

Jan 26, 2016 WCDC Meeting Minutes

Members Present: Tim Crampton, Linda Crampton, Jim Davis, Rick Stephens, Heidi Delph, Sheldon Delph, Chuck Price

As the December 2015 meeting was too close to Christmas Day this meeting had been cancelled. Linda Crampton read the November 2015 meeting minutes at which a motion was passed to complete the transition with the WCDC to be associated with the new Weston Community Development Association (WCDA) as a nonprofit designation giving our organization a dual status to expand our grant requesting capabilities.

Chuck gave the current financial report. We have \$5000 from the Oregon Community Foundation for the covered wagon site, \$556.41 remaining in the City budget line item, \$240.08 in the Hodaka Club line item, and \$2156.31 in the Brick Fund.

Rick reported that M+C Machine is still unable to get more banner arms for the lamp posts. Tim will call the original lamp post vendor and an iron worker for the WWGG that is working on the City Hall's new roof from a reference by Sheldon Delph.

Sheldon suggested as a near future project to construct an electronic reader board to announce city and school meetings and events at the downtown Mini-Park. He thought we could request monies from the Wildhorse Foundation (March 31 deadline) and the County Economic Director. The cost of this project would be \$7,000-\$10,000. Sheldon thought there would Oregon State funds available on an 80-20 reimbursement schedule. Chuck recommended requesting funding from the AWERE grant pool. He will check with Jim Reger or Chet Mills to determine the AWERE grant due date. Sheldon suggested a 4' x 6' minimum size, with LED technology for color choice, two-sided with a dual brick column structure. Heidi made the motion seconded by Jim to proceed forward to find funding for this reader board.

We discussed the design and construction of the two new historical Weston signs to be emplaced on each end of town. Chuck will contact Mike Dowd to determine if he did get the older well-dried timbers from the Athena Gem Theater, his ideas on the sign design and invite him to our next meeting to discuss this project.

Chuck will also contact Valerie Alderson to give her access to the title reports on the property at 302 east Main St. and the Cossitt property for senior housing acquisition purposes. Rick, Jim and Tim will measure the former Polo property on north Water St. to determine if it is large enough for senior housing.

Sheldon discussed the nationwide \$500,000 zero match "Sharks Tank" grant. These monies would be used to refurbish the downtown brick building facades and business development . He remarked that State officials thought Weston would be a good candidate for this large grant. The motion was made to pursue this funding and passed unanimously. Sheldon will complete a letter of intent for this grant this week with the full request is due February 15, 2016 for 2017 funding. There are also "Small Business Revolution" grants along with State historical and Federal historical grants available for 2017.

We discussed the siting for the new wagon site on the south end of town.

Our next meeting is scheduled for February 23, 2016 at 7 pm.

Respectfully submitted,
Chuck Price, WCDC Secretary-Treasurer

Draft Minutes for February 23, 2016 WCDC Meeting

Members Present: Tim Crampton, Linda Crampton, Rick Stephens, Jim Davis, Mary Lou Andrews, Sheldon Delph, Chuck Price

Guests: Jamie Wilcox, Jaymie Wilcox

Tim read the minutes from our January 26, 2016 meeting. Chuck reported that we had \$2079.95 in the Brick Fund. Both the previous meeting minutes and financial report passed unanimously. Chuck did not report on the Oregon Community Foundation grant, City budget line item or Hodaka Club line items as they were not included in the financial package from the City (Chuck's error). Debbie did pay our bill to Leave Your Mark for brick plaques and shipping totalling \$76.36. Chuck will pick up the remaining financial report information as soon as possible.

Sheldon gave us an update on his application for the nationwide "Shark Tank Grant". Out of 1300 applicants, Weston was rated at #11, there were no other applicants from Oregon. The top 10 applicants were selected for consideration and the #1 applicant received a \$500,000 grant for business development and building restorations. As per Oregon SHIPPO, Weston should apply again next year as we finished very high in this nationwide competition. Possibly next year the top three may be selected.

Sheldon reported that we should turn in a \$9500 grant request to the Wildhorse Foundation for the proposed electronic reader board at the mini-park. This estimate includes the concrete foundation, brick columns and all electrical work.

Tim inquired as to the progress with the Spurgeon Appraisal on the covered wagon site. Sheldon will check with Dave Spurgeon.

Chuck reported that Mike Dowd had enough wood from the Athena Gem Theater remodel project to make one sign for the two wagon sites. He also stated that the redwood lumber cost for a 4x6 ft sign was approximately \$190 while the cedar lumber for the same sign would be approximately \$120 at Home Depot. As Mike Dowd had stated that either would be fine our group thought that the cedar lumber would weather better thus we decided on cedar. The motion was made to proceed forward with the following design guidelines: The sign will have two wheat sheaves toward the top, with the scenery of mountains, a stream and trees in the middle with the wording "Welcome to Weston, Gateway to the Blues" in 4-5 inch lettering. This motion passed unanimously. Judy Dowd will make a drawing for our approval. A second motion was made to request either Mike Dowd or Scott from the City crew purchase the cedar lumber, two pressure-treated cedar posts and concrete mix for the footings at Home Depot. This motion passed unanimously. Chuck will coordinate whether Mike or Scott will make the purchase and pickup materials in Walla Walla and turn in the bill to City Hall. These funds will come from the Oregon Community Foundation line item.

Tim asked for an update on our 501C3 IRS application. Both Sheldon and Chuck responded that this was not a good idea at this time. Chuck reminded the group that the City attorney had written a letter to the mayor stating that she did not think it was advisable for our organization to have dual status as a subcommittee of the City and nonprofit status with the IRS. Sherry Stewart from MainStreet Oregon had also advised Chuck against attempting to establish dual status. Sheldon reported that Sherry Stewart had told him that there were only four such committees in Oregon and their legal status was marginal. Chuck will check with Dave Richmond with the Milton-Freewater city government to determine how their city committees and nonprofit commissions interfaced legally.

Jim discussed the purchase a plaque to mount on the large rock at the covered wagon site thanking Jack King for his donating the covered wagon.

A brass plaque would cost \$385 while a simplified ceramic plaque would cost \$120 purchased at Wylie Monuments. As the group thought that the ceramic plaque would be more subject to vandalism we determined that the best choice was the brass plaque. The motion was made to purchase a brass plaque memorializing Jack King's donation of the covered wagon at this site with Jim Davis determining the proper wording. Motion passed unanimously. Chuck also commented that we also need to place a metal plaque on the rock thanking Jim Davis, Tom Delph, Jerry Frison and Mike Dowd for their hard work at the covered wagon site and on the cedar "Welcome" sign.

The motion was made to accept Jamie Wilcox as a new WCDC member. Passed unanimously.

Chuck made a motion to pass all previous meeting minutes (prior to this meeting) such that Trish Neal can legally publish them on our website. Passed unanimously.

Our next meeting is scheduled for March 22, 2016 at 7 pm.

Respectfully submitted,
Chuck Price, WCDC Secretary-Treasurer

Draft Minutes for March 22, 2016 WCDC Meeting

Members Present: Tim Crampton, Linda Crampton, Jim Davis, Rick Stephens, Jamie Wilcox, Chuck Price

Chuck read the minutes for the February 23, 2016 WCDC meeting and gave the current financial report. We have \$5000 in the Oregon Community Foundation line item for the covered wagon site, \$556.41 in the City budget line item, and \$2079.95 in the Brick Fund. After receiving a \$200 donation from the Hodaka Club this month we now have \$440.08 in the Hodaka Club line item. Both the minutes and the financial report passed unanimously

Jim reported that the brass plaque thanking Jack King for his donation of the covered wagon had been emplaced on the large rock at the site and looked very nice. Chuck made a motion that the funds to pay this \$385 invoice from Wylie Monuments be withdrawn from the Oregon Community Foundation line item. Motion passed unanimously. Chuck stated that Jim Davis be given a big thank you for his work on this project which the entire group seconded. Jim proposed an unveiling ceremony at the covered wagon site for the Jack King family. We will schedule this activity when the weather warms up this spring. Tim and Chuck brought up the idea of erecting a steel plate memorial to emplace on the large rock thanking Jim Davis, Jerry Frison, Tom Delph and Mike Dowd for their hard work in constructing and finishing the covered wagon site. Linda also proposed erecting a lighted American flag at the site which the group thought would enhance the site. We will discuss both of these improvements further at our next meeting.

Tim reported that the City Council at the March meeting had approved the WCDC requesting a grant from the Wildhorse Foundation for the proposed electronic reader-board at the Mini-Park. As Sheldon is very busy completing two other grant requests this month for Weston, Chuck will complete this grant request to the Wildhorse Foundation.

Chuck made a motion to commission Spurgeon Appraisal Services complete an appraisal of the covered wagon site for the WCDC to move forward in purchasing this property. The motion included paying the expected \$425 invoice upon billing receipt from the Oregon Community Foundation line item. This inclusive motion passed unanimously.

Tim stated that there is a possible conflict of interest with Sam Tucker writing a nonliability statement for the East Umatilla County Rural Fire District regarding their allowing us to construct a site and emplace our pioneer freight wagon on their property at the south end of town. He has checked with the League of Oregon Cities to requested a copies of standard nonliability statements for this purpose and review its general format and legal verbiage. Jamie will check with a local paralegal to coordinate completion of this nonliability statement.

Rick made a motion that he and Jim Davis will check with Mike Dowd to confirm the materials needed to complete the new welcoming sign at the covered wagon site and proceed to Walla Walla to purchase these materials. Motion passed unanimously. The paid invoice will be then be turned into City Hall for reimbursement.

A request had been received to use the pioneer freight wagon as a photo backdrop for "old timey, pioneer" photos at the City Park during Pioneer Days. After discussion the group decided to disapprove this request as this wagon and especially it's wheels are fragile and would not easily accommodate the extended movement from winter storage to the Park.

Our next meeting is scheduled for April 26, 2016 at 7 pm.

Respectfully submitted,

Chuck Price, WCDC Secretary-Treasurer

Draft Minutes for April 26, 2016 WCDC Meeting

Members Present: Tim Crampton, Linda Crampton, Rick Stephens, Peggy Reichert, Chuck Price

Chuck read the minutes for the March 22, 2016 meeting and gave the current financial report. Both were approved unanimously. The WCDC has \$4615 in the Oregon Community Foundation line item for the north end covered wagon site, \$556.41 remaining in the City budget line item, \$440.08 in the Hodaka Club line item and \$2079.95 in the Brick Fund.

Rick reported that he had spent \$89.?? for redwood materials at Home Depot for Mike Dowd's construction of the welcoming sign at the north end covered wagon site. He will turn this invoice into City Hall for reimbursement.

Chuck turned in an approximate \$7000 request on March 30 to the Wildhorse Foundation to fund a new electronic reader-board at the Mini-Park. We should know the results by mid-May.

We discussed that the Spurgeon Enterprises appraisal of the north end covered wagon site should be extended to include Lots 10, and possibly Lot 11, and 12 to accommodate additional property for the proposed storage building at this site. Previously, Dave Spurgeon had appraised only the exact property on which the covered wagon is sited. Chuck will contact Dave Spurgeon to request that he amend the original appraisal to include this additional property for a small additional fee.

Jim made a motion to approve Mike Dowd's welcoming sign design to include the words "Welcome to Weston, Gateway to the Blues" with router drawings of mountains, forest, a stream, a wheat sheaf and green pea plants. The motion included purchasing another 4x4 post, cement mix, painting materials, wood sealers, mounting brackets and replacement router bits. Motion passed unanimously.

Due to watering difficulties on a consistent basis a motion was made and passed (vote was 5-1) to not have live flowers or silk flowers in hanging baskets or at the tree bases on Main Street. All flowers will be planted at the Heritage Wall for one year. A motion was passed to spend \$400 on perennial flowers and shrubs at the Mini-Park.

Chuck will contact Jamie Wilcox to determine his progress in finding a non-liability statement for the Rural Fire District to move forward on the new pioneer freight wagon site on the south entrance to town. Tim will ask Debbie Russell if the City has an example of a standard "hold harmless" agreement.

We discussed Mike Dowd's proposed Weston Military Memorial Display Board at the Mini-Park. It was determined that the Veteran's Administration should have a database to research the names of former Weston and current residents who have served in the military. We also noted that we need to leave adequate space on the memorial to add future military personnel. Chuck recommended that the current military memorial board in the Community Hall needs updating and refurbishing. He will work on that project. The Commission endorsed Mike's Veteran Memorial at the Mini-Park pending available funding.

We passed a motion (vote was 3-2) to pay 1/2 the cost to help the City pay for a dumpster at Cleanup Days. Estimated contribution would be \$125.

A motion was made and passed to ask the City Budget Committee for \$1200 next fiscal year to help pay for the estimated \$700 expense to construct the south end wagon site and the proposed Weston Military Memorial Display Board at the Mini-Park. Chuck will make this request at the City Budget Meeting in April.

Our next meeting is scheduled for May 24, 2016 at 7 p.m.

Respectfully submitted,
Chuck Price, WCDC Secretary-Treasurer

Draft Minutes for July 25, 2016 WCDC/Parks and Recreation Committee Meeting

Members Present: Tim Crampton, Linda Crampton, Sheldon Delph, Rick Stephens, Chuck Price, Tom Delph, Jim Davis, Loy Knudzen, Peggy Reichert

Chuck read the minutes for the June meeting and gave a partial financial report. Both the minutes and the financial report passed unanimously. Currently we have \$2079.95 in the Brick Fund while the City account line items information was not available today. These City budget line item accounts should be unchanged from last month as we have not spent money from these accounts. Sheldon reported that he had not yet been notified of the results for his Wildhorse Foundation requests. He had resubmitted a \$10,000 request for the electronic reader board to include additional electronic controls and a funding request for the Weston Cemetery.

Chuck stated that he and Tom still need to restake the property lines of the covered wagon site and lots 9, 10, 11 and 12 to the north of the covered wagon. This task must be accomplished before Spurgeon Enterprises can complete their amended appraisal for lots 8-12 of this site.

Tim has received the final nonliability statement for the south end freight wagon site from Don Jackson. This property site includes a 30 ft. segment from Bannister Road and 20 ft segment on an east-west line. We are now ready to proceed on the construction aspects for this wagon site. The planning included asking the City to level the site, then the WCDC will need to spray weeds, use available plastic sheeting from the City and order a 10-yard load of gravel to overlay the plastic sheeting. Sheldon stated that we need to consider how to get water to the site to first pack the ground and later for future flower beds and landscaping. Jim estimated that all ground preparations should cost about \$700. Chuck commented that Mike Dowd still has the aged planking from the Gem Theater for the signage at this wagon site. A brief discussion followed that we should pay the Dowds to complete the "Welcome" sign at this site.

Linda discussed the cost of erecting an American flag for the covered wagon site. The motion was made and passed unanimously to mount a 3x5 flag with a solar-powered spotlight for nighttime illumination. Linda will donate this flag. Loy was appointed to chair a flagpole construction committee with Tom and Chuck assisting. The motion was made and passed unanimously to authorize spending up to \$150 for construction supplies to complete this project. Chuck stated that we need to get appropriate nonliability signage to post at this site for the City. Sheldon will research the correct verbiage for this sign. Rick commented that we need some additional gravel to cover the bare ground spots at this site.

Rick reported that Judy and Mike Dowd were very appreciative with the gift certificate at Kelley's Restaurant that he presented to them. This action was our thank you for their donated efforts on the new "Welcome to Weston" sign at the covered wagon.

Parks and Recreation Business:

Sheldon is working on establishing the appropriate "restrictions" signage at the City Park with an estimated cost of \$150. We discussed buying additional tables and benches from the State's Parks surplus sales. The committee thought that purchasing six tables each with two attached benches would be best but it was undecided where to place them in the park at Pioneer Picnic and where to store them when not in use as it would become much more difficult to mow and weed the park area. Chuck volunteered to store them in the Price Estate barn if requested. The motion was made and passed to authorize Sheldon to purchase six tables and benches from the State Parks and Recreation surplus sales for \$400 total when the tables become available.

Chuck stated that we should appreciate the City worker crew's efforts for mowing and vastly improving the appearance of Polo's burned-out residential lot on North Water Street.

Sheldon stated that we either need to proceed forward with the Senior Housing project or not pursue it. Chuck commented that Mayor Thul's preferred location is Polo's lot on North Water Street. Tim reported that the Duncan Clark house on east Main Street had a for sale sign posted of \$500 down and \$350 per month payments. Sheldon stated the smaller Clark house on south Franklin Street directly south of the Post Office was under County control for back taxes. The WCDC decided that Tim and Rick should request that the City ask the County to release this property to the City for much needed downtown parking.

The next meeting is scheduled for August 22, 2016 at 7 pm.

Respectfully submitted,
Chuck Price, WCDC Secretary-Treasurer

Draft Minutes for August 22, 2016 WCDC/Parks and Recreation Committee Meeting

Members Present: Linda Crampton, Tim Crampton, Rick Stephens, Peggy Reichert, Jim Davis, Jamie Wilcox, Chuck Price

Chuck read the minutes for the July 2016 meeting and gave the current financial report. Both the minutes and financial report passed unanimously. We have \$3941.28 in the Oregon Community Foundation line item for the covered wagon site, \$1200 in the City budget line item, \$440 in the Hodaka Club line item and \$2079.95 in the Brick Fund.

Tim reported that Sheldon was unable to purchase the six tables with attached benches for the City park as the State Surplus sales was sold out of stock immediately. He will continue to look for these benches for the park. Sheldon is also working on establishing the appropriate park rules signage to post.

Tim also reported that the Wildhorse Foundation did not authorize the WCDC's funding request for the electronic reader board at the Mini-Park. The motion was made and approved to reapply for these grant funds for the October 1 deadline. If not authorized, we will make the same funding request to the AWERES Committee in January 2017. It was noted that the AWERES Committee does not normally grant the authorized monies until the project is completed. If the funds are granted we will have to ask for advance funds to complete the project.

Rick stated that he and Tom Delph had staked the correct positioning of the flagpole at the covered wagon site. Chuck said that he had picked up four bags of cement at Home Depot to concrete in the pipe foundations for the flagpole.

Rick also reported that the Dowds are very agreeable to completing a second "Welcome to Weston" sign at the south end Freight Wagon site. Tim, Rick and Jamie will stake out this wagon site.

The motion was made to adopt the City's new Code of Conduct policy statement with revisions appropriate to the WCDC as passed by the WCDC membership. Chuck will complete these revisions and forward them to Tim and Debbie for further possible suggestions. He will also forward these revisions to Sheldon for additions pertinent to the Parks and Recreation Committee.

The next meeting is scheduled for September 27, 2016 at 7 p.m.

Respectfully submitted,
Chuck Price, WCDC Secretary-Treasurer

Draft Minutes for September 27, 2016 WCDC/Parks and Recreation Committee Meeting

Members Present: Rick Stephens, Peggy Reichert, Chuck Price, Tom Delph, Sheldon Delph, Loy Knudzen

Rick read the minutes from the August 23, 2016 meeting and Chuck gave the current financial report. Both the minutes and financial report passed unanimously. Presently, we have \$3868.35 in the Oregon Community Foundation line item, \$440.09 in the Hodaka Club line item, \$1200 in the City budget line item and \$2079.95 in the Brick Fund.

Sheldon reported that the Reader-Board grant application is ready to be turned into the Wildhorse Foundation by October 1. This request is for \$10,000 to cover the cost of the reader-board and all the additional electronic controls. He has been informed that our request is not up to State and IRS standards stipulated onto the Wildhorse Foundation and he thinks our grant request fits these standards much better for the AWERES committee.

Chuck stated that Spurgeon Enterprises should complete the amended appraisal on the Jackson property at the north end covered wagon site within 30 days. Sheldon said that the City has requested ownership of the McIntosh property which is situated just north of the covered wagon site from the County Tax Assessor's Office. He will check with the County Attorney Doug Olson to get an updated report on the status of the City's request.

Rick reported that he and Tim have staked out the property lines for the new south end pioneer freight wagon site. We discussed the fact that this site is close to the City's water booster pump. Rick will ask Scott if a water line could be installed to water flowers at the new freight wagon site.

Chuck stated that the flagpole for the covered wagon site is ready for gloss white paint and to drill the flag security holes. Loy, Tom and Chuck plan to erect the flag Tuesday afternoon.

Motion was made and passed unanimously to accept the amended City committee Code of Conduct Standards Letter for our members. Rick will turn the completed letters of present members into City Hall.

Sheldon reported that he is working with SHIPPO and Business Oregon on a grant for businesses in Historical Districts for Building Restoration and Business Plans. These grants are for \$100,000 to \$500,000 with zero local matching funds required. He stated that it is estimated to cost \$125,000 to fix the exterior brick structures at the Longbranch Restaurant. We also discussed the poorly sagging roof at the Clifton museum building. The collapse of the west wall of this building could jeopardize the Weston Library. This grant is due January 1, 2017 and will be funded within 30 days after determinations are completed.

Parks and Recreation Committee

Sheldon stated he is working on a State Waterways grant from the State Parks Division. This grant is due December 1, 2016 to be funded in March 2017. The monies are requested to lay new riprap rock to line Pine Creek from College State to Wallace Street. This new Pine Creek stabilization project must be completed before the State Parks Division will fund new walkways and kitchen at the City Park. Upon the creek riprap stabilization project completion the Confederated Tribes will install vegetative growth plantings to landscape the new riprap area.

Our next meeting is scheduled for October 25, 2016 at 7 pm.

Respectfully submitted,

Chuck Price, WCDC Secretary-Treasurer