

CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329

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NOTICE: *In light of the situation surrounding COVID-19, any person in attendance of the meeting is encouraged to follow the directions outlined by the State of Oregon regarding COVID-19. Those directions can be viewed at <https://govstatus.egov.com/or-covid-19/>*

GERVAIS CITY COUNCIL AGENDA

The Gervais City Council will hold a Regular Council Meeting on Thursday, August 6, 2020 at 7:00 PM at the Gervais City Hall located at 592 Fourth Street, Gervais, Oregon

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements/Additions
 - a. Additions/deletions to the agenda
5. 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.
6. Consent Calendar:
 - a. Approval of the minutes of the July 2, 2020 Regular Session
 - b. Approval of the minutes of the July 16, 2020 Special Meeting
 - c. Approval of bill list for June 25 – July 27, 2020

Requested Action: *Motion to approve the August 6, 2020 consent calendar as presented.*
7. Public Hearing – None noted
8. Action Items
 - a. Appoint candidate for vacant council position

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

- b. Adopt Resolution No. 20-010, Extending a Temporary State of Emergency Declaration Within the Boundaries of the City of Gervais and Delegating Authority to the City Manager
- c. Consider Donation to LOC Foundation

Requested Action: Motion to approve a donation to LOC Foundation in the amount of \$_____

9. New Business – None noted

10. Staff Reports:

- a. City Manager
- b. Police Department
- c. Public Works

11. Business from the Mayor or Council

12. Adjourn

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**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 JULY 2, 2020**

1. Call to Order – The meeting was called to order at 7:01 PM
2. Roll Call

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

Mayor Platt announced that Councilor Leiva has resigned from his position as City Councilor effective immediately. Since there was no quorum, the meeting was adjourned at 7:04 PM.

NOTE: After the close of the meeting, Mayor Platt administered the oath of office for Lieutenant Craig Seibel.

Staff Present: City Manager Susie Marston, City Recorder Tim Rhyne, Police Chief Mark Chase, Public Works Superintendent John Robinson

3. Announcements/Appointments
 - a. Swearing in of Craig Seibel as Police Lieutenant
 - b. Additions/deletions to the agenda
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.
5. Consent Calendar:
 - a. Approval of the minutes of the June 4, 2020 Regular Session
 - b. Approval of the minutes of the June 18, 2020 Work Session
 - c. Approval of bill list for May 28 – June 24, 2020

Requested Action: Motion to approve the July 2, 2020 consent calendar as presented.

6. Public Hearing
 - a. None Noted
7. Action Items
 - a. Adopt Cooperation Agreement for Community Development Block Grant (CDBG) Funds for Three Federal Fiscal Years 2021-2023

- b. Adopt Intergovernmental Agreement between Gervais School District #1 and the City of Gervais to Collect and Remit Construction Excise Tax
- c. Adopt Intergovernmental Agreement – COVID-19 Prevention Program for Vulnerable Populations – Between Marion County and City of Gervais
- d. Approve Mid-Willamette Valley COG Land Use Planning Contract
- e. Arbor Day Proclamation
- f. Surplus Public Works Mower
- g. Request to Lease to Purchase Police Ford SUV
- h. Resolution No. 20-009 Extending a Temporary State of Emergency Declaration Within the Boundaries of the City of Gervais and Delegating Authority to the City Manager

8. New Business

- a. Discussion on IGA between City of Donald and City of Gervais for Police Services
- b. Identify highest and lowest League of Oregon Cities (LOC) Legislative Priorities

9. Staff Reports:

- a. City Manager
- b. Police Department
- c. Public Works

10. Business from the Mayor or Council

11. Adjourn

The meeting was adjourned at 7:04 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON JULY 2, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyme, City Recorder

Shanti M. Platt, Mayor

**MINUTES OF THE SPECIAL MEETING OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL AT 7:00 PM ON JULY 16, 2020**

1. Call to Order – The meeting was called to order at 7:07 PM.
2. Pledge of Allegiance – The pledge of allegiance was recited.
3. Roll Call

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

Staff Present: City Manager Susie Marston, City Recorder Tim Rhyne, Police Chief Mark Chase, Public Works Superintendent John Robinson

Others Present: Lisa Trauernicht – Marion County; Heidi Bell, City Manager – City of Donald; Brad Oxford, Mayor – City of Donald

4. Pledge of Allegiance
 - a. The pledge of allegiance was recited.
5. Announcements/Appointments
 - a. Additions/deletions to the agenda
 - 1) None noted
6. 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.
7. Consent Calendar:
 - a. Approval of the minutes of the June 4, 2020 Regular Session
 - b. Approval of the minutes of the June 18, 2020 Work Session
 - c. Approval of bill list for May 28 – June 24, 2020

Councilor Wagner made a motion to approve the July 16, 2020 consent calendar as presented, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

8. Public Hearing
 - a. None Noted

9. Action Items

- a. Adopt Cooperation Agreement for Community Development Block Grant (CDBG) Funds for Three Federal Fiscal Years 2021-2023

Susie introduced Lisa Trauernicht from Marion County and explained the Marion County CDBG Program that could serve the City of Gervais. Lisa gave further information regarding the Program. The CDBG Program through Marion County allows the County to determine needs that are specific to cities inside Marion County. She explained some of the needs that can be addressed by grant funding available through the Program. It is not guaranteed that Gervais will receive the funds, and since Gervais is part of the CDBG program it cannot apply for State CDBG funding. Mayor Platt asked whether suggestions are being taken on how the grant funding will be used. Lisa responded that suggestions for how funding will be spent will be taken during a future step of the program. There was discussion about spending grant funds on historical properties within cities.

Councilor Wagner made a motion to approve Cooperation Agreement for Community Development Block Grant (CDBG) funds for three Federal Fiscal Years 2021-2023, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

- b. Adopt Intergovernmental Agreement between Gervais School District #1 and the City of Gervais to Collect and Remit Construction Excise Tax

Susie explained that Gervais School District is increasing its School Excise Tax rate from \$1.00 to \$1.39 per square foot for residential properties and from \$.50 to \$.69 per square foot for commercial properties. Gervais already had an IGA for the prior rates, but the district sent an updated IGA in light of the rate increase.

Councilor Wagner made a motion to adopt Intergovernmental Agreement between Gervais School District #1 and the City of Gervais to collect and remit construction excise tax. Seconded by Councilor Gregory. Motion is unanimously carried and so moved.

- c. Adopt Intergovernmental Agreement – COVID-19 Prevention Program for Vulnerable Populations – Between Marion County and City of Gervais

Susie stated that the purpose of this IGA is to provide reimbursement for COVID-19 expenses.

Councilor Wagner made a motion to adopt Intergovernmental Agreement – COVID-19 Prevention Program for Vulnerable Populations – Between Marion County and City of Gervais, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

- d. Approve Mid-Willamette Valley COG Land Use Planning Contract

This contract with the COG is updated each year. This year is a regular update with an increase to the hourly city planner rate of \$3. The contract also lists other services that are offered by the COG including city planner, recruiting, legal, goal-setting and other miscellaneous technical services. They also assist with grants and GIS mapping.

Councilor Gregory made a motion to approve the Mid-Willamette Valley COG Land Use

Planning Contract, seconded by Councilor Wagner. Motion is unanimously carried and so moved.

e. Arbor Day Proclamation

Mayor Platt read the Arbor Day Proclamation and formally proclaimed July 16, 2020 as Arbor Day in Gervais.

f. Surplus Public Works Mower

John Robinson informed the council that the large zero-turn mower needs to have the mow deck replaced at a cost of approximately \$2500. He requested that the smaller zero-turn mower be surplus and sold to make the necessary repairs to the larger zero-turn mower. The smaller mower is not necessary in light of Public Works purchasing a large mow tractor.

Councilor Gregory made a motion to surplus the Public Works mower, seconded by Councilor Wagner. Motion is unanimously carried and so moved.

g. Request to Lease to Purchase Police Ford SUV

Chief Chase supplied a memo to the Council with information regarding costs for purchasing a new Police SUV through a lease-to-purchase program. The cost is lower since the cost is spread out over several years. This purchase is being requested since the Dodge Charger has required larger recent repairs and has approximately 100,000 miles. New police vehicles are difficult to find in light of manufacturing delays from COVID-19 and in higher demand due to national increase of damage to police vehicles. Thankfully, the Police Department was able to locate an appropriate vehicle for purchase at a Ford dealership in Kansas. There was a brief discussion about purchase options for (4) or (5) year lease programs. Chief Chase recommended a (5) year lease-to-purchase plan. The vehicle could be purchased early if necessary. Susie supported the plan to lease-to-purchase in light of the condition of the Dodge Charger and lack of available police vehicles to purchase.

Councilor Gregory made a motion to purchase the Police Ford SUV using the 2nd purchase option. Seconded by Councilor Wagner. Motion is unanimously carried and so moved.

h. Resolution No. 20-009 Extending a Temporary State of Emergency Declaration Within the Boundaries of the City of Gervais and Delegating Authority to the City Manager

Susie stated that prior to the June meeting the Council had been updating the declaration of emergency at each meeting. This resolution should have been on the June agenda and is now on this agenda to be approved. Susie anticipates that another resolution will be brought to the August meeting. The resolution should be approved by title.

Councilor Wagner made a motion to approve Resolution No. 20-009, Extending a Temporary State of Emergency Declaration Within the Boundaries of the City of Gervais and Delegating

Authority to the City Manager. Seconded by Councilor Gregory. Motion is unanimously carried and so moved.

10. New Business

a. Discussion on IGA between City of Donald and City of Gervais for Police Services

Mayor Brad Oxford of the City of Donald came before the council to discuss the proposition for Gervais to provide contracted police services to the City of Donald. He spoke about the high costs of police services and his concerns about police coverage in Donald. The current police contract in Donald is with Marion County Sheriff and is completely provided on an overtime basis for Marion County officers. This has led to a lack of coverage when officers choose not to take overtime shifts in Donald.

Mayor Platt asked about the effect this contract would have on Gervais police coverage. Chief Chase talked about the coverage changes in Gervais as well as the increased revenue that would come from the contract. This contract would give much improved police coverage to Donald; there has been no police coverage in Donald for the past four months. The Chief stated that by Gervais and Donald joining together, the cost of an officer would be shared between the two cities. Councilor Gregory said that people in Gervais have been concerned about police response time with this type of contract in place. Chief Chase said that Donald would not be patrolled without Gervais being covered at the same time. He discussed how the scheduling would work and also spoke about traffic grants that could be applied for. There was brief discussion about the proposed contract and the need for cooperation among cities.

Susie mentioned that the proposed agreement had not yet been reviewed by the City Attorney and suggested that any motion that is made should include wording that reflects that.

Councilor Wagner made a motion to adopt the IGA between the City of Donald and City of Gervais for Police Services and giving the Mayor and City Manager authority to sign, upon the review and approval of the City Attorney. Seconded by Councilor Gregory. Motion is unanimously carried and so moved.

b. Identify highest and lowest League of Oregon Cities (LOC) Legislative Priorities

Susie and the council discussed and chose the highest and lowest priorities from the list of LOC Legislative Priorities. After council discussion, the items chosen as priorities for Gervais are as follows:

- 1) Mental health service delivery (Q)
- 2) State highway funds formula (X)
- 3) Infrastructure financing and resilience (J)
- 4) COVID-19 economic recovery investments (D)

11. Staff Reports:

a. City Manager

Susie reminded the council about the vacant council position and stated that the remaining council members need to appoint someone to fill the position through the end of the current year. After the current year, anyone who is interested in filling the vacant council position would

need to run in the general election. Including Councilor Leiva's vacant position, there will be four council positions and the mayor position up for election at the November general election. Election packets are available online and at City Hall. The deadline to file is August 25th. Susie submitted an application for the annual SCA Grant with the goal to improve between 7th and 8th Streets. There was a brief discussion about the traffic concerns at Ivy and 8th Street. Susie will also be applying for the Safe Routes to School grant.

The City is currently disputing the final billing for the 4th Street improvement with Jackson Industries. The dispute involves change orders and alleged downtime for the Jackson crew.

Susie spoke about Officer Tanya Virula and stated that the current bargaining contract stipulates that a temporary police employee be given benefits if working for more than 90 days. Since Tanya has been working more than 90 days, Susie is requesting to hire Tanya on a full-time temporary basis until the police staffing is at an adequate level.

b. Police Department

Chief Chase announced to the council that Gervais has been funded by the COPS Grant up to \$125,000 for three years to fund an SRO police position in Gervais. It remains to have the Gervais School District to fund the difference of the cost of the position. Superintendent Dandy Stevens stated that the district still wants to help fund the SRO position, but at a 37% reduction due to lost funding from COVID-19. After funding is secured, the City would come to the council for approval to add the new SRO position.

The Chief updated the council on recent police activity and spoke about difficulties with policing during COVID-19. There was discussion among the council with the Chief about increases in crime over the past few months. There was also brief discussion about PPE and cleaning supplies at City Hall. Councilor Gonzalez asked about gun fire outside of town to the North. Chief Chase responded to Councilor Gonzalez and apologized that his recent experience with the dispatch center was less than optimal.

c. Public Works

John Robinson stated that infrastructure updates relating to the Ivy Woods Estates are nearly completed. John also supplied three bids to the council for a new tractor, one from Case, Bobcat and John Deere. The Bobcat is the least expense but is a Korean tractor and parts may not be readily available as needed. John recommended purchasing the John Deere since parts are readily available and service centers are very close by. The council approved the purchase of the John Deere tractor.

Mayor Platt asked about who is responsible for mowing the grass in the public right-of-way in front of homes. The council and staff talked about maintaining right-of-ways throughout Gervais.

12. Business from the Mayor or Council

Councilor Wagner asked whether anyone had seen a dog that was chained up on a very short chain. Mayor Platt stated that the council members should contact the Mayor directly if they will not be able to

attend council meetings.

Mayor Platt mentioned that Susie's performance review was overdue. Since Sean O'Day is no longer with the COG, the council needs to determine a method for giving Susie her review. Mayor Platt spoke about the need for creating a salary schedule for the City Manager.

13. Adjourn

The meeting was adjourned at 9:18 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON JULY 16, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor

6c

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
911 Supply	6/30/2020	Lt. Bars for Craig Seibel	General Fund	Police	\$ 17.90
	7/27/2020	Uniform Supplies - Seibel	General Fund	Police	\$ 284.97
				TOTAL:	\$ 302.87
Backflow Management	6/30/2020	June 2020 Backflow Svcs	Water Fund	Backflow	\$ 627.00
				TOTAL:	\$ 627.00
Bretthauer Oil Co.	7/14/2020	June 2020 Fuel Charges	General Fund	Police	\$ 503.90
	7/14/2020	June 2020 Fuel Charges	General Fund	Streets	\$ 146.94
	7/14/2020	June 2020 Fuel Charges	Water Fund	Water	\$ 146.94
	7/14/2020	June 2020 Fuel Charges	Sewer Fund	Sewer	\$ 146.94
				TOTAL:	\$ 944.72
CIS Trust	7/1/2020	EMPLOYEE/FAM MEDICAL INS	General Fund	Admin	\$ 447.37
	7/1/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Admin	\$ 190.09
	7/1/2020	MEDICAL/DENTAL B/C COPAY B	General Fund	Admin	\$ 70.22
	7/1/2020	LIFE INSURANCE	General Fund	Admin	\$ 0.92
	7/27/2020	2020-21 Property/Liability	General Fund	Admin	\$ 2,366.28
	7/1/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Police	\$ 764.16
	7/1/2020	EMPLOYEE/SP MEDICAL INS	General Fund	Police	\$ 1,419.41
	7/1/2020	EMPLOYEE/FAM MEDICAL INS	General Fund	Police	\$ 447.37
	7/1/2020	MEDICAL/DENTAL B/C COPAY B	General Fund	Police	\$ 5,854.74
	7/1/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Police	\$ 186.02
	7/1/2020	LIFE INSURANCE	General Fund	Police	\$ 16.78
	7/27/2020	2020-21 Property/Liability	General Fund	Police	\$ 14,674.60
	7/27/2020	2020-21 Property/Liability	General Fund	Streets	\$ 4,699.89
	7/27/2020	2020-21 Property/Liability	General Fund	Parks Department	\$ 279.37
	7/1/2020	EMPLOYEE/FAM MEDICAL INS	General Fund	Court	\$ 99.42
	7/1/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Court	\$ 37.21
	7/1/2020	MEDICAL/DENTAL B/C COPAY B	General Fund	Court	\$ 280.87
	7/1/2020	LIFE INSURANCE	General Fund	Court	\$ 1.11
	7/27/2020	2020-21 Property/Liability	General Fund	Court	\$ 106.71
	7/27/2020	2020-21 Property/Liability	General Fund	Council	\$ 6.47
	7/1/2020	EMPLOYEE/SP MEDICAL INS	State Tax Street Fund	Street Improvement	\$ 354.85
	7/1/2020	EMPLOYEE/FAM MEDICAL INS	State Tax Street Fund	Street Improvement	\$ 198.83
	7/1/2020	EMPLOYEE MEDICAL INSURANCE	State Tax Street Fund	Street Improvement	\$ 411.07
	7/1/2020	EMPLOYEE/FAMILY MED INS	State Tax Street Fund	Street Improvement	\$ 876.01
	7/1/2020	LIFE INSURANCE	State Tax Street Fund	Street Improvement	\$ 2.28
	7/1/2020	EMPLOYEE/SP MEDICAL INS	Water Fund	Water	\$ 461.31
	7/1/2020	EMPLOYEE/FAM MEDICAL INS	Water Fund	Water	\$ 347.95
	7/1/2020	EMPLOYEE MEDICAL INSURANCE	Water Fund	Water	\$ 279.94
	7/1/2020	MEDICAL/DENTAL B/C COPAY B	Water Fund	Water	\$ 491.53
	7/1/2020	EMPLOYEE/FAMILY MED INS	Water Fund	Water	\$ 438.00
	7/1/2020	LIFE INSURANCE	Water Fund	Water	\$ 4.25
	7/27/2020	2020-21 Property/Liability	Water Fund	Water	\$ 6,063.78
	7/1/2020	EMPLOYEE/SP MEDICAL INS	Sewer Fund	Sewer	\$ 461.31
	7/1/2020	EMPLOYEE/FAM MEDICAL INS	Sewer Fund	Sewer	\$ 347.95
	7/1/2020	EMPLOYEE MEDICAL INSURANCE	Sewer Fund	Sewer	\$ 279.94
	7/1/2020	MEDICAL/DENTAL B/C COPAY B	Sewer Fund	Sewer	\$ 491.53
	7/1/2020	EMPLOYEE/FAMILY MED INS	Sewer Fund	Sewer	\$ 438.00
	7/1/2020	LIFE INSURANCE	Sewer Fund	Sewer	\$ 4.25
	7/27/2020	2020-21 Property/Liability	Sewer Fund	Sewer	\$ 6,047.29
	7/1/2020	EMPLOYEE/SP MEDICAL INS	Storm Drainage	Storm Drainage	\$ 141.94
	7/1/2020	EMPLOYEE/FAM MEDICAL INS	Storm Drainage	Storm Drainage	\$ 99.41
	7/1/2020	EMPLOYEE MEDICAL INSURANCE	Storm Drainage	Storm Drainage	\$ 112.01

Council Check Report, June 25 - July 27, 2020

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/1/2020	MEDICAL/DENTAL B/C COPAY B	Storm Drainage	Storm Drainage	\$ 70.22
	7/1/2020	EMPLOYEE/FAMILY MED INS	Storm Drainage	Storm Drainage	\$ 194.67
	7/1/2020	LIFE INSURANCE	Storm Drainage	Storm Drainage	\$ 1.06
				TOTAL:	\$ 50,568.39
Columbia Bank Cardmember Services	7/14/2020	Paper towels, Copier paper	General Fund	Admin	\$ 68.32
	7/14/2020	Paper Towels for C/H	General Fund	Admin	\$ 4.75
	7/14/2020	Hand Sanitizer 8oz (4)	General Fund	Admin	\$ 34.62
	7/14/2020	C/H Neon Address Labels	General Fund	Admin	\$ 11.77
	7/14/2020	July 2020 Zoom Subscription	General Fund	Admin	\$ 12.74
	7/14/2020	Paper towels, Copier paper	General Fund	Police	\$ 28.79
	7/14/2020	Seibel Business Cards (1000)	General Fund	Police	\$ 40.80
	7/14/2020	Seibel Business Cards Ship	General Fund	Police	\$ 8.99
	7/14/2020	Logitech C310 Webcam (2)	General Fund	Police	\$ 157.98
	7/14/2020	Medical Face Masks (150)	General Fund	Court	\$ 66.15
				TOTAL:	\$ 434.91
Cummins Northwest	7/27/2020	Water Plant Generator Maint.	Water Fund	Water	\$ 403.15
	7/27/2020	CPG W/W Generator Maint.	Sewer Fund	Sewer	\$ 350.44
	7/27/2020	CPG W/W Generator Maint.	Sewer Fund	Sewer	\$ 278.44
	7/27/2020	Onan W/W Generator Maint.	Sewer Fund	Sewer	\$ 278.44
				TOTAL:	\$ 1,310.47
Dan Marshall	7/27/2020	Airthotic L (1)	General Fund	Police	\$ 14.00
				TOTAL:	\$ 14.00
DataVision Cooperative	7/14/2020	June 2020 Telephone Charge	General Fund	Admin	\$ 585.95
	7/14/2020	June 2020 Telephone Charge	General Fund	Police	\$ 298.02
	7/14/2020	June 2020 Telephone Charge	General Fund	Streets	\$ 71.72
	7/14/2020	June 2020 Telephone Charge	Water Fund	Water	\$ 71.73
	7/14/2020	June 2020 Telephone Charge	Sewer Fund	Sewer	\$ 71.73
				TOTAL:	\$ 1,099.15
Fast Signs	6/30/2020	COVID-19 Signage	General Fund	Police	\$ 2,756.12
				TOTAL:	\$ 2,756.12
First Net, AT&T Mobility	6/30/2020	June 2020 P/D Cell Phone	General Fund	Police	\$ 144.10
	6/30/2020	June 2020 P/W Cell Phone	General Fund	Streets	\$ 44.28
	6/30/2020	June 2020 P/W Cell Phone	Water Fund	Water	\$ 44.28
	6/30/2020	June 2020 P/W Cell Phone	Sewer Fund	Sewer	\$ 44.28
				TOTAL:	\$ 276.94
G.W. Hardware	6/30/2020	24" Fiberglass Rake	General Fund	Streets	\$ 27.99
	6/30/2020	Flower Basket Hanging Supplies	General Fund	Streets	\$ 88.51
	6/30/2020	Utility Knives, Brass Unions	Sewer Fund	Sewer	\$ 11.98
	6/30/2020	Utility Knives, Brass Unions	Sewer Fund	Sewer	\$ 10.98
				TOTAL:	\$ 139.46
Gagle's Heating AC & Plumbing	6/30/2020	Quarterly HVAC Service	General Fund	Admin	\$ 360.00
				TOTAL:	\$ 360.00

Council Check Report, June 25 - July 27, 2020

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HRA VEBA Plan	7/1/2020	HRA VEBA Contribution	General Fund	Admin	\$ 18.52
	7/1/2020	HRA VEBA Contribution	General Fund	Police	\$ 121.58
	7/1/2020	HRA VEBA Contribution	General Fund	Court	\$ 10.49
	7/1/2020	HRA VEBA Contribution	State Tax Street Fund	Street Improvement	\$ 47.23
	7/1/2020	HRA VEBA Contribution	Water Fund	Water	\$ 50.74
	7/1/2020	HRA VEBA Contribution	Sewer Fund	Sewer	\$ 50.74
	7/1/2020	HRA VEBA Contribution	Storm Drainage	Storm Drainage	\$ 15.70
				TOTAL:	\$ 315.00
Hillyer's Ford	6/30/2020	Unit 1 Oil Change	General Fund	Police	\$ 33.52
	6/30/2020	Unit 2 Oil Change	General Fund	Police	\$ 33.67
	6/30/2020	2015 Explorer Battery	General Fund	Police	\$ 154.95
				TOTAL:	\$ 222.14
Jackson Industries	7/23/2020	4th Street Paving Project	State Tax Street Fund	Street Improvement	\$ 83,670.78
				TOTAL:	\$ 83,670.78
John Reid and Associates	6/30/2020	Interrogation Training 2-Days	General Fund	Police	\$ 1,490.00
				TOTAL:	\$ 1,490.00
Johnson Engine Service	6/30/2020	Unit 3 ABS Module Repairs	General Fund	Police	\$ 745.37
	6/30/2020	Unit 4 Brakes Inspection	General Fund	Police	\$ 45.00
				TOTAL:	\$ 790.37
League of Oregon Cities	7/27/2020	2020 Membership Dues	General Fund	Admin	\$ 2,303.82
				TOTAL:	\$ 2,303.82
Long Bros. Building Supply	6/30/2020	Park Sprinkler Supplies	General Fund	Parks Department	\$ 47.76
				TOTAL:	\$ 47.76
Mid-Willamette Valley COG	6/30/2020	May 2020 City Planner Svcs.	General Fund	Admin	\$ 85.00
	7/27/2020	June 2020 City Planner Svcs.	General Fund	Admin	\$ 127.50
				TOTAL:	\$ 212.50
Moonlight Maintenance	6/30/2020	June 2020 Janitorial Svcs.	General Fund	Admin	\$ 478.00
				TOTAL:	\$ 478.00
NW Natural Gas	7/14/2020	June 2020 C/H Heating	General Fund	Admin	\$ 28.06
	7/14/2020	June 2020 P/D Garage Heating	General Fund	Police	\$ 15.69
				TOTAL:	\$ 43.75
OCCMA	7/27/2020	2020 Virtual Summer Conference	General Fund	Admin	\$ 50.00
				TOTAL:	\$ 50.00
Oregon Accreditation Alliance	7/27/2020	2020-21 Annual Renewal	General Fund	Police	\$ 605.00
				TOTAL:	\$ 605.00

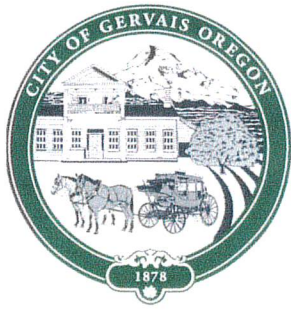
Council Check Report, June 25 - July 27, 2020

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Oregon DMV	7/27/2020	2020 Gervais DMV Fee	General Fund	Police	\$ 18.35
				TOTAL:	\$ 18.35
PGE	7/27/2020	592 4th Street Electricity	General Fund	Admin	\$ 483.58
	7/27/2020	343 E Hemlock Ave. Electricity	General Fund	Parks Department	\$ 11.44
	7/27/2020	Douglas Ave. Electricity	State Tax Street Fund	Street Improvement	\$ 33.59
	7/27/2020	4th Street Electricity	State Tax Street Fund	Street Improvement	\$ 22.14
	7/27/2020	155 9th Street Electricity	State Tax Street Fund	Street Improvement	\$ 23.61
	7/27/2020	City Street Lights Electricity	State Tax Street Fund	Street Improvement	\$ 1,159.70
	7/27/2020	35 Juniper Ave. Electricity	Water Fund	Water	\$ 445.17
	7/27/2020	115 Douglas Ave. Electricity	Water Fund	Water	\$ 1,275.94
	7/27/2020	683 4th St. Electricity	Sewer Fund	Sewer	\$ 179.81
	7/27/2020	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 1,841.80
	7/27/2020	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 1,132.86
	7/27/2020	343 E Hemlock Ave. Electricity	Sewer Fund	Sewer	\$ 102.94
				TOTAL:	\$ 6,712.58
Pacific Office Automation	7/14/2020	July 2020 C/H Copier Lease	General Fund	Admin	\$ 183.10
				TOTAL:	\$ 183.10
Pape Machinery, Inc.	7/27/2020	John Deere 3038E Tractor	State Tax Street Fund	Street Improvement	\$ 12,500.00
	7/27/2020	John Deere 3038E Tractor	Sewer Fund	Sewer	\$ 14,600.00
				TOTAL:	\$ 27,100.00
Pilar Zamora	6/30/2020	Jan/Feb/June Court Translation	General Fund	Court	\$ 70.37
	6/30/2020	Jan/Feb/June Court Translation	General Fund	Council	\$ 289.63
				TOTAL:	\$ 360.00
Pitney Bowes	7/27/2020	June 2020 Postage Fees	General Fund	Admin	\$ 24.60
	7/27/2020	June 2020 Postage Fees	General Fund	Police	\$ 62.00
	7/27/2020	June 2020 Postage Fees	Water Fund	Water	\$ 6.65
	7/27/2020	June 2020 Postage Fees	Sewer Fund	Sewer	\$ 6.75
				TOTAL:	\$ 100.00
Timothy Rhyne	7/14/2020	Water Bills Bulk Postage	Water Fund	Water	\$ 100.00
	7/14/2020	Water Bills Bulk Postage	Sewer Fund	Sewer	\$ 100.00
				TOTAL:	\$ 200.00
Tyler Technologies Incode Division	6/30/2020	Content Mgr, Court Case Mgmt.	General Fund	Admin	\$ 81.44
	6/30/2020	Content Mgr, Court Case Mgmt.	General Fund	Police	\$ 1,421.54
	6/30/2020	Content Mgr, Court Case Mgmt.	General Fund	Streets	\$ 81.44
	6/30/2020	Content Mgr, Court Case Mgmt.	Water Fund	Water	\$ 81.44
	6/30/2020	Content Mgr, Court Case Mgmt.	Sewer Fund	Sewer	\$ 81.46
				TOTAL:	\$ 1,747.32
US Postal Service	7/14/2020	Water/Sewer Bulk Postage	Water Fund	Water	\$ 275.00
	7/14/2020	Water/Sewer Bulk Postage	Sewer Fund	Sewer	\$ 275.00
				TOTAL:	\$ 550.00

Council Check Report, June 25 - July 27, 2020

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Village Print Shop	7/27/2020	P/D Tow Forms (165)	General Fund	Police	\$ 116.00
				TOTAL:	\$ 116.00
WatchGuard Video	7/14/2020	VISTA Charging Base R2 Kit	General Fund	Police	\$ 205.00
				TOTAL:	\$ 205.00
Waterlab Corp.	7/27/2020	Water/Wastewater Testing	Water Fund	Water	\$ 70.00
	7/27/2020	Water/Wastewater Testing	Sewer Fund	Sewer	\$ 290.00
				TOTAL:	\$ 360.00
Willamette Valley Security, Inc.	7/27/2020	8/20-10/20 Security Service	General Fund	Admin	\$ 209.70
	7/27/2020	8/20-10/20 Security Service	General Fund	Police	\$ 29.95
	7/27/2020	8/20-10/20 Security Service	Water Fund	Water	\$ 59.90
				TOTAL:	\$ 299.55
Yes Graphics	7/27/2020	2019 Drinking Water Report	Water Fund	Water	\$ 285.00
				TOTAL:	\$ 285.00
				GRAND TOTAL:	\$ 187,300.05

100	General Fund	\$ 47,410.39
110	State Tax Street Fundund	\$ 99,300.09
200	Water Fund	\$ 12,029.70
210	Wastewater Fund	\$ 27,924.86
215	Storm Drainage Fund	\$ 635.01
Total		\$ 187,300.05



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax
Text Tel. (TTY) 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

MEMORANDUM

Date: July 30, 2020

To: Mayor and City Councilors

From: Susie Marston, City Manager *SM*

Re: City Council Appointment

There were three people who applied to fill the current vacancy on the City Council. Each applicant submitted their application by the due date, which was July 28th. The applicants are:

Diane Bartch
Tilda Flores
Robb Ladd

Chapter VII, Section 32 of the City Charter provides that a councilor vacancy will be filled by appointment by the majority of the remaining council members. The appointee's term of office shall begin immediately upon appointment and shall continue until the first council meeting of the year immediately after the next general election; and if the term of office does not then expire the remainder of the term shall be filled by election at such general election. In this case, the position was vacated by Wes Leiva, whose term expires December 31, 2022. The appointee will fill the vacancy for the remainder of 2020, and then whoever is elected into the position in November of this year will serve the remainder of the term to December 31, 2022.

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

**CITY OF GERVAIS, OREGON
RESOLUTION NO. 20-010**

**EXTENDING A TEMPORARY STATE OF EMERGENCY DECLARATION WITHIN THE
BOUNDARIES OF THE CITY OF GERVAIS AND DELEGATING AUTHORITY TO THE
CITY MANAGER**

WHEREAS, on March 8, 2020, the Governor of the State of Oregon issued Executive Order 20-03 declaring a statewide State of Emergency under ORS 401.025(1) due to the serious public health and safety threat posed by the spread of the COVID-19 virus within our state; and

WHEREAS, ORS Chapter 401.309 grants the City additional authority to declare a State of Emergency within the City; and

WHEREAS, on March 17, 2020, the Gervais City Council adopted Resolution 20-002 to Declare a Temporary State of Emergency within the boundaries of the City of Gervais and delegating authority to the City Manager, and

WHEREAS, on July 16, 2020, the Gervais City Council adopted Resolution 20-009 to extend the Temporary State of Emergency within the boundaries of the City of Gervais through August 7, 2020 and delegating authority to the City Manager, and

WHEREAS, the City Council finds that emergency circumstances referenced in Resolution 20-002 and related to the COVID-19 Pandemic still exist and finds it necessary to extend the Temporary State of Emergency within the boundaries of Gervais, and

WHEREAS, the City Council finds these emergency circumstances are anticipated to remain in effect for at least until September 9, 2020, but may be extended as necessary;

**NOW, THEREFORE, THE CITY OF GERVAIS RESOLVES AND DECLARES AS
FOLLOWS:**

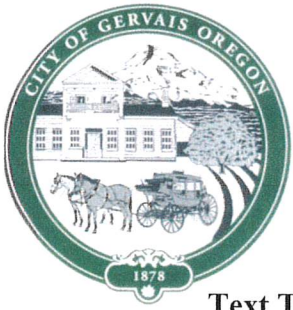
1. The expiration date of the extension of the City-wide State of Emergency granted by Resolution No. 20-009 is extended to September 9, 2020, unless further extended by the City Manager or designee or the City Council. This extension will be effective as of August 6, 2020.

Duly passed by the Gervais City Council this 6th day of August, 2020.

ATTEST:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor



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Text Tel. (TTY) Dial 711 or 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

Date: July 30, 2020

To: Mayor and City Council

From: Susie Marston, City Manager

Re: 2020-21 LOC Foundation Contribution

Attached is a letter from the League of Oregon Cities Foundation asking again for donations from cities to support its scholarship programs to provide assistance for city officials to attend conferences and training workshops.

The suggested donation \$.05 per capita, which equates to \$129 for Gervais. You can see from the attached letter that we contributed \$100 last year. Mayor Platt has been a scholarship recipient to attend Oregon Mayors Association conferences, which has a value close to \$300.

During these COVID times, many conferences and trainings are being offered online using ZOOM. Registration fees are reduced dramatically since the cost to hold a virtual conference is much less than hosting a conference in-person. These reduced registration fees have made it more affordable for City's to attend, but we need to keep in mind the impacts to revenue for City's who normally generate a substantial amount of revenue from transit and lodging tax. The loss of this revenue due to restrictions has had an impact on their operating budgets.

If the council agrees, my recommendation would be for the council to make a motion to contribute \$129 to the LOC Foundation for fiscal year 2020-21.

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Susie Marston

From: Kelly Richardson <krichardson@orcities.org>
Sent: Thursday, July 16, 2020 4:26 PM
To: Kelly Richardson
Subject: LOC Foundation Donation

July 16, 2020

Dear League of Oregon Cities Member,

On behalf of the League of Oregon Cities Foundation, I am writing to your city to invite you to follow the lead of the many cities in Oregon who have contributed to the LOC Foundation over the past several years. Your support of the Foundation funds efforts such as conference and training scholarships that help the League to be the "go-to place for and about cities as a dynamic resource hub for advocacy, education and best practices."

We are asking that you consider a donation in order to provide information and education to city officials across the state of Oregon. Our suggestion is that you consider a donation in an amount equal to five cents per capita, or any other amount your city can afford.

Based on current funds available, the LOC Foundation Board has budgeted the following for FY 2020/2021

- \$1,200 – Scholarships for attending the Oregon Mayors Association Conference
- \$3,000 – Scholarships for attending the League of Oregon Cities Conference
- \$1,500 – Scholarships for League training workshop attendance
- \$1,100 – Phil Houk Scholarships

If your city wishes to make a donation to the LOC Foundation, please send your check to LOC Foundation, 1201 Court St. NE #200, Salem, OR 97301. The Foundation accepts tax-free donations from private parties as well if you would like to contribute individually.

Thank you for your consideration.

Sincerely,

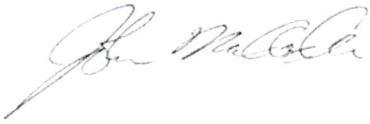


PAST DONATIONS

The LOC Foundation thanks the following for their general-purpose contributions in recent years:

FY 2019-20 YTD:

Oregon Community Foundation	\$2,192
Mayor John McArdle	\$100
City of Tualatin	\$500
USJ Connect	\$250
Truax Family Trust	\$1,000
Yamhill	\$50
Glendale	\$100
Banks	\$100
Newberg	\$1189
Mayor Pete Truax	\$500
Cascade Locks	\$100
Roger Jordan	\$1000
Lakeside	\$250
Creswell	\$275
Jacksonville	\$150
Halsey	\$100
Jefferson	\$100
Amanda Fritz	\$500
Chiloquin	\$200
Amity	\$85
Umatilla	\$375
Springfield	\$200
Detroit	\$100
Antelope	\$100
Imbler	\$100
Gervais	\$100
Avista-Steve Vincent	\$750



John McArdle,
President LOC Foundation Board



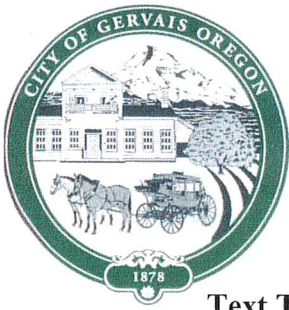
Kelly Richardson, *Project Coordinator I- Affiliates*

503-588-6550 direct 503-540-6587

1201 Court St. NE, Suite 200, Salem, OR 97301-4194

www.orcities.org





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CITY OF GERVAIS

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Date: July 31, 2020
To: Mayor and City Council *gm*
From: Susie Marston, City Manager
Re: City Manager Staff Report for August 6, 2020

I will be on vacation next week and will not be present at next week's council meeting. Mayor Platt excused me from the meeting, and Chief Mark Chase will be prepared to fill in for me. Below are some updates since the last time we met on what has been happening in the city.

4th Street Finished

This project was completed in May, and fortunately we (mainly Gordon, our engineer) were able to work with the contractor to resolve a billing dispute. Final contract amount paid is approximately \$4,300 less than the original bid amount. Adjustments were made for the curb and gutter not being constructed and there were also adjustments with quantities and materials that were used or not used. We are waiting for the paver to come back and put a seal coat on the section of pavement near the lift station. That area is "boney" and needs some reinforcement to protect against weather damage in the winter and then when it warms up. John can help explain if there are any questions with that.

\$100,000 of this project was funded by ODOT's Small City Allotment program and I just submitted for reimbursement on it.

SCA Grant Application for Juniper to 7th Street

I submitted a new application to the SCA program to pave Juniper Ave in order to connect 8th Street to 7th Street and provide an alternate route for traffic getting onto and getting off of Ivy Avenue at 8th. We should find out in October if that application is successful. We will plan to start that project next spring or summer.

Sam Brown House

I am working with Gordon Munro (engineer), Holly Byram (planner) and David Doughman (attorney) on organizing a plan to move the Sam Brown house into town. I need to find out what the legalities are of transferring ownership of the house to the City. We need to ensure that the property next to public works won't be needed for future growth. Once we feel solid with

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those two pieces of information, then I can work with Holly on a city-initiated Site Development Review. This will give the public an opportunity to provide input on the project.

As far as funding, I've identified the following sources to use towards the cost of moving and restoration.

- Community Prosperity Grant – Marion County: We will receive \$45,000 over three fiscal years.
- Marion County CDBG Program that was recently introduced to us. I am unclear on how much money this could provide, but this project would be eligible for an application we submit to them. This program won't be ready to go for another year.
- ****Need council's thoughts on this **** Proceeds from the sale of old city hall. The contract payments that are being made are collecting in the Capital Reserve Fund. *How would the council feel about using that money to help with the cost of restoration of the Sam Brown House?* This fund has \$39,000 currently and is projected to have \$55,000 by June 30, 2021.
- ****Need council's thoughts on this **** The City has an opportunity to partner with Datavision to apply for a \$5,000 grant through the 2020 Community Grants Program. I attached a flyer to this memo. Renee is asking if the city council has any ideas for projects we could use this money for. My suggestion would be to use this project for the application.

Holly has also given me the contact information to the State Historical Preservation Office (SHPO). I will rely on them as a resource to help identify other sources of funding and also to help in the entire process.

Election Filings

We have received three filings for Mayor and three for councilor. There are four councilor positions open for election. Filings are due August 25.

See you next month, if not sooner!

LEARN MORE

www.FRS.org/communitygrants

2020

COMMUNITY GRANTS PROGRAM

A FOUNDATION FOR RURAL SERVICE PROGRAM

FUNDING TO SUPPORT IMPORTANT PROJECTS IN OUR COMMUNITY

The Foundation for Rural Service (FRS) is a nonprofit organization that works in cooperation with NTCA—The Rural Broadband Association to sustain and enhance the quality of life in America by advancing an understanding of rural issues.

The **FRS Community Grant Program** is offered annually through NTCA members, like us, to support local efforts to build and sustain a high quality of life in rural America.

Submit Your
Grant Proposals by

These grants support projects in the following categories:

- Business and Economic Development
- Community Development
- Education
- Telecommunications Applications

SUBMIT YOUR PROPOSALS TO:

COMPANY: _____

CONTACT NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

Do you have a community project that needs funding?

We're accepting grant requests up to \$5,000. Ten percent of the award will consist of a contribution from...

Each grant is a one-time award. For more information see FRS.org/communitygrants.



FOUNDATION FOR
RURAL SERVICE

4121 Wilson Boulevard • Suite 1000 • Arlington, VA 22203-1801 • (703) 351-2026 • foundation@frs.org

www.FRS.org



Gervais Police Department

592 4th Street, P.O. Box 329

Gervais, OR 97026-0329

Office 503-792-4575 ★ Fax 503-792-4525 ★ Dispatch 503-588-5032

August 2020 Council Report

Reporting period between June 1st and June 30th, 2020	
<u>Calls of service/CAD reports</u>	212
<u>Arrests</u>	4
<u>Citations</u>	83
<u>Written Warnings</u>	34
<u>Assist Agencies outside City limits</u>	3
<u>Assist Agencies inside City limits</u>	9

- **D.A.R.E** classes are being coordinated and planned with the start of school. We do not know how the classes will be delivered. Lt. Seibel has been in contact with the teachers and we hope start in the fall again.
- **Gervais School District Partnership:** We were notified early that we were awarded the Federal grant funding for our SRO COPS grant application. We will receive a total of \$125k over the next three years. The final piece will be for the School District to receive the Student Success funding.
- The department still has adequate PPE available and we are managing our supplies adequately. Our supply of disinfecting wipes has been replenished. Thank you Mayor Platt for picking some wipes up on your shopping trip. Much appreciated.
- Officer Craig Seibel was promoted to Lieutenant and was sworn in at the July 2nd Council Meeting by Mayor Shanti Platt.
- Mark J. Chase, Chief of Police.

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CITY OF GERV AIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
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Gervais Public Works Council Report for the Month of July 2020

Ivy Woods Project Update: The project is moving along. The new water mains should be completed by the end of month. The new concrete wall has been poured for the storm water retention pond. The paving repair of 5th, 6th, and 7th streets has been completed.

The City's new medium sized tractor order has been placed and should arrive in the month of August.

Public works staff removed two trees in the water plant compound due to security camera placement and will be replanting smaller slow-growing ones once the heat of summer goes away.

Due to COVID-19 the Blackwalnut Park public restroom and splash pad are still closed at this time.

Thank you,

John Robinson
Public Works Superintendent