

**August 14, 2019  
Regular Session  
City of Gaston**

**Present:** Mayor David **Meeker**, Council President Bill **Martin**, Mario **DePiero**, and Andrew **Sewall**,  
**Absent:** Sarah **Branch**, Suzy **Carver**, and Don **Richter**.  
**Staff Present:** City Recorder Wenonah **Blanchette**, City Clerk Sharon **Bregante-Candau**, and  
Washington County Deputy Rob **Richards**

- I. Mayor David **Meeker** called the regular meeting to order at 7:02 PM.
- II. **ROLL CALL:** City Recorder **Blanchette** conducted the roll call for the record with:  
Councilor Mario **DePiero**: present  
Council President Bill **Martin**: present  
Mayor David **Meeker**: present  
Councilor Sarah **Branch**: absent (*excused*)  
Councilor Suzy **Carver**: absent (*excused*)  
Councilor Don **Richter**: absent (*excused*)
- III. **ADDITIONS OR DELETIONS:** Mayor **Meeker** called for any additions or deletions to the agenda. Recorder **Blanchette** asked for clarification for holding the executive session with a consensus of the Council there is no need for holding the executive session.
- IV. **STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS:**  
**City Clerk:** City Clerk **Bregante-Candau** provided her report with the following:
  - Safe Routes to School: Working with Jason Wuertz and the four property owners on the south side of Cottonwood that would be impacted by the sidewalk project through Safe Routes to School. Letters have been sent out and waiting to hear back from the residents.
  - 3<sup>rd</sup> Street Connectivity Project: Waiting to hear back from Jennie **Proctor** from Community Development Block Grant Project Manager for approving the wavier evaluations; moving slow, but still moving on with the project. The stormwater report was submitted to NOAA and waiting to get approval to continue moving forward with the project. Once these items get approved, the City will begin advertising for bids for construction.
  - Teleconference held with Gena **Gastaldi** with Alta Planning and Design and talked about the process the Project Identification Program the City received the Grant for and is trying to identify a walking path/sidewalk from Country Mobile Estates to Cottonwood Street. Meeting held with the Suzy **McKenzie**, Gaston School Superintendent and Jason **Wuertz** and who will keep working on the grant project after the Clerk is gone.
  - Safe Routes to School Project Identification Program: ODOT will begin engineering and planning for a pathway between Country Mobile Estates to Cottonwood Street. ODOT and the City are planning a kick-off meeting sometime during the summer and will include Susie **McKenzie**, Gaston School District's Superintendent.
  - 2019 SCA Grant: ODOT's grant was submitted for 1<sup>st</sup> Street and is attached in the packet.
  - E. Main Street-FHWA: Jason **Wuertz** is working with Garland **Sandel** in trying to get this project moving forward but appears to have additional processes and red tape preventing any further developments.
  - Ruben **Cleaveland** is reviewing contracts for AKS Engineering for Engineering and Planning services. This is still being worked on, but some wording has been going back and forth between AKS and the attorney. Puttman Infrastructure who may be able to provide DRC services for the City's contract is being reviewed with negotiations with the contract going back and forth between the attorney and Puttman.
  - Spoke with Washington County Transportation and Land Use to uncover the valve cover when the chip seal overlay occurred on Old Hwy 47.

- Worked with Washington County, ODOT, Knights of Pythias and the City of Cornelius to obtain the digital reader board signs for alerting traffic for the upcoming closure of hwy 47 during the parade during the Wapato Car show. The parade application has been approved; some difficulty was had due to changes in staff at ODOT and Washington County.
- Welcome to Gaston Sign: The sign has been installed and waiting for the seal which is being fabricated by Fordyce Design and Manufacturing. R&B Tree Services volunteered their labor to trim trees at the area to increase visibility. A thank you for Brady **Sheets**, Brett from R&B Tree Service, and Gail **Lorenz**. Mr. **Matteson** may assist the City with his horticulture class and develop a plan planting vegetation that would work best for the area with the least amount of maintenance.
- Worked with Kris **Conway** and Mason **Childers** from LA-Water Co-Op and did coliform testing and DPP water testing and was delivered to Alexin Labs. Councilor **Sewall** volunteered to verify the monthly test results were submitted in a timely manner. Also, **Conway** and **Childers** volunteered service for a resident who needed a gasket replaced at their meter on Park Street.
- The Mayor assisted with several water issues and read water meters. Also helping due to the lack of staff is Bob **Dooley** and Dale **Smith** with preparing the ball field for the car show with the irrigation system.
- Performed several water locates and assisted Clean Water Services helping them identify where the water lines are. Checked with the crew working on the bridge projects informing them of all the major water lines and storm lines so that things don't get hit.
- Complaint at 104 2<sup>nd</sup> Street: Complaint letter prepared by and ready to be sent to the property owner in reference to violation of 2012-01, Livestock Ordinance. The Mayor will be meeting with the complainant to verify that those conditions exist before sending notice requiring them to resolve the complaint.
- Working with UBMax in correcting some set-up issues, cleaned up and corrected water meter pictures also taking pictures of new meters off of Hedin Terrace. Sending out backflow/cross connection letters to those who have backflow devices installed. These are required by the State and require testing every year. There are only a few that are overdue.
- Business license tax letters have gone out and have two businesses needing to renew their licenses for 2020.
- Municipal Court, website and Facebook page are all up to date.
- A vehicle donation program called Wheels for Wishes, a 501C3 non-profit organization requested to have their information posted on the City's website with a consensus of the Council agreeing to have this posted.
- Councilor **Martin** asked if Washington County Road Department uncovered the water valves recently covered with chip seal on Old Hwy 47 with the Clerk responding that they said that they would do that but that it has not happened yet.
- Councilor **Sewall** contacted City Hall about a large sink hole near the bridge with staff notifying Washington County Road Department about the sink hole.
- Councilor **Sewall** wanted to know the implications of leaving the Municipal Court and how that will be handled with the City Clerk responding the Recorder will take over duties but will need to be certified in LEDS. Deputy Richards confirmed that he can providing driving records in the interim as the Recorder becomes certified.

**Police:** Deputy **Richards** provided his monthly report verbally but did not have time to print the report, but for the month of July there were 60 total incidents, 26 were self-initiated, 34 of which were public demand, and 7 reports taken, and 3 arrests. Contract hours: 135 expected and provided is 145 hours for the month. Second page of the report has the campaign for the Sheriff's Office Facebook page "Just Hang Up," which is to protect yourself from telephone scams. Deputy Richards explained the police will never request bail money, jury duty fines, or warrant information over the phone. PGE, NW Natural, federal agencies, including the IRS will never demand money by phone. IRS will not contact you by phone, they communicate by mail only. Anybody over the phone demanding payment via green.cards; prepaid visa cards or iTunes cards is a scam as well as any winnings a caller states you won, but require a fee up front to get is again, a scam.

- July 5<sup>th</sup>, a verbal domestic at well-known location on 3<sup>rd</sup> Street; unmarried couple-no crimes from the initial incident one subject was arrested for an outstanding warrant.
- July 16<sup>th</sup>, contact was made with a suspicious vehicle on Park and 3<sup>rd</sup>, the male in the driver's seat ran. A K-9 unit came and was located for an outstanding warrant.
- July 21<sup>st</sup>, 3<sup>rd</sup> Street, a stolen vehicle was reported. Turned out an adult male who does not live at the location stole his mother's vehicle. The vehicle was entered into the national stolen vehicle database and has not been apprehended.
- Also, on the 21<sup>st</sup>, a domestic incident between an adult mother and daughter-no crimes and transported the daughter to the Hillsboro Max Station upon her request to separate the two.
- 24<sup>th</sup> of July, the Sheriff's office had a father arrested for assault and other crimes relating to his minor child.

About a month has been spent Washington County Detectives on the Cherry Grove arson incident which a house burned down, assisting them with suspect information and assisting with a second arson incident that occurred outside of Gaston in Washington County but has ties to the City of Gaston.

**Recorders Report:** Recorder **Blanchette** reported her report with the following:

- Legal: Included in Council packets is a resolution designating Councilor **DePiero** as the City Supervisor and appointed point of contact for Risk Management with City County Insurance Services and the Recorder is the staff's point contact.
- Accounts Payable: New blue packet are new bills provided today that include a municipal court refund, a correction to Frontier's bill with a difference of 90 cents, new bills from Pacific Office Automation, Gov.Office (website), and VanKoten and Cleaveland.
- Audit field work is scheduled for October 23-25<sup>th</sup>. This is to complete the 2018-2019 audit with the second round of field work. Those who have questions are encouraged to attend and ask questions of the audit report. Pauly Rogers will be attending the Council meeting in October to answer questions as well as well as having the accountant Mike Marr present.
- Within the next few days, the City should receive July and August's financial reports from the accountant which will be emailed out to Council once they arrive.
- Researching information for 407 1<sup>st</sup> Street and their commercial designation. This property is residential as a nonconforming use; meaning the property is grandfathered in as a residence but is zoned commercial.
- Scoggins Coffee Shop is looking at leasing the property from the railroad to continue their business. Contact has been requested with the City Planner to see what is required by the City if they pursue a lease. Currently there is no water or sewer connection. More information is needed to determine what will need to be done.
- Several new water accounts between July and August.
- 2<sup>nd</sup> application has been received for the public works director position.
- Minutes are completed but are highlighted with the updates and corrections to them for information.
- Included in packets from Alycia **Johnson**, the City's current insurance agent through WSC Insurance is information from CIS (City County Insurance Services) relating to cyber security. Contact was made to surrounding cities who provide their IT services for review. Genuine Technology Group has raised the City's services to a premium level due to Homeland Security's new minimum standards for cyber security.
- Multiple requests for police services were made at City Hall for the month of July.
- National Night Out was on August 6<sup>th</sup>.
- July 27<sup>th</sup> the Recorder volunteered for a Habitat of Humanity Brush of Kindness for the City of Gaston. Two applicants applied and qualified for the event and were helped clearing brush and debris from one home and painting the other home.
- Application for using Brown Park for the Summer Sizzle scheduled for August 18<sup>th</sup> was submitted.
- Telephone Franchise Agreement: The City is working at correcting the issue with its franchise agreement held with Frontier Communications due to the agreement expiring several years ago. This is due to restructuring and staff changes at Frontier. This agreement was originally made with The

Telephone Company of the Northwest. In 1993. Also, as a reminder the City agreed to terminate the franchise agreement with Waste Management which requires a five-year cancellation clause to enter into a new franchise agreement with another waste collection company which occurred in 2017.

- Free training scheduled for August 26<sup>th</sup> for the Indispensable Assistant.
- Oregon Association of Municipal Recorders will have their annual conference in September 18<sup>th</sup>-20<sup>th</sup>.
- Census would like to provide Council with a presentation at the October meeting to discuss changes and new requirements to the upcoming 2020 Census.
- Street sweeping is scheduled for August 21<sup>st</sup>, notices will be sent requesting vehicles to be removed from the streets during that time.

#### V. CITIZEN COMMUNICATIONS:

Mayor **Meeker** called for citizen communication with City Resident Julie **Dailey** requesting to know if the City is planning on painting sidewalks on 2<sup>nd</sup> and Park in the future. Crosswalks in the location has not been painted there but would like to have them due to increasing amounts of traffic and parking during drop off and pickup. Mayor **Meeker** stated it would be a matter of getting the paint and help to do it. City Clerk **Bregante-Candau** stated in the Safe Routes to School action plan it outlines locations for the City's crosswalks needing to be painted or repainted. Deputy **Richards** confirmed that every intersection is a crosswalk regardless if it is painted or not. City Clerk **Bregante-Candau** confirmed with Deputy **Richards** that there is a new deputy taking over Gaston as of September with Deputy **Richards** confirming that new deputy should begin by September 9<sup>th</sup> but is currently injured possibly extending Deputy **Richards** end date later than the 7<sup>th</sup> of September. Additional statements heard with having the painting of sidewalks and speedbumps completed before school begins emphasizing the need as the New Life Fellowship Church will be providing after school childcare this year having more kids walking along 2<sup>nd</sup> and Park.

VI. **PRESENTATIONS:** Mayor **Meeker** called for presentations from the audience or Council. None heard.

#### VII. CONSENT AGENDA

Mayor **Meeker** called for a motion to approve the consent agenda with bills payable for the month of July with a total of \$60,437.20 and minutes for May 8<sup>th</sup> Regular Session, June 12, 2019 Budget Hearing, June 12, Regular Session, and July 10, 2019 Regular Session. Motion made by Councilor **DePiero** and seconded by Councilor **Martin** to approve the accounts payable of \$60,437.20. Motion carried. Aye votes heard from: **DePiero, Sewall, Martin, and Meeker**. Nay: 0. Councilor **DePiero** motioned to accept the meeting minutes for all months provided. Councilor **Martin** seconded the motion passing with Aye votes heard from: **DePiero, Sewall, Martin, and Meeker**. Nay: 0.

#### VIII. NEW BUSINESS:

- **Resolution 19-007 A Resolution of the City of Gaston Designating a Council Member for the Supervision of Employees and Designation a Primary Contact for Risk Management:** Councilor **Martin** motioned to adopt Resolution 19-007. Motion was seconded by Councilor **Sewall**. Motion carried. Voting Aye: **DePiero, Sewall, Martin, and Meeker**. Nay: 0.
- **First Net Proposal:** Recorder Blanchette explained it would be to change cell phone services from Verizon to AT&T providing the City with prioritized cell service in the event of an emergency. Many of the surrounding emergency responders, including the Gaston Fire Department currently use these services through AT&T. Discussion heard on cost savings switching current cell phone service plans and service areas provided. Councilor **DePiero** wanted to know actual costs per month including taxes as it is not included with this proposal vs. Verizon to make a fiscally responsible decision. It was mutually agreed by Council to table the First Net Proposal by consensus until actual costs are determined. No action taken.
- **City Clerk Funding Specialist Resignation Letter:** Councilor **Martin** made a motion to accept the City Clerk's Fund Specialist resignation letter with second heard by Councilor **DePiero**. Motion carried with Aye votes heard from: **DePiero, Sewall, Martin, and Meeker**. Nay: 0. Motion passed.

**IX. OLD BUSINESS:**

- **City Charter Change Discussion:** Recorder **Blanchette** inquired how the Council would like to proceed with updating the Charter with several of the City Councilors absent for this month's meeting discussion. Councilor **DePiero** stated proposed changes including verbiage and the debt limit. No further suggested changes but Councilor **DePiero** suggesting giving more time to Council and possibly others a chance to provide additional suggestions for changes. It was mutually agreed by consensus to table discussions for next month's meeting during the regular meeting in hopes of receiving citizen comments at that time. Recorder **Blanchette** suggested providing the update that was drafted by City Attorney **Cleaveland** summarizing each paragraph of the City's Charter suggesting changes that could be adopted by Council with adopting Council Procedures which does not require voter approval unlike updating the City Charter.
- **IT Services Information:** Mayor **Meeker** discussed with Council the City currently has IT services provided by Genuine Technology Group and their costs have significantly increased. Recorder **Blanchette** announced that there is additional information provided and would like to copy it for Council. Discussion heard of potential IT service providers and the possibility that these rates are the new standard rates the City would need to begin budgeting for. Another factor comes into play that may require the City to solicit for proposals through the RFQ process due to public contracting regulations. It was mutually decided amongst the Council to have the Recorder provide proposals from I.T. Garage and Global Link Data and have available at the next meeting.
- **Complaint Procedure:** The Recorder explained to Council that the City should have received back from the insurance company after their review the complaint procedure with Councilor **DePiero** indicating that he had submitted the complaint procedure to the insurance and have not received any comments back. No action taken; this item will be reviewed again at the next City Council meeting.
- **Handbook Update:** Motion to adopt the new City of Gaston handbook for August 2019 was made by Councilor **DePiero** and seconded by Councilor **Sewall**. Motion passed with aye votes heard from: **DePiero, Sewall, Martin, and Meeker**. Nay: None. Motion carried.

**X. COMPLAINTS:** Mayor **Meeker** stated that two new written complaints were submitted for the Council to review.

**New—**


- 124 Front Street-Green Awning: Mayor **Meeker** stated the complaint cites there is a deteriorating metal awning that is overhanging the sidewalk. This is a safety issue. Mayor **Meeker** requested to have a letter sent to the property owner citing it is a safety concern requesting that it either be repaired or replaced. It was requested to look into ODOT and research if this is an issue with them or if this requires the City's need to abate if nothing is done to correct the safety concern.
- 304 2<sup>nd</sup> Street-Dead Trees: Discussion heard on the safety issue of having dead trees citing a fire hazard with Councilor **DePiero** requesting someone assess the trees to determine if there is said fire hazard. Discussion heard on having this deemed an ordinance violation with further review by the Deputy citing the offence into municipal court if the issue is not taken care of. It was requested to have a letter sent notifying the property owner of the complaint and request a response.

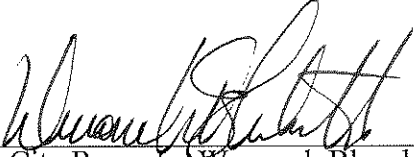
**Old—**

- 104 2<sup>nd</sup> Street: Recorder **Blanchette** requested to have someone follow-up with the complaint to confirm that an actual complaint does exist at the property that states multiple chickens and ducks are at the location causing a smell with the fence and chicken coop built against the fence along the neighbor's side which violations set back requirements. Recorder **Blanchette** stated a previous question was heard as to how many dogs a person can have on their property. The livestock ordinance states each household can have up to three dogs. Gaston resident **Julie Dailey** stated that she was walking to her mailbox and there were two stray dogs without collars and wanted to know if there were stray dogs in town with the Council

confirming there have been numerous issues of stray dogs in town but to contact animal control to deal with them.

- XI. ADJOURNMENT:** Motion made by Councilor **DePiero** to adjourn the meeting at 8:14PM seconded by Councilor **Martin**. Motion approved. Aye: 4, Nay: 0.

  
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Mayor David Meeker

Attest:   
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City Recorder Wenonah Blanchette