

**July 11, 2018
Regular Session
City of Gaston**

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

Absent:

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

I. Mayor Tony **Hall** called the regular meeting to order at 7:00PM.

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
Councilor Jon **Wismer**: present
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. None heard at this time. Gaston resident Robert **Dooley** missed the Park Street, 1st Street update and wanted to know what was discussed. Park Street, between 2nd and 3rd Street, the City is installing a sidewalk along the north side of the street. Next week will be the bid opening and begin construction soon after with a completion date aimed toward the end of September. 1st Street between Park Street and Oak Street, the City has received all of the property improvement agreements to install sidewalks on the west side of the road.

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

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

- Consumption and Loss: Public Works Director **Whittaker** reported his numbers in May reflect a water loss of 982,000 gallons loss for 26.44%.
- Leak Detection was completed identifying six hydrants with leaks and three service line leaks. Two out of the three leaks are the majority of water loss throughout town. Leaks on E. Main Street will require a complete shutdown of the water line that supplies the area. On E. Main Street will need to have installed a new check valve; replacing the malfunctioning one.
- No update on Cove Orchard Water Association.
- *(Previously discussed)* 1st Street and Park Street sidewalk in the work session. No further comments or discussions.
- Hydrology Study: No new updates.
- 104 Onion Lane: Public Works Director **Whittaker** solicited proposals from four contractors for work needed to gravel and compact the Onion Lane property. Included in Council packets are three proposals for Council's review: Leo's Excavating, Lawson Corporation, and Stratus Corporation. Discussion heard amongst the Council regarding price differences and services offered for each proposal which vary significantly. Mayor **Hall** informed

Council the City will need to be more careful of spending general fund monies. Public Works Director **Whittaker** clarified with Council the City should consider the purchase of a tractor for the City and reconsider the improvement proposal because the tractor could be used for the majority of work needed.

- Ordinances: Public Works Director wanted to ask the Council to consider the adoption of jake brake, litter, camping, and hazardous/noxious vegetation ordinances. Council agreed by consensus the Public Works Director will draft ordinances and present to council for the Councils review following review by the attorney.
- Nuisances Property: Public Works Director **Whittaker** provided a brief update on compliance with the declared violations. No action taken.
- Park Use-Gaston Schools: Public Works Director presented to Council the School's request to consider a reimbursement from their payment of field use fees. The Gaston School paid their portion of porta potties and field use as agreed in the contract, however the Gaston Boys Baseball team did not use the field for games and practices and requested to pro-rate the amount based on certain circumstances that led to their team not utilizing the fields this season. Public Works Director recommend a \$500 refund. Council discussed the fields being used by school teams this year; may not have been the boy's baseball team using them, but they were used this year with better weather. Mayor **Hall** asked for the Council's opinion on pro-rating the amount to refund the school with Councilor **Spaulding, Martin, Wismer, and Hale** in consensus not to refund a pro-rated refund of \$500. Mayor **Hall** called for motion not to refund a pro-rated amount back to the school was made by Councilor **Martin** and seconded by Councilor **Meeker**. Motion carried with ayes votes from: **Spaulding, Meeker, Martin, Wismer, Hale, and Richter**. Nay: **Hall**.

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

- There were 75 total incidents and broke down to 47 of those self-initiated, 28 public demand calls into dispatch. After last month's meeting calls for service were 8 less than that of the month of May. 5 reports, 2 arrests, 21 traffic details with 5 citations. Contract hours were 129 hours with 140 provided for the month of June. Deputy **Richards** announced again the County's "See Something, Say Something," campaign, urging everyone to report any suspicious or odd situations. Irrigation pipe that was stolen over the winter and reported last month as stolen was found and returned. June 1st there was a DHS report in town of a mother using narcotics around a child and was investigated. It was found not to be an issue. On June 4th there was a female who was roaming house to house; trying to break into a garage and was arrested at one of the reported locations. June 18th a break-in reported at Moreno's Tires. It appears to have been forcibly entered and reports from the property owners stated it was ransacked but nothing appears to be missing. On the 25th, verbal domestic on 3rd called in by a neighbor of a noise complaint arguing who was listed on the lease for an apartment. No one was arrested but was informed that any future noise complaint that is reported would result in citations or an arrest. In summary, calls for service for the month of June, the City received numerous complaints on the South Road property in the previous month, but has calmed down within the month of June. Multiple deputies have been driving down South Road several times a day and have possibly contributed to the amount of fewer calls. Deputy **Richards** made contact with family members related to the residence at the property on South Road in hopes of trying to clean up or vacate the property. Mayor **Hall** stated traffic coming from South Road has lessened since the meeting last month with discussion heard on police presence is helping alleviate petty thefts going on throughout town. Mayor **Hall** thanked Deputy **Richards** with his work involving action taken with the issues relating to South Road.

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

- There will be live music performed by Liu **Jones** at the next Farmer's Market scheduled July 12th.
- The City collected \$1,400 in vendor fees and added a customer appreciation week which has contributed to additional attendance.
- The City has confirmed a date for the block party hosted by the City the Thursday prior to the car show. Sponsor dollars are going toward music for the block party. Also discussed is an auto swap meet on the same day. 474 followers on Facebook and a reach of approximately 5,000 people over the course of the last month. Ending the June month, the Farmers Market had a total of 18 vendors, some of those participating in the flea market on the last day of the month. **Sewall** requested to continue inviting and informing family and friends to come to the farmers market.
- Working on improving signage and hanging banners around town.
- Sponsorship packet is complete.

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

- Census Update with approximately 90 changes made for the City of Gaston either deleting, adding, or making corrections to the addresses in the City limits. These corrections help determine the City's eligibility to allocate federal grant monies which are based on addresses and low-to-moderate income status. Having the correction information is necessary to applying for these monies.
- E. Main Street Repair- The intergovernmental agreement from FHA (Federal Highway Administration) for the road restoration is being reviewed by the City Attorney. Once that is reviewed and approved, the City can proceed with moving the project along.
- Staff will be going to Washington County records to collect copies of the deeds for the railroad property for further research on the City's position to purchase the railroad property.
- The City applied for the Transportation Growth Management Grant (TGM) and provided a list of the applicants (including Gaston) and a summary of the requested funding.
- The City did not receive the Oregon Parks and Recreation Department Local Government Grant for 104 Onion Lane property which was to pave parking area, walkways and to provide ADA accessibility around the park. Only 18 of the 40 projects that applied received funding and 3 of those had applied consecutively for 3 years.
- Municipal Court has Court scheduled next Tuesday and citations and fines are up to date. Translations services have been set up through an automated system which provide a translator in several languages via phone.
- All but six businesses have submitted license and renewal fees for their annual business license.
- Soliciting public input on a needs assessment for public transportation in Gaston and surrounding areas. The Mayor attends the Transit Committee meetings through Washington County Land Use & Transportation Department, which monies are becoming available for those in need of public transportation.
- Safe Routes to School action plan will be submitted by the end of this month. Once the action plan is submitted, the City and School can begin applying through the ODOT infrastructure competitive grant program which is a new program that provide crosswalks, lighting, and sidewalks.

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

- Supplemental Budget: Council will soon be provided with updated figures for the 2017-18 fiscal year. Much time has been spent completing the minutes this last month. Corrections needed for the 2018-19 were noted as needing to include changes to carry over amounts, legal line items in both Water and Street Funds. FHA amounts outlined in the budget are needing to be adjusted as those amounts have changed. Recorder **Blanchette** further clarified the need to consolidate many of the capital outlay line items in each of the funds to help clarify and simplify ongoing projects or changes to projects that have been exclusively designated with allocated amounts.
- ODOT did deny the Knights of Pythias sign permit as expected. The City is working with them in any attempts to have the sign installed at a different location.
- The Gaston School District will be submitting a sign permit for an internally lit illuminated sign.
- Several building permits were reviewed and approved for zoning compliance.
- Several months ago, the City agreed to upgrade City Hall with a new security system, including cameras and a new touch keypad. Due to the age and status of the City Hall building, the City will not be able to move forward with the installation of a new security system due to building code requirements and the need to upgrade the current structure to a commercial use as opposed to the original install of a standard/residential use. At this time, staff will continue use of the camera system, but not have the security system and alarm upgraded and no longer being used.
- General election process for Council seats will be coming up for re-election and declared vacant later in the meeting. According to the City Charter, potential candidates will need to come to City Hall and request election forms that require ten signatures of registered voters living within the City limits of Gaston to being placed on the ballot during the General Election for Gaston.

V. **CITIZEN COMMUNICATION:** Mayor **Hall** called for citizen communication at this time. None heard.

VI. **CONSENT AGENDA:** Councilor **Meeker** asked staff about costs incurred for municipal court services with the City Clerk explaining bills that are paid to the City of Forest Grove, Oregon Department of Revenue and Washington County regarding traffic court. Mayor **Hall** called for a motion to approve the consent agenda. Included in the consent agenda:

- Bills Payable -July 2018
- June 13, 2018 Work Session
- June 13, 2018 Public Hearing CUPVAR 18-01
- June 13, 2018 2017-2018 Budget Hearing
- June 13, 2018 Regular Session

Motion to approve the consent agenda with a total bill's payable of \$51,919.56 was made by Councilor **Meeker** and seconded by Councilor **Richter**. Motion passed with aye votes heard from **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: 0.

VII. **NEW BUSINESS:**

- **Declaration of Council Seats 4, 5, 6, and Mayor Seat up for Re-Election in November:** Motion was made by Councilor **Meeker** to declare for re-election 4, 5, 6 and the Mayor's seat up for election in November. Motion seconded by Councilor **Richter**. Motion carried. Aye: 7, Nay: 0.

intention of restricting parking outside of city hall related hours or events. There are only two reserved spots with a total of seven parking spaces on the City Hall side of the parking area designated for City Staff. Mayor **Hall** also stated the parking spots are also used for the City Library personnel for days the library is open. The Ace Tavern property owner has expressed that people park his side of the business to do business on with City Hall and persons park at the City Hall side of the parking area to stay at the Tavern. Property representative for the railroad property, owner of Scoggins Creek Coffee, Lois **Hancox**, explained issues in dealing with extended vehicle parking and has had vehicles towed at the owner's expenses but would like to encourage people to park overnight if they have been drinking. Mayor **Hall** called for a motion with Councilor **Martin** motioning to put signs up from 7am to 7pm Monday through Friday. Motion seconded by Councilor **Richter**. Motion passed with aye votes heard from **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: 0.

IX. COMPLAINTS:

New:

- **Second Letter, Discrimination Complaint:** Council reviewed the second complaint submitted by Carrie **Baldwin** asking for a follow-up on her previously submitted complaint which was determined to have no merit for discrimination against the Public Works Director. Mayor **Hall** wanted known for the record that upon reviewing the original complaint it was stated the City Park had a "No Littering" sign and that is not true. Brown Park does not have a "No Littering" sign posted at the Park. The City Attorney and City Insurance Company are reviewing the complaint and will have an acknowledgement letter sent from the Attorney to the complainant to provide follow-up. It was agreed to have Councilor **Spaulding** follow-up with any additional contact/information from the complainant if applicable.
- **Multiple Vehicle Parking Complaints:** Mayor **Hall** asked Council if they had an opportunity to review the complaint addressing expired car tags in the parking lot of the Riverside Apartments. Discussion heard on previous vehicle complaints citing the complainant's reason for submitting this complaint is because his vehicle was one of those previously in violation of City Ordinance and has since been cleared of the violation. The complaint also addresses a recreational vehicle that appears to be overhanging the sidewalk in front of 100 Mill Street. Property owner for 100 Mill Street, Steve **Sheets** was present to address the complaint submitted against his travel trailer. Mr. **Sheets** explained because the property in front of his house is not an actual sidewalk, he does not believe his RV is in violation of extending into the sidewalk as there is no sidewalk and parks in the driveway that is 18ft away from the actual street. There are many vehicles that park in the area and have not had any issues with his RV parked in that location. Mayor **Hall** did cite that after looking at the area in question, it doesn't appear to obstruct parking for vehicles but does cause pedestrians walking in the area to walk around the back of the trailer, but again, there is no sidewalk. It is parked on the approach to the driveway. Consensus was made amongst the Council to have Deputy **Richards** make a determination if it violates City parking ordinances. City Recorder **Blanchette** asked Council to direct staff in response to any and all complaints submitted for review with a standard letter indicating the complaint was received and will be reviewed by Council. Council by consensus agreed that all complaints submitted will receive a standard letter in response to complaints made at City Hall.

Old—

- **310 Church Street, Nuisance Violation Update:** Public Works Director informed staff this property is the one remaining property in still violation of the nuisance violations but is working toward a solution continuing to update the City with 100% compliance. Council agreed to provide additional time to remove the violation.

- **104 Onion Lane Gravel Proposal:** Mayor **Hall** turned the meeting over to Public Works Director **Whittaker** to explain to the Council the City may not need to contract work for improving the property with possible purchase of equipment for staff to perform the in-house.
- Gaston resident Robert **Dooley** addressed the Council regarding the blackberry bushes and the invasive bushes at the Onion Lane property. Public Works Director **Whittaker** explained the City will hire a company to come in a spray the bushes.
- **Resolution 2018-10 A Resolution Applying for Special Cities Allotment Grant 2018-19:** Discussion heard amongst the Council for designating streets eligible for the 2018-2019 funding cycle. Motion to approve the Small Cities Allotment Grant Resolution 2018-010 was made by Councilor **Meeker** and was seconded by Councilor **Wismer**. Motion passed with aye votes heard from **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: 0
- **Tractor Purchase-\$10,000 Down Payment from Street Fund:** Public Works Director provided for Council a proposal from Pacific Tractor for purchase of tractor for the City. Discussion heard on financing options with the purchase of a tractor budgeted. It would be in the best interest of the City to finance one with a down payment. This would be a 60-month, zero interest and proposed \$10,000 as a down payment. Motion to purchase the tractor was made by Councilor **Wismer** and seconded by Councilor **Martin**. Motion carried. Aye: **Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: **Spaulding**. Councilor **Hale** called for further clarification on the tractor purchase of \$27,912 with a backhoe and a bucket; down payment of \$10,000 and finance the remaining amount. This transaction does not include the mower attachment.
- **New Council Chambers Proposal:** Public Works Director **Whittaker** explained to Council proposal for architectural design in remodeling the City Hall building. This is to convert the South shop into Council chambers which could allow for additional seating and accommodations for municipal court. Due to budget constraints at this time due to having several projects open at this time, the City Recorder explained the City should be cautious in the expenditure of launching a new project. Mayor **Hall** recommended to the Council the work not to be done until November, closer to when the City's general fund revenues are collected. Public Works Director stated he will need to solicit for a new proposal as this proposal is only good for 30 days. A general consensus amongst the Council was had to postpone any decisions for remodeling the City Council chambers until September.
- City Recorder **Blanchette** clarified for the record, the Special Cities Allotment Grant will need to designate the proposed area requested for funding at Part Street from 3rd to the old sidewalk to the north side of the street and 1st Street from Park Street to Oak Street on the west side of the street to reflect in Resolution 2018-010. Motion to amend Resolution 2018-010 to include the designated areas for the grant application as Part Street from 3rd to the old sidewalk to the north side of the street and 1st Street from Park Street to Oak Street on the west side of the street, was made by Councilor **Hale** and seconded by Councilor **Richter**. Motion passed. Aye: 7, Nay: 0.

VIII. OLD BUSINESS: Ace Tavern Parking Issues: Mayor **Hall** announced the City has had previous discussions regarding parking designations for the south side of the parking lot at City **Hall** with Public Works Director **Whittaker** explaining parking issues and proposed signs being installed on the City Hall side of the property. Public Works Director asked for direction from the Council how to proceed with resolving patrons of the Tavern from using the City Hall's side of the parking area during City Council meetings or Municipal Court nights. Purchasing signs is an option but could affect parking after City Hall hours and the City has no

- **307 Park Street:** Public Works Director **Whittaker** discussed with Council issues regarding the listed property. The Nuisance Ordinance does not specifically address hazardous vegetation with exception to declaring it an unenumerated violation as listed in the ordinance. Council can declare the property in violation of the nuisance ordinance under the unenumerated section if they so choose as there have been numerous complaints over the past few years regarding the vegetation encroaching on adjacent properties from 307 Park Street property. Public Works Director **Whittaker** recommended to Council to declare this property in violation of the ordinance under the unenumerated section and will begin drafting an ordinance regarding hazardous vegetation for the Council to review next month. Councilor **Spaulding** motioned to move forward with Public Works Director's recommendation declaring the property at 307 Park Street in violation of Ordinance No 2018-001 under the unenumerated nuisances. Motion seconded by Councilor **Richter**. Motion carried with aye votes heard from: **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: 0.

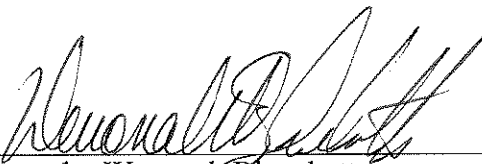
At this time Mayor **Hall** called to close the regular meeting and meet in executive session at 9:20PM.

- X. **EXECUTIVE SESSION:** Mayor **Hall** opened this Executive Session at 9:21PM pursuant to ORS.660 (2)(e) to conduct deliberations with the person(s) designated to negotiate real estate transactions.
- XI. **RETURN TO REGULAR SESSION:** Councilor **Hale** motioned to close the Executive Session at 9:38PM following second heard from Councilor **Richter**. Aye: 7, Nay: 0. Mayor **Hall** reconvened the regular session at 9:38PM. Mayor **Hall** called for a motion to move forward with the purchase of the **Flaugherty** property. Motion was made by Councilor **Richter** and seconded by Councilor **Martin**. Motion passed with aye votes heard from: **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: None.
- XII. **ADJOURNMENT:** Mayor **Hall** asked for any further business, none heard. Meeting adjourned at 9:40PM with motion heard by Councilor **Hale** and second from Councilor **Wismer**. Aye: 7, Nay: 0. Motion carried.

XIII. **ADJOURNMENT:**



 Mayor Tony Hall

Attest: 

 City Recorder Wenonah Blanchette