

**May 10, 2017
Work Session
City of Gaston**

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

Absent: Rod **Hale**

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

Mayor Tony **Hall** called the meeting to order at 6:00 PM.

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

Councilor Jerry **Spaulding**: present

Councilor David **Meeker**: present

Mayor Tony **Hall**: present

Councilor Chris **Jeffries**: present

Councilor Rod **Hale**: absent (arrived at 6:30 p.m.)

Councilor Don **Richter**: present

Councilor Bill **Martin**: present

ADDITIONS OR DELETIONS: Mayor **Hall** noted Councilor Martin has requested a review of reconsideration for Ordinance 2015-01, the current nuisance ordinance.

Comp Time/Overtime Review

Mayor **Hall** referenced pages 33 to 34 in the Employee's Handbook. He asked for Council discussion on overtime pay and compensatory time (comp time). City Recorder **Blanchette** confirmed an employee could not accrue negative sick time. Mayor **Hall** noted the Council had to approve both overtime and comp time. He clarified the Public Works Director worked the most overtime currently and the City Recorder occasionally worked overtime. Recorder **Blanchette** confirmed overtime and comp time were the same thing, but overtime was paid and comp time was time off.

Mayor **Hall** noted one issue for discussion was how to schedule comp time. Public Works Director **Whittaker** said he worked 7 to 10 overtime hours every week unless he left early on Fridays. He clarified, while the three staff members could stagger hours to a certain extent, he had to be here to do inspections and/or installations on several ongoing projects.

Councilor **Spaulding** suggested giving employees the choice of overtime or comp time. Recorder **Blanchette** noted either option would cost the City the same. Councilor **Richter** asked which option Public Works Director **Whittaker** would prefer. Public Works Director **Whittaker** recalled he had pushed for his position as salaried because it would cost the City less in the long run. Both overtime and comp time benefited him financially. He confirmed currently he usually left between 10 a.m. and 12 p.m. on Fridays. Recorder **Blanchette** said she preferred overtime pay. Public Works Director **Whittaker** clarified he preferred not to take time off on a regular basis because then he had to play catch up on his work.

Council agreed by consensus to allow employees to be flexible when using comp time during the week as long as the office hours were covered and employees worked 40 hours a week.

Mayor **Hall** directed Recorder **Blanchette** to update the Employee Handbook, highlighting all the changes made for the next Council work session. The Council would review the changes and approve the Employee Handbook as amended.

Municipal Clerk Hours Council discussed Clerk **Bregante-Candau's** hours. Clerk **Bregante-Candau** stated she worked 20 hours a week out of the 24 allocated to her, as she held two part-time jobs. She could not currently work fulltime at the City or as a school bus driver, but she would like more hours once school was out.

Public Works Director **Whittaker** said he and Clerk **Bregante-Candau** have discussed hiring her for the 500 hours of summer seasonal labor. He noted Clerk **Bregante-Candau's** organization skills and attention to detail meant she worked very well at grant and municipal court work. He believed he could fill the seasonal labor position with someone better suited to the physical demands of the job and at a lower pay rate, such as an 18-year-old male or female. He emphasized Clerk **Bregante-Candau's** time would be better utilized doing the work she currently did. Clerk **Bregante-Candau** said she would like to get some training over the summer to improve her grant-writing skills and experience.

Public Works Director **Whittaker** observed, with Clerk **Bregante-Candau** only working 20 hours out of the approved 24 hours, the City had some flex room to increase her hours slightly during the summer. He noted the 500 hours of seasonal labor was in next year's budget in addition to the hours already approved for Clerk **Bregante-Candau**.

Councilor **Meeker** asked about the selection process for the part-time seasonal help. Public Works Director **Whittaker** said he was willing to do the interviews and bring a recommendation to Council for approval. Mayor **Hall** clarified Council had to approve all hires and fires per the Charter.

Councilor **Spaulding** suggested holding a phone vote. Public Works Director **Whittaker** recalled the previous Council phone vote on the school project, and that City Attorney Ruben **Cleaveland** clarified the Council was not to hold a phone vote again. Mayor **Hall** confirmed the Council would have to reaffirm that vote in a public meeting on the record.

Public Works Truck Parking Mayor **Hall** called for discussion on where to park the City Public Works truck. Currently, the City parked all its vehicles inside its lot to prevent vandalism and gas theft, except for the Public Works truck due to insufficient space, so Public Works Director **Whittaker** has been allowed to park the truck in his driveway at home in front of his security system.

Mayor **Hall** noted the City policy of not allowing employees to drive City vehicles home had revolved around a police officer using his car for personal use. Now that there was room in the City lot for the Public Works truck, should it be parked in the City lot? Recorder **Blanchette** said generally most on call/at will Public Works employees did take their vehicles home. The City had changed that policy to save money by just paying mileage on a personal vehicle when gas was \$4.50 a gallon and the previous Public Works employee lived in McMinnville.

Councilor **Jeffries** said she did not see an issue since Public Works Director **Whittaker** lived within the city limits and was on call when not working. Councilors **Richter** and **Martin** concurred. Councilor **Meeker** asked about City property in the back of the truck. Public Works Director **Whittaker** said he tried to minimize the equipment, but he did have cones and everyday tools in the back. He commented, unless he had an early meeting, he would prefer not to take the truck home because it took up his driveway space. He suggested leaving the choice to his discretion if Council was comfortable with making a decision. Mayor **Hall** confirmed the City's insurance covered a City vehicle parked at an employee's home.

Mayor **Hall** declared that City Council had authorized Public Works Director **Whittaker's** use of the Public Works truck because he was on call, but he could not use it for personal use.

Reconsideration of Ordinance 2015-01 Mayor **Hall** recalled that Ordinance 2015-01 had been a replacement ordinance for the original nuisance ordinance, which was lost. Recorder **Blanchette** confirmed the 2015 motion to adopt the replacement ordinance had failed due to lack of a second. Mayor **Hall** said staff has now found the original 1978 nuisance ordinance, which the Ordinance 2015-01 was intended to update. Councilor **Martin** asked for reconsideration of the 2015 ordinance because it was more detailed, easier to read and understand, and written better than the 1978 ordinance. Mayor **Hall** said he would put reconsideration of the updated nuisance ordinance on the next meeting's agenda for discussion and a vote.

Semi-trucks Blocking Sight Lines Councilor **Spaulding** raised the issue of the semi-trucks parked on the corner, emphasizing that school bus drivers had no visibility or sight lines at the corner with the trucks parked there. Mayor **Hall** mentioned a semi-truck parked in front of Consolidated Screw during peak time also blocking the sight lines. He directed Public Works Director **Whittaker** to paint the curbs yellow, and then talk to Officer **Wormington** about enforcing no parking.

Councilor **Jeffries** suggested setting a height limit for the vehicles that could park in that area and in front of the market. Clerk **Bregante-Candau** reported her research found vehicle height restriction signage for the State highway at the ODOT website. She was checking with the City Planner to see if the City needed to rezone the area before installing the signage. Mayor **Hall** confirmed the height restriction was according to State standards.

Councilor **Spaulding** suggested signage and yellow curb paint for area on Church Street across from the Destiny Light Church where semi-trucks parked illegally and made the street passage very narrow for the school buses.

Councilor Rod **Hale** arrived at 6:30 p.m.

Mayor **Hall** asked about staff contacting a company a few months ago to paint all the City's curbs and crosswalks. Public Works Director **Whittaker** said he has not received approval for that project but with sunnier weather, he intended to research the cost. The part-time seasonal help could do the work and save the City money.

ADJOURNMENT: Mayor **Hall** asked for any further discussion, none heard. Meeting adjourned at 6:32PM.



Mayor Tony Hall

Attest: 

City Recorder Wenonah Blanchette