

**April 11, 2018
Regular Session
City of Gaston**

Present: Mayor Tony **Hall**, Jerry **Spaulding**, David **Meeker**, Bill **Martin**, Don **Richter**, Jon **Wismer**, and Rod **Hale**.

Absent: None

Staff: City Recorder Wenonah **Blanchette**, City Clerk Sharon **Bregante-Candau**, Public Works Director Brent **Whittaker**, and Washington County Deputy **Richards**.

I. Mayor Tony **Hall** called the regular meeting to order at 7:18PM.

II. ROLL CALL: Recorder **Blanchette** conducted the roll call for the record with:

Councilor Jerry **Spaulding**: present

Councilor David **Meeker**: present

Councilor Bill **Martin**: present

Mayor Tony **Hall**: present

Councilor Jon **Wismer**: present

Councilor Rod **Hale**: present

Councilor Don **Richter**: present

III. ADDITIONS OR DELETIONS: Mayor **Hall** called for additions or deletions on the agenda. Audience member-Maryanne Schilling announced she had something she wanted to present to the Council under Citizens Communication. Laura **Corneills** coach for the Gaston Softball wanted to discuss safety concerns at Brown Park.

IV. STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS:

Police: Mayor **Hall** recognized Deputy Rob **Richards** with Deputy **Richards** presented his report to the Council with an overview of this month's stats. March had 108 incidents with 80 of those being self-initiated, 28 in public demand, 2 arrests, 25 traffic details, 10 stops, 7 citations. The 137 expected 148 coverage provided. The "See Something Say Something" campaign is being pushed throughout town as reports of fuel and other small thefts were reported last month. As minor as the theft may be; it is always encouraged to report it as it may be connected to other thefts or crimes in the community. Flyers, magnets and window stickers are available if anyone wants one from the Sheriff's Office. On the March 13th, on Cottonwood Street, criminal mischief; someone had cut the fuel line to a vehicle. March 20th, a report was made of an unwanted at a residence and turned into a domestic violence situation. March 22nd Silver 2017 stolen vehicle at 2nd and Mill Street. March 27th a large police response was had with an incident that came out as a disturbance with a weapon; one individual was moving out and got in an argument with another individual and pulled out a gun. Arrest was made for unauthorized use of a weapon and menacing. March 29th an incident at Brown Park where an adult female was with her two young children appeared to be intoxicated. It was confirmed that she was intoxicated, and led home with DHS contracting her for follow-up. Councilor **Wismer** inquired of the reserve officers with Lt. **Shook** researching this but according to police reserve policy, two reserves are required to be present during work along with another full-time police officer. The white disabled mobile home that was parked before entering the City on the north side is not gone. Mayor **Hall** indicated that car thefts are a big concern but Deputy **Richards** indicated the

recently reported stolen car, however many different elements come into play regarding the isolated incident noted above.

City Clerk: City Clerk **Bregante-Candau** provided her report with the following:

- 3rd Street Connectivity Improvement Project is moving along. Final documents are being administered for the project. Work is not expected until after the beginning of the fiscal year.
- 104 Onion Lane-Appling for the Oregon Parks and Recreation Grant Program for development of the location to include parking, pathways, restrooms, and ADA accessibility. Grant due April 1st which will be an extension of Brown Park. Exact amounts are \$680,361: matching amounts would be \$107,000 plus \$29,720 in city contributions (20%). The \$544,288 is the requested amount with a total project cost of \$680,361. September or October the City will know if the City is awarded funding with two years to complete the project.
- Revolving Water Loan application from Oregon Business is still being worked on. Staff is wanting to know if the City wants to move forward with the \$59,000 loan in hopes of paying off the loan early, continuing to apply for additional loans within the next three years; paying them off early.
- The new City appointed municipal judge will be holding court on April 17th at City Hall. Virginia A. **Petersen** is the new judge and the Clerk will be attending the municipal traffic court session in Forest Grove for help establish a violations bureau.
- Received all information needed to confirm addresses with Census. This will hopefully enable the City to qualify for additional grants as the Census area includes areas outside the City limits that affect the City low to moderate income levels. The City is certain that the "city limits" are low to moderate income but according to Census, this statement is not accurate based on their Census area.
- Applied for funding through Lowes to renovate and fix the pocket park located between Hwy 47 and Old Hwy 47.

Public Works: Public Works Director **Whittaker** discussed his report beginning with:

- Consumption and Loss: Public Works Director **Whittaker** emailed everyone a copy of the consumption and loss report with 22% water loss. A mystery water leak was discovered on Onion Lane. Not sure who owns the water line or if it is even chlorinated water.
- Update on Cove Orchard was provided and the city may not be able to take over Cove Orchard Water System according to ORS as it's set up as an association. An option would be to take over operations, not ownership. City Attorney **Cleveland** provided the Council with additional details pertaining to system acquisition. The City may be able to do an asset sale or merger, but there is no legal structure to do that as it would require annexation with Cove Orchard too far away to achieve this now. The best option that would have the best cost benefit analysis is to enter into an operations agreement where the city agrees to come in and operate it for them. Further discussion heard on Cove Orchard's system consolidation with Gaston for having an informal roundtable discussion amongst the City and Cove Orchard to come to an agreement. Mayor **Hall** indicated the intention for taking over the system is it needs to be profitable for the City. Bill **Spurling**, Cove Orchard representative was present to state Cove Orchard would like the City to continue considering the City take over the Cove Orchard water system. The Council concurred with the City Attorney in needing the City and COWA to create an agreement with bullet points indicating what the City wants and what Cove Orchard wants. No action taken
- Brown Park: The scoreboard purchase did not happen due to a significant increase of \$700 and requested to move discussion on Brown Park to Citizen Communication with Gaston

softball coach Laura **Corneills** present in the audience to discuss with Council safety concerns with the fence at the park.

- 1st and Park Street Sidewalk Project: Park Street sidewalk project is awaiting plans, easement, and bid package beginning the end of April with hopes of moving toward the bid process in early May. 1st Street sidewalk: it was confirmed the City will not need additional action for this project but because there is a small section that is not City right-of-way is the reason for needing deeds and easements reviewed and signed. Communication was made with the 1st Street sidewalk project property owners. Most of the property owners are in favor of an improvement agreement. The improvement agreement would be between the property owner and the City to help split the cost of the sidewalk installation.
- Hydrology Study: Public Works Director **Whittaker** received information from FEMA flood modeling and alternative engineering and analysis. Erik **Hoovestal**, the City Engineer, is planning on finalizing the proposal for flood mitigation by June 30th.
- 104 Onion Lane: Cleanup is almost complete. There are plans submitted to Portland General Electric and Five Star Electric to discuss installing power and lighting to the building. This is expected to be less than \$5,000.
- Additional items of discussion include 3rd Street Connectivity project which may cost the City around \$60,000 more than the original proposed project. The original was \$295,000 but now the costs increased significantly. Mayor **Hall** reviewed with Council the estimated cost as \$295,000 but decided to change engineers with costs those costs increasing. Due to the fact grant funds are included, increasing costs and scope must be reviewed and approved by Community Development Block Grant funds. By consensus it was agreed to have the City Attorney review the grant with the City Clerk relating to the increase in cost of the project.
- Mayor **Hall** asked the Public Works Director to give Council a review of the grant that Deputy **Richards** is applying for. This micro grant would be to install four solar powered flashing “speed” zone signs that display driver’s speeds. These signs would be permanent and with consensus of the Council, it was agreed the City should proceed with this grant.
- Kristin **Sewall** was present to discuss the progress of the Gaston Farm & Artisan Market. **Sewall** discussed with Council the status of the Gaston Farm & Artisan Market and the possibility of applying for grant funds to help with administrative costs. Currently the vendor application, rules and regulations are complete. Public awareness and public outreach are top priority at this time. WIC and SNAP applications are being worked on so those who have food stamps or participate in the WIC program can obtain goods from the market as well. Mayor **Hall** inquired about having a contract between the City and Kristin **Sewall** signed before payment is made towards her compensation with Attorney **Cleveland** concurring toward having a signed contract as soon as possible.

City Recorder: Recorder **Blanchette** reviewed her written staff report with the following additions:

- Vacation was taken March 17-April 2nd.
- The 2018-19 City Budget has been a top priority with other items set aside for now.
- The City received withholdings held from tax revenue from the State of Oregon. Due to the late filing of the 2017-18 audit report, the City had 10% of all taxable revenues allocated to the City withheld until the State received the 17-18 audit report. This was in the amount of \$6,235. The City also received the franchise fee for the 2017 year from Portland General Electric for approximately \$20,000 this month.

- Insurance renewals for property, vehicle, liability, and workers comp are being updated and should be submitted to the City's insurance agent by the end of the month. New additions for the property schedule include 104 Onion Lane.
- Last filing date for the Statement of Economic Interest is April 15. Recorder **Blanchette** invited any City Councilor who has not filed, to come to City Hall and to go over step by step with Councilor **Spaulding** inquiring what hours would work to come and receive help with filing his.

V. **CITIZEN COMMUNICATION:** Mayor **Hall** called for citizen communication from the audience. Maryanne **Schiller** distributed handouts and discussed with the Council that since moving to Gaston in 2013 the aesthetics of the town could be improved and proposed the use of her partners who is a professional artist for a visual facelift of the City for a Welcome to Gaston Sign and street signs throughout town. Mayor **Hall** discussed with the Council the City could use a new Welcome to Gaston sign and requested to have Maryanne **Schiller** return to Council with more information and costs. Council agreed to this by consensus. It was also noted that for services over \$5,000 the City's procurement process must be met.

Laura **Cornils**, representing Gaston's High School Softball, took a survey of the fencing at the ball field and put together a handout for Council's review. Safety is the major concern as the fencing is dangerous and in dire need of repair. Public Works Director **Whittaker** concurred with the need to repair the fence with this issue going on for several years. He proposed to Council reconsidering the use of money appropriated for the scoreboards to use towards to the repair of the fence since the scoreboards cost increased since approval several months ago. Discussion heard on incorporating fence repairs to be included in the Oregon Parks and Recreation grant recently applied for but due to specific criteria ADA accessibility and walking paths are key elements in the grant; those supersedes fencing repairs and its costs, was not included in the grant. Mayor **Hall** informed Council the entire fence is substandard, installed by volunteers many years ago and in dire need of repairing. Proposals included in packets address safety concerns with as original proposals for fencing repairs around \$24,000. Public Works Director explained he walked the entire field with three different contractors, the bids that came back were \$3,556, \$10,340, and \$9,870. Further discussion heard amongst the Council regarding their thought it was wasting the funds to repair only the safety concerns; knowing in the future the fence will need to be repaired again or wait until the City has the funds to repair the entire fence. Mayor **Hall** called for the City Attorney to comment on the safety concern with City Attorney **Cleveland** replying the City cannot do it all and does not always have the money to take on all projects. The City does carry discretionary immunity to help address concerns for liable situations. He's not as concerned with the safety concerns from a personal injury matter knowing the City does have insurance, but the concern is if it is an emergency, the best option would be to close the park until the funds become available for repairing the fence entirely. Laura **Cornils** expressed to the Council if the City shuts down the park, the City would lose the school using the field indefinitely. Mayor **Hall** cited his opinion saying he felt the City needed to fix the fence now to address the safety concerns and research a grant for the entire fence repair. Mayor **Hall** called for a motion to approve the fence repairs exclusive only to safety repairs and allocate monies recently approved from the scoreboards as those costs now exceed previously approved amounts for a total amount of \$6,556.39 Motion made by Councilor **Richter** to approve the \$6,556.39 for the fence, seconded by Councilor

Spaulding. Motion carried with aye votes heard from: **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter.** Nay: 0. Public Works Director **Whittaker** declared that a meeting will be scheduled with the School and City staff tomorrow to discuss the safety concerns and to determine if the City needs to close the park due to safety issues with the fence.

VI. PRESENTATIONS: Mayor **Hall** called for presentations at this time. None heard.

VII. CONSENT AGENDA: Mayor **Hall** called for a motion to accept the consent agenda. Councilor **Meeker** motioned to approve the consent agenda, with accounts payables totaling \$31,516.66. Motion seconded by Councilor **Richter.** Aye: **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter.** Nay: 0.

VIII. NEW BUSINESS:

- **Washington County Police Contract 2018-19** Mayor **Hall** stated the police contract for fiscal year 2018-2019 increased by 5.3%. The total cost next year is \$140,496 renewing in July. Meeting held with Washington County Sheriff's reviewing reasons behind the increase. Mayor **Hall** cited that \$180,000 would be the cost of a full-time deputy. The city currently pays for .75 a deputy and the city of Carlton is not interested in providing police service to us at this time. More crimes are occurring in Gaston and having a Gaston police department is ideal. Motion to approve the police contract was made by Councilor **Richter** and seconded by Councilor **Spaulding** for \$140,496. Motion passed with aye vote: **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter.** Nay: 0.
- **Professional Services Agreement Yamhill Westsider Trail Appraisal.** Mayor **Hall** asked City Clerk **Bregante-Candau** to explain to Council the need for having an appraisal of the trail area in applying for the recreational trail program for purchase the railroad property where the trail will be developed. Depending upon the appraisal and the amount that the City paid with Yamhill County; their difference was lower than what was appraised and could use the difference for matching funds and write it off as a donation. This would include 27 properties and need to start right away to apply for the grant application. Mayor **Hall** indicated some information would be discussed in executive session and that having this on the agenda is not asking for approval of the appraisal but will need to have one later with Clerk **Bregante-Candau** replying the City will need to have this appraisal done by April 18 to apply for the grant. No further discussion had.
- **Resolution 18-001 A Resolution Authorizing the City of Gaston to Apply for a Local Grant from the Oregon Parks and Recreation Department for Development of Brown Park and 104 Onion Lane and Delegating to Sharon Bregante-Candau to Sign the Application.** Discussion heard on the signing of the application with the City Attorney relaying the city can give her the authority to sign the application which is what this resolution does. Motion made by Councilor **Richter** to approve the Resolution with second heard by Councilor **Wismer.** Motion carried. Aye: 7, Nay: 0.

IX. OLD BUSINESS:

- **Fence Repairs-**Previously discussed. No action.

X. COMPLAINTS

- **Multiple Nuisances Violations:** Mayor **Hall** called on Public Works Director **Whittaker** explained for the nuisance violations those in violation have either resolved their violation or working with the city to comply.
- Discussion heard on a complaint filed from a property owner relating to a storm drain system installed on his property for which after investigating, there is no storm drainage system installed on the property; a detention pond is. This complaint has been resolved.

Mayor **Hall** called to close the regular meeting at 9:23PM holding a 2-minute recess and will be reconvening the regular meeting to enter into an executive session. Mayor **Hall** opened the regular meeting at 9:36PM.

XI. EXECUTIVE SESSION:

Mayor **Hall** opened the Executive Session at 9:37PM. pursuant to ORS.660 (2) (e) to conduct deliberations with the person(s) designated to negotiate real estate transactions and (i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

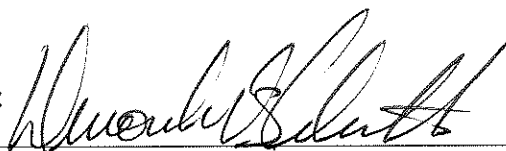
XII. RETURN TO REGULAR SESSION: Mayor **Hall** reconvened the regular session at 10:24PM

Motion made by Councilor **Wismer** seconded by Councilor **Richter** to approve Sharon **Bregante-Candau** a raise of \$2 extra under the standard pay scale with an additional \$2 working out of her class; recognizing her duties are beyond that of the City Clerk for a total of \$20 an hour. \$4 an hour in addition to the current \$16 an hour effective March 1st. Motion passed. Aye: **Spaulding, Meeker, Hall, Wismer, Richter**. Nay: **Martin and Hale**.

XIII. ADJOURNMENT: Mayor **Hall** asked for any further business, none heard. Meeting adjourned at 9:51 PM.



 Mayor Tony Hall

Attest: 

 City Recorder Wenonah Blanchette