

**MINUTES OF THE SPECIAL SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL AT 7:00 PM ON AUGUST 1, 2019**

1. Call to Order

The meeting was called to order at 7:00 PM.

2. Pledge of Allegiance

The pledge of allegiance was recited.

3. Roll Call

Mayor Shanti Platt	Present
Councilor Micky Wagner	Present
Councilor Baltazar Gonzalez	Present
Council President Michael Gregory	Present
Councilor Wes Leiva	Present
Councilor John Harvey	Present

Staff Present: City Manager Susie Marston, City Recorder Tim Rhyne, Police Chief Mark Chase, Officer Craig Seibel, Public Works Superintendent John Robinson. Please see sign-in sheet for others who were present.

4. Announcements/Appointments

- a. Additions/deletions to the agenda – None noted
- b. Swearing in of Police Officer Craig Seibel
 - 1) Chief Chase introduced Craig Seibel and spoke about his experience in the D.A.R.E. program. After introductions, Mayor Platt administered the oath of office to Officer Craig Seibel.

5. Public Comment:

- a. Public comment is limited to three (3) minutes per person with an optional two (2) minutes for Council questions and answers. If you wish to address Council please come forward to the podium and identify yourself for the record. – None noted

6. Consent Calendar:

- a. Approval of the minutes of the July 2, 2019 Regular Council Session
- b. Approval of the minutes of the July 16, 2019 Special Session
- c. Approval of the minutes of the July 18, 2019 Work Session
- d. Approval of bill list for June 25 – July 24, 2019

Councilor Wagner made a motion to approve the consent calendar as presented, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

7. Presentations

- a. None noted

8. Public Hearing

a. Public Hearing for Partition #PAR 2019-01

- 1) Open public hearing and note time for the record
 - Mayor Platt opened the public hearing at 7:18 PM and read opening statements. City Planner Holly Byram read further statements as required by law.
- 2) Declaration of ex parte contact or conflict of interest
 - None noted.
- 3) Staff Report
 - Holly Byram presented her staff report and findings relating to the partition #PAR 2019-01. She told the council that this partition is the final step in the process that was begun several months ago for a half-acre property located at the end of Alder Avenue. Holly gave details about the lot sizes, utility requirements, sidewalks, street width and utility easements. She also mentioned that there is one minor addendum that relates to a small shed that will be removed prior to permits being issued. There was lengthy discussion about when utilities will be brought to the lot locations. The applicant is requesting that the utilities be brought to the lot locations once the land has been sold and prior to any permits being issued. Please see the complete staff report for detailed information.
- 4) Proponents presentation
 - John Brosy spoke to the council about the application and brought forth a request about the timing of bringing utilities to the lot locations. This request would simply change the requirement time period from “prior to recording the first plat” to “prior to issuing the first building permit.”
- 5) Opponents presentation
 - Arturo Oropeza spoke about his concerns of street width since the street may eventually connect to school property.
- 6) Proponents rebuttal
 - None noted.
- 7) Staff summary
 - None noted.
- 8) Close public hearing
 - The public hearing was closed at 8:07 PM.
- 9) Council discussion
 - None noted.
- 10) Council motion, second and vote

Councilor Gregory made a motion to approve partition #PAR 2019-01 as submitted and adopt the findings and recommended conditions of approval included in the staff report to the City Council dated July 25, 2019 with the staff addendum dated August 1, 2019 and allow deferred cost of utilities to be completed prior to the issuance of the first building permit. Seconded by Councilor Leiva. All councilors

voted "aye". Motion is unanimously carried and so moved.

9. Action Items

- a. Rescind motion from July 18, 2019 Work Session to purchase Kamstrup water meters
- 1) Susie mentioned that since the July 18, 2019 work session, when the council approved purchase of Kamstrup water meters, the city attorney recommended that the council rescind the motion for the purchase of the meters and go out for bid for new water meters. This all stems from the cost of the water meter system, which is greater than \$100,000. If the council will rescind the motion tonight, then staff will bring three quotes back to the council at the September council meeting to make a final decision on a water meter system.

Councilor Gregory made a motion to rescind motion from the July 18, 2019, seconded by Councilor Wagner. Motion is unanimously carried and so moved.

- b. Resolution 19-009, adopting the 2019-20 supplemental budget to make appropriations in the 4th of July Fund
- 1) Susie explained that an unforeseen donation from DataVision and unforeseen expense to develop a 4th of July website and social media pages requires a supplemental budget for fiscal year 2019-20.

Councilor Gregory made a motion to adopt Resolution 19-009 to make appropriations in the 4th of July Fund, seconded by Councilor Leiva. Motion is unanimously carried and so moved.

- c. Award 4th Street paving project subject to 7-day protest period
- 1) Susie told the council that the bids for the 4th Street widening project have been received and there were a total of seven contractors who responded to the bid. Susie explained that the project was divided into three different bid schedules, not knowing how much of the project could be accomplished given the amount that has been budgeted. The lowest bidder of all three bid schedules was CG Contracting in the amount of \$244,331. Susie noted that this fits within the budget and that since Schedule 3 (extra storm drain work) of the bid will be done to manage extra drainage created by the new subdivision, then Storm Drain SDC funds can be used for that portion of the project. Susie and the council discussed the bid amounts and also the three schedules. Susie and John spoke about grant funding and when funding is available. Councilor Wagner asked about mobilization costs with the different schedules. John Robinson gave information about how mobilization costs are distributed in this type of project. Susie talked to the council about the timeline prior to these bids.

Councilor Gregory made a motion to award the bid for the 4th Street paving project to CG Contracting in the amount of \$244,331 and give the Mayor authorization to sign the contract. Seconded by Councilor Wagner. Motion is unanimously carried and so moved.

- d. Adopt proposed water, wastewater and storm drain master plans
 - 1) Susie stated that the Water, Wastewater and Storm Drain Master Plans were reviewed with the council by Steve Kraushaar of Tetra Tech at the July 18th worksession, and they are ready to be adopted.

Councilor Wagner made a motion to adopt the proposed Water, Wastewater and Storm Drain Master Plans, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

10. Staff Reports:

a. City Manager

- 1) The Court Clerk/Utility Billing position has been filled. Kay Wiesner, who previously worked nine years at City of Mt. Angel in much the same capacity, will be starting on August 12th. All the departments are fully staffed at this time. The Public Works utility truck was sold recently for \$8000, and the council had previously requested to talk about how the the sale proceeds would be divided once the vehicle was sold. Council and staff discussed how the sale proceeds would be distributed. The final decision was to put \$2000 into the 4th of July Fund with the remaining \$6000 being split evenly amongst the General Fund - Street, Water and Wastewater Funds.

Councilor Harvey made a motion to put \$2000 of the sale proceeds into the 4th of July Fund, with the remaining \$6000 to be split equally in the General Fund, Water Fund and Wastewater Fund. Seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

b. Police Department

Chief Chase thanked the council for the support that they give to the Police Department. As requested by the council, the Police report gives information of agency assists from inside and outside the Gervais Police Department. The Chief reviewed the assist information with the council. Accreditation is still moving forward. Councilor Gonzalez asked about current department staffing. Chief Chase gave information about current Police staff.

c. Public Works

John mentioned that the residing project at the water plant is completed and it looks very nice. The quality of work appears to be excellent, and there is very little work to be done by the Public Works. The bridge at the Black Walnut park is being rebuilt at this time. In response to a question from Councilor Gregory, there was a brief discussion about safety fencing along the railroad tracks on 4th Street. Mayor Platt talked about availability of property along the railroad tracks. The council and staff talked about said property and who owns sections of property near the tracks. Councilor Wagner stated she would be happy to request donations once the type of fence is decided. Council gave consensus to city staff to pursue information on property and fencing along the railroad tracks.

11. Business from the Mayor or Council

- a. Councilor Wagner reminded the council about the upcoming National Night Out on August 6th at the community park. She gave details about what activities and food will be offered. Mayor Platt spoke about the Back-2-School Bash school event. She has put donation containers at different locations in town to gather donations. Councilor Wagner mentioned that she knows someone who will be donating twenty backpacks to the drive. Councilor Wagner asked to be excused from the October and possibly September council meetings.

12. Adjourn

- a. The meeting was adjourned at 9:06 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON AUGUST 1, 2019 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor