

February 8, 2017
Regular Session
City of Gaston

REGULAR SESSION

I. Mayor Tony **Hall** called the regular session to order at 9:13 PM.

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

Councilor Jerry **Spaulding**: present
Councilor David **Meeker**: present
Councilor **Martin**: present
Mayor Tony **Hall**: present
Councilor Chris **Jeffries**: absent (with excuse)
Councilor Don **Richter**: present
Councilor Rod **Hale**: present

III. ADDITIONS/CHANGES OR CORRECTIONS

Mayor **Hall** directed the Council to line out Dwayne McKenzie under Citizen's Communication, as Mr. McKenzie decided not to speak.

IV. STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS

Police: Deputy **Wormington** presented his written Staff report. Stats for January 2017 included 67 total incidents, 18 call-ins, 51 self-initiated calls, 2 arrests, and 18 traffic stops with 6 citations. On January 5th, an unknown person stole a turkey fryer from a resident's front porch; suspect was driving an older white sedan. On January 7th, a male was arrested for harassment and domestic assault at 3rd and Park, and lodged without incident in the Washington County Jail. On January 9th, a vehicle was parked down at Brown Park in violation of Ordinance 70.30. On January 23rd, in the middle of the night, an unknown person stole an unlocked mountain bike from a front porch at the Riverside Apartments. On January 27th, there was a disturbance at a vacant church on Cottonwood & 3rd. There have been a couple of break-ins, but it was more of a property dispute with some people who used to stay there. One of the individuals was arrested after identification, as he had outstanding warrants in Washington County. Deputy **Wormington** reported the property owner of the property off Onion Lane where the truck and trailer were parked had the property line surveyed. The truck and trailer were straddling the property line. Deputy **Wormington** talked with the truck owner who removed all his property. He has not seen the truck in the city anymore, and did not know where it was, it was no longer an issue. Contract hours: 132.85 hours expected, approximately 160 hours provided.

Mayor **Hall** informed Council he had met with Lt. Shook and Commander Moss, and the police contract renewals discussion would be on the agenda for the next meeting.

City Clerk's Report: Clerk **Bregante-Candau** presented her written Staff report, updating Council on Staff's many activities, including updates to the City website; training on the local government grant program for the potential development of Brown Park; providing input on traffic flow constrictions on 3rd and Park, and reviewing minutes to do the code codification. She

noted the OSHA consultation took place Tuesday and confirmed Council would receive a full report about OSHA's findings and recommendations at the next Council meeting.

Public Works: Public Works Director **Whittaker** advised Council that the City of Hillsboro notified him yesterday it was shutting down Dilley Reservoir on old Highway 47 until June for refurbishment. This reservoir was one of Gaston's main water sources. He has been in contact with City of Hillsboro officials, as high as he could go and maintain an educational level about water, but right now, it was a wait and see process. He needed to monitor the system daily to see if it would impact Gaston, but he did not have the means to do so.

He reported he obtained a rough estimate from Lars Best, the electrician who did the City's last pump replacement, on the cost of upgrading the pump at the booster station and the reservoirs to track pressure, gallons per minute, and cycling information, both remotely and in real time. Fortunately, the City has already started implementing some controls and programs to do so, however, the booster pump station, which was the City's only source of water, has had no work done on it for some time.

He asked Council for the funds to upgrade the booster pump station, so he could monitor the information in real time on both sides of the pump over the five months of this unknown water supply to make sure Gaston was receiving adequate water. He explained the City of Hillsboro would backfill Gaston from the Joint Water Commission through a pipe smaller than the City's feed line. His concern was if a significant drop in pressure occurred on the backside of the pump, and they continued trying to suck water, they would burn their pumps up and those pumps were the only thing supplying Gaston with water right now.

Public Works Director **Whittaker** addressed questions from the Council. He clarified the City had two pumps, but they alternated, so it was effectively only one pump. The City of Hillsboro used Dilley Reservoir year-round as a place to dump excess water coming from the sand filter at Cherry Grove. In Gaston's water system, when the City's pumps kicked in, they get water from Cherry Grove. But, when Cherry Grove could not supply sufficient water, such as during a maintenance shut down, then Gaston's water came backfilled from Dilley Reservoir.

Gaston once had another source of water from LA Water through cross connections, but those were capped off at some time in the past, and the agreement with LA Water was no longer in place. He emphasized Gaston had no other source of water. He explained LA Water got its water from Fern Hill through Hillsboro and the Joint Water Commission. The cross-connection used to supply water to Gaston when the Cherry Grove sand filter could not meet Gaston's water demands, so it served as an emergency source of water for purchase.

He acknowledged this preventative measure he was requesting might not be necessary since the outcome of the situation was unknown. However, it needed to be in place for the future of the water system anyway, but it might cause the City to have to reevaluate other projects. The initial cost estimate ranged from \$15,000 to \$20,000.

Mayor **Hall** stated he attended the meeting where this matter was discussed. Public Works Director **Whittaker** noted those attending that meeting included: David Norman, Water Master for the sand filter in Cherry Grove, Chris Conway, Water Master for LA Water, and City Engineer Hoovestol. He confirmed Mr. Conway, David Norman and his supervisor, Carl Board, recommended the City upgrade to this system in order to monitor this water situation. He reiterated this might be a nonevent or it could turn into an emergency situation.

Mayor **Hall** confirmed that Council wanted to obtain bids for the improvements, rather than approving X amount of dollars.

Public Works Director **Whittaker** asked that Council authorize him to make the necessary changes to facilitate this project before it became an issue; for example, if the Gaston water system shut down on Saturday due to the lack of appropriate pressure. He explained if the City could not fill the reservoir and did not have fire flow, they would not be able to fight a fire, if one broke out in the city. He clarified he had not done a test run, but has been monitoring the pumps as often as possible, and checking the pressure to establish a baseline for comparison once the Dilley reservoir shut down.

He confirmed filling the Gaston tank up to higher levels would effectively give the City more days of water. Currently, Gaston filled its tank reservoir from 17 ft to 22.5 ft three times a week, which took about six hours. Filling the tank to its maximum capacity of 26.31 ft would give the City another 1.5 days approximately. The reservoir could drain down to 13 ft, but 13 ft to 15 ft was the fire flow minimum. The City did have a 300,000 gallon reservoir currently offline. According to his public works contacts, it could cost \$100,000 to \$150,000 to bring the reservoir back online immediately. He confirmed his contacts did not know the reservoir had been refurbished in 2010.

Mayor **Hall** noted that since the refurbished reservoir has been dormant and not utilized since 2010, there still would be some requirements to make it usable.

Public Works Director **Whittaker** stated Staff could get bids, but he asked if Council would authorize him to act as needed if there was an issue, or should Staff go ahead and start making accommodations to track the information, knowing these items needed to be on the pumps for future use anyway.

Recorder **Blanchette** confirmed the City did have sufficient funds in the water budget for the project. Councilor **Spaulding** noted that in the event of an emergency, it would be easy to gather sufficient Councilors quickly to approve the action needed. Engineer **Hoovestol** observed the Hillsboro Water District's engineers should be able to tell the City exactly what the impact would be to Gaston, based on their hydraulic model. He suggested he and Public Works Director **Whittaker** look into this more tomorrow.

Mayor **Hall** summarized that City Staff would look into the issue some more tomorrow, and if needed, he would convene an emergency Council meeting to make a decision. **Council** consented to direct Staff to look for bids immediately.

Public Works Director **Whittaker** presented his written Staff report, reviewing past due water bills, Public Works repairs, a contract regarding a Designated Responsible Charge (DRC), and the customer survey. He inquired about the potential to change Staff's purchasing policy.

The **Council** discussed Director **Whittaker's** request to increase the Public Works Director's authorized spending limit without Council approval. Councilor **Spaulding** suggested increasing the limit to \$1,500. Councilor **Hale** supported doubling the existing \$300 limit to \$600. Councilors **Richter, Martin, Meeker,** and Mayor **Hall** supported a \$1500 limit. Mayor **Hall** called for a motion.

Councilor Richter moved to raise the employees spending limit from \$300 to \$1500, seconded by Councilor Spaulding. Motion passed 5 to 1. Ayes: Spaulding, Meeker, Hall, Richter, and Martin. Nay: Hale Mayor **Hall** directed Staff to put the policy in writing.

The **Council** discussed Director **Whittaker's** request to purchase a used 2010 6.4 Ford F-250 diesel pickup with 4-wheel drive and 80,000 miles, not 110,000 miles as stated in the Staff report, from the City of Hillsboro for \$11,000 to replace the City's current truck with its failing systems. The truck also had an onboard compressor to run several different pneumatic tools. Councilor **Richter** suggested purchasing a plow assembly for the front of the truck for snow

removal, especially on Park Street. Recorder **Blanchette** indicated the Council had nothing budgeted for the purchase, but a Supplemental Budget could be proposed to transfer money from the \$26,000 in the Unappropriated Ending Fund Balance to the General Fund Reserve. She described the process required for a Supplemental Budget, which required a Budget Committee and Council meeting to make the changes. The **Council** consented to table this matter to the next meeting.

Public Works Director **Whittaker** answered questions from the **Council** regarding his request to submit an insurance claim for the water damage from the water leak in City Hall. He indicated that any damage to the existing lighting might enable the City to incorporate the lighting upgrade into the insurance claim. He described the roofing structure, noting there was standing water under the existing roofing in between previous layers and also seeping into the structure. The City also needed to address the significant amount of mold in the South shop, as pointed out by the OSHA consultant, who was referring them to an industrial hygienist. The **Council** consented to submit the insurance claim and let the insurance company deal with cost estimates and bids.

City Recorder's Report. Recorder **Blanchette** presented her written Staff report, updating Council on several activities and organizational issues Staff was addressing. She noted the delay with the credit card reader and electronic payment options stemmed from the City's audits not being up to date. She emphasized that Mike Marr was extremely helpful in fixing the City's finances and Staff hoped to have the audits completed by spring, and she discussed the importance of appointing a Budget Officer for each fiscal year. She noted Staff was meeting with Yamhill's Staff and mayor to improve the City's administrative facilities, such as being able to reference Code and prior records, and mimic the procedures of other Cities in several administrative areas.

V. CITIZEN COMMUNICATION

A. ~~Dwayne McKenzie, City Resident~~

This item was removed during Additions and Corrections.

VI. PRESENTATIONS

VII. CONSENT AGENDA

- Bills Payable for 2017
- Minutes for January 25, 2017, Special Session and Executive

Councilor Spaulding moved to approve the Consent Agenda, seconded by Councilor Richter. Motion passed unanimously. Ayes: Spaulding, Meeker, Richter, Hale, and Martin. Nay: 0

Councilor Hale moved to pay the bills at \$33,461.49, seconded by Councilor Richter. Motion passed unanimously. Ayes: Spaulding, Meeker, Richter, Hale, and Martin. Nay: 0

NEW BUSINESS:

VIII. CUPVARDS 17-01, Gaston School District Campus Rebuild Decision

Mayor **Hall** called for a motion. **Councilor Hale** moved to approve the **CUPVARDS 17-01, Gaston School District Campus Rebuild decision, as modified, seconded by Councilor Meeker. Motion passed 5 to 1. Ayes: Meeker, Hall, Richter, Hale, and Martin. Nay: Spaulding**

IX. ADOPT BUDGET CALENDAR FOR 2017-2018

Recorder **Blanchette** reviewed the dates scheduled for the Budget Committee meetings, with the first meeting scheduled for Wednesday, April 12th. She explained all meetings were scheduled for Wednesdays except for the second meeting, which was scheduled for Thursday, April 20th, to accommodate Municipal Court being held on that Wednesday.

Councilor **Spaulding** suggested holding two Budget Committee meetings in one week rather than dragging the process out for a month. Recorder **Blanchette** replied that was doable, but she did need to meet public notice deadlines at the newspaper, and wanted to be sure to designate any extra meetings dates, if needed. She confirmed the exact dates for the Budget Committee meeting and Budget Hearing could be set later.

Council adopted by consensus the Budget Calendar for Fiscal Year 2017-2018, subject to change.

X. APPOINT BUDGET OFFICER

Mayor **Hall** called for a motion. **Councilor Spaulding** moved to appoint the **City Recorder as the Budget Officer for Fiscal Year 2016-2017, seconded by Councilor Richter. Motion passed unanimously. Ayes: Spaulding, Hall, Meeker, Richter, Hale, and Martin. Nay: 0**

XI. COUNTRY LANE BOOSTER STATION AWARD RECOMMENDATION

Engineer **Hoovestol** reviewed the bids received for the Country Lane Booster Station, which ranged from \$96,000 to \$200,000, noting a recommendation of award letter was included in the packet. He explained Council could not award the bid tonight due to the mandatory State contracting law waiting period which would conclude this Friday. He recommended, assuming no bid protests, the Council award the bid to the low bidder and authorize the Mayor to enter into the contract, pending the City Attorney's final review.

He confirmed he had checked out the low bidder and knew he was reputable and a good contractor, and that the City Attorney's review was the final step, coming after all other requirements were met.

Mayor **Hall** called for a motion. **Councilor Hale** moved to award the contract to **Olson LLC, as the contractor for the Country Lane Booster Station, subject to City Attorney approval, seconded by Councilor Richter. Motion passed unanimously. Ayes: Spaulding, Meeker, Richter, Hall, Hale, and Martin. Nay: 0**

OLD BUSINESS:


XII. EXTENSION REQUEST: PRELIMINARY PLAT-GASTON HEIGHTS

Councilor Richter moved to table the extension request for the Preliminary Plat-Gaston Heights, seconded by Councilor Hale. Motion passed unanimously. Ayes: Spaulding, Hall, Meeker, Richter, Hale, and Martin. Nay: 0

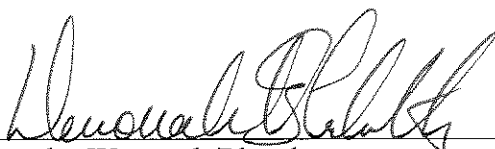
XIII. OAWU TRAINING HOTEL ACCOMODATIONS

Councilor Hale moved to provide the Public Works Director with a pre-paid credit card of \$1,500 for his hotel accommodations for the OAWU training, seconded by Councilor Richter. Motion passed unanimously. Ayes: Spaulding, Meeker, Hall, Richter, Hale, and Martin. Nay: 0

XIV. ADJOURNMENT: Mayor Hall asked for any further business, none heard. Meeting adjourned at 10:10PM.



Mayor Tony Hall

Attest: 

City Recorder Wenonah Blanchette