

**February 19, 2020
Regular Session
City of Gaston**

Present: Mayor David **Meeker**, Council President Bill **Martin**, Andrew **Sewall**, Sarah **Branch**, Suzy **Whittaker**, and Don **Richter**. Present are Judy Clark from HR Answers via phone and are others represented on the sign in sheet (attached)

Absent: Mario **DePiero**

Staff Present: City Recorder Wenonah **Blanchette** and Washington County Sheriff's Office Deputy **McCreary**.

- I. Mayor David **Meeker** called the regular meeting to order at 6:56 PM.
- II. **ROLL CALL:** City Recorder **Blanchette** conducted the roll call for the record with:
Councilor Mario **DePiero**: *absent*
Councilor Andrew **Sewall**: present
Councilor Bill **Martin**: present
Mayor David **Meeker**: present
Councilor Sarah **Branch**: present
Councilor Suzy **Whittaker**: present
Councilor Don **Richter**: present
- III. **ADDITIONS OR DELETIONS:** Mayor **Meeker** called for additions or deletions to the agenda with Councilor **Sewall** asking what the process for a supplemental budget consists of with the Recorder explaining the accountant will provide his recommended proposed changes to the budget committee, once approved, it will be published in the newspaper before being adopted by resolution authorizing changes in expenditures for that current fiscal year. No further comments.
- IV. **CITIZEN COMMUNICATIONS:**
Mayor **Meeker** informed Council they will talk with Judy **Clark**, representative of HR Answers via phone with the Recorder calling her at this time. Judy **Clark** explained that HR Answers has been around for 35 years and is the largest independent HR consulting firm in the northwest. Judy **Clark** explained that HR Answers provides consulting services that are specific to municipalities and government agencies. Discussion heard on HR Answers providing the City with a structure to evaluate existing needs, update existing job descriptions, and assess what duties can be cross-trained or prioritized going from three employees to one employee. Also discussed contracting departments out and whether current functions of the job are appropriate for their current roles or need amending. Council by mutual consensus agreed to move forward hiring HR Answers for the City's needs.
- V. **STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS:** Mayor **Meeker** asked for staff reports at this time.

Police: Deputy **McCreary** provided his report for December with the following: stats for the month with a total of 68 citing it has been a quiet month, but traffic was a huge problem. Traffic citations are issued regularly and continuing to work on the LEDS situation. Deputy **McCreary** further explained changes the Gaston Court undertook with previous staff in providing driving records but with LEDS certification needed for accessing records, there have been some difficulties in obtaining the minimal certification. He further explained that the Washington County Sheriff's Office is certified through LEDS with a specific number which Gaston Police Department operates under, but the Gaston Municipal Court has been issued their own LEDS number further complicating things. More research on the matter is being investigated.

- Traffic stops are up with issues of cars passing throughout town is illegal to pass in areas that have intersections and is requesting Oregon Department of Transportation (ODOT) recognizes this issue and paints double-yellow lines throughout town.

- Discussion was heard on LEDS certification and if additional information becomes available before the next meeting to make further decisions on; convening for a special meeting is approved by consensus of the Council. Also announced is WCSO (Washington County Sheriff's Office) will be providing Gaston with a Facebook page for public service announcements and other shared information for Gaston residents to keep informed on Facebook.

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

- **Legal:** The City Attorney has drafted a harassment policy for Council to consider later on the agenda. Contract for Planning services through MIG has been prepared and signed by those particular parties. Meeting scheduled for the property acquisition on the 3rd Street widening projects and needing to wait until March of 2020 for the state to approve the stormwater treatment plan with hopes of going to bid on the project by May or June of 2020.
- **Finances:** Financial Statements for December were provided to Council via email.
- **Planning:** Application was received for an illuminated sign for 114 Front Street, Ace Tavern, but waiting to receive information from the City Planner.
- **Municipal Court:** There are six individuals cited into court for January. As earlier explained there have been some difficulties with the City's LEDS certification with conflicting accounts of what the processes are and lack of responses heard back from the state of Oregon. The City of Forest Grove's Municipal Court has been contacted to assist with the LEDS certification issue as well.
- **Working with Hiland Corporation** for a contract for continuing DRC (Direct Responsible in Charge) services for the City's Water department.
- Met with Scott **Mamlock** from GovDeals.com that will be preparing the police vehicles for auction and on the website now.
- The City's current Risk Management Consultant through CIS John **Zakariassen** retired the end of December and his replacement is Adrian **Albrich**.
- **Grants:**
 - Cottonwood Safe Routes to School: A project walkthrough was had with the property owners in December to go over the project and meet with property owners that are affected to inform them of what to expect during construction.
 - Project Identification Program through Safe Routes to Schools provided their input for adding a sidewalk between Cottonwood Street to County Mobile Estates widening the surface area adding fill to the west side of the highway which allows room for a walking path/sidewalk. Included in packets is a draft plan for the PIP project. It was requested for council to review the draft plan and contact staff with any changes before January 17th as is the projected final date of the plan.
 - 3rd Widening Project has approval from NOAA regarding the storm management and treatment plan but now waiting for approval by the state which will occur in March.
- Follow-up information from Frontier Communications stated they were bought out by Northwest Fiber closing on March 31st and will be working with local governments to update their franchise agreements. On Friday, I will be attending a MACC (Metropolitan Area Communication Commission) and receive more information regarding cable/telephone services.
- Waste management franchise was terminated in 2017 and will require the City to obtain a new franchise carrier for garbage service in four years or by 2021.
- New business owners at the Ace Tavern.

Public Works: Public Works Director Andy **Worley** was absent and did not provide his report. Councilor **Whittaker** requested to contact Public Works Director **Worley** for his report to forward to Council when available.

VI. PRESENTATIONS: No presentations at this time.

VII. CONSENT AGENDA: Mayor **Meeker** called upon Council to consider adopting the Bills Payable for January and minutes. Councilor **DePiero** motioned to accept January's Bills Payable for \$38,088.89 with second heard by Councilor **Whittaker**. Motion carried with aye votes heard from:

DePiero, Sewall, Meeker, Branch, Whittaker, and Richter. Nay: None. Motion made by Councilor **Sewall** and seconded by Councilor **DePiero** to approve the September 11, 2019 Work Session, September 11, 2020 Regular Session, September 25, 2020, and September 30, 2019 Special Session. Aye: **DePiero, Sewall, Meeker, Whittaker, and Richter.** Nay: 0. Motion carries.

VIII. NEW BUSINESS:

Resolution 20-001 Resolution of the City of Gaston Establishing a No-Harassment Policy and Statement of Employee Rights that Seeks to Prevent Workplace Harassment: Motion to adopt Resolution 20-001 No-Harassment Policy was made by Councilor **DePiero** and seconded by Councilor **Sewall**. Voting Aye: **DePiero, Sewall, Meeker, Branch, Whittaker, and Richter.** Nay: None.

OLCC License 2020: Councilor **Whittaker** made a motion to approve the OLCC license renewals for Ace Tavern, Gaston Supermarket, Screamin' Chicken Diner and the One Horse Tavern. Councilor **Branch** seconded the motion. Aye votes heard from **DePiero, Sewall, Meeker, Branch, Whittaker, and Richter.** Nay: 0.

Gaston Heights Update: Mayor **Meeker** explained with the help of the attorneys involved with the development they are working toward a resolution for the Gaston Heights Phase 2 Plan Review Approval. No action taken or needed.

School Parking Lot Snow Removal: City Recorder **Blanchette** explained to Council the School is looking to establish a snow removal plan if and when the City receives snow asking if the City is interested in clearing snow in the school parking lot with the City's recently purchased equipment. Discussion heard of having chains for the City tractor with Gaston resident Brent **Whittaker** provided his concern that the City sign a waiver with the school accepting liability of damages and consideration of insurance rider from the school to cover any damage done to the tractor. It was mutually agreed by a consensus of Council to decline the offer to clear snow from the school's property with the city's tractor.

Extension for Hiland Water DRC Services: Current contract held with Hiland Water providing DRC (Direct Responsible in Charge) expired December 31, 2019. Councilor **Branch** requested to include a clause in the contract stating if the City has services available that the City can terminate the contract. Resident Brent **Whittaker** requested Hiland Water remove his name and Richard **Howard** as the operator on the state website. Councilor **Branch** motioned to continue services with Hiland Water for one year and ensure Richard **Howard** and Brent **Whittaker** is removed from the State of Oregon Health Authority Drinking Water website. Motion seconded by Councilor **DePiero**. Motion passed. Vote: Aye: **DePiero, Sewall, Meeker, Branch, Whittaker, and Richter.** Nay: 0.

IX. OLD BUSINESS: None heard at this time.

X. COMPLAINTS:

New—Gaston Resident Tabby **Walker** was present to discuss with Council her concern with improvements planned for 1st Street stating before construction work was to begin, proper notification would be provided to all the surrounding homeowners that would be affected by the project to ensure that at least for her sake; secure funding to pay for her portion of said improvements. The scope of work for 1st Street, property owners agreed upon sharing costs with the City, which include tree removal services. Last week trees were removed from the area without any notification.

Councilor **Sewall** inquired why no communication has had with Tabby **Walker** responding that she had called the public works director after trees were taken down without her knowing. The public works director apologized stating that he had dropped the ball in notifying property owners and failed notifying anyone. Mayor **Meeker** informed Tabby **Walker** the hired arborist who fell the trees will be back to remove the stumps soon. Tabby **Walker's** main concern was to be home and aware when

trees were being removed to safeguard her home. Councilor **DePiero** apologized that proper notice should have been provided, even as nothing did happen, she should have been informed. The contractor removing the trees did notify Tabby **Walker** of the work being done, but the City should have informed her as well so she can financially prepare for the cost of the who project. Gaston Resident Brent **Whittaker** was confused stating he didn't understand why falling trees was the only construction work done for the project would when the entire project includes sidewalks exceeds \$50,000 requiring it go out for public bid. The previous mayor and council decided that since codes had not recently been enforced for property owners replacing non-compliant sidewalks; beginning with this project, property owners affected by the improvements which include demolition of the sidewalk along two properties, tree removal, and the sidewalk itself were to be split with the homeowners (2) and the curb and partial street improvement, asphalt the street up to the curb with any utility work such as storm drains being the City's financial responsibility. Discussion heard on improving knowledge of projects on behalf of the Council and public works director to avoid situations like this again. Tabby **Walker** stated she wanted to ensure the Council was aware of the situation and verbalize she will be needing to set up financing as she will be one of the two property owners splitting costs of the improvement.

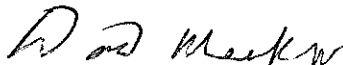
Councilor **Sewall** requested that he and the Council be made aware of all projects along with the public works director.

Gaston Resident Robert **Dooley** questioned if it's the City is responsible for the initial project and then once repairs or maintenance is needed, the homeowners is responsible for the improvement with Council confirming that the homeowner is responsible for sidewalks regardless of when the sidewalks or improvements occur.


Old—

- 124 Front Street-Green Awning: ODOT and the County Building Department needed to be contacted to ensure they do not have jurisdiction to assess safety concerns. Council requested the Recorder to contact the Planner and have them determine jurisdiction. The local deputy was requested to check into this matter to find what code enforcement measures can be utilized.
- 100 3rd Street: Property owner submitted his complaint in writing last month requesting the City address the water runoff issue that occurs slowly damaging his property causing water to run down his foundation, pitching the driveway, and causing cracks in the foundation due to an ill-designed storm system. It was requested to have a scope of work to review at the next meeting. Property owner Brent **Whittaker** stated the key areas to look at is a new gutter on the curb, the attempted fix with the asphalt and the distance from the curb to the storm drain.

XI. ADJOURNMENT: Motion to adjourn was made by Mayor **Meeker** and seconded by Councilor **DePiero**. Motion carried unanimously closing the meeting at 7:57PM.



Mayor David Meeker

Attest: 

City Recorder Wenonah Blanchette