

**March 14, 2018
Regular Session
City of Gaston**

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

Absent: None

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

I. Mayor Tony **Hall** called the regular meeting to order at 7:14PM.

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 additions or deletions on the agenda.

None heard from Council with Mayor **Hall** declaring Council had not requested the reconsideration of the yard debris proposal and it be removed from the agenda. Further discussion heard to why Council wanted a reconsideration of the proposal with Councilor **Meeker** requesting the reconsideration of yard debris followed by Councilor **Spaulding** motioning for a reconsideration following second heard from Councilor **Meeker**. Discussion heard from Councilor **Spaulding** in explaining that Washington County has restricted burn boundaries and wanted to ensure the City was not within those boundaries which the City is not. In some areas of Washington County, those within the areas are not allowed to burn yard debris with waste companies providing yard debris service? If the City were to allow yard debris, would the City fall within the burning ban? No. Those voting aye: **Hall, Spaulding, Meeker**. Nay: **Martin, Wismer, Hale, and Richter**. Motion failed.

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

Police: Mayor **Hall** introduced contract Deputy Rob **Richards** with Deputy **Richards** providing a brief history of his employment as a contract deputy for City of Banks and the City of Cornelius emphasizing on traffic safety. For the month of February in Gaston there were 133 incidents, 22 public demand, 111 self-initiated, 4 traffic stops, 1 citation, and 25 traffic details. On February 2nd, 2 high school students were fighting off of school grounds. On February 3rd, two male teenagers were fighting with on subject revealing a knife; one juvenile was arrested. Burglary in town on February 3rd with no suspect information and the report suspended at this time. February 14th, a burglary at Scoggins Creek Coffee with the security system covered up. No suspects at this time. February 18th, individual was contacted at the One Horse Tavern with a warrant and arrested without incident. February 20th another theft an unknown person broke into a motor home. No suspects at this time. On February 22nd Washington County property Management made final eviction evicting occupants at 104 Onion Lane. A sex offender sweep

was conducted in town Mayor **Hall** indicated there has been many thefts throughout town. On February 20th, Gaston School District initiated closed campus for lunch periods making site security adjustments. Contract hours expected were 112 actual hours worked were 150 hours. Mayor **Hall** indicated there are some concerns with burglaries in town, especially during the day time like his gas can was stolen from his front porch as well as another gas can and pressure washer taken. With the increase of burglaries, Mayor **Hall** requested Deputy **Richards** to work with the Washington County Sheriff's office in providing reserve deputies for the area to drive around during odd hours to discourage trouble with just police presence.

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

- Consumption and Loss: Public Works Director **Whittaker** apologized for not having the consumption and loss reports ready. Current loss can be emailed to all Council for those wishing to receive the report when it is ready.
- Window Replacement: Three bids were provided for replacement of all four windows at City Hall from Canyon Glass, Sierra Glass, and Newberg Glass. Newberg Glass came in \$5,375.65 and was the lowest. Mayor Hall called for a motion to approve the lowest bid at \$5,375.65. Councilor Meeker made a motion to approve Newberg Glass at \$5,375.65 with second heard from Councilor Richter. Motion passed. Aye: **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: None.
- South Shop Architect Design for New Chambers: Council concurred with moving forward with an architect cost estimate for redesigning the south shop for new council chambers. No action taken.
- Brown Park: Public Works Director **Whittaker** informed Council repairs needed for Brown Park could potentially be completed in a grant the City is trying to apply for in the rehab Parks and Recreation grant of 104 Onion Lane and Brown Park. It was requested to table repairs for the fence at this time. Motion made by Councilor **Hale** to table the park fence repairs until further information on the grants become available. Motion seconded by Councilor **Richter**. Those voting aye: **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: 0.
- Scoreboard: Public Works Director **Whittaker** explained the city needed scoreboards for the ball fields. Councilor **Hale** motioned to move forward on scoreboard field supplies for under \$6,500. Second heard from Councilor **Richter**. Discussion heard on current park financials and the need for a supplemental budget. Motion passed with aye votes heard from: **Meeker, Martin, Hall, Hale, Wismer, and Richter**. Nay: **Spaulding**.
- 104 Onion Lane: Discussion heard on the report provided by the House Detectives; needed cleanup, overall report of the structure, surveying and grant seeking to rehab the area. The onion barn is over 100 years old. The foundation seems to be in good shape; framing is in good shape with normal amount of dry rot; main office and upper office addition needs to be removed; the covered roof between two buildings is a safety hazard, should be removed; metal siding and metal roof should be replaced. Trusses show approximately 3-4 inches of sagging. Proposals for cleanup came in between \$22,000 to \$50,000 and will make a selection of the provided cleanup estimates later in the meeting. Further discuss heard on the meth cleanup done years ago and if the County released the property after their cleanup. More information is needed. No action taken at this time.
- Job Description: Public Works Director explained updates made to his job description including new water and cross connection policies. Public Works Director **Whittaker** ask Council for questions with Councilor **Martin** stating the original draft of the job description was satisfactory and needed no update with **Whittaker** wanting to supervise everything and everybody. **Whittaker** responded that the reason he was asked to revise his job description

was due to certain items not relevant and changes in ORS (Oregon Revised Statute) that were no longer applicable. Mayor **Hall** explained his interpretation of the proposed job description of that being supervisory and of that from a larger city. Is the Council wanting to move forward with the City with a job description update to the public works director aimed towards a supervisory status with less labor or keep the same job description and have the public works director continue with much of labor required for the current position? Councilor **Richter** is opposed to staff having such a supervisory position; he felt it should be left to Council when dealing with employee/employment related issues. Councilor **Martin** asked Council to review the original job description and to compare it to the new job description. Further discussion heard of specific language written in the job description aimed toward insurance liability purposes; specifically, the term "reasonable accommodations, and training to be held March 21st to provide clarity with these sorts of issues provided by County Insurance Services training. Mayor **Hall** called for Council to table the job description with Councilor **Martin** motioning to table the new job description with second heard by Councilor **Richter**. Motion passed. Aye: **Martin, Hale, Hall, Wismer, and Richter**. Nay: **Spaulding and Meeker**.

- Farm & Artisan Market: Public Works Director **Whittaker** provided an update on the Farmers Market with selected dates of May 17 through mid-October for this season. Every Thursday; set up is at 4:30pm, begins at 5 and runs to 8pm. Insurance coverage for the event would be transferred to the vendors and would require coverage for prepared food, drink and other goods. There are license requirements and specific for license coverage that each vendor must have. The City will be part of the Oregon Farmers Market Association and Small Markets. This aids with SNAP benefits and other state offered incentives generally offered through larger events. Discussion had on compensation made toward Kirstin **Sewall** who is administering the Farm and Artisan Market with recommendations from Public The amount considered would be \$15/hour for 5 hours per week at \$300 per month. Works Director **Whittaker** to pay her a lump sum with Mayor **Hall** wanting to have seen the work done before compensation is made.

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

- 3rd Street Connectivity Improvement Project has been provided with new cost estimates with new engineers reviewing the project based on previous estimates. It was determined the previous costs were not adequate for the project and determined a second review of the engineering was needed. Further review of the increased costs will have to be had with Washington County Office of Community Development who recently awarded the City with \$170,000 worth of community development block grant funds for the project.
- Washington County Coordinating Committee and the Washington County Transportation Advisory Committee provided meetings for which she attended and was provided \$60,000 of matching funds going toward the recreational trail project identified as the Yamhalas Westsider Trail continuation which includes purchasing the railroad right of way area throughout the City and continuing to Scoggins Valley Road.
- 104 Onion Lane, applying for the Oregon Parks and Recreation Grant Program for development of the location to include parking, pathways, restrooms, and possible fencing. Appraisal has been done to evaluate the value of the property and can be used as a 20% match for the grant with application due on April 6th.
- Revolving Water Loan application from Oregon Business is complete. A teleconference was held with loan administrators delving into such details as paying the loan off early and applying for a second loan within three years of incurring debt from the original loan; paying it off within three years. Additional information provided by Oregon Health Authority, who

oversees the Revolving Water Loan Drinking Water program will need to be made to approve said process, but stressed the City may not qualify for a loan as the city must prove a financial need or burden in providing services. Restrictions in the City Charter prevent the City from incurring debt of more than 5% of the City budget with exception of holding a vote of the electors of Gaston. Information provided by City Clerk Bregante-Candau indicated processes the City could take in order to lift such restrictions or moving forward to place a vote on the ballot asking City residents to incur debt that exceed 5%.

- Washington County Land Use and Transportation has been approved to provide the city with a topographical surveying by their survey crew from Trail Street to 3rd Street and from 3rd Street to Church to Park Street. This is to help the city develop a preliminary street design for purposes in public outreach and assist in MSTIP3F funding as the City applied but were denied funding due to higher than proposed costs for developing Church Street as a standard collector street.
- Continuing to move forward with developing the intergovernmental agreement with the ODOT local agency liaison for E. Main Street rehab project.
- Other items include attending a public hearing on the title transfer of 104 Onion Lane with purchase of 104 Onion Lane at \$7,000 included in the Bills Payable this month. Lower than usual traffic citation count for the month as the City is dealing with the interim deputy. The City's new municipal judge will begin in April and following up with streamlining the municipal court system and setting up a violations bureau. The service area provided by the Fire Department exceed low-income limits to apply for USDA grants for fire hydrant replacements throughout town and continuing to work with Census local address update in correcting the City's service/city limits area to correctly reporting low-income for City reporting data. Pocket Park rehab grant for the Gaston High School's horticulture class is being worked on.

Discussion heard on Brown Park grants and the ability to replace the fencing at the ball fields to coincide with grant application. No action taken.

City Recorder: Recorder **Blanchette** reviewed her written staff report with the following additions:

- As of today, the City is caught up and up to date on their financial audit filing requirements and no longer behind on audit reports. Invoice for approximately \$12,000 to pay Pauly Rogers is included in the accounts payable. Current financial statement and the most recent audit report are available for council or other persons wanting to review these reports.
- There is training for all Council and Staff with City County Insurance Services on employee/council relations and interactions.
- The Recorder will be taking vacation beginning Saturday March 17 to April 2.
- The Recorder provided an explanation on being certified as a City Recorder for the State of Oregon. Included in this month's payable is a payment to the International Institute of Municipal Clerk requiring a two-year membership before applying for certification while requiring attendance to an on-campus week long seminar. Cost of the training includes membership of the IIMC annually of \$165 and cost of the on-campus assembly approximately \$1,200 but scholarships are available.

Mayor **Hall** asked Public Works Director if the part time help position has been filled with Public Works Director **Whittaker** responding with one application was submitted by Randy **Waldron** who is more than qualified for the position. Mayor **Hall** called for a motion to hire Randy **Waldron** as the Public Work Part Time Help. Motion made by Councilor **Wismer** to hire Randy **Waldron** as the part time help. Motion seconded by Councilor **Richter**. Councilor **Spaulding** discussed he under the impression the City was going to compensate the Farmers Market Administrator with those funds. Public Works Director was not aware of these monies

going toward the Farmers Market Administrator with a consensus in holding an executive session for further discussion. Motion carried with aye votes heard from: **Meeker, Martin, Hall, Wismer, Hale, and Richter**. Voting nay: **Spaulding**.

At this time Mayor **Hall** called for a five-minute recess at 8:47pm and reopening the meeting at 9:00pm.

Mayor **Hall** asked Council to review the three submitted proposals for cleanup of 104 Onion Lane with the proposal for cleanup of the property at \$28,044 for all the cleanup as the lowest bid. Mayor **Hall** called for a motion to approve the proposal from Stratus Corporation at \$28,044 was made by Councilor **Hale** and seconded by Councilor **Richter**. Motion passed with votes: Aye: 7, Nay: 0.

V. CITIZEN COMMUNICATION: Mayor **Hall** called for citizen communication from the audience. Allyn **Mitchell**, property owner for 124 Front Street to discuss parking on the South side wall of City Hall was not present. Public Works Director informed Council that Allyn **Mitchell** approached him regarding a building permit application and discussed the city accessing parking on the south side of the City Hall property and invited him to discuss options with the Council. No action taken.

Resident at 100 Mill Street requested to have a stop sign placed in front of her house along with the cleanup of blackberry bushes which is restricting sight on Mill Street as well. Public Works Director **Whittaker** indicated scheduled the blackberry cleanup within the next few weeks as the inmate crew becomes available.

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

VII. CONSENT AGENDA: Mayor **Hall** called for a motion to accept the consent agenda with the exception of lining out the minutes for the Special Session dated February 28, 2018. Councilor **Meeker** motioned to approve the consent agenda, with accounts payables totaling \$65,601. Motion seconded by Councilor **Spaulding**. Aye: Spaulding, **Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: 0.

VIII. NEW BUSINESS:

- **Community Development Week April 2-April 6:** Recorder **Blanchette** explained to Council the recommendation made by the audit company to bond employees who handles finances. This practice is standard in all other cities. Motion to approve the City Recorder Bond for the \$50,000 coverage at \$175. Motion made by Councilor **Richter** and seconded by Councilor **Spaulding**. Motion passed with aye votes heard from: **Spaulding, Meeker, Martin, Hall, Wismer, Hale, and Richter**. Nay: 0. Motion passed unanimously.

IX. OLD BUSINESS:

- **93 E. Main Street Designation:** Discussion heard on designating Scoggins Creek Coffee Shop with a new address to correspond with adjoining properties. Lois **Hancox**, owner of Scoggins Creek Coffee was present to state she did not want to change the address for all her stationary and business correspondence as it is an unnecessary cost. Councilor **Hale** motioned to leave Scoggins Creek Coffee and designate the address as 93 E. Main Street.

- **Public Works Job Description:** Tabled.

X. COMPLAINTS

• **Multiple Nuisances Violations:** Public Works Director **Whittaker** informed Council of the procedures taken for notifying property owners of those recently declared nuisances with letters mailed and all violation posted to the property. No action taken or needed.

XI. EXECUTIVE SESSION

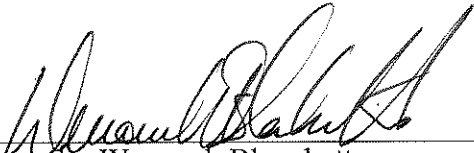
Mayor **Hall** convened the Executive Session at 9:37PM. pursuant to ORS.660 (2) (e) to conduct deliberations with the person(s) designated to negotiate real estate transactions,

XII. RETURN TO REGULAR SESSION: Mayor **Hall** reconvened the regular session at 9:50PM

XIII. ADJOURNMENT: Mayor **Hall** asked for any further business, none heard. Meeting adjourned at 9:51 PM.



Mayor/Tony Hall

Attest: 

City Recorder Wenonah Blanchette