

**August 8, 2018
Regular Session
City of Gaston**

Present: Mayor Tony **Hall**, David **Meeker**, Bill **Martin**, Rob **Hale** and Don **Richter**

Absent: Jon **Wismer**, Rod **Hale**, and Public Works Director **Whittaker**.

Staff: City Recorder Wenonah **Blanchette**, City Clerk Sharon **Bregante-Candau** and Washington County Deputy Rob **Richards**.

I. Mayor Tony **Hall** called the regular meeting to order at 7:05PM.

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

Councilor Jerry **Spaulding:** *absent*

Councilor David **Meeker:** present

Councilor Bill **Martin:** present

Mayor Tony **Hall:** present

Councilor Jon **Wismer:** *absent*

Councilor Rod **Hale:** present

Councilor Don **Richter:** present

III. **ADDITIONS OR DELETIONS:** Mayor **Hall** called for any changes or deletions from the agenda at this time with the addition of Gwyn **Ashcom** from Washington County Public Health Division under Citizens Communication. No further additions or changes.

IV. **STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS:**

Police: Deputy Rob **Richards** handed his monthly report out for July for Council to review with the following Gaston statistics:

- There were 69 total incidents and 11 of those were incidents occurring outside the City limits. 33 were self-initiated incidents, 25 public demand. For the month of June, there were 8 less public demand calls and for July there were 3 less than the last month. 5 police reports, 4 arrests were made, 12 traffic details with 6 citations. 133 expected contract hours with 153 hours provided. As with each month, Deputy **Richards** encourages everyone to continue with "See Something, Say Something: campaign. An overview for the month of July was provided with a domestic disturbance on July 7th and occurred at 98 2nd Street; two individuals involved in a physical altercation with one person being arrested and charged with harassment. On July 18th, responded to 98 2nd Street and addressed an unwanted trespasser known to the Washington County Sheriff's Department and allegedly attempted to enter the apartments by is now trespassed from the area. July 21st there was an incident at 114 Front Street of an unwanted subject trying to get into an altercation with people at the bar. Subject was arrested and charged with harassment/disorderly conduct. Also, on July 21st, there was an incident at 103 3rd Street with two roommates involved in a physical altercation with one arrested and charged with domestic assault IV. Deputy **Richards** asked for questions; Mayor **Hall** indicated traffic on South Road has significantly decreased due to increased police presence. Mayor **Hall** requested for Deputy **Richards** to provide Recorder **Blanchette** with his general working schedule to know when he is active in the City. Deputy **Richards** clarified that to accurately document and track incidents; contacting the non-emergency number at dispatch is fundamental in reporting incidents and crimes.
- Deputy **Richards** addressed the RV on Mill Street previously discussed last month to report the complaint of the travel trailer extending out over the alleged sidewalk and is not clearly defined as a sidewalk will need to have a determination made by the Public Works Director

and review if a sidewalk was recorded on City maps. Steve Sheets, owner of the discussed RV was present to defend his case stating the RV has been parked there for four years and have had only one person complain about the RV hanging over the approach to his driveway, not the sidewalk. Deputy Richards clarified that enforcement for parking violations are complaint driven with parking violations prevalent throughout the City. Julie **Dailey**, Gaston resident, provided comment that as a stay-at-home mom she would use a stroller to push her kids throughout town noting that she had to push her stroller out into the street to walk around the RV in question. Mayor **Hall** informed Mr. **Sheets** that the deputy will research the matter and get back with him for a final determination if the RV is parked on the driveway approach or the sidewalk. If it is determined the RV is parked on the sidewalk, .

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

- Public information meeting was held on July 30th regarding the 3rd Street connectivity project. From that meeting, many questions were discussed including minimum lot size, necessary needs to widen the road, connecting 3rd Street to Olson Road. If the City follows through with widening the road within the City's right-of-way; impact on property owners would be significant. The City's goal is to purchase additional right-of-way from the opposite of the street lessening the impact for all surrounding property owners. Mayor Hall informed Council there will be a meeting set up for the Council and those properties owners to physically walk the site and see marked areas identifying "as-is" right-of-way and "proposed" right-of-way.
- Special Cities Allotment Grant for 2017-2018 had to be revised and resubmitted for 3rd Street as the plans identified construction of sidewalks on both sides of the street. This is not the plan for 3rd Street and needed to be corrected. The City's intention for the 3rd Street connectivity project is to install one sidewalk on the west side of the street and a standard curb on the east side.
- AKS Engineering provided detailed engineering to include for the SCA Grant application for 2018-2019 Park Street from 3rd Street project that further detailed as including the stairs going up into the Jr/Senior High School parking area. The City received a letter of support from the Gaston School District for the project. The 2018-2019 funding cycle from Oregon Department of Transportation has \$100,000 available for Cities.
- Washington County Land Use and Transportation has completed survey work on Church Street at no cost for the City compiling information for the City to apply toward MTSTIP3F funding cycle through the County's transportation funds.
- Local update on the Census Data is complete. This information is collected to determine what homes are within the City's city limits which will help determine if the City qualifies for federal funding through HUD.
- Intergovernmental agreement between the City of Gaston and Oregon Department of Transportation for E. Main Street road restoration project has been reviewed and a final copy is near completion.
- Checked on the status of the Transportation Growth Management Plan grant to further update the City's Transportation Master Plan. On Monday, the City should hear back to now if the grant was awarded.
- Working toward LEEDS certification for the Municipal Court.

Recorders Report: Recorder Wenonah **Blanchette** provided her report with the following:

- Engagement letter from Mike **Marr**, the City's accountant is set to be reviewed by the City attorney and signed by the Mayor.
- Scheduled is the final field work for the 2017-2018 financial audit happening on September 13th and 14th. Preliminary and draft figures are ready but are needing final figures which Pauly Rogers should receive during their visit.

- Planning and zoning activity this month include setback compliance for 105 Main Street, 400 Front Street, 300 Park Street for a conditional use permit application and variance. A total of five lien searches for properties in town this month.
- Temporary and perpetual easements for Park Street sidewalk project in front of 206 2nd Street were recorded with Washington County. A preconference meeting will occur this Thursday for the project.
- Knights of Pythias is moving forward with their sign permit. This sign would allegedly be placed on the north and south side of the Knights of Pythias building. The City Planner is working with their second application needed for their illuminated sign as their previous request for their sign was denied by Oregon Department of Transportation for encroaching on ODOT right-of-way. The Gaston School District is completing an application similar to the Knights of Pythias sign application.
- Council seats up for re-election with positions 4, 5, 6, and the Mayor seat are available to file for. Please contact the recorder if interested. Filing deadline is August 28th.
- The accountant provided an increase in services included in the engagement letter for review. Mayor **Hall** asked the Council to review the summary from Mike **Marr** with a consensus of the Council to limit annual expenditures not to exceed \$12,000. The City Recorder recommended approving the engagement letter for accounting services. Discussion heard on services provided, changing to quarterly reports instead of monthly, and costs associated with budgeted amounts for accounting services. By consensus the Council agreed Mayor **Hall** will sign the engagement letter.

Public Works: Public Works Director Brent **Whittaker** was absent and did not provide a verbal report.

V. CITIZEN COMMUNICATION: Mayor **Hall** called for citizen communication at this time. Gwyn **Ashcom**, Tobacco Prevention Coordinator from Washington County was present to discuss with Council certain tobacco and marijuana policies. There are 29 marijuana retailers in Washington County with Multnomah County has 165 and Lane County has 88 and rising. 44% of the marijuana retailers are in Multnomah County. Discussion had amongst the Council regarding marijuana operations/sales within the City with clarification heard on the City prohibiting marijuana by a vote of the residents from Gaston. Further discussion heard on the City's policy and opinions on tobacco with Mayor **Hall** explaining that tobacco use is not as evident with teens as everyone knows everyone in the community. Gwyn **Ashcom** asked the Council for their opinion on licensing requirements for tobacco like other states but not in Oregon; this would be a County run registry with the Council concurring additional licensing requirements creates unnecessary costs and burdens local businesses and would not support such a regulation. This would be like the states alcohol licensing and registry requirements.

Farmers Market: Kirstin **Sewall:** **Sewall** provided a verbal report with the following:

- The Market has generated \$2,190 in vendor fees and sponsorships, spent \$523 on advertising and customer appreciation baskets.
- Facebook has 492 followers and reaching over 5,000 people.
- The Ace Tavern approved signage on their fence along Hwy 47 promoting the market. The sign was donated by a community member.
- Swap-meet and block party is happening in 2 weeks and sponsors are the Knights of Pythias and Western Iron Works the band.

- Prioritizing attendance with outreach for swap-meet vendors from Don **Allen** from the Knights of Pythias and Brady **Sheets** from Western Iron Works.

Mayor **Hall** requested to address her review at this time instead of later on the agenda. The contract is annually and requires a six-month review. Discussions heard on the financial statistics for hours and personnel costs vs. expenses while **Sewall** explained at this time, the Farmer's Market is not a revenue maker at this time; most likely breaking even with revenue and expenses for the market season. Council by consensus approve the Farmers Market consultant, Kristin **Sewall** six-month review and continue services until October.

VI. CONSENT AGENDA: Mayor **Hall** called for a motion to approve the consent agenda.

Included in the consent agenda:

- Bills Payable -August 2018
- July 11, 2018 Work Session
- July 11, 2018 Regular Session
- Oregon Association for Court Administration Fall 2018 Conference Sunriver October 14-16

Motion made by Councilor **Hale** following second heard by Councilor **Martin** to approve the total bill's payable of \$31,539.05, with the addition of Mike Marr's invoice of \$1,000. Motion passed with aye votes heard from **Spaulding, Meeker, Martin, Hall, Hale,** and **Richter**. Nay: None.

Councilor **Meeker** read aloud all items from the consent agenda with a motion to approve the consent agenda made by Councilor **Richter** and seconded by Councilor **Meeker**. Motion passed with aye votes heard from **Spaulding, Meeker, Martin, Hall, Hale,** and **Richter**. Nay: 0.

VII. NEW BUSINESS:

- **City Clerk Request for Additional Hours:** Mayor **Hall** stated City Clerk **Bregante-Candau** has requested to work up to 32 hours a week with discussion heard of receiving pro-rated benefits. Currently the position has been appropriated 24 hours a week. Mayor **Hall** clarified the additional hours would be reflective of the job position, not the employee and the position has been approved by the budget committee for full time employment within the 2018-2019 budget. Mayor **Hall** called for a vote to change the City Clerk position to 32 hours. No motion heard. Councilor **Richter** stated approving the City Clerks position for 32 hours would initiate benefits and did not want to pay those costs for the position at this time even if the employee opted out of receiving benefits. Councilor **Richter** motioned to give the City Clerk position 30 hours with second heard by Councilor **Martin** with aye votes heard from: **Hall, Meeker,** and **Richter**. Nay: **Martin** and **Hale**. Motion carried 3:2.

Mayor **Hall** wanted to discuss with City Council the need for the City to have a generator to run the water pumps during power outages. During a recent power outage, many water customers were affected because some of the water distribution system relies on power to provide adequate pressure to pump water for some residents. Councilor **Hale** indicated the system needs by-pass water line as it should be gravity fed with him living next to the water tower. Mayor **Hall** stated when looking into a generator before, costs were near \$100,000 and not a priority then. Mayor **Hall** indicated the generator would need to match the water system and grants are available with identifying that it should be a priority now. Mayor **Hall** will speak to the Public Works Director for more research on this matter.

VIII. OLD BUSINESS:

- **Tractor Purchase:** Discussion heard amongst the Council to wait to pay the balance of the new tractor when tax revenues in November come in as Kubota will not finance the remaining balance after paying the \$10,000 in July. Kubota does not finance to municipalities. No action taken or needed.

IX. COMPLAINTS:

New—None

Old—

- **310 Church Street Nuisance Violation Update:** City Recorder **Blanchette** explained no additional updates are available aside from the Public Works Director maintaining contact and continues to work with the property owner regarding their nuisance violation.
- **307 Park Street Hazardous Vegetation:** City Recorder **Blanchette** explained no additional updates are available aside from the Public Works Director maintaining contact and continues to work with the property owner regarding their nuisance violation.

At this time Mayor **Hall** called to close the regular meeting and meet in executive session at 8:53PM.

X. EXECUTIVE SESSION: Mayor **Hall** opened this Executive Session at 8:55PM pursuant to ORS.660 (2)(e) to conduct deliberations with the person(s) designated to negotiate real estate transactions.

XI. RETURN TO REGULAR SESSION: Mayor **Hall** reconvened the regular session at 9:09PM and called for a motion to move forward with the purchase/lease option to Cove Orchard Water Association (COWA). Motion to approve was made by Councilor **Hale** and seconded by Councilor **Martin**. Motion passed. Aye: **Spaulding, Meeker, Martin, Hall, Hale, and Richter**. Nay: None.

Councilor **Richter** following second heard by Councilor **Hale** motioned to approve sharing half of the cost of the appraisal of the **Flaugherty** property for a total of \$3,000. Motion passed. Aye: **Spaulding, Meeker, Martin, Hall, Hale, and Richter**. Nay: 0.


XII. ADJOURNMENT: Mayor **Hall** asked for any further business, none heard. Meeting adjourned at 9:10PM with motion heard by Councilor **Hale** and second from Councilor **Martin**. Aye: 7, Nay: 0. Motion carried.

XIII. ADJOURNMENT:



Mayor Tony Hall

Attest:



City Recorder Wenonah Blanchette