

**January 10, 2018
Regular Session
City of Gaston**

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

Absent: None

Staff: City Recorder Wenonah **Blanchette**, City Clerk Sharon **Bregante-Candau**, Public Works Director Brent **Whittaker**.

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

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

Council Seat 6: vacant

Councilor Rod **Hale**: present

Councilor Don **Richter**: present

III. **APPOINTMENT OF COUNCIL SEAT 6:**

Mayor **Hall** announced his interest to appoint Jon **Wismer**, local resident, to Council seat 6, recently vacated by Councilor **Jeffries**. Mayor **Hall** opened the floor for questions or comments concerning Mr. **Wismer**'s interest in being appointed to Council. Jon **Wismer** answered questions relating to his interest for serving his community. Jon **Wismer** has served five years on the Gaston School Board and feels it is everyone's responsibility to serve their community when they can. He explained he has an associate's degree in mathematics and computer science; has construction and managerial experience and has five children. Council seat 6 expires December 2018. At this time Mayor **Hall** called for a motion to "approve Jon **Wismer** as City Council chair 6," with a term expiring December 2018. Motion made by Councilor **Richter** and seconded by Councilor **Hale**. Motion carried with aye votes heard from **Spaulding**, **Meeker**, **Martin**, **Richter**, and **Hale**. Nay: 0. Motion carried. At this time Mayor **Hall** administered the Oath of Office to Jon **Wismer** and Mr. **Wismer** took his seat at the Council table.

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

City Clerk: City Clerk **Bregante-Candau** noted the following items:

- 3rd Street Project has a presentation for the Community Development Block Grant occurring on the 25th of January. The City currently was awarded \$50,000 in matching funds from the MSTIP Opportunity Fund if the City receives funding through the CDBG program.
- 3rd Street also has an application to the Small Cities Allotment Grant funding through Oregon Department of Transportation. Continued discussions with them has unofficially confirmed that those applying would be funded being a greater amount of funds available and not as many applicants applying this grant cycle as in previous years.
- Drinking Water Loan Fund Application is being worked on. This is for purchasing magnetic water meters. The City has been able to apply for a loan and submit unaudited financials during the interim if the City is unable to submit the 2016-2017 filed to the state in a timely

manner. Once staff has the opportunity to review, the Mayor will sign for the application. Not sure when all that will occur.

- Municipal Court: All state and county fine assessments have been nearly completed while two years have been included in the bills payable list and the remaining two years should be completed by next month.

Mayor **Hall** called for further question for the Clerk with none being heard.

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

- Water Policy: Included in council packets is an updated water policy and Operations and Maintenance manual, new water service agreement, billing calendar, and a job description for the Public Works Director. Public Works Director **Whittaker** asked for questions regarding those items. Council reviewed items with Mayor **Hall** calling for approval on the operations and maintenance policy manual. Councilor **Wismer** inquired if the manual was accessible online with Public Works Director **Whittaker** indicating most of the manual would be online, however some things were irrelevant to post online, and it was still a draft copy. Councilor **Meeker** moved to approve the operations and maintenance manual for the water department. Councilor **Hale** seconded the motion. Motion carried. Aye: 6, Nay: 0. Job Description update was discussed with Public Works Director **Whittaker** modifying the description with the main difference in it is having policy takes care of the day to day tasks; job description takes care of the generalization. For example, picking up litter, reading water meters can be covered in policy and encompassed in the job description but not included in the detail. Mayor **Hall** asked to table the job description until the Council receives a complete job description to include water, parks, and streets. Councilor **Hale** motioned to table the job description to a proper time when the City has all the facets of the job description details. Councilor **Martin** seconded with aye votes heard from: **Spaulding, Meeker, Martin, Richter, Wismer** and **Hale**. Nay: 0. Motion carried.
- Repairs: Scheduling E. Main Street water line repair, it's leaking and is an asbestos line and we need to be conscientious handling it. Depending on what is found, the appropriate measures for repairs will be made. Councilor **Hale** wanted to verify that water line repairs for E. Main would correlate to the Hydrology Study and it's needed repairs of the road. Councilor **Hale** did not want to see engineered reconstruction of the area damaged as a result of a water line repair, the water line and repairs of the road should be done hand-in-hand. Public Works Director **Whittaker** confirmed that needed repairs would be done at the same time and work hand-in-hand with each other to have as minimal impact to the area as a whole.
- System Development Charges: Public Works Director **Whittaker** discussed with Council the schools request to install a new water connection for the CTE building due to lack of water pressure from an already existing connection. Questions were made relating to preexisting connections or abandoned water connections. Mayor **Hall** was contacted by the school and later confirmed with the attorney that all new connections/new impacts on the existing water system are subject to system development charges and since there are no verifiable documents establishing a water connection at the property, the school will need to pay for those fees. This is standard practice in most cities requiring payment of system development charges before a new home or the establishment of a new water connection is made. The City receives monies that the City of Hillsboro Water requires to connect to their system for which the City then pays the City of Hillsboro Water. The City has not been able to confirm the last payment made to Hillsboro Water and will begin investigating records to establish an amount and process to correct this oversight. Council requested to have the SDC ordinance for review.
- Gift Program: Three families have been sponsored for the gift program (Gaston Intercessory Funding & Trust.) This program helps families that are in need with anonymous donations.

Applications completed with the customers and then it is credited to an account. There are certain criteria that must be met with those customers meeting eligibility requirements.

- 3rd Street & School Dog Feces Complaints: Public Works Director **Whittaker** explained that several phone calls were made to City Hall complaining of the dog feces that is on the sidewalks. Those most affected are students and staff who walk in from 3rd Street. The local deputy has been informed of the situation which requires the person who has the dog in the act of not cleaning up after their pet before any sort of fine or penalty can be enforced. Again, this is a tough issue to enforce because catching the individual in the act is difficult, but it is against ordinance.
- Training: Water Distribution Certification held on February 21 & 22, cost is \$225 which would put the City over line item appropriations within Water Fund Training. Mayor **Hall** indicated the Recorder has training she would like to attend but indicated it would not affect the water fund line item as it is classified General Fund training. Motion was made by Councilor **Richter** and seconded by Councilor **Spaulding** to transfer \$300 from the Contingency Line in the Water Fund to the Water Fund Training Line item. Motion carried. Aye: **Spaulding, Meeker, Martin, Richter, and Hale**. Nay: 0. Motion carried. The City Recorder will prepare a Resolution for adoption at the following meeting.

City Recorder: Recorder **Blanchette** reviewed her written staff report specifying the format on the report will remain the same each month highlighting legal, financial, land use, and ongoing issues:

- Legal: The attorney reviewed the 2018 accountant engagement contract. Ready to sign.
- Financial: The 2016-17 field work was completed today. Once Pauly Rodger's complete their scope of work there should be a quick turnaround to receiving our last past due audit report.
- Land Use: The City continues working with the Knights of Pythias and Western Iron Works for their applications for their signs permits. 104 Mill Street appears to have issues relating to the addressing system recorded with the County and land use issues at City Hall. There are seven apartments and three commercial spaces identified at the building and according to recent land use files, it's use as a garage area (now identified as one of the commercial spaces) was not successfully completed as per land use requirements specified. The conversion would require the applicant at the time to provide adequate parking and state approved sprinkler systems consistent with commercial buildings which did not occur. The city continues to work with the new property owner to correct this issue. Continuing to work with **Tim McDonald** with his application for a lot line adjustment.
- Ongoing Issues: Recorder **Blanchette** discussed the process for implementing a "tickler system," and the importance of having a system like that in place for Gaston. This is a calendar system created specifically for the City and will remind and prompt staff of certain deadlines; those being annual, quarterly, monthly, contracts needing renewals and all other items that could be accounted for in this system. Codification of the City ordinances and land use codes are being scanned and collected, old planning files are being organized and refiled and Recorder **Blanchette** would like to attend training for noncredit courses for accounting and work toward City Recorder Certification.
- Elections: Three council seats and the Mayor position are up for reelection in November. They are all four-year terms. The election process as according to City Charter requires those wanting their names on the election ballot, to circulate initiative petition sheets around July and August of 2018.

Police: Council reviewed the monthly stats for December.

- 104 Onion Lane- Discussion heard on supposed theft of services occurring at the City Park where the Public Works Director discovered an extension cord being used from the ball field

to a small shed located near the property. The suspect was arrested without incident. It is believed to have been going on since September due to the larger than normal power bill at the park. No further comments or questions.

V. **CITIZEN COMMUNICATION:** Mayor **Hall** called for citizen communication from the audience. None heard.

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

VII. **CONSENT AGENDA:** Recorder **Blanchette** explained circumstances regarding minutes not ready for adoption tonight as there has been some changes with staff at ABC Transcription Service and they will delay their services for a couple months. The Council will have available at February's meeting minutes from December. Mayor **Hall** called to cross out the December Minutes and move Budget Committee Member Appointment to New Business. The Bills Payable list has increased to a total of \$94,187.12, this is due in part of the \$40,000 payment to the School District for improvements to 3rd Street and \$11,000 to the Audit Company preparing our 2015-16 financial report. Motion to approve the consent agenda with the accounts payable total at \$94,187.12 was moved by Councilor **Meeker**. Second heard from Councilor **Hale**. Motion carried with aye votes heard from **Meeker, Hale, Richter, Wismer, Spaulding, Martin and Hall**. Nay: 0.

- Bills Payable-January 2018
- Financial Statements- January 2018
- ~~December 13, 2017 Work Session~~
- ~~December 13, 2017 Regular Session~~
- Budget Calendar 2018-2019
- ~~Budget Committee Member Appointment (moved to NEW BUSINESS)~~

VIII. NEW BUSINESS:

- **Appoint Budget Committee Members:** Recorder **Blanchette** explained the process for appointing budget committee members for the 2018-19 budget year. Mayor **Hall** directed the Public Works Director to generate a list for potential budget committee members and report back to him for appointment on the committee.

- **Oregon Liquor License Permit Renewal Recommendations:** Liquor license renewal for the One Horse Tavern, the Screamin' Chicken Diner and the Gaston Market. Questions were discussed on the Ace Tavern and remodeling that is currently going on. It is not known when the Ace Tavern will open or what will be offered or served as part of their business. No application for liquor licensing has been made at City Hall at this time. Mayor **Hall** called for a motion to approve the OLCC license for 2018; One Horse Tavern, The Screamin' Chicken, and the Gaston Market." Motion made by Councilor **Meeker** with second heard by Councilor **Spaulding**. Motion passed. Aye: **Meeker, Hale, Richter, Wismer, Spaulding, Martin and Hall**. Nay: 0.

- **Appointment of Budget Officer 2018-2019:** Motion to appoint Wenonah **Blanchette** as the budget officer for the 2018-2019 fiscal year was made by Councilor **Meeker** and seconded by Councilor **Spaulding**. Motion passed with aye votes heard from: **Meeker, Hale, Richter, Wismer, Spaulding, Martin, and Hall**. Nay: 0.

- **2015-2016 Financial Audit Report:** Recorder **Blanchette** recommended to the Council to review the Communication to Governing Body document included in packets disclosing risks and recommendations relating to the 2016 fiscal year. Motion to approve the audit report for

the 2016 fiscal year was made by Councilor **Spaulding** and seconded by Councilor **Meeker**. Motion passed. Aye: **Meeker, Hale, Richter, Spaulding, Wismer, Martin, and Hall**. Nay: 0.

- **Employee Review and Recommendation:** Discussion had amongst the Council regarding preparation for the new year's employee review process; establishing timelines, convening the committee for reviewing and making changes. Recorder **Blanchette** asked for any known changes or recommendations at this time. None heard. Mutual consensus of the Council was made to schedule the employee review during the work session at the February 2018 meeting date.

IX. OLD BUSINESS: Mayor Hall identified that there is no current "Old Business" at this time.

X. COMPLAINTS

- **Dog Feces:** Discussion heard of dog feces throughout city sidewalks and remedies to enforcing dog owners to clean up after their pets. It was decided to begin with putting a Public Service Announcement in the water bills to reiterate the need for persons to clean up after their animals. Recorder Blanchette announced the city has an opportunity to be pro active in the attempt for reducing the amount of feces on the sidewalk with pet stations recently offered to us for our City Park. Previous discussions led the Council to reject a recent proposal for free pet stations as the City does not allow animals or dogs at the park. This will be looked into again to see if the pet stations are still available and to see if they can be placed in places other than the City Park.
- **Poplar Trees on 3rd:** Public Works Director **Whittaker** has been in contact with the property owner responsible for the poplar trees and is organizing the removal of them from the area to stop further damage to the City road.

Mayor Hall recessed the regular meeting at this time to convene the Executive Session.

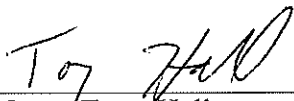
XI. EXECUTIVE SESSION

Mayor **Hall** convened the Executive Session at 8:37 p.m. pursuant to ORS.660 (2) (e) to conduct deliberations with the person(s) designated to negotiate real estate transactions,

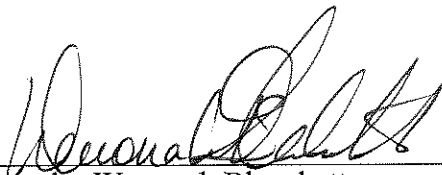
XII. RETURN TO REGULAR SESSION

Mayor **Hall** reconvened the regular session at 9:19 p.m.

XIII. ADJOURNMENT: Mayor **Hall** asked for any further business, none heard. Meeting adjourned at 9:20 PM.



Mayor Tony Hall

Attest: 

City Recorder Wenonah Blanchette