

**MINUTES OF THE REGULAR SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL WITH ZOOM ALTERNATIVE AT 7:00 PM ON DECEMBER 2, 2021**

1. Call to Order

Mayor Annie Gilland called the meeting to order at 7:02 pm.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Councilor Gonzalez

3. Roll Call

Mayor Annie Gilland	Present
Councilor Pamela Foreman	Present
Councilor Baltazar Gonzalez	Present
Council President Micky Wagner	Present
Councilor Diana Bartch	Present
Councilor John Harvey	Present

Staff Present: City Manager Susie Marston, City Recorder Denise Dahlberg, Police Chief Mark Chase, Superintendent John Robinson

Others Present: None

4. Announcements/Additions

Mayor Gilland added an executive session before adjourning the meeting. Officer Carlos Camacho was sworn in as a Gervais Police Officer. Angelo Ferreira received donations from City Council members for his Vegas trip to play football for Oregon.

5. Public Comment

Rocky Sherwood, President and CEO of City of Hubbard Events, 2622 Nina Pl., Hubbard, OR, 97032. Mr. Sherwood invited City of Gervais to attend the 2nd annual Hubbard Parade on Dec 10th. Gilland replied that Gervais had a City event on that day. Sherwood invited Gervais to attend Hubbard's 2nd Annual Holiday Food Drive on Wednesday December 22nd. Council President Wagner provided Rocky with her business card with contact information. Mayor Gilland thanked Rocky for coming and stated she was looking forward to donating on the 22nd. Gilland informed Rocky about other City events and invited him to participate.

Chief Joe Budge, Woodburn Fire District informed the council effective November 1st the Fire District began operating a 2nd career staffed response engine. This engine is operated Monday - Thursday 7 am to 5 pm. Budge reported it took 3 full shifts to operate one response engine and they will be adding 2nd and 3rd shifts as budget allowed. Budge stated the Fire District development has made it possible to be proactive in hiring. Gervais would be impacted with quicker response times.

6. Consent Calendar

- a. Approval of the minutes of the November 4, 2021 Regular Session
- b. Approval of bill list for October 27 – November 23, 2021

Council President Wagner made a motion to approve the December 2, 2021 consent calendar as presented, seconded by Councilor Bartch. Motion is unanimously carried and so moved.

7. Committee Reports

a. Ad Hoc – Skate Park

Laura Clifton reported that she spoke to the people that designed the Donald skate park. For a 4,000 square foot skate park it would cost \$150,000. Clifton mentioned looking at the vacant streets and keeping that option open. Sacred heart invited the Skate Park Ad Hoc Committee to come back for a 2nd meeting to speak with their board on January 18th.

Council President Wagner asked Clifton what streets she was looking at. Clifton answered Grove, Fir, Cedar and Alder. Wagner asked if Sacred Heart could be invited to the City Council to meet. Gilland replied they wouldn't do that. Wagner communicated her concerns about leasing a property when leases could be broken by the owner and would result in the City losing \$100,000 and the skate park. Gilland stated it would go from committee to the church board and then to the archdioceses. Their legal and the City's legal would put together a deal. Mayor Gilland stated she would be willing to take the gamble because she trusts the church wouldn't do that. Clifton stated she would like to bring more than one option to the council. Wagner suggested Black Walnut Park old retention pond area being another option. Councilor Harvey mentioned utilizing the area near the Ivy Woods Estates. The council discussed other options and Clifton stated she would take the councils suggestions to the next committee meeting.

8. Presentations

a. Culpepper and Meriweather Circus, Doug Stalker, with consideration to sponsor event.

Doug Stalker reported that Culpepper and Meriweather was a one day, two show big top circus. Stalker reported the circus will be coming on May 22nd. They set up at 10 am and have 2 shows on Sunday at 2:00 and at 4:30, both 90 minutes long. . The sponsor arranges the spot and sells tickets. They set up behind the elementary School. The circus is responsible for the insurance

and porta-potties. Sponsor sells tickets and makes commission. The sponsor provides ticket takers and the circus settles up in the morning with the pre-sale commission. The sponsor makes more money on the pre-sale than the day of the show but they make money on all tickets. The cost to bring the circus to town is \$290.00

Mayor Gilland suggested the DARE program taking tickets and asked Chief Chase if this was something they could do. Chief Chase responded that he will check with City Manager Marston and the legalities of it.

Council President Wagner suggested the circus money be put towards the park funds.

Council President Wagner made a motion to approve \$290.00 to bring the Culpepper and Meriweather Circus to Gervais and allow City Manager to enter into a contract, seconded by Councilor Bartch. Motion is unanimously carried and so moved.

9. Actions Items

a. IGA between City of Gervais and Oregon DLCD to participate in Marion County Multi-Jurisdictional Natural Hazards Mitigation Plan Update

Councilor Harvey asked for a work session because he had a lot of questions. Mayor Gilland asked if it was a pressing item. City Manager Marston replied that it was and provided the council with an overview. She stated the project was funded by FEMA and led by Marion County. The result of the project would be an updated natural hazard mitigation plan. These plans get updated every 5 years. The IGA formalizes a working relationship with the City to ensure the City gets a final deliverable in the form of a natural hazard mitigation plan that is FEMA approved and keeps our eligibility good for FEMA funds in the event of a disaster. Susie stated it wouldn't cost anything. Councilor Harvey was concerned that it was a lot of work for Susie. Marston communicated the importance of this IGA to keep Gervais eligible for funding. Council President Wagner reported that in her experience working with CERT this IGA helps cities have a spot in line, have the information in the system and available, and FEMA has a better understanding of the City's needs.

Councilor Bartch made a motion to approve the IGA between City of Gervais and Oregon DLCD to participate in Marion County Multi-Jurisdictional Natural Hazards Mitigation Plan Update and giving Susie the approval to do what is necessary to move forward, seconded by Council President Wagner. Motion is carried and so moved.

b. Grant Agreement – ODOT 2022 Small City Allotment Program

City Manager Marston explained that this is a grant that Gervais is eligible to apply for every year to improve streets in Gervais and thankfully the City has been successful in getting it. It used to be \$50,000 and now it is \$100,000.

Council President Wagner made a motion to accept the Grant Agreement for the ODOT 2022 Small City Allotment Program and give Susie approval to sign the same, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

10. Old Business

a. See activity tracker

Mayor Gilland noted she liked the activity tracker and thought it would be helpful for staff as well as council. City Manager Marston reported that the activity tracker would be a great tool internally as well as communicating with council. City Recorder, Denise Dahlberg informed the council that the audio files were too large to upload onto the current website. Dahlberg reported she was able to upload the audio files with third party software and explained the limitations on the current website. There was a discussion about upgrading the City's website and what it would cost. Mayor Gilland suggested a website upgrade with functional website with audio and video and asked City Marston to bring a few quotes to the council for consideration.

Mayor Gilland asked for a consensus from the council for staff to move forward in the process of finding quotes to upgrading the website. All councilors present approved consensus.

Councilor Bartch requested adding an update on the tracker about 7th & 8th Streets project for small city allotment from last year. City Manager Marston stated she would update the tracker and reported to the council that project was currently at the County for review. Mayor Gilland wanted to talk about truck traffic so that Gervais would be ready by the time Amazon came in. Superintendent Robinson voiced that all the roads are county and Gervais can't do much without County approval. There was a council discussion about how to get Marion County's attention for county road improvements. City Manager Marston suggested with the consensus of the council, they could reach out to a county commissioner.

Mayor Gilland asked for a consensus from the council for she and Council President Wagner to attend the French Prairie county meetings to connect with Marion County Commissioner about moving forward with county road improvements in Gervais. All councilors present approved consensus.

Mayor Gilland asked if there was a way to find out about Dial-a-Ride for Gervais Seniors. Council President Wagner explained Dial-a-Ride isn't available to Gervais. Councilor Harvey explained he would contact MV Transportation that handles all the rides outside of Salem.

Mayor Gilland asked for a consensus from the council to allow Councilor Harvey to call and inquire about Senior transportation in Gervais . All councilors present approved consensus.

11. New Business

a. Tree City USA Discussion

City Manager Marston reported that Tree City USA was subject to their annual renewal process and the report is due every December 15th. Marston explained that the City needs to show participation in the program and that the City has their Proclamation. The expense towards planting and taking out trees needs to be \$2.00 per capita. The expense Gervais needs to meet (including staff time) is \$ 5,200.

Council President Wagner commented that Tree City USA goes with Arbor Day and in previous years there was a Proclamation read by the previous Mayor and Council. They would take tree saplings to the schools for 2nd and 3rd graders and their families to plant.

b. Consider Donation to League of Oregon Cities Foundation

City Manager Marston explained the donations collected for the League of Oregon Cities Foundation goes towards their training programs. Elected Officials and City staff can use this money for scholarships to attend conferences and trainings. She reported that last year Gervais City Council donated \$100. Marston informed the council that the suggested donation amount is 5 cents per capita, which is \$130.00 for Gervais.

Council President Wagner made a motion to approve the \$130 donation to the League of Oregon Cities Foundation and give authority to City Manager Marston to proceed. Seconded by Councilor Bartch. Motion is unanimously carried and so moved.

12. Staff Reports

a. City Manager

City Manager Marston provided the council with a written report. Marston voiced there was an opportunity for Marion County ARPA funding. She explained that the grant opportunity opened after the last council meeting and the deadline is December 9th and there hadn't been discussion on what projects the funds would be used for and she doesn't know what the project would even be. The council discussion summarized not having a current project idea and looking into future grant opportunities.

Marston informed the council that Lisa Leslie would not be able to commit to the grant writing work due to personal reasons. She will try to connect the City and School District to another grant writer she knows. Marston stated she would contact the COG as well to see if they have someone who can help with that intensive type of work.

Marston reported that the council asked her to check on attorney rates for the council rules discussion. The City Attorney rate depends on who they use and would be \$235 - \$245 an hour.

The COG has an attorney on their staff and his rate is \$170 an hour. Marston stated that it's in the best interest to use the City's contracted attorney and Chad the current City attorney agrees with that. Marston reported that Gervais City attorney Chad has a lot of respect for Bill Monahan at the COG and he would be okay if the council decided on him.

Mayor Gilland and Councilor Harvey suggested the council highlight the rules they wanted changed before the work session. The council agreed on January 20th, 6:30 PM for a work session date and Susie would check to see if Bill Monahan from the COG is available on that date.

Marston updated council that the franchise the City has with Datavision expired in May of 2011. Marston passed out a document for the council to review. She asked the council to think about whether they wanted to renew or renegotiate and it could be discussed at the January regular council session.

b. Police Department – Chief Mark Chase

Chief Chase reminded the council they approved a grant for \$30,000 and delivery on a generator is currently about 40 weeks out. They are currently researching vendors and pricing. Chase reported there won't be a generator by this winter, however Public Works had one available if there was an emergency.

Chase communicated the delay in DARE classes due to some scheduled school assemblies.

Chase commended all the Gervais Police Officers stepping up and doing such a great job as they fill positions. Chief Chase reported they hired another Police Officer and he will be sworn in at January's meeting.

Chase spoke about establishing plans to support Chemeketa students with work experience opportunities in Gervais.

c. Public Works – Superintendent John Robinson

Superintendent Robinson reported there had been a catch basin installed at Ivy Woods to take care of a drainage issue. Robinson explained what it would require to expand the basketball court. He reported a new basket with pole is around \$1,000, and with equipment rental and materials he estimated \$2,000.

Mayor Gilland asked for a consensus for City manager Marston to move forward and find the funding to install new hoop at basketball court. All councilors present approved consensus.

Robinson made contact with Willamette Valley Security to get cost of upgrading camera system at Black Walnut Park. Robinson asked the council how much they wanted to spend on park lighting. Robinson suggested lights mounted on structures so that public works could service

the units no matter what style they choose. There was a discussion on how many lights were needed, what kind and how much.

Mayor Gilland asked for consensus for Council President Micky Wagner to talk to PGE and Laura Clifton to inquire about park lighting options. All councilors approved consensus.

Robinson closed with letting the council know that the construction for the Ivy Woods fence started that day.

13. Business from the Mayor or Council

Mayor Gilland reported that Councilor Gonzalez would like to have a Veteran's Wall for Gervais. Gilland stated he had great ideas and would be presenting them to the council in the future. Mayor Gilland communicated this idea having a lot of value and it would be something to look forward to.

Mayor Gilland reported she wanted to do the Mayor's Contest and wanted to present it to the council in January. She asked the council to think about prizes. Councilor Bartch suggested Gilland talk to Dandy to see if she could talk to the kids about what it is like to be a Mayor for the 5th grade writing contest.

Council President Wagner announced the Winter Festival on December 10th. She stated there would be arts & crafts, grab-n-go meals, tree lighting, some holiday singing and Latino folk dancing. She encouraged everyone to come out and enjoy a fun night in Gervais.

14. Executive Session pursuant to ORS 192.660(2)(f), to consider information or records that are exempt by law from public inspection.

15. Adjourn

Mayor Gilland adjourned the meeting at 9:14 PM

I, DENISE DAHLBERG, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON DECEMBER 2, 2021 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Denise Dahlberg, City Recorder

Annie Gilland, Mayor