

**MINUTES OF THE REGULAR SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL AT 7:00 PM ON JANUARY 3, 2019**

1. Swearing in of Incoming Council Members

City Recorder Tim Rhyne swore in Mayor Shanti Platt and Councilor John Harvey. Councilor Leiva was absent at the meeting.

2. Call to Order

Mayor Shanti Platt called the meeting to order at 7:02 pm.

3. Roll Call

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

Staff Present: City Manager Susie Marston, City Recorder Tim Rhyne, Police Chief Peter Spirup, Utility Worker John Robinson, Police Lieutenant Mark Chase

Others Present: Joe Budge, Woodburn Fire District; Ted Woodruff, Tom O’Neal, Chris & Diana Barch

4. Pledge of Allegiance

5. Nomination of Council President

Councilor Gonzalez made a motion to nominate Councilor Gregory for council president. Councilor Harvey seconded the motion. Motion unanimously carried and so moved.

6. Announcements:

a. Additions/deletions to the agenda

Susie Marston requested adding an executive session to the end of the meeting. Mayor Platt stated that the Executive Session will be added as item (12) on the agenda.

7. 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.

Ted Woodruff of 260 Alder Avenue thanked the city for its efforts in mitigating speeding vehicles coming into Gervais. He mentioned his concerns about speeding vehicles on Alder Avenue and asked that the council consider a speed control device such as speed bumps on Alder. There was a brief discussion about ways to improve safety on Alder Avenue.

8. Consent Calendar:

- a. Approval of the minutes of the December 6, 2018 Regular Session
- b. Approval of bill list for November 28 – December 26, 2018

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

9. New Business

- a. Presentation of June 30, 2018 Financial Statements by Tom Glogau; Grove, Mueller and Swank

Tom Glogau presented his report of the financial audit for the fiscal year ended June 30, 2018. The overall results from the audit were positive. There were brief questions from the council regarding the results of the audit. Please see the audit report or compliance letter for more details.

Councilor Wagner made a motion to accept the results of the financial audit for the fiscal year ended June 30, 2018. Seconded by Councilor Gregory. Motion is unanimously carried and so moved.

- b. Adopt Resolution No. 19-001, A Resolution Authorizing the Establishment of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association ("HRA VEBA") Plans

Susie spoke to the council and reviewed when the HRA/VEBA (HRA) discussion was first held. The HRA plan was first brought up at the 2018-19 Budget Committee meeting in light of changes to the city's Kaiser Permanente insurance plan. The purpose of the HRA plan was to help assist employees with the increased out-of-pocket insurance costs from the Kaiser Permanente plan change. Because of the changes to the Kaiser premiums, Susie stated that the HRA plan will have no additional financial impact on the City. The Budget Committee (which includes the Council) approved a total yearly amount of \$5,000 to be contributed toward the HRA plan for the employees. Susie explained that there will be a process for employees to setup accounts after the resolution is approved. The council discussed how an HRA plan would work for the employees. Councilor Harvey asked to view the details of the HRA plan and how the money would be spent prior to approving Resolution 19-001. There was conversation among the Mayor and Council about the details of the HRA plan. After a question from the Mayor, Susie mentioned that it may be possible to have the HRA representative present at the February

meeting to discuss the plan. Councilor Harvey made a motion that the resolution be tabled until the February meeting and until the council sees the HRA plan details. There was a brief discussion about whether employees could be reimbursed for medical expenses back to July 1st. Councilor Gregory seconded the motion of Councilor Harvey.

10. Staff Reports:

a. City Manager

Susie reminded the council about upcoming training and event dates.

- 1) Gervais will be hosting the Woodburn Chamber Greeters weekly event on Friday, January 11th. The meeting will be open to the public.
- 2) A Governance 101/Land Use training will be held on Saturday, January 29th from 8:30-4:00. It is hosted by the COG and will be held at Gervais City Hall. The cost will be \$20 per person.
- 3) Susie has been in contact with Sean O'Day of the COG to schedule the goal-setting session. The initial date is February 12th at 6:30pm. All the council, except Councilor Wagner, is available for that date.
- 4) Heidi Bell from Donald will be hosting a government ethics class on Tuesday, March 5th. That training will be held at Donald Fire Hall at 6:30pm.

b. Police Department

Chief Spirup informed the council that Officer Palmer is on light duty while recovering from an auto accident. He is currently working on ordinance enforcement and compliance while on light duty. The Chief also mentioned that a conditional job offer was made to an applicant, Kristen Quinn.

c. Public Works

Pat Claxton mentioned that installation of the remaining electronic speed signs is almost completed. He stated that there was a recent problem with the French Prairie lift station and John Robinson had a suggestion to resolve the problem. Public Works is working on getting John's certifications in order to be in compliance with DEQ.

11. Business from the Mayor or Council

Mayor Platt talked with the council about requesting a raise for City Manager Susie Marston. It has been approximately two years since her last pay increase. That last salary increase was 5%. Mayor Platt talked to the council about how other employees receive their pay increases. Susie mentioned that employees only receive annual pay increases until they are topped out in their position. The Mayor spoke about the fact that Susie's performance reviews have been very good and that a 5% salary step would be an increase of about \$340 per month. She also suggested that the increase be made retroactive back to July 1st when the budget began.

Councilor Wagner began a motion to approve a 5% increase for Susie Marston at which time Councilor Harvey stated he wanted to have more discussion on the subject of the salary increase. Mayor Platt

stated that Councilor Wagner had to finish her motion prior to discussion.

Councilor Wagner began to make a motion to approve a 5% increase for Susie Marston retroactive to July 1st, 2018. Seconded by Councilor Gonzalez. Vote:

- **Councilor Wagner – Yes**
- **Councilor Gonzalez – Yes**
- **Councilor Gregory – No**
- **Councilor Harvey – No**
- **Mayor Platt – Yes**

Motion was thus carried and so moved.

Mayor Platt opened the item for discussion. There was debate among the council about the salary increase and how it was approved. The Mayor suggested that Susie bring information before each new budget in June to show the council what a salary increase would look like. There was a brief discussion about the City Manager salary.

The Mayor talked with the council about a recent meeting she had with Sylvia Garcia of the School District. The school is planning to build a small playground for kindergarten and pre-school children. Sylvia was wondering if there was any way to work together with the City to assist with the project. Mayor Platt asked the council for permission to work with the school district to offer help with the project, e.g. using a City fork lift to remove cement, start a fundraiser, etc. Councilor Wagner voiced her support for assisting with the project and gave different ideas on how to help. The council gave the Mayor consensus to work with the school district on the project.

The Mayor thanked everyone who had helped with the Christmas activities and stated that the events went very well. Councilor Wagner also thanked those who helped with the Christmas goody bags and other activities.

Councilor Gregory noted that a 4th of July meeting will be held this month in January.

12. Executive session as authorized under ORS 192.660 (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

a. The executive session was opened at 8:04pm

There was discussion held about Police Department staffing and pay structure.

b. The executive session was closed at 8:52pm

Councilor Gregory made a motion to adjust the current salary schedule, July 1st, 2018 through June 30, 2019 to compress the three longevity steps into three additional regular steps, 7,8 and 9. Chief Spirup clarified that this is how the salary steps will be structured going forward. Motion seconded by Councilor Wagner. Vote:

- **Councilor Wagner – Yes**

- Councilor Gonzalez – Yes
- Councilor Gregory – Yes
- Councilor Harvey – No (Abstained)

Motion was thus carried and so moved.

Chief Spirup told the council that he recognizes that much of the success of the Gervais Police Department is because of the support it has received from the Council. He thanked them for the support.

13. Adjourn

The meeting was adjourned at 8:53 pm.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON JANUARY 3, 2019 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor