GLADSTONE CITY COUNCIL MEETING MINUTES of December 8, 2015

Meeting was called to order at 6:34 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; David Doughman, City Attorney.

AGENDA ADDITIONS OR CORRECTIONS:

Interim City Administrator Schultz introduced the new Public Works Director, Jim Whynot. He also wanted to note that #13.5 would be a motion carried forward from the executive session. Councilor Sieckmann would like to add something to Business from the Council right after Agenda Additions/Corrections.

BUSINESS FROM THE COUNCIL:

Councilor Sieckmann said that Interim City Administrator Schultz has turned in his resignation as a formality, but we are in the process of hiring a new City Administrator. Mr. Schultz has agreed to stay on as long as necessary to make the transition seamless. The Council thanked him for his service.

BUSINESS FROM THE AUDIENCE:

Izaak Thoman, Gladstone Fire Department, said that they are sponsoring 150 needy families this holiday season – providing food and toys. The firefighters and others volunteer countless hours. This year it is a community event and they are partnering up with Gladstone High School, Rotary, and Kiwanis, and the Library. He thanked the City of Gladstone for their donation of $500 last year and asked if they would make a donation this year as well. *Councilor McMahon made a motion to donate $500 to this event. Motion was seconded by Councilor Turner. Motion passed unanimously.*

Ken Humberson said he is running for Clackamas County Commissioner, position #4. The primary reason he is running is because he believes there needs to be a better working relationship between the County Commission, all of the cities, and the other government agencies in the region. He is attending the meeting to find out what matters are important to the citizens of Gladstone and the Council.

CONSENT AGENDA:

1. Approval of Minutes from November 10, 2015 meeting.
2. Approval of Monthly Projects.
3. Approval of Application for Temporary Use of Annual Liquor License from Latus Motors.
4. Approval of Appointments to:
    a) Library Board
    b) Senior Center Advisory Board
    c) Traffic Safety Commission

Councilor Sieckmann asked that item 4a be removed and made a motion to approve the remaining agenda items. Motion was seconded by Councilor McMahon. Motion passed unanimously.

Councilor Sieckmann found some possible errors in the staff report regarding the appointment to the Library Board. *Councilor Johnson made a motion to approve the remaining agenda item, 4a. Motion was seconded by Councilor McMahon. Motion passed unanimously.*

CORRESPONDENCE:

- Withdrawal of Planning Commission application from Michele Kremers, Planning Commission.
- Interim City Administrator Schultz asked that he be given the chance to read and respond to Mr. Weaver's correspondence.

REGULAR AGENDA:

5. Approval of Payment of November Claims:
   Mr. Schultz said the new Accounting Manager has made some changes to make things clearer and more consistent. Councilor Reisner said it is easier to read and comprehend and asked if they could get a better description of the line items and use a bigger font.

6. Approval to Negotiate Contract with New City Administrator:
   Mr. Schultz said that Eric Swanson has tentatively accepted their offer and they will be going into contract negotiations now. Mr. Swanson would like to start on December 22nd. Councilor Sieckmann asked that the Council be notified when things are finalized.

7. Approval of Municipal Judge's Contract:
   City Attorney David Doughman said that the contract is a standard contract that he is familiar with and he has no problem recommending approval of it. Assistant City Administrator Morishita said that there were a few changes made, one being that the City would not pay the Judge if she missed a court date. Councilor Johnson had a question regarding #6 – Mr. Doughman said that ultimately the Judge reports to the Council but the Assistant City Administrator would be the project manager. Councilor Sieckmann had a question regarding the expiration of the contract. *Councilor Reisner made a motion to approve the Municipal Judge's personal services contract. Motion seconded by Councilor Mersereau. Motion passed unanimously.*

8. Budget Committee Change – Eliminate Alternate Positions:
   Mr. Schultz explained that this comes with best business practice. There is nothing in the budget rules saying there should be alternates and they were not able to vote. Councilor Reisner said they had a conversation about this last year and the City Attorney said that the ORS doesn't prohibit alternates. *Councilor Sieckmann made a motion to approve the change. Motion was seconded by Councilor Mersereau. Motion passed unanimously.*

9. Appointments to Budget Committee:
   Ms. Morishita took a roll call vote: Councilor Sieckmann: Neace & Utz. Councilor Mersereau: Neace & Utz. Councilor Johnson: Neace & Utz. Councilor Turner: Neace & Utz. Councilor McMahon: Neace & Utz. Councilor Reisner: Neace & Utz. Mayor Jacobellis: Umbras & Utz. *Councilor Johnson made a motion to approve the appointments of Linda Neace and Doreen Utz to the Budget Committee. Motion was seconded by Councilor Reisner.* Councilor Reisner

thanked everyone for applying. Councilor Johnson said that Ms. Umbras is a valuable resource and he hopes she will apply again. *Motion passed unanimously.*

10. Appointments to Park and Recreation Board:
Ms. Morishita took a roll call vote: Councilor Turner: Proctor & Tracy. Councilor McMahon: Scherer & Tracy. Councilor Reisner: Proctor & Tracy. Councilor Johnson: Proctor & Tracy. Councilor Mersereau: Proctor & Scherer. Councilor Sieckmann: Tracy & Proctor. Mayor Jacobellis: Proctor & Tracy. It was decided that Proctor will receive the longer term. *Councilor Johnson made a motion to appoint Kelsey Proctor and Pete Tracy. Motion was seconded by Councilor Reisner. Motion passed unanimously.*

11. Appointments to Planning Commission:
Ms. Morishita took a roll call vote: Councilor Johnson: Neace & Smith. Councilor Mersereau: Neace & Smith. Councilor Sieckmann: Neace & Smith. Councilor Reisner: Neace & Smith. Councilor McMahon: Neace & Smith. Councilor Turner: Neace & Smith. Mayor Jacobellis: Neace & Smith. *Councilor Johnson made a motion to appoint Linda Neace and Natalie Smith. Motion seconded by Councilor Turner. Motion passed unanimously.*

12. Discussion of 2016 Business License Fees:
Ms. Morishita explained that we have to redo the fee schedule in January so she would like feedback from the Council regarding some changes to business license fees. She went over the changes. There was a discussion regarding what to do with the fees. Councilor Sieckmann suggested having a meeting in February or March so they can get input from business owners. There was discussion regarding home occupation licenses, resident and non-resident licenses, etc. An audience member/landlord said the fee for rental properties went up to $500, which effected a lot of families. Mayor Jacobellis suggested approving the changes with the exception of leaving the home occupation part of the decision out until after the meeting in March. It was decided to have the discussion at 5:00 PM during the Work Session before the regular meeting on March 8th, 2016.

13. Review Budget Calendar for Comments:
Councilor Reisner said in the past they have had mid-year review meetings and that the various Boards have a chance to review their budgets sometime in March before it goes to the Budget Committee. He also thanked Mr. Schultz for getting an early start on this.

13.5 – From Executive Session:
Councilor Reisner made a motion to authorize the City Administrator to work with our legal counsel to explore opportunities to address rate equity within the Tri-City Service Districts. Motion was seconded by Councilor Johnson. Motion passed unanimously.

BUSINESS CARRIED FORWARD – Update:

a) Urban Renewal Map – Mr. Schultz said the map is in drawing now so the Council will be able to see any changes easier. It should be completed by the first meeting in January.
b) No Second Meeting in December – it was agreed to have a special meeting on December 16th at 5:00 PM to approve the contract for the new City Administrator.

BUSINESS FROM THE AUDIENCE:
Pete Tracy said he met with the Port of Portland regarding some suggested changes with the Meldrum Bar project.

BUSINESS FROM THE COUNCIL:

Councilor Sieckmann:
He said the Council has done some really good work this past year. He would like to discuss how we handle correspondence/email and public testimony at a future meeting.

Councilor Johnson:
He would like us to remember the members of the armed services that are away from home during the holidays. He wanted to wish everyone a Merry Christmas and a happy and prosperous new year.

Councilor Reisner:
He would also like to discuss communication. He welcomed/thanked the new members of the Parks & Recreation Board. He also wished everyone a Merry Christmas and happy new year.

Councilor McMahon:
He said they had over a hundred people attend the Thanksgiving luncheon at the Senior Center last month. They are having the Christmas luncheon on the 17th and they could always use more volunteers. The Fire Department and Santa will be out collecting toys and canned goods in the neighborhoods December 16th through the 19th.

Councilor Turner:
Wanted to thank everyone for attending this evening and to please come back again.

Mayor Jacobellis:
He also wanted to thank everyone for attending and wished everyone happy holidays.

ADJOURN:
Meeting adjourned.

Approved by the Mayor this 12 day of January, 2016.

ATTEST:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator