

**GLADSTONE CITY COUNCIL  
REGULAR MEETING/EXECUTIVE SESSION  
AMENDED AGENDA  
CITY HALL COUNCIL CHAMBERS  
September 22, 2015 – 6:30 PM**

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**CALL TO ORDER  
ROLL CALL  
FLAG SALUTE**

**AGENDA ADDITIONS OR CORRECTIONS**

**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. Cards are available in the back of the room for anyone who wishes to comment on an item on the Regular Agenda.

**CONSENT AGENDA**

1. Approval of Minutes – August 18, 2015 and September 8, 2015 Council Meetings
2. Approval of Temporary Use of Annual OLCC Liquor License – Latus Motors
3. Monthly Report for August 2015

**CORRESPONDENCE - None**

**REGULAR AGENDA**

Citizens will be allowed to address City Council regarding any item listed below for up to three (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.

4. Ordinance 1458 – Allow The City Administrator to Adopt & Amend Administrative Polices and Rules
5. Public Hearing - Ordinance 1459 – Amending Title 17 of the GMC to Repeal Chapter 17.61 and Adopt a New Chapter 17.61 – Wireless Communications Facilities
6. Ordinance 1460 – Water Curtailment Plan
7. Ordinance 1461 - Water Curtailment Regulations
8. Public Hearing - Ordinance 1462 – Adding Chapter 9.10 to the GMC Prohibiting the Establishment of Marijuana Facilities
9. Authorize Staff to Contract with a Recruiting Firm to Secure a new Fire Chief (documents provided at meeting)

**DISCUSSION ITEMS**

Town Hall for Oct. 22nd (no attachments)

**BUSINESS CARRIED FORWARD - Update**

- a. Update of Council Goals

**BUSINESS FROM THE AUDIENCE** – This is the second opportunity for the Audience to address Council on any item not on the Agenda.

**BUSINESS FROM THE COUNCIL**

**ADJOURN**

**EXECUTIVE SESSION–ORS 192.660(2)(e)** To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (no attachments)

**EXECUTIVE SESSION #2 – ORS 192.660(2)(h)** To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed (no attachments)

# City of Gladstone Staff Report

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Report Date: September 17<sup>th</sup>, 2015  
Meeting Date: September 22<sup>nd</sup>, 2015  
To: Gladstone City Council  
From: Ross Schultz

## AGENDA ITEM – 4

An Ordinance that authorizes The City Administrator to set Administrative Policy.

## History/Background

At this time all policy for operations of the City must come from Council. In an effort to provide consistent administration of City operations staff is recommending that the City Administrator be able create Administrative policy.

This request is consistent with the current Charter and Council Guidebook.

## Proposal

Administrative Policy would be set using the following process;

1. The City Administrator would generate, or accept from Department heads a staff report that described the proposed policy.
2. The Administrator would forward the request to The Management team for review.
3. After Review by the management team it would be forwarded to the City' s Attorney.
4. Seek Union review if appropriate.
5. Sign the Policy into effect.
6. Send the policy to effected parties for their signature of receipt.

## Options

Council may choose to pass the proposed Ordinance, modify it or deny it.

## Cost Impact

The cost of this ordinance will on involve staff time to implement. Savings should be generated from implementing consistent policy that meets best business practices.

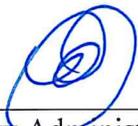
## Recommended Staff Action

Staff recommends a motion to approve Ordinance 1458

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Department Head  
Signature

Date



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City Administrator  
Signature

9/22/15  
Date

# City of Gladstone Staff Report

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Report Date: September 17<sup>th</sup>, 2015  
Meeting Date: September 22<sup>nd</sup>, 2015  
To: Gladstone City Council  
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## NEW AGENDA ITEM – 9

An agenda item that authorizes staff to contract with a recruiting firm to secure a new Fire Chief.

### History/Background

On August 11<sup>th</sup>, 2015 Council Adopted Resolution 1064 which Authorized the City Administrator to issue an Request for Proposal (RFP) to solicit Recruiting Services for a Fire Chief for the City of Gladstone. That RFP was issued on September First to 10 Recruiting Firms. Three qualified responses were received.

A review committee consisting of Councilor McMahon, Fire Chief Stan Monte and Fire Marshal, Mike Funk have reviewed these three responses and are making the staff proposal.

### Proposal

The Committee would like to recommend Prothman.

### Options

Of the 3 respondents reviewed by the committee, they felt that Prothman meets the City's needs best. Council may motion the Staff Recommendation or choose to reissue the RFP.

### Cost Impact

Total cost for recruitment services is not to exceed \$26,500 plus expenses.

### Recommended Staff Action

Staff recommends a motion to direct staff to sign a contract with Prothman for the recruitment of a Fire Chief to Direct the City of Gladstone's Fire Department.

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Department Head  
Signature

Date

  
City Administrator  
Signature

9/22/15  
Date