Project List September 1, 2015
4. Budget Committee Appointment

5. Monthly Report for July 2015
6. Payment of August Claims

Councilor Reisner asked to pull Item #2. Councilor Mersereau asked to pull Item #3. *Councilor McMahon made a motion to approve Items 1, 4, 5, & 6 of the Consent Agenda. Motion seconded by Councilor Johnson. There was no discussion. Motion passed unanimously.*

2. Approval of 2015 System Development Charges.

Councilor Reisner had a question regarding increasing charges to build up funds for the future. Interim City Administrator Schultz said that a better time to address increases would be after the Master Plans are adopted. City Attorney Elsner explained the technicalities. *Councilor Reisner made a motion to approve the 2015 System Development Charges. Motion seconded by Councilor McMahon. There was no discussion. Motion passed unanimously.*

3. Project List September 1, 2015.

Councilor Mersereau said that he supports the items that Interim City Administrator Schultz has added to the list because they will help develop the things they are trying to accomplish. *Councilor Mersereau made a motion to approve the project list as it stands. Motion was seconded by Councilor Johnson.* Discussion: Councilor Sieckmann had a question regarding the 2011 Library IGA – “may wait for results for civic building projects to finalize”. Mr. Schultz clarified that the IGA has been drafted and there are things dependent on cost of building, so we need to know where we’re going to build the library and how much it’s going to cost before we can finalize the IGA with the County. *Motion passed unanimously.*

#### REGULAR AGENDA:

8. Resolution 1062 – Approval of Delegated Authority to Staff for Certain Expenditures.

Councilor McMahon had two corrections. Councilor Mersereau suggested having both “City Manager and City Administrator” titles included. City Attorney Elsner explained that the title of City Manager does not exist until it is changed in the City Charter. Councilor Johnson asked if there is a standard purchase order system that is used by every department. Assistant City Administrator Morishita said that there is a standard purchase order, but not necessarily a standard that is used. Councilor Johnson had a question regarding possible unauthorized purchases and Mr. Schultz assured him that all purchase orders would be approved by the Assistant City Administrator. Councilor Sieckmann asked if the dollar amounts for budgeted and un-budgeted expenses are typical of a city our size. Interim City Administrator Schultz said they are more typical of a city slightly larger than ours, but he feels they are reasonable. Councilor Reisner asked about the status of the bid purchase policy. Mr. Schultz said that this doesn’t apply to bid purchases. City Attorney Elsner clarified that this pertains to authorizing expenditures, not the manner in which something is purchased. Councilor Reisner feels that the dollar amounts are too large. *Councilor Mersereau made a motion to adopt Resolution 1062. Motion was seconded by Councilor Turner.* Discussion: Councilor Reisner feels the dollar amounts should be cut in half. Councilor Turner would like to see a check and balance system for the un-budgeted expenditures. Councilor Sieckmann would like a guarantee that the purchasing policy will be followed by everyone. Councilor McMahon feels that it’s up to the city administrators to oversee purchases, and he thinks the dollar amounts are fine. Councilor Johnson feels that enforcing the purchasing policy is a good idea. Mr. Schultz said that it is now taken care of. *Motion passed 6 – 1 (Councilor Reisner with a nay vote).*

9. Motion to direct staff to hire Sisul Engineering for the Staff review of the Oatfield/Webster Property.

Interim City Administrator Schultz explained that if the City wants to sell the property that any requirements regarding public right-of-way will be taken care of beforehand. *Councilor Sieckmann made a motion to approve the staff recommendation. Motion was seconded by Councilor McMahon.* Discussion: Councilor Johnson had a concern regarding the possibility of mining for gravel. Interim City Administrator Schultz said he could remove that section. Mayor Jacobellis feels that it should be left in because there could be some additional value in the property. Councilor Johnson also wanted to clarify that this is not park land or open space – it is commercial property. Councilor Sieckmann also feels that the mining section should be left in. He would also like to see a timeframe for completion included. *Motion passed unanimously.*

10. Ordinance 1458 – Allow the City Administrator to Adopt and Amend Administrative Policies and Rules.

Interim City Administrator Schultz explained that this would allow the City Administrator to set administrative policies regarding personnel and policies that are required to run the day-to-day operations in order to be consistent. *Councilor Reisner made a motion to set this over until next month in order to get a staff report that will answer some of his questions. Motion was seconded by Councilor Johnson.* Discussion: Councilor Reisner said it was difficult to read and he had a lot of questions. Interim City Administrator Schultz said he would go over it with Councilor Reisner and answer his questions. Councilor Mersereau feels that it made good sense and that it's a good way to go. Councilor Sieckmann feels that the process is good and that it's important for our administrators to set policy for their employees. *Motion passed unanimously.*

12. City Manager Work Schedule.

Interim City Administrator Schultz explained that the staff report shows that his schedule will change from five days per week to four days per week (Monday through Thursday) and that he would be compensated at 4/5 of what his contract stated. *Councilor Johnson made a motion to accept the change of work days for the Interim City Administrator from five days per week to four days per week. Motion was seconded by Councilor Reisner.* There was no discussion. *Motion passed unanimously.*

13. Authorize the Interim City Administrator to Execute on behalf of the City the Settlement Agreement discussed in Executive Session between the City and A.G. Specialty Foods.

*Councilor Johnson made the motion to authorize the agreement. Motion was seconded by Councilor Reisner.* There was no discussion. *Motion passed unanimously.*

#### DISCUSSION ITEMS:

7. Clackamas River Water Providers.

Interim City Administrator Schultz explained that the correspondence pertains to starting the process of taking over the water line that Lake Oswego/Tigard are currently abandoning. The current plan was to fill the line with grout and make it completely unusable. The Water Consortium would like the City to give them the rights to all of the Lake Oswego infrastructure so they can repurpose it and use it for emergency services. Councilor Sieckmann wanted to make note of the dates – the letter was dated February 6<sup>th</sup> and the response date was supposed to be March 31<sup>st</sup>. He feels we need to have more information before moving forward. Councilor Mersereau feels it's a good idea to have a fall back. Councilor Johnson is attending the next

Clackamas River Water Providers meeting and will address the concerns raised by Councilor Sieckmann and others. There was a discussion regarding chlorinated water.

Draft Water Curtailment Ordinance.

Interim City Administrator Schultz said that he spoke with the Emergency Manager for Clackamas County and the sense is that drought is not going to be a concern this year, but everyone is concerned about planning for next year should we not receive sufficient snow pack this winter. Councilor Sieckmann feels the “emergency” language should be removed if this comes before the Council in the near future and “City” should be added to “Administrator”.

There was a discussion regarding water billing in regards to rental properties. The City would like to make the property owner responsible for paying the water bill as opposed to the renter. Assistant City Administrator Morishita explained how the low income subsidy works. She will email additional information to the Council.

Charter Review Committee Formation.

Councilor Johnson feels that nine is a good number, including up to three Council members. Mayor Jacobellis feels this should be a topic at the Town Hall event.

Town Hall for October 14<sup>th</sup> or October 21<sup>st</sup>.

Interim City Administrator Schultz asked for suggestions/comments regarding location, topics to cover, etc. There was discussion regarding format, location, etc. City Attorney Elsner went over some of the guidelines related to elections. State of the City, Charter Committee, and the Library will be the topics of discussion. Mr. Schultz will work with Councilors Turner, Mersereau and Mayor Jacobellis to finalize the agenda.

**BUSINESS CARRIED FORWARD:**

- a. Update of Council Goals – there was no update.

**BUSINESS FROM THE AUDIENCE:**

None.

**BUSINESS FROM THE COUNCIL:**

Councilor Sieckmann: He feels we need to look at what went wrong the last time the Oatfield/Webster property was sold and he will do the research. He suggested that Interim City Administrator Schultz examine the department head employee review process.

Councilor Reisner: He questioned the fact that Sisul Engineering seems to be our fall back firm for anything related to engineering – are we doing things right? Mr. Schultz said that would be something that the new City Administrator could give insight on.

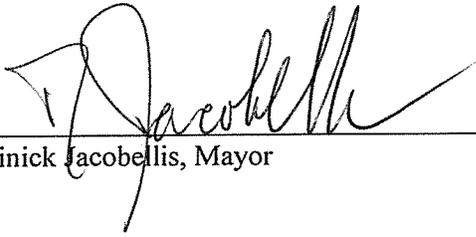
Councilor Turner: She wanted to thank Interim City Administrator Schultz and Assistant City Administrator Morishita for all their help in getting her organized and providing her with information.

**ADJOURN:**

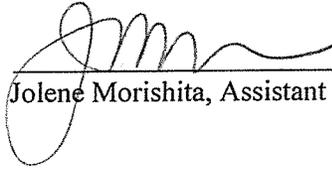
Meeting adjourned.

Approved by the Mayor this 22 day of September, 2015.

ATTEST:



Dominick Jacobellis, Mayor



Jolene Morishita, Assistant City Administrator