

**MINUTES OF THE REGULAR MEETING OF THE GERVAIS CITY COUNCIL  
COUNTY OF MARION, STATE OF OREGON  
HELD AT GERVAIS CITY HALL AT 7:00 PM ON FEBRUARY 1, 2018**

**1. Call to Order**

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

**2. 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 Peter Spirup, Public Works Superintendent Pat Claxton

Others Present: Fire Chief Joe Budge, Woodburn Fire District

**3. Announcements:**

- a. Additions/deletions to the agenda
  - i. Approve Temporary Liquor License for Sacred Heart Church Annual Spring Fling (6d)
  - ii. Discussion on Street Vacation of Hemlock Avenue between 6<sup>th</sup> and 7<sup>th</sup> Streets (6e)

**4. 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.**
  - i. Joe Budge brought information to the council about backyard burning regulations in Gervais, as requested. The 2018 burn season begins on March 1.

**5. Consent Calendar:**

- a. Approval of the minutes of the January 4, 2018 Regular Session
- b. Approval of the minutes of the January 18, 2018 Goal-Setting Session
- c. Approval of bill list for December 28, 2017 – January 24, 2018

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

## 6. New Business

- a. Adopt Results from January 18, 2018 Goal Setting Session

***Councilor Wagner made a motion to adopt the results from the January 18, 2018 Goal Setting Session, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.***

- b. Adopt Resolution No. 18-002, A Resolution of the Gervais City Council Declaring Surplus Property

Susie mentioned that she put this resolution on the agenda in response to a request from Councilor Harvey at a prior meeting. The sale of the old City Hall was also one of the goals from the 2017-18 Goal-Setting Session. The first step to sell city property is to declare it as surplus. Once the old City Hall is declared as surplus, the City must give notice to ODOT Rail before it can be listed for sale. Once a buyer begins the purchase, the council must hold a hearing before the transaction can close. There was a brief discussion about the notice to the railroad company. Councilor Harvey asked about the process of preparing old City Hall for sale after it has been declared surplus.

***Councilor Harvey made a motion to adopt Resolution No. 18-002, A Resolution of the Gervais City Council Declaring Surplus Property. Seconded by Councilor Gregory. All council members indicated approval by saying "aye". Motion is unanimously carried and so moved.***

- c. Discussion and review of Gervais School District Storm Drain Charges

Susie stated that after the recent update to the calculation of non-residential storm drain charges, it was discovered that the high school, middle school and elementary school campuses do not drain into the city storm drain systems. Rather, they drain out to 99E and 3<sup>rd</sup> Street. After reviewing the code language, Susie has determined that the buildings that do not drain into the city systems should not have a storm drain charge applied to their monthly billing. The only school buildings that drain into the city systems are the district office and the preschool. Susie and the council had a brief discussion about the storm drain system for the school and also the adjustment that should be made to the billing for the school. Susie will get in contact with the school district about the new changes.

- d. Approve Temporary Liquor License for Sacred Heart Church Annual Spring Fling

Mayor Platt talked with the council about the current method that is used for the approval of temporary liquor license permits. The Mayor suggested that temporary liquor licenses for events should go directly to the Police Chief for approval and then to the Mayor for signing. The reason that the temporary licenses should not come to the council for approval is that there may not be a council meeting in time for the proposed event. The council discussed the details of approving temporary liquor licenses. The council gave consensus that any future temporary liquor licenses will go directly to the Police Chief and then to the Mayor for signing, no longer before the council.

***Councilor Gregory made a motion to grant the Police Chief permission to sign all temporary liquor sales licenses in the City of Gervais, seconded by Councilor Wagner. Motion is unanimously carried and so moved.***

- e. Discussion about Street Vacation of Hemlock Avenue between 6<sup>th</sup> and 7<sup>th</sup> Streets

Susie reported that an application was received from Rich Duncan to vacate Hemlock Avenue between Streets 6<sup>th</sup> and 7<sup>th</sup>. City Planner Holly Byram is recommending that the council set a hearing date for March 1<sup>st</sup> to consider this case. The case number is VAC-2017-01. In response to a question about conflict of interest from the Mayor, Councilor Gregory stated potential bias as he is friends with several of the applicants. Councilor Harvey claimed the same bias. There was a short discussion about the location of the street being vacated.

***Councilor Gregory made a motion to set a date for the hearing for Street Vacation VAC-2017-01, seconded by Councilor Wagner. All councilors stated "aye" in approval. Motion is unanimously carried and so moved.***

## **7. Staff Reports:**

- a. City Manager

Susie received official word that Gervais has received an ODOT Small Cities Allotment Grant for \$50,000. The funds will be used to help repave and widen 6<sup>th</sup> Street. The City will go out for bid in the next couple of months. Hopefully the project will begin sometime in July 2018. It is hoped that the grant will cover one third to one half of the project costs.

Pat and Susie had a meeting with Marion County to discuss the repaving of Douglas Avenue. The extent of the repaving is unclear at this time. There will be an opportunity to partner with the county for this project. However, before Douglas is paved, the county requires that ADA ramps are installed at each corner. Susie is working with Renata at the COG to find grant funding for the needed improvements. The council discussed the project and what the costs will potentially be to the City.

A Budget Committee member has moved out of town so the City will be advertising for a new position there. Susie also left a slip of paper at each council member's desk with upcoming meeting dates.

- b. Police Department

Chief Spirup stated that the department is currently in the process of recruiting for the vacant officer position. Pat, Susie and the Chief met in the prior week to discuss initiating a plan for parking changes on some of the narrow streets in Gervais. This plan came about after the council approved parking changes in light of access difficulties by emergency vehicles. Councilor Gonzalez asked about incentives for new officers to stay with the City for an extended amount of time. Chief Spirup mentioned a state law that was passed that allows agencies to collect a portion of training costs from another hiring agency if an officer leaves employment too early. The Chief also talked about the difficulties small agencies face regarding hiring and officer turnover.

c. Public Works

Pat reported that repairs to the air lines in the water plant have been completed. The 50hp motor now has a soft start/stop installed and is working fine. Pat also mentioned that the good weather has had the Public Works crew out mowing grass and trimming trees. Mayor Platt asked Pat if the recent storm drain work on 6<sup>th</sup> Street will interfere with the upcoming paving project. Pat responded that it would not. Councilor Gregory asked about the modification of the new speed bumps on 7<sup>th</sup> Street. Pat replied that the speed bumps will be cut down once the weather warms up.

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

The Mayor talked to the council about the possibility of having a separate work session to discuss certain topics instead of adding a work session just before a regular meeting. The council had a short discussion about work sessions.

The Mayor updated the council on some 4<sup>th</sup> of July notes and activities. Susie asked when the next 4<sup>th</sup> of July meeting was being held and Councilor Wagner stated that it would be February 12<sup>th</sup>.

Councilor Leiva asked that he and Carmen be excused from the March 15<sup>th</sup> Budget Committee meeting due to a work conflict.

**9. Adjourn**

The meeting was adjourned at 7:49 pm.

**I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON FEBRUARY 1, 2018 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.**

ATTESTED:

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Timothy Rhyne, City Recorder

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Shanti M. Platt, Mayor