

**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 DECEMBER 5, 2019**

1. Call to Order

The meeting was called to order at 7:00 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 Wes Leiva	Present
Councilor John Harvey	Present

Staff Present: City Manager Susie Marston, City Recorder Tim Rhyne, Police Chief Mark Chase, Public Works Superintendent John Robinson. Please see sign-in sheet for others who were present.

4. Announcements/Appointments

a. Additions/deletions to the agenda

- 1) Fire Chief Joe Budge announced that the annual Christmas Food Drive will be held the upcoming Saturday with all the proceeds being distributed in the Gervais only.

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.

- 1) None noted.

6. Consent Calendar:

- a. Approval of the minutes of the November 7, 2019 Regular Session
- b. Approval of bill list for October 31 – November 25, 2019

Suggested Motion: I make a motion to approve the December 5, 2019 consent calendar as presented.

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

7. Presentations

- a. Presentation of EarthWISE Certification Plaque - Rachel VanWoert, Marion County Public Works

Rachel VanWoert presented a certification plaque to the council for the sustainability efforts in Gervais. She gave information and details about the EarthWISE program in Marion County. Gervais is certified until 2022.

8. Public Hearing

- a. Public Hearing for GPMA 2019-01/ZC 2019-03, General Plan Map Amendment and Zone Change at 640 4th Street, Lots 6, 7, 8 of Block 35, Gervais Town Plat

- 1) Open public hearing and note time for the record
 - The public hearing was opened at 7:07 PM. Mayor Platt read opening statements followed by statements read by City Planner Holly Byram as required by law.
- 2) Declaration of ex parte contact or conflict of interest
 - None noted.
- 3) Staff Report
 - Holly Byram recommended continuing the public hearing at a later date in response to a request from the applicant. This continuation is to allow the applicant more time to gather information. Holly recommended that the council make a motion to continue the public hearing on the February 6, 2020 regular council meeting. She also recommended that the remaining presentations and reports be postponed until the February meeting. ***Councilor Wagner made a motion to postpone Concurrent Land Use Applications GPMA 2019-01 and ZC 2019-03 submitted by Fred Kasachev for property located at 640 4th Street until the February 6, 2020 Gervais council meeting with staff report, presentation and all other public testimony to be taken on that date. The record shall remain open for the applicant to submit additional information until that date. Seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.***
- 4) Proponents presentation
- 5) Opponents presentation
- 6) Proponents rebuttal
- 7) Staff summary
- 8) Close public hearing
- 9) Council discussion
- 10) Council motion, second and vote

- b. Public Hearing for 2019-20 Supplemental Budget for the Creation of a D.A.R.E. Fund and Make Appropriations

- 1) Open public hearing and note time for the record
 - Opened at 7:16 PM.
- 2) Declaration of ex parte contact or conflict of interest
 - None noted
- 3) Staff Report
 - Susie Marston announced that the new D.A.R.E. program at the school has received monetary donations and that a new fund is required in order to appropriate and use those funds. There have been donations totally \$1550 thus far this year. The resolution to approve this fund will follow the hearing.

- 4) Proponents presentation
 - Chief Chase mentioned that the purpose of the fund is to allow donations for the D.A.R.E. program. While some city funds have been used to get the program started, this fund is designed to keep the program operating in the future. Officer Quinn will be going to the D.A.R.E. officer training program in January 2020.
- 5) Opponents presentation
 - None noted.
- 6) Proponents rebuttal
 - None noted.
- 7) Staff summary
 - None noted.
- 8) Close public hearing
 - Closed at 7:20 PM.
- 9) Council discussion
 - In response to a question from Mayor Platt, Susie mentioned that this fund is separate from the Police Fund. Chief Chase mentioned that the money at the end of the year will be carried over to the next year.
- 10) Council motion, second and vote
 - Councilor Gregory made a motion to accept the proposal, seconded by Councilor Leiva. Motion is unanimously carried and so moved.

9. Action Items

- a. Adopt Resolution 19-016, Adopting the 2019-20 Supplemental Budget for the Creation of a D.A.R.E. Fund and Make Appropriations

Councilor Gregory made a motion to adopt Resolution 19-016, adopting the 2019-20 supplemental budget for the creation of a D.A.R.E. Fund and make appropriations. Seconded by Councilor Wagner. Motion is unanimously carried and so moved.

- b. Adopt Resolution 19-017, Adopting the 2019-20 Supplemental Budget to make Appropriations for the Wastewater Fund and Wastewater Debt Fund

- 1) Susie stated that this supplemental budget is to make adjustments for updates to the principal and interest payment for the Wastewater Debt Fund annual payment. The total payment for the yearly payment is \$61,180 and it was approximately \$55,000 in the past.

Councilor Gregory made a motion to adopt Resolution 19-017, adopting the 2019-20 Supplemental Budget to make appropriations for the Wastewater Fund and Wastewater Debt Fund. Seconded by Councilor Wagner. Motion is unanimously carried and so moved.

- c. Motion to Set a Date and Time of January 2nd, 2019 at 7:00 PM for a Public Hearing to Consider Case #VAC 2019-01

- 1) Susie told the council that the written recommendation of Holly Byram is to orally set a date for a public hearing to consider case #VAC 2019-01. The motion is to simply set the date for the public hearing, nothing more. There was general discussion about

making a motion to set a public hearing.

Councilor Wagner made a motion to set a date and time of January 2nd, 2019 at 7:00 PM for a public hearing to consider Case #VAC 2019-01. Motion seconded by Councilor Leiva. Motion is unanimously carried and so moved.

- d. Approve Intent to Award Contract for 4th Street Widening Project to Jackson Industries
- 1) Susie gave a background of the bid and award process for the 4th Street widening project. The contractor who originally received the award for the project has been unable to supply the necessary bonding for the project and has become unresponsive. In light of this, it is recommended by the City Engineer, Gordon Monroe, and Susie Marston to award the project to the next lowest bidder, Jackson Industries. Gordon has written a memo to the council outlining his recommendation. Their bid amount for the project is \$253,667.95. The only additional cost for the project will be a new tax that is effective in January 2020 which will add approximately \$2000 to the total costs. Mayor Platt asked about re-bid requirements and there was general discussion about rules for bids. The city attorney also reviewed the bid and gave approval.

Councilor Wagner made a motion to give intent to award contract for 4th Street Widening Project to Jackson Industries in amount \$253,667.95 with a tax variance to begin January 2020. Seconded by Councilor Gonzalez.

Councilor Gregory made a motion to allow the Mayor to sign the contract with Jackson Industries, seconded by Councilor Wagner. Motion is unanimously carried and so moved.

10. Staff Reports:

a. City Manager

- 1) Susie mentioned that a new park bench has been ordered from Oregon Corrections for a cost of \$540. Susie updated the council on some school events that she has attended relating to city government and ways to contribute to the community.

Susie presented the idea of holding the goal-setting session on a bi-annual basis instead of yearly. The council held a discussion about the timing of the goal-setting session and when to begin the bi-annual schedule. After discussion, it was decided to begin the bi-annual schedule in 2021, followed by 2023, etc. the 2020 goal-setting session will be held sometime in March 2020.

Susie told the council that the budget includes funding to have the camera system replaced at City Hall. Willamette Security provides the security system and also offer a camera system at a cost of \$5145 which is approximately \$1200 less than the budgeted amount.

Lastly, Susie asked if City Hall could be closed at noon on Christmas Eve. The council gave consensus to close early on Christmas Eve.

b. Police Department

- 1) Chief Chase started with asking the council to join in the D.A.R.E. program's first graduation for the 5th grade class on December 18th at 9:30. The Sacred Heart class is graduating on December 19th at 9:30.

Discussions with School Superintendent Dandy Stevens are continuing to consider funding for a dedicated School Resource Officer (SRO). The school currently gives \$25,000 a year for police presence in the school district.

Reserve Officer Tanya Virula continues to be involved in City events and it's good to see her positive attitude. Chief Chase also updated the council on the status of the reserve officer program and spoke about some problems with availability of reserve officers.

c. Public Works

- 1) John Robinson updated the council on status of the new water meters and stated that there are about half of a dozen larger meters that are still waiting to be installed. Mayor Platt asked about the Christmas events and there was brief discussion about transporting the Christmas supplies.

11. Business from the Mayor or Council

- a. The Mayor talked about land use items and asked that a work session be held to discuss land use efforts in Gervais, specifically on the commercial areas. She mentioned that it would be good to discuss what ability Gervais has to enforce the condition of buildings in the commercial district. The Mayor also discussed methods for ensuring that volunteer tracking is done properly. There was discussion about volunteer tracking for City events. Susie suggested that Tim supply a form to whoever is running the event and that person then fills out the form and returns it to Tim after the event. The council also decided to invite Holly Byram to the work session to help discuss land use matters for the City. Mayor Platt encouraged the council to give input regarding funds coming from the School District and their use. The Mayor said that she will be in touch with Republic Services regarding a bi-annual cleanup as opposed to the usual annual cleanup. The Mayor then updated the council on the Christmas goody bags and other Christmas activities.

12. Adjourn

- a. The meeting was adjourned at 8:16 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON DECEMBER 5, 2019 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor