

**MINUTES OF THE REGULAR MEETING OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL ON DECEMBER 3, 2015.**

1. Call to Order

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

2. Roll Call

- a. Council Present: Council Members Micky Wagner, Michael Gregory and John Harvey. Council Member Tony Miller was absent and Council Member 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. Leave Donation Policy Discussion (6d)

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.

- a. Paul Iverson of the Woodburn Fire District came before the council to remind them of the annual food drive occurring on Saturday, December 5th. Paul mentioned that all the food collected in Gervais will be donated in Gervais. The Fire Department will be coming through town at about 10am. They will be keeping any eye out for food that is left at the door of homes.

5. Consent Calendar:

- a. Approval of the minutes of the November 5, 2015 Regular Meeting
- b. Approval of the bill list for October 29 – November 25, 2015

Council Wagner made a motion to accept the December 3, 2015 consent calendar, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

6. New Business

- a. French Prairie CPT Community Center Discussion
 - i. Petra Vela of 124 E Fir Drive came before the council on behalf of the French Prairie CPT (FPCPT) to outline the work that has been done to research a community center for Gervais. The FPCPT would like to partner with the city of

Gervais to have a community center in town. Petra discussed the research she and others have done to determine if the community center could be sustained. Petra attended a seminar that was put on by a consultant who worked with her to put a plan together for a community center. The Oregon Department of Land and Economic Development is willing to help with revising a grant for the community center. Petra stated that she believes it is possible to fund the construction of a community center with minimal cost to the city. Petra thinks that it would look better to the grant funders if the city were to endorse or be willing to help fund the project. Petra has created a Facebook page (GervaisOregonNeedsACommunityCenter) to increase interest in the project. She has also formed a petition that is currently in process. Petra stated there would be lots of partnering needed for the community center to be a reality. Petra detailed the different potential uses of a community center such as a library (the Salem Educational Foundation is interested in supplying books), medical information personnel and free WiFi access. The center could also be used to house activities for the youth in Gervais. Adult-level classes could also be housed at the community center.

Petra commented that she is the Co-Chair of the FPCPT. Petra's occupation is a legal secretary so she does a lot of writing. She has a bachelor's degree in political science. Petra stated that she cares about the Gervais community and she volunteers whenever possible. She also stated that she hopes that the City of Gervais and the FPCPT can partner on this idea of a community center.

Mayor Platt commented that the idea of a community center has been discussed in years past and that the current city hall offers some services that a community center would also offer. Mayor Platt suggested that Petra get in contact with Councilor Leiva about the idea of activities for the youth in Gervais. Councilor Leiva is working on a boys and girls club for Gervais through the school district. It would be good for Petra to find out if other individuals in Gervais are already working on similar ideas in order to eliminate repeated steps. Mayor Platt asked about where the community center would even be built since that kind of information is crucial to the application of a grant. Petra said that she thinks that the lot on the corner of 99E and Douglas Avenue would be a great place for the community center. There was another potential location on 6th Street. A woman from the Oregon Department of Land and Economic Development said that investors would want the community center located on land zoned residential. Matt Henry from the school district was very interested in the idea of a community center.

The information presented by Petra was for information only and not to request of the council. Petra stated that she would like to get a commitment from the council eventually.

Mayor Platt said that if Petra wants to build relationships with potential partners for the project that the City of Gervais may be able to endorse the idea at this time to lend credibility for a community center. As far as financial support, the city will need to see hard numbers on the cost of a community center before to which financial support can be committed. There was a short discussion about the many aspects of the creation of a community center in Gervais. Mayor Platt said that the next logical step would be to identify the needed land for physical

construction of the community center. Mayor Platt also reminded Petra to keep the council informed about the steps that are being taken. The Mayor also mentioned that Gervais is part of the HEAL Oregon group. There may be monies available for something like a community center for Gervais.

Details of the work can be found in the copy of the council packet.

b. Consideration for Approval of Liquor License Application for Gervais Market

- i. Susie Marston stated that the Gervais Market has been sold and the new owners are looking to have their liquor license renewed. Chief Spirup reviewed the application and there are no apparent issues.

Councilor Gregory made a motion to approve the liquor license application for Gervais Market, seconded by Councilor Harvey. Motion is unanimously carried and so moved.

c. Tree City USA Discussion

- i. Susie Marston commented that Gervais is a Tree City USA member (on its 8th year) and that a tree board meeting is required each year to maintain status as a member. Requirements to retain membership include the Tree City USA proclamation, having a tree ordinance, having this tree board meeting and finally the general care and maintenance of trees within Gervais. Tree education, staff time maintaining trees all count toward the membership of a Tree City USA membership. Susie then outlined the different tree maintenance that was completed this past year. There was a discussion about tree maintenance for membership as a Tree City USA.

d. City Staff Leave Donations Discussion

- i. Susie Marston talked about a previous sick leave donation policy that had been approved years ago about donating non-compensable leave (e.g. vacation leave) to other employees. The policy itself was not found, but the council minutes showing the approval of the policy were found. According to the council minutes, the leave donations were to go to a pool for use by employees with no remaining leave. What the city would like to do is develop a new resolution and bring it back to the council at a later date. There was a short discussion about leave donations and how they are donated.

7. Staff Reports:

a. City Manager

- i. Susie received an email recently with the agreement for the ODOT Small Cities Allotment Grant for which Gervais has been approved. She will be sending it to the city attorney for review and approval. The goal is to have it ready to present to the council in January for approval. Gervais did receive the full \$50,000 for the grant which is excellent. The project is estimated to cost about \$73,000 but it could be different once the bids are received. The grant is good for two years and that requirement should be easily met.

The annual audit is complete and the audit company will be at the January council meeting to present the results of the audit. City hall will be hosting a blood drive on December 30 and if anyone is interested in donating, please see Carla at city hall.

The annual COG dinner and awards dinner is on January 27th in McMinnville. If any of the council is interested in attending, the deadline for registration is January 8th.

It is coming time to schedule our annual goal-setting session. The council agreed that a Thursday night in February would be good rather than a Saturday. Jenny Mesmer would probably be the one to hold the meeting.

Last year, the council agreed to have city hall close at noon on Christmas eve. Susie asked the council if they would approve to have the same done this year. The council approved the request.

b. Police Department

- i. Chief Spirup commented that Officer Miranda completed his training and is now patrolling solo. The police department is going to be doing some staff training at the school district next week for active shooter situations. Lockdown drills will follow in January 2016. There was a short discussion about school lockdown drills and how they are conducted.

There have been several active gang members creep back into the school system in Gervais so GPD is in contact with some county probation officers to do some staff training on recognizing and dealing with gang members.

Chief Spirup also mentioned that he had met with Petra about the community center and they have done a lot more work than was portrayed earlier in the meeting. There is a long way to go, but they are doing a lot of work and research for the project.

c. Public Works

- i. Pat has been working on getting some prices on generators but not a lot of information has come back yet. There were some unexpected expenses on the 4th Street lift station. Steve with Tetra Tech is working on getting some bids to replace the media in the filters at the water plant. The guys have been busy doing maintenance and building small structures around town. Mayor Platt thanked Public Works and the other staff that helped put up the lights and Christmas tree.

8. Business from the Mayor or Council

a. Mayor

- i. The community dinner was not held this year, so the associated activities with that event didn't occur. Mayor Platt submitted the application for the toys and then the pickup and distribution process was handled by Mary Ann over at the church. On the 19th, the backdrop that the Mayor created will be brought over to the church for the distribution of the donated toys. Mr. Wagner will be the Santa Clause and Councilor Wagner has been busy acquiring donations for the goody bags for the children. The goody bags will be put together closer to the date of the 19th and handed out at the church. Mayor Platt talked about the different possibilities about what will be put into the goody bags. Since the children come sometimes interfere with the food distribution, the goal will be to keep the kids participating at the toy distribution while the parents are busy picking up the food boxes.

Mayor Platt also talked about the coat drive for needy children and mentioned that she put up a box in the city hall for donations. There are two raffle items as well that will go into the police community outreach area. Mayor Platt mentioned to the council that, while the regular annual yard sale is in the Spring, she would like to organize and sell items in the old city hall at other times during the year to keep things labeled and ready for sale.

The Mayor attended a meeting on December 2nd with Keizer-Salem Transit Transportation and they have been doing a study about the whole Cherriots transportation system for rural areas. There was a discussion about the current bus system in Gervais and the needs of Gervais residents.

b. Council

There was no business from the council.

9. Adjourn

- a. Council was adjourned at 8:01 pm.

**I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES
OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON
DECEMBER 3, 2015 ARE CORRECT AS RECORDED.**

ATTESTED:


Tim Rhyme, City Recorder


Shanti Platt, City Mayor