

**GLADSTONE CITY COUNCIL  
SPECIAL MEETING  
CITY HALL COUNCIL CHAMBERS  
December 16, 2015 – 5:00 PM**

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**5:00 PM  
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 – None**

**CORRESPONDENCE – None**

**REGULAR AGENDA**

- 1. Resolution No. 1068 – Authorizing Approval of Employment Contract for City Administrator – Eric Swanson**
- 2. Resoluion No. 1069 - Authorizing Staff to begin a Project to Construct a Library/City Hall on 525 Portland Avenue and a Plan for a New Police Station**
- 3. Resolution No. 1070 – Designating US National Association as the City’s Designated Depository and Authorizing Certain City Officials to Withdraw Funds**
- 4. Resolution No. 1071 - A Resolution Authorizing Certain City Officials to Withdraw/Transfer Funds from Oregon State Treasury on Behalf of the City**
- 5. Resolution No. 1072 - Approval of Contract Modifications to Interim City Administrator’s Contract**

**BUSINESS FROM THE COUNCIL**

**ADJOURN**

**RESOLUTION NO. 1068**

**CITY OF GLADSTONE, OREGON**

*A Resolution Authorizing the Employment Contract between the City of Gladstone and Eric Swanson – City Administrator*

**WHEREAS**, In July of 2015, Council Declared it's need for a New City Administrator and engaged a recruiter to solicit candidates; and

**WHEREAS**, In November and December of 2015 Council reviewed those Candidates and Selected Eric Swanson as the finalist; and

**WHEREAS**, The City offered Mr. Swanson a compensation package to be Gladstone's City Administrator and Mr. Swanson accepted; and

**WHEREAS**, the City Attorney has reviewed and approved the attached contract (Exhibit A) between Mr. Swanson and the City of Gladstone;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Gladstone as follows:

The Mayor is hereby authorized to sign the contract attached as Exhibit A; and

Eric Swanson is appointed City Administrator for the City of Gladstone effective December 21<sup>st</sup>, 2015

ADOPTED this 16th day of December, 2015

**City of Gladstone, Oregon**

Attest:

\_\_\_\_\_  
Dominick Jacobellis, Mayor

\_\_\_\_\_  
Jolene Morishita, Assistant City Administrator

**RESOLUTION NO. 1069**

**CITY OF GLADSTONE, OREGON**

*A Resolution Authorizing Staff to begin a Project to Construct a Library / City Hall on 525  
Portland Avenue and a Plan for a New Police Station*

**WHEREAS**, In 2014 Citizens passed legislation that required any Library Built in Gladstone to be built on Portland Avenue, and

**WHEREAS**, Clackamas County has authorized funds sufficient to construct a Library in the City of Gladstone to serve Gladstone and Oak Lodge Citizens; and

**WHEREAS**, Council has found the need for a New City Hall; and

**WHEREAS**, the Common Council of Gladstone has reviewed several locations on Portland Blvd. where a Library could be constructed; and

**WHEREAS**, the Council has reviewed preliminary Financials and believes that a Library / City Hall building could be constructed without additional taxes; and

**WHEREAS**, In early 2015 Council Established the Civic Buildings Committee; and

**WHEREAS**, that Committee recommended to Council that the City Hall and Library be co-located and the new Police Station be relocated at Public Works; and

**WHEREAS**, the Council has received authorization from citizens to spend more than \$1,000,000 on this project and a New Police Station;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Gladstone to direct staff as follows:

1. Begin a project that when complete will provide a Library of at least 13,000 square feet and a City Hall of at least 6,000 square feet at 525 Portland Avenue.
2. Return to Council with a project proposal for construction of a new Police Station on the current Public Works Site and a plan for reorganization of the Public Works Site.
3. Review plans and make recommendations for temporary relocation for staff currently working at 525 Portland Avenue.
4. ADOPTED this 16<sup>th</sup> day of December, 2015.

ATTEST:

\_\_\_\_\_  
Dominick Jacobellis, Mayor

\_\_\_\_\_  
Jolene Morishita, Assistant City Administrator

**RESOLUTION NO. 1070**

**CITY OF GLADSTONE, OREGON**

*A Resolution Designating U.S. National Association as the City's Designated Depository and Authorizing Certain City Officials to Withdraw Funds*

**WHEREAS**, the U.S. Bank National Association is hereby designated as a depository for City of Gladstone (tax identification number 93-6002170) checking accounts, the City of Gladstone Employee Pension Trust Fund and the City of Gladstone Municipal Court Fund accounts with authority to accept or receive at any time.

**WHEREAS**, it is necessary to change the authorization of certain city officials to withdraw funds from the City of Gladstone checking accounts, the City of Gladstone Employee Pension Trust Fund and the City of Gladstone Municipal Court Fund accounts;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Gladstone, that the US Bank National Association, at any one or more of its offices, is hereby designated banking depository of this municipal corporation and the following are authorized to sign, on behalf of this municipal corporation, orders for payment or withdrawal of money, when drawn against its checking accounts and the City of Gladstone Employee Pension Trust Fund account; such orders shall be signed by any two of the following officers or employees:

Dominick Jacobellis, Mayor

Eric Swanson, City Administrator

Jolene Morishita, Assistant City Administrator

Carolyn Gray, Accounting Manager

Tami Bannick, Administrative Secretary

Such authority shall remain in force until revoked by written notice to said bank of the action taken by City Council.

This Resolution is effective December 16, 2015.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this 16th of December, 2015.

Attest:

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Dominick Jacobellis, Mayor

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Jolene Morishita, Assistant City Administrator

**RESOLUTION NO. 1071**

**CITY OF GLADSTONE, OREGON**

*A Resolution Authorizing Certain City Officials to Withdraw/Transfer Funds from Oregon State Treasury on Behalf of the City*

**WHEREAS**, the Oregon State Treasury is designated as a tax depository for City of Gladstone pool accounts, including account numbers 4472 (general) 4811 (state revenue sharing) and 4650 (urban renewal) accounts with City authority to accept or receive at any time; and

**WHEREAS**, it is necessary to authorize certain city officials to withdraw/transfer funds from the City of Gladstone pool accounts.

**The City of Gladstone Resolves as follows:**

**SECTION 1.** The City of Gladstone designates the Oregon State Treasury as a designated tax depository of this municipal corporation and the following listed individuals are authorized to sign, on behalf of the City orders for payment, transfers or withdrawal of money, when drawn against its accounts until such time as the City revokes this authority:

Eric Swanson, Gladstone City Administrator

Jolene Morishita, Gladstone Assistant City Administrator

Carolyn Gray, Gladstone Accounting Manager

Susan LeDoux, Gladstone Account Clerk

**SECTION 2:** This resolution is effective immediately upon adoption by the City Council.

ADOPTED this 16<sup>th</sup> day of December, 2015.

Attest:

\_\_\_\_\_  
Dominick Jacobellis, Mayor

\_\_\_\_\_  
Jolene Morishita, Asst. City Administrator

**RESOLUTION NO. 1072**

**CITY OF GLADSTONE, OREGON**

*A Resolution authorizing modification to Interim City Manager Contract for Ross Schultz*

**WHEREAS**, In June of 2015, Council entered into a contract with Ross Schultz to be the Cities Interim City Administrator; and

**WHEREAS**, The Contract states “Section 5. **Separation**

A. Resignation. Employee may resign at any time with 30 days advance written notice to the Mayor”; and

**WHEREAS**, The Contract states “Section 3. **Compensation**

City agrees to pay Employee \$8,333.33 per month in wages payable on the same schedule as it pays the City’s regular employees subject to all withholdings required by law”; and

**WHEREAS**, the Interim City Administrator wishes to modify the agreement due to current business conditions and personal reasons;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Gladstone as follows:

The Mayor is Authorized to sign a contract modification that allows the Interim City Manager to resign effective Dec. 21<sup>st</sup> in conjunction with the start of the New City Administrator start Date; and

The Interim City Administrator’s rate of pay for the month of December will be an hourly rate based on current salary (\$48.07 per hour).

ADOPTED this 16th day of December, 2015

**City of Gladstone, Oregon**

Attest:

\_\_\_\_\_  
Dominick Jacobellis, Mayor

\_\_\_\_\_  
Jolene Morishita, Assistant City Administrator

**GLADSTONE URBAN RENEWAL AGENCY  
SPECIAL MEETING  
CITY HALL COUNCIL CHAMBERS  
December 16, 2015 – 5:00 PM**

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**5:00 PM  
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ROLL CALL**

**AGENDA ADDITIONS OR CORRECTIONS**

**BUSINESS FROM THE AUDIENCE**

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**CONSENT AGENDA – None**

**CORRESPONDENCE - None**

**REGULAR AGENDA**

- 6. Resolution No. UR-53 - A Resolution Authorizing Certain City Officials to Withdraw Funds from the City of Gladstone Urban Renewal Agency Fund Account**

RESOLUTION UR - 53

WHEREAS, it, is necessary to change the authorization of certain city officials to withdraw funds from the City of Gladstone Urban Renewal Agency Fund account,

NOW, THEREFORE, BE IT RESOLVED by the City of Gladstone Urban Renewal Agency that the US Bank National Association, at any one or more of its offices, is hereby designated banking depository of this municipal corporation and the following are authorized to sign, on behalf of this municipal corporation, orders for payment or withdrawal of money, when drawn against its City of Gladstone Urban Renewal Agency Fund accounts; such orders shall be signed by any two of the following officers or employees:

Dominick Jacobellis, Mayor

Eric Swanson, City Administrator

Jolene Morishita, Assistant City Administrator

Carolyn Gray, Accounting Manager

Tami Bannick, Administrative Secretary

Such authority shall remain in force until revoked by written notice to said bank of the action taken by the board of directors of this corporation.

This resolution is effective December 16, 2015

This Resolution adopted by the Gladstone Urban Renewal Agency and approved by its Chairperson this 16th of December, 2015.

Attest:

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Dominick Jacobellis, Chairperson

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Jolene Morishita, Assistant City Administrator