

September 13, 2017
Regular Session
City of Gaston

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

Absent: Bill **Martin** and Rod **Hale**

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

- 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**: absent
 - Mayor Tony **Hall**: present
 - Councilor Chris **Jeffries**: present
 - Councilor Rod **Hale**: absent (excused)
 - Councilor Don **Richter**: present
- III. **ADDITIONS/CHANGES OR CORRECTIONS:** Mayor **Hall** moved the Memorandum of Understanding for the Emergency Supply Agreement between the City of Gaston and LA Water Co Op from the Public Works Staff Report to New Business.
- IV. **STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS:**
 - Police:** Deputy **Wormington** reported the August 2017 statistics: 111 total incidents, 24 public demand or calls, 77 self-initiated calls, 3 arrests, 21 stops, and 4 citations. Contract hours: 132.85 hours expected, 168.5 hours supplied. Deputy **Wormington** discussed his monthly report with Council. Female harassing neighbors near 3rd and Church Street on the 4th of August. An incident on August 11th with criminal mischief at Brown Park resulting in spray paint and graffiti to the dugouts. On August 16th two juveniles were arrested for assaulting another juvenile over marijuana. Both kids arrested were lodged into the juvenile detention hall. A female was arrested for crashing her vehicle into several mail boxes on Church Street August 17th, the female was too intoxicated to participate in SFST's and no BAC was obtained.
 - Deputy **Wormington** said the Wapato Car Show was a successful as well as the Sherriff's office overseeing traffic control for the event due to road closures on Springhill with traffic detours. Twelve deputies participated in the Parade. Deputy **Wormington** discussed with Council intensions to dedicate more hours toward traffic enforcement. Mutual consensus of the Council was heard permitting Deputy **Wormington** to patrol traffic one mile on both North and South ends of towns past city limits. Mayor **Hall** asked Deputy **Wormington** if there were updates on Gaston's police radios once used by the Gaston Police Department. Recorder **Blanchette** reported Washington County Consolidated Communications Agency (WCCCA) recently decommissioned seven radios at the request of the City that had remained active throughout all these years from Gaston's police department. This work has been completed as of August 28th 2017 and will no longer be billed for these.

Public Works: Public Works Director **Whittaker** discussed his report which includes action items identified on the Agenda and has provided sample motions to accompany these items.

- Past due amounts in the water department report a 60 day outstanding balance of \$12.21. For 30 days past due amounts total \$102.97. Consumption/water loss report remains consistent for unaccounted water even at the rate of repairing leaks. One possibility for this continued loss is likely associated with aged meters throughout the water system. Leak on Trail and Salter Street repaired recently with residents in the area stating the leak had been going on for several years. Meeting had with Cove Orchard's water system regarding the condition of their system with it being better than expected. Public Works Director **Whittaker** discussed with Council major problems on the E. Main Street regarding valves and blow offs in need of repair and not located on any water maps. This will require more time and effort to resolve the issue. An emergency agreement between the City and L.A. Water Co-Op will need approval from Council identified in Council packets as the Memorandum of Understanding. Mayor **Hall** announced moving this action item to New Business on the Agenda after CTE Storm Drain Easement Approval.
- Discussion heard on the recent survey included in all water bills for including yard debris with customer's garbage collection, providing four different options to consider. Gaston resident Julie **Dailey** asked if a resident does not participate in standard garbage service, can they participate in this yard debris program if offered. Public Works Director **Whittaker** indicated that a resident should be able to have yard debris even if the person does not have garbage service. Survey results will be discussed at next month's council meeting.

Mayor **Hall** called for a consensus to remove the CTE Storm Drain Easement Approval from the Agenda. No opposition heard.

- Public Works Director **Whittaker** discussed with Council repairs necessary for the roof at City Hall as there remains an open insurance claim from water damage throughout the building. Difficulty has been in finding a contractor available during construction season. Included are proposals from Roof Crafters for \$5,300 and Highland Commercial Roofing for \$4,875. A third contractor was contacted but did not provide a proposal. Public Works Director **Whittaker** recommended to hire Highland Commercial Roofing for roof repairs.
- Public Works Director **Whittaker** discussed with Council his recommendation for repairs to the exterior south side wall of City Hall. Lack of access and little to no maintenance over several years has limited the City's ability to assess what is needed to reinforce structure of the wall. With no access to the outer wall, existing paint is lead paint and will be very costly to repair. Discussion heard for finding the most cost-effective way to re paint the wall and will be contacting a local resident who is an experienced painter to provide the labor if appropriate supplies were provided. No further discussion.

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

- Delivered a presentation to apply for Washington County's MSTIP Opportunity Fund and was awarded a matching grant of \$50,000 contingent on the City being awarded Community Development Block Grant funding. The Washington County Coordination

Committee Transportation Advisory Committee approved the application and Staff will need to present to the Washington County Coordination Committee for final approval.

- Attended Washington County's mandatory Community Development Block Grant workshop on August 16. Applications for submitting the City's 3rd Street are due October 6th. In reviewing CDBG scoring criteria the City can make improvements toward their score by providing letters of community support and received one from the School District. The City will continue reaching out in hopes to collect more letters of support.
- The City applied for an additional \$50,000 to contribute to the City's 3rd Street improvements project through Oregon Department of Transportation Special City's Allotment Program.
- Staff is requesting Council for approval on record as defined in the City's Transportation Plan to lessen the width of 3rd Street identified as a collector street. Standard collector street widths identified in Gaston's Transportation Plan are 36 feet but with council approval can be amended to 34 feet.
- The City is still waiting for an onsite visit from ODOT through the Federal Highway Administration (FHWA) to assess damage at E. Main Street repairs due to flooding.
- The City recently submitted a letter of interest as required to apply for State Water Revolving Loan Funding. Once accepted and approved, the City will with apply for the loan.
- Grant training previously approved by Council has provided great feedback and assistance for grant applications being submitted this year for 3rd Street.
- Public Works Director **Whittaker**, City Engineer Erik **Hoovestal**, and the Clerk will be working with DKS Associates who prepared the City's Transportation Master Plan and will be applying for a Transportation Growth Management Grant to update costs estimates of future improvements in the City's infrastructure, funding sources for the City and to address the City's current concerns and priorities that have since changed from the plans adoption in 2009.
- A meeting has been scheduled with Washington County Planning Department to discuss the City's Transportation Development Tax and the process required to use that funding for projects.
- Continued to maintain and update the City's webpage as needed. Payment options available online for water and other city fees have been added to the website with little to no issues.
- Oregon Department of Transportation was informed the City approved the height restriction on the South bound land of Front Street near the intersection of Park and Front Street and still waiting to hear back from them.
- Clerk **Bregante-Candau** did review additional items from her report including the collection of an additional business license, municipal court summary, safety meeting minutes, contact with the Fire Department regarding training for the use of a defibrillator, and creation of an Emergency Operational Chart for the City's Emergency Operations Plan.

Mayor **Hall** commended Clerk **Bregante-Candau** for her hard work in administering much of the City's grants the City is applying for and most importantly the City's Emergency Operations Plan.

City Recorder: Recorder **Blanchette** reviewed her report to the Council with the following items:

- An updated Bills Payable List with a grand total for the month of September at approximately \$108,000 dollars. Typically, monthly bills range around \$30,000 per month, however billings from Washington County Police for three months with a total payment of \$33,000 (possibly due to the annual increase that occurs each July), two months' worth of payments to the City of Hillsboro Water Department at approximately 14,000 dollars (due to their billing cycle), and final payment for the Storm line constructed near Gaston School from TS Gray Construction for approximately \$26,000 dollars.
- Also included for additional financial information are reports from the City's general, water, street and park fund maintenance line items that detail amounts paid and balance of those line items.
- American Legal Publishing will be updating and codifying the City's new ordinances. This was done several years ago and believe when originally submitted many of the City's ordinances were not included in the final version thus omitting many important sections of the Gaston Codes. The City is working on compiling missing and new information.
- Audit field work for 2015-2016 is scheduled for next week. Once completed and approved the City has one remaining audit to complete to be brought current on the City's finances.
- Recorder **Blanchette** wanted to inform Council that sign permits are required for any business or residential property either replacing or installing signage within City limits as the City has been made aware new signage installed throughout town.
- Workers Compensation audit was conducted and may require additional information relating to actual hours worked in the field. Due to staff switching payroll from in-house to a contracted provider, those details for actual hours worked were not included in payroll totals as those services are not available through Paychex. Staff has since switched payroll providers and are currently tracking those hours required by the insurance company.
- Meeting held with Energy Trust to review and discuss incentive options the City is eligible for. With recent upgrades to the light fixtures in City Hall, the City has received the majority of those incentives.
- The City will be working with CIS and the City's IT department to assess the City's electronic security risks as new Homeland Security requirements for local governments are priority. This is to ensure the City is adequately secured against cyber-attacks and will be scheduling an on-site inspection within the next month.

Councilor **Meeker** asked if the City pays for the additional portable toilets or if the City is reimbursed from the Knights of Pythias during the car show. Recorder **Blanchette** responded that each year the City has paid for the porta-potties and does not receive a reimbursement. The City also purchased candy for the City to use during the parade and this year paid for needed electrical improvements at the Park.

Recorder **Blanchette** announced meeting minutes from the August session were received today and has been reviewed by staff for Council approval as it was not included when council packets were delivered.

Mayor **Hall** made reference to a letter of support provided by Gaston School District Superintendent Susie **McKenzie**. Mayor **Hall** wanted to publicly thank the School District for showing support and assisting the City in their attempt to secure funding through Community Development Block Grant funds to make necessary street improvements to 3rd Street.

CITIZEN COMMUNICATION:

Comcast-Director of Government Affairs Sarah Garrison-Sarah Garrison provided handouts and discussed with Council information and partnering opportunities offered through Comcast that some may not be aware of. Comcast is committed to improving customer service and is dedicated to enhancing the customer experience with priorities aimed to respect customers time and needs.

Comcast offers communities investment opportunities and works with large organizations such as the Boys & Girls Club, Big Brothers, Big Sisters and across the nation. Individual grants and sponsorship opportunities are also available for local communities. The last week of April Comcast participates in Comcast Cares Days that allows for Comcast employees to team with local volunteer opportunities that give back to the community.

Internet Essentials is a program offered through Comcast that provides low cost internet service for low to moderate income families. This service has provided 3 million customers across the country with internet services at around ten dollars per month. Schools that have 40 percent or more qualifying students participating in free or reduced lunch program the entire school and their families qualify for Internet Essentials.

Discussion heard amongst the Council regarding other low-income opportunities available through Comcast as well as working on a pilot project for senior citizens, however that service is not available in Oregon at this time. Sarah **Garrison** offered assistance with providing information regarding low-income incentives and if the City or others within the community have any questions or concerns she is available to help. No further discussion.

V. PRESENTATIONS:

VI. CONSENT AGENDA:

- Bills Payable for September 2017
- Minutes for Regular Session, July 12, 2017
- Minutes for Work Session, August 9, 2017
- Minutes for Regular Session August 9, 2017

Motion by Councilor **Meeker**, seconded by Councilor **Jeffries**, to approve the Consent Agenda with Accounts Payable of \$108,213.10. Motion carried unanimously. Ayes: **Spaulding, Meeker, Hall, Jeffries, and Richter**. Nays: 0

VII. NEW BUSINESS:

- **Community Development Block Grant 3rd Street Project Selection**

Mayor **Hall** called for a motion to approve 3rd Street as the designated project to apply for Community Development Block Grant funds for funding year 2018-2019. Motion to approve 3rd Street as the selected project to apply for Community Block Grant Funds for funding year 2018-2019 was made by Councilor Meeker and seconded by Councilor Spaulding. Motion carried unanimously. Ayes: **Spaulding, Meeker, Hall, Jeffries, and Richter**. Nays: 0.

- **3rd Street Improvements Approving a Substandard Width of a Collector Street at 34 Feet**

As indicated in Gaston's Transportation Master Plan adopted in 2009, requires Council approval to change standard collector street width from 36 feet to 34 feet. Motion made by Councilor Meeker and seconded by Councilor Jeffries to approve 3rd Street with a width of 34 feet instead of standard collector street width of 36 feet. Motion carried unanimously with aye votes heard from: **Spaulding, Meeker, Hall, Jeffries, and Richter**. Nays: 0.

- **Hydrology and Feasibility Study Services Selection on E. Main Street**

Mayor **Hall** called for a reconsideration of a motion that occurred at the previous meeting to select an engineer to perform the study as a previous approval was made to move forward with obtaining a Hydrology Study for E. Main Street. Mayor **Hall** called for a motion to reconsideration for the selection of an Engineer for they Hydrology Study. None heard.

A detailed discussion was heard amongst the Council regarding needs and costs associated with obtaining the hydrology study. It was stressed that engineering was necessary to appropriately stabilize the street instead of continuing to repair the road due to major flooding that occurs each year resulting with the washout of asphalt and continued deterioration of the area. Clerk **Bregante-Candau** stated the study may be eligible for funding contingent on the approval of an on-site inspection with Federal Highway Administration and ODOT. FHWA administers a Federal-aid highway program which is passed through ODOT to local agencies.

Mayor **Hall** called for a motion to table the hydrology for further discussion until the next meeting. No motion heard.

Mayor **Hall** directed Public Works Director **Whittaker** to obtain three proposals to repair the street to the City standard that is required by the City.

- **City Hall Roof Repair Contactor Selection**

Councilor **Jeffries** made a motion to select Hiland Commercial Roofing at \$4,875 to complete repairs on the City Hall roof. Motion seconded by Councilor Richter. Motion passed unanimously. Aye: **Spaulding, Meeker, Hall, Jeffries, and Richter**. Nays: 0

- **Tank Diving Specialist Selection**

Councilor **Jeffries** moved to approve the tank diving operation performed by Commercial Diving Operations at a cost not to exceed \$2,599 with second made by Councilor **Spaulding**. Motion carried. Aye: 5, Nay:0.

Mayor **Hall** announced the CTE Storm Drain Easement Approval has been removed from the Agenda it not ready for approval at this time.

- **Memorandum of Understand LA Water Co-Op**

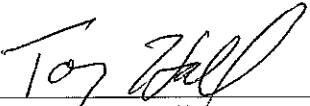
Mayor **Hall** called for a motion to approve the memorandum of understanding between the City of Gaston and LA Water Co-Op with Councilor **Jeffries** moving to approve with second made by Councilor **Richter**. Motion passed unanimously. Aye: 5, Nay: 0.

VIII. OLD BUSINESS:

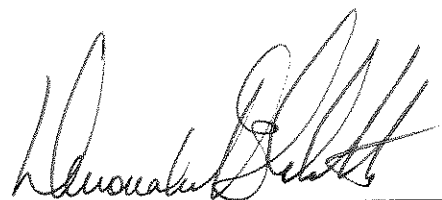
• **2017-01, Nuisance Ordinance, Draft-2nd Reading**

Motion by Councilor **Jeffries**, seconded by Councilor **Meeker**, to approve the Ordinance 2017-001, ordinance defining nuisances, declaring nuisances, and describing abatement procedures. Motion carried unanimously. Ayes: **Meeker, Martin, Spaulding, Hall, Jeffries, and Richter.**

IX. ADJOURNMENT: Mayor **Hall** asked for any further business, none heard. Meeting adjourned at 8:40PM



Mayor Tony Hall

Attest: 

City Recorder Wenonah Blanchette