

**October 9, 2019
Regular Session
City of Gaston**

Present: Mayor David **Meeker**, Council President Bill **Martin**, Mario **DePiero**, and Andrew **Sewall**, Sarah **Branch**, Suzy **Whittaker**, and Don **Richter**. Others present are represented on the sign in sheet (attached)

Absent: None

Staff Present: City Recorder Wenonah **Blanchette**.

- I. Mayor David **Meeker** called the regular meeting to order at 7:00 PM.
- II. **ROLL CALL:** City Recorder **Blanchette** conducted the roll call for the record with:
Councilor Mario **DePiero**: present
Councilor Andrew **Sewall**: present
Councilor Bill **Martin**: present
Mayor David **Meeker**: present
Councilor Sarah **Branch**: present
Councilor Suzy **Whittaker**: present
Councilor Don **Richter**: present
- III. **ADDITIONS OR DELETIONS:** Mayor **Meeker** called for additions or deletions to the agenda with the addition of Brenda **Leach**, representative of the Gaston Pythian Sisters to speak under public comment. Councilor **DePiero** requested to add a discussion to speak about the City's Municipal Court with Mayor **Meeker** stating to speak about it at this time.
- IV. **Municipal Court Discussion:** Councilor **DePiero** received a phone call from Municipal Court Judge **Petersen** about the City's current municipal court system and wanted to know the Council's position for holding court; if the City wanted to maintain the current court system in Gaston or if the City would like to deal directly with the Circuit Court located in Beaverton which may take revenue generated from traffic tickets away from the City. Discussion heard from Council regarding current revenue/expenditures from speeding tickets, the City Charter requiring the City to operate the municipal court system, and if the City cited traffic violations into circuit court, those individuals would need to appear in court in Beaverton. It was agreed by consensus to maintain the current court system until an amendment to the Charter was made changing this designation.
- V. **CITIZEN COMMUNICATIONS:**
Mayor **Meeker** introduced Larry **Klimek** Refuge Manager from U.S. Fish and Wildlife was present to inform the Council on what is going on at Wapato Lake providing handouts including his business card for Council if there are questions or comments from individuals regarding what is going on at the Wapato wildlife refuge. Larry **Klimek** discussed the wildlife refuge bridge improvements which include replacing the maintenance bridge which is a vehicle bridge and installing a pedestrian access bridge for access to the refuge. Also discussed is the request to use the City's Onion Lane property and designating it as parking with the City working collectively with U.S. Fish and Wildlife applying for the FLAP (Federal Lands Access Program) grant until additional parking is established later. They are looking to provide 20-30 parking spaces for access to the dyke and lake. Further discussion heard on details of these bridges being constructed, water levels of the lake, future connection to the Yamhales Trail system, and the City's failed attempt at acquiring the property south of the Onion Lane property due to an appraisal of the property last year. Council did not have any further questions with Larry **Klimek** asking if Council formed a committee to review such requests and options recently discussed to contact him with Councilor **Sewall** being appointed as the contact person to work with Larry **Klimek** and report back to Council.
Mayor **Meeker** introduced Laura **Cornils**- Teacher at Gaston High School was present to discuss Geography Week receiving a grant to sponsor the event slated for Wednesday November 13, 2019 in

the Commons building at 6:00PM. Laura **Cornils** informed Council it is a night full of stations that teach kids about the geography with the theme of "Treasure our Planet." This event will be held during National Awareness Geography Week with Laura **Cornils** requesting the City adopt a Proclamation declaring the week of November 12-16th as Geography Awareness Week in Gaston. Mayor **Meeker** read aloud the proclamation with November 12-16, 2019 as Geography Awareness Week.

Mayor **Meeker** called on Brenda **Leach**, representative of Pythian Sisters requesting to take over ownership of the City's Farmers Market as sponsored by the City in 2018. The Pythian Sisters have written an agreement transferring ownership handing it over to Council for their review. Councilor **Branch** stated there is the possibility of a park use fee but as a Council will discuss that later. Discussion on insurance requirements and follow up with the attorney with regards to the contract and add it to the next month's agenda.

Mayor **Meeker** asked for more presentations or additional public comments with none heard.

VI. STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS: Mayor **Meeker** asked for staff reports with Recorder **Blanchette** providing her report at this time.

Public Works Report: Public Works Director **Worley** provided his report with the following:

- Will be painting crosswalks throughout town depending on the weather. Councilor **Branch** and Councilor **Sewall** discussed costs and the request by a property resident on Park Street for additional cross walks painted on 2nd Street and Park Street. Also requested is a crosswalk on 3rd street and Church Street. Councilor Director Public Works Director **Worley** to prioritize the property resident's request following the school property sidewalks to be painted first.
- Trees on 1st street will need to be contracted for removal. Council requested to receive more proposals for the tree removal as a bid was provided by Watt's Tree Service.
- OAWU (Oregon Association of Water Utilities) training for Level 1 Water Distribution will be scheduled once his previous employer, the City of Cornelius provides clearance of hours worked as part of the requirements to obtain the certification. After training, scheduling and taking the exam will follow.
- With water bills completed, cleaning and winterizing the shop and Brown Park is going to be completed. The F-250 work vehicle had the oil changed.
- Searching for water leaks and performing water locates throughout town.
- Councilor **Whittaker** requested to have leak detection scheduled to perform a system survey with Public Works Director **Worley** stated that upon reading water meters there have been some wet spots that need to be further investigated to determine if they are springs or actual water leaks. Councilor **Sewall** directed the Public Works Director to locate the previous system survey to use as reference for locating potential areas of water leaks. Also requested was for Council to know what the current water loss for the month with a reply that there is approximately 48%. Councilor **Richter** wanted to know if the water master meter has a backflow device which if the City doesn't have a backflow device, there is possible water loss. Further discussion heard on replacing water meters with readings of a million or more, purchasing new AMR radio water meters and replacing those meters. It was stated there have been approximately fifty meters that are AMR water meters that have been replaced throughout town.

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

- Legal: Review of Tetra Tech Engineering for engineering services and included for review and approval are planning proposals for Council to select later on the agenda. Review of Hiland Water LLC contract to provide support services for the City's Water Department, primarily DRC services that will cost the City approximately \$300 per month.
- Financial: Necessary documents have been filed with the State of Oregon Department of Revenue for the 2019-2020 fiscal year reporting. Field work for the 2018-2019 with Pauly Rogers & Co., LLC for October 23-25th.

- Planning and Land Use: The Scoggins Creek Coffee inquired about bringing the business up to compliance with the City to maintain their current business location possibly leasing the property from the railroad. This question has been forwarded to the Planner for review. The city received the DLCDC Planning grant offered to small cities every two years for \$1,000. This is to help pay costs towards consulting inquiries to the Planner.
- Working towards establishing a consistent billing process for invoicing planning and development fees charged against the City that are eligible for reimbursement. Currently reviewing invoices from 2017 to present categorizing them by project.
- Municipal Court was held on the 17th of September with a trial that was dismissed, and one traffic infraction's fine was reduced. Payments for assessment were sent to the State and County as required. Working towards being LEDS certified to be able to access driving records as is required for operating the municipal court and reviewing driving records.
- OPUS, a company that can provide utility billing services, monthly water billing and administrative support out of the City's responsibility; contracting those services out is included for Council's review and discussion. This company is out of state but can provide everything for billing services with exception to water reading data. The one thing the City would need to do is read water meters and report the data. This is further on the agenda for Council to consider.
- DRC Services: The City Attorney reviewed the revised contract for Council to review and approve if appropriate. This is further on the agenda for Council to consider.
- First-Net Proposal for prioritized emergency cell phone service through AT&T is included for Council's review. This is further on the agenda for Council to consider.
- Complaint procedure is included further on the agenda for Council to consider and still waiting from CIS for job description updates and researching harassment training for Council and staff to attend. Training for elected officials for ethics will be occurring December in Forest Grove for those wishing to attend. Cost is \$25 per person.
- Tomorrow Washington County Land Use and Transportation will be using City Hall for a public house meeting to present and answer questions from the public regarding the bridge projects going on throughout town.
- Grants:
 - Quarterly report was submitted to Oregon Department of Transportation for the Safe Routes to School's Cottonwood sidewalk project. Next step is to schedule one-on-one meetings with the adjacent property owners notifying them of the project and what is to be expected with the construction of the sidewalk.
 - Safe Routes to School Project Identification Program (PIP) has a walking audit scheduled for October 23rd at the Gaston School during dismissal to assess safety concerns and make recommendations for walking routes to and from school. The priority piece of this project is to help identify a walking path from Country Mobile Estates to Cottonwood Street.
 - 3rd Street: The City finally received NOAA approval for the Stormwater and treatment design for the project. The City is waiting to hear back what the next steps are and a timeline for construction for the project to go out for bid.
 - SPIRE Grant: The City received the grant for a portable generator to provide electricity to the pump station on Mill Street in the event of a power outage. The generator will need to be wired to the pump station and will require some cost for doing this. The generator does not belong to the City but must maintain maintenance records on the equipment providing that information to the State every year as part of the conditions of the grant.
- IT Services: Three proposals are included in packets for Council to review and consider for new IT services for the City.
- The Recorder attended a MACC (Metropolitan Area Cable Commission) and relayed the information that Frontier's Oregon properties have been purchased by Northwest Fiber and doesn't expect any updates to telecom franchises until after the purchase is complete.
- Working with Census in updating the 2020 population count with representatives possibly attending a Council meeting providing information but nothing has been scheduled as of today.

- Complaints: Still needing to get verified information of what these complaints cite. Letters have been drafted but are needing pictures and documentation that these nuisances exist. Councilor **Branch** confirmed that last month the Mayor and Public Works Director were to take pictures and verify the complaint information. It was stated they need to follow-up with the City's process and possibly have the City Deputy assist with verifying the complaints as well.
- Scheduled trainings scheduled for OneNote on October 10 in Beaverton, Excel 3 is in November and Outlook 2 is in January.
- For Halloween, the Recorder will be handing out candy at City Hall. Councilor **Whittaker** confirmed that days the Recorder is out on training that the Public Works Director will keep the office open. Mayor **Meeker** confirmed the meeting date changing from the 2nd Wednesday of the month to the 3rd Wednesday. Recorder **Blanchette** confirmed she will put the notice changing meeting dates to the 3rd Wednesday online.

Police: No report at this time.

VII. PRESENTATIONS: No presentations at this time.

VIII. CONSENT AGENDA: Mayor **Meeker** called for a motion to approve the consent agenda with the Recorder announcing the minutes to be adopted are August Work Session, August Regular Session and the Executive Session held on the 18th of September. Councilor **DePiero** made a motion to accept the accounts payable for \$30,001.95 with second heard by Councilor **Richter**. Motion carried with aye votes heard from **DePiero, Sewall, Martin, Meeker, Branch, Whittaker, and Richter**. Nay: 0. Councilor **Sewall** moved to accept the minutes for August Work Session, August Regular Session and September 18, 2019 followed by second heard from Councilor **DePiero**. Motion passed. Aye votes heard from: **DePiero, Sewall, Martin, Meeker, Branch, Whittaker, and Richter**. Nay: 0.

IX. NEW BUSINESS:

IT Service Proposal: Discussion heard of the possibility needing to solicit for IT Services through the RFP (Request for Proposal) process. Council directed the City Recorder to consult with the attorney regarding the appropriate process to selecting a new IT Service provider. There have been four proposals for Council to review but will wait for more information to make a decision.

Mayor **Meeker** announced a five-minute recess, closing the regular session at 8:27PM and reconvened the meeting at 8:32PM

Hiland Water Contract for DRC Services: Recorder **Blanchette** presented Council the draft contract proposed by Hiland Water for DRC (Direct Responsible in Charge) after having the City Attorney make his recommended changes to it. Council had questions of the insurance coverage and amounts, hourly rates and the set rate of \$300 a month for DRC services. Motion to accept the Hiland Water proposal if the terms can be agreeable from the City Attorney and Hiland Water with a DRC cost of \$300 a month was made by Councilor **DePiero** seconded by Councilor **Whittaker**. Motion passed. Voting-Aye: **DePiero, Sewall, Martin, Meeker, Whittaker, and Richter**. Nay: **Branch**.

Harassment Training-Additional Training: Discussion heard of attending the Council training in Forest Grove for the cost of \$25 per participant on December 5th from 1-5pm. This training is for newly elected Councilors called Municipal Fundamentals and for those wanting a refresher course with topics such as council roles and responsibilities, public meetings, public records, and ethics. Also discussed is harassment training recommended for Council to participate in as suggested from the facilitation training council and staff participated in. Councilor **Branch** encouraged that in good faith from June's facilitation training Council participate with Councilor **Sewall** requesting the Recorder obtain additional information if Council can participate as a group; if there's a discount for

multiple persons attending and stated Council will need to get back with their availability for attending.

Amend Council Rules and Procedures Changing Council Meeting Date to the 3rd Wednesday of Each Month: Councilor **Martin** motioned to change the Council meeting dates to the 3rd Wednesday of every month seconded by Councilor **Richter**. For clarification, the Recorder stated this change amends the Council Rules and Procedures. Motion passed with aye votes heard from: **DePiero, Sewall, Martin, Meeker, Branch, Whittaker, and Richter**. Nay: 0.

LED Streetlight Upgrade-1 Streetlight located 3rd Street and Main Street: Consensus was made amongst the Council for upgrading the streetlight on 3rd Street and Main Street followed by discussion of adding streetlights at the corner of Trail Street and Church Street as well as 1st Street and Main Street and their cost. Councilor **Branch** requested to have cost information for installing new streetlights.

OPUS Proposal-Outsourcing Water Utility Billing: Councilor **Branch** inquired of obtaining additional quotes from more companies to follow public contracting rules with a consensus of the Council to table this item and requested the Recorder to consult with the attorney about this item.

X. OLD BUSINESS:

City Engineer RFQ Process-Update: Councilor **Sewall** reached out to Gordon **Munro** with Tetra Tech saying the City is interested in moving forward with hiring them as the City's engineer of record. Tetra Tech will be putting together a scope of work and standard contract for Council to approve. Motion made by Councilor **DePiero** to continue with the RFQ process with Tetra Tech and continue with cost negotiations. Motioned seconded by Councilor **Sewall**. Motion passed with ayes heard from: **DePiero, Sewall, Martin, Meeker, Branch, Whittaker, and Richter**. Nay: none. Councilor **Branch** informed Council with interim services provided by AKS Engineering rates are comparable and will continue to work with them in preparing contracts for engineering services provided by them.

City Planner RFP Update: Matt **Straite** with MIG was present to answer questions Council may have regarding hiring MIG for planning services. Matt **Straite** met with Mayor **Hall** last December to discuss having MIG work with the City and Carole Connell in transitioning planning services. MIG is a small firm that represents other small cities including Yamhill. Discussion heard processes for selecting a new City Planner with Councilor **Branch** stated the Council is not prepared at this time for selecting a planner and are needing more information. Council requested for the Public Works Director to obtain additional proposals following the RFP process. No action taken.

FirstNet Proposal: Discussion heard of changing cell phone carriers from Verizon Wireless to AT&T being FirstNet can provide prioritized cell phone coverage and internet service in the event of an emergency. Motion made by Councilor **DePiero** following second heard by Councilor **Richter** to change to cell phone carriers to AT&T if it does not cost the City additional money. Motion passed. Aye: **DePiero, Sewall, Martin, Meeker, Branch, Whittaker, and Richter**. Nay: 0.

City Charter Change: Recorder **Blanchette** announced to Council local resident Robert **Dooley** would like to participate as a committee member for updating the City Charter. Discussion heard of sending out an additional mailer to seek interest from the community to participate in the committee updating the Charter. Councilor **Branch** requested to send out a mailer to everyone in town if no word is heard from those selected from the first round of appointed committee members. First meeting to update the Charter is November 20th prior to the regular council meeting in a work session beginning at 6PM.

Complaint Procedures: Motion to adopt the complaint procedure to include in the handbook was made by Councilor **DePiero** and seconded by Councilor **Branch**. Motion carried. Voting Aye: **DePiero, Sewall, Martin, Meeker, Branch, Whittaker, and Richter**. Nay: None.


X. COMPLAINTS:
XI. New—None

Old—


- 124 Front Street-Green Awning: A draft letter has been prepared. Further instruction from the Council to determine if it is an actual violation of City ordinance and Council requested to take pictures.
- 304 2nd Street-Dead Trees: A draft letter has been prepared. Further instruction from the Council to determine if it is an actual violation of City ordinance and a request from Council to take pictures.
- 104 2nd Street: Livestock: It was discussed to check with the Deputy and determine if the property owner has chickens and other fowl in their back yard. It was requested of the Public Works Director to get pictures.

Tim **McDonald**, Gaston Heights Developer was present to discuss with Councilor **DePiero** the approval to proceed with construction on Phase two of the project. Councilor **DePiero** stated the Council will be approving the conditions for phase two and have not heard back from all parties involved so no decision has been made at this time. Tim **McDonald** clarified that his application was submitted in November and Council is obligated to approve or deny it by March 31st. Permits for construction have been approved through Washington County but are still waiting from the City to proceed. Councilor **Branch** directed the Recorder to contact the City Attorney to find out what is going on with the progress of approval.

XII. ADJOURNMENT: Motion to adjourn was made by Councilor **DePiero** with second heard by Councilor **Whittaker**. Motion carried unanimously.



Mayor David Meeker

Attest: 

City Recorder Wenonah Blanchette