

**MINUTES OF THE REGULAR MEETING OF THE GERVAIS CITY COUNCIL  
COUNTY OF MARION, STATE OF OREGON  
HELD AT GERVAIS CITY HALL ON FEBRUARY 4, 2016**

**1. Call to Order**

Mayor Platt called the council meeting to order at 7:00 pm.

**2. Roll Call**

- a. Council Present: Council Members Micky Wagner, Michael Gregory and John Harvey. Council Member Tony Miller was absent. Councilor Wes Leiva was absent by excuse. Mayor Shanti Platt was present.
- b. Staff Present: City Manager Susie Marston, City Recorder Tim Rhyne, Police Chief Peter Spirup and Public Works Superintendent Pat Claxton.

**3. Announcements:**

- a. Additions/deletions to the agenda
  - i. Sacred Heart Temporary Liquor Sales License

**4. Public Comment:**

**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.**

**5. Consent Calendar:**

- a. Approval of corrected minutes from October 1, 2015, Regular Meeting
- b. Approval of corrected minutes from December 3, 2015, Regular Meeting
- c. Approval of the minutes of the January 7, 2016, Regular Meeting
- d. Approval of the bill list for December 30, 2015 – January 26, 2016

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

**6. New Business**

- a. Discussion of Councilor Absences from Council Meetings

Susie Marston mentioned that Councilor Miller has been absent from all the council meetings within a 60-day period. Per the city charter, this would constitute dismissal from the council and create a vacancy. Councilor Miller came in and talked with Susie and mentioned that he had been considering resigning from the council but that he didn't want to appear like he was a quitter. He has a lot going on in his personal life but he has not made further contact with Susie, the Mayor or Tim Rhyne. Section 31 of the city

charter discusses vacancies on the council. Susie Marston read the portion of Section 31 that pertains to vacancies created on the council. There was a discussion among the council about the rules in the charter and how to proceed. Mayor Platt stated that she would write a formal letter to Councilor Miller mentioning the rules of the charter and asking him what his intent is. The letter will also state that if he is absent at the March meeting then his seat on the council will be vacated. Councilor Harvey said that the letter should state that he has the option to resign. If he can't resign then the council needs to make its decision. Councilor Wagner said she agrees with Councilor Harvey.

b. Review of City's Annual and Five Year TMDL (Total Maximum Daily Load) Reports

Susie Marston said that this report is associated with the amount of storm drain water that is produced in Gervais that flows out to the Pudding River. The city adopted this TMDL plan back in 2010 and the city engineer is responsible for creating a report each year of its progress. The plan is designed to help the city reduce the amount of pollution being sent into the Pudding River. The yearly report outlines the progress of the plan and is required to be presented to the council. A more comprehensive report is required every five years (which is the report presented tonight). The purpose of the reports is so the council knows how the city is mitigating the amount of pollutants in the storm drain water. Pat Claxton discussed what the city is doing to reduce pollutants in the storm drainage system.

c. Consideration of Bids for Water Filter Media Replacement and Authorize Mayor to Sign Contract to Proceed with Project

Susie Marston commented that the city is looking to receive bids to have the filtration media in the two older water filters replaced. The bids were originally supposed to be in this week, but the deadline has been pushed back to Wednesday, the 10<sup>th</sup>. There is also an underdrain underneath the filter media that may need to be replaced, too. It is a smaller project, so the city engineer is soliciting bids from three companies. One of the companies has dropped out of the bidding process so that leaves two possible bids. The budget only includes funds to have the media replaced, and since the underdrain may need to be replaced the bids could come in at more than budget. Susie asked for consensus from the council to allow her and Pat to review the bids and go with the lower bid that meets the budget needs. Councilor Harvey requested that the bids be emailed to the council members when they are received and the council members can approve via email. Susie agreed to email the bids to the council members as they are received and wait for approval from each council member. This way there will be a contract ready to sign at the March 3<sup>rd</sup> meeting.

d. Sacred Heart Temporary Liquor Sales License

The Sacred Heart Catholic School is requesting approval of a temporary liquor sales license for their annual Spring Fling fundraiser. Basically, the city needs to either approve or deny the application. The council gave consensus to approve the temporary sales license for Sacred Heart.

## **7. Staff Reports:**

### **a. City Manager**

Susie reminded the council that the annual goal-setting session is being held next Thursday, February 11<sup>th</sup> at 7:00pm. Susie is writing a memo reviewing the last set of goals, along with some suggestions of future goals. She will email that memo tomorrow. If the council has ideas for goals, it is encouraged that they are brought forward at the goal-setting meeting.

There is some serious interest in the property along the corner of 99E and Douglas Ave. A group out of Texas named Embree Group is pursuing the property for a store chain named Dollar General. They have been in contact with the city about the process and the biggest hurdle is the access rights to the property, most of which is owned by ODOT. The fees being imposed by ODOT are about \$10,000 just for the application plus additional funds based on the value of the property post-development compared to pre-development. Susie explained the issue with access to the property. The council discussed Dollar General and the types of products that they sell. There was a general discussion about the property on 99E and Douglas Avenue and the access problems.

Susie mentioned that she is through the worst of her medical treatments, but through the end of March, she will have short days.

### **b. Police Department**

Chief Spirup is still trying to work through some of the new ordinances mentioned during the recent work session. There will be some lockdown drills coming up at the schools. The process of moving the crosswalk on Douglas Avenue at Black Walnut Street is also in progress.

### **c. Public Works**

Pat told the council that the skate park off of 5<sup>th</sup> Street is in very poor shape. It needs to be either repaired/replaced or taken out completely. The company who originally built the skate park no longer works in the state of Oregon. There was a short discussion about skate parks and possible funding sources. It was decided to remove the skate park and convert the area into a half-court basketball court and look for a grant to fund a possible skate park at the Community Park. Pat mentioned that Fred Kasachev is building two more houses on 6<sup>th</sup> Street and is looking for four more lots on which to build.

## **8. Business from the Mayor or Council**

### **a. Mayor**

Mayor Platt said that she will be working to help with the access restrictions on the corner property on Douglas Avenue and 99E and that she will also be writing a letter to Councilor Miller. She also has several projects coming up in April and June. Arbor Day is coming up soon along with the Mayor's Contest. The first weekend in June will be the annual fundraiser for the Police Department. Mayor Platt would like to distribute a letter to the town that would advertise space at the old city hall for those who would like to donate items early for the fundraiser. Mayor also talked about how the city could more

effectively communicate information to the people in town. Mayor Platt suggested a possible quarterly newsletter that could be distributed with information about what the city has been doing. Ken Stott from the school district contacted the Mayor about a group of students who want to help clean up yards for the annual city cleanup (also happening in April).

b. Council

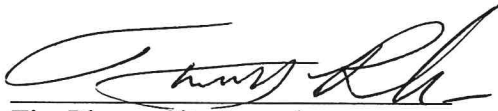
Councilor Gregory asked that the city get someone to talk to ODOT about the access restrictions at the property on the corner of Douglas Avenue and 99E.

**9. Adjourn**

- a. Council was adjourned at 7:50 pm.

**I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON FEBRUARY 4, 2016 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.**

ATTESTED:

  
Tim Rhyne, City Recorder

  
Shanti Platt, City Mayor