

**MINUTES OF THE SPECIAL SESSION OF THE GERVAIS CITY COUNCIL  
COUNTY OF MARION, STATE OF OREGON  
HELD AT GERVAIS CITY HALL AT 6:30 PM ON MARCH 17, 2020**

**1. Call to Order**

The meeting was called to order at 6:30 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) Addition: Resolution 20-002, Declaring a state of emergency in the City of Gervais (9b)

**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) Joe Budge of Woodburn Fire spoke to the council about the actions that the Department is taking in response to the outbreak of COVID-19.

**6. Consent Calendar:**

- a. Approval of the minutes of the February 6, 2020 Regular Session  
b. Approval of bill list for January 30, 2020 – February 24, 2020

***Councilor Wagner made a motion to approve the March 17, 2020 consent calendar as presented. Seconded by Councilor Leiva. Motion is unanimously carried and so moved.***

**7. Presentations**

- a. None

8. Public Hearing

- a. None

9. Action Items

- a. Approve Temporary City Policy: Response to COVID-19

- 1) City Manager Susie Marston stated that this temporary city policy was drafted from a template created by the City of McMinnville. This policy states that the City of Gervais will be following the guidance outlined by the Governor's Office, OHA, CDC and Marion County Health and Human Services. This policy also puts some added protections in place for employees who become affected by COVID-19. An additional leave of 80 hours is allowed so that employees who are ill or caring for an ill family member do not have to use their normal accrued leave. This additional leave will be tracked separately. There was brief discussion about employees working remotely.

***Councilor Wagner made a motion to approve the temporary city policy: response to COVID-19. Seconded by Councilor Leiva. Motion is unanimously carried and so moved.***

- b. Resolution No. 20-002

- 1) Mayor Platt stated that this resolution creates a temporary city policy that describes the procedures that Gervais can take in response to a declared emergency.

***Councilor Wagner made a motion to adopt Resolution No. 20-002 declaring a temporary state of emergency 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. Staff Reports:

- a. City Manager

In response to the declaration from Governor Brown, the next two court dates will be canceled. City Hall will also be closed to the general public starting March 18<sup>th</sup>. Employees will still come to work with business be conducted over phone and via the drop box. . Information about the temporary closure will be posted on the City Hall doors and website.

There is a pre-construction meeting scheduled for next week for the Ivy Woods project. The meeting may be done by tele-conference. The 4<sup>th</sup> Street project has begun this week.

- b. Police Department

Chief Chase encouraged everyone to gather information from the official channels to get the most accurate information regarding COVID-19.

c. Public Works

There will be minor changes to the designs for the 4<sup>th</sup> Street Project. The street is shut down to through traffic but is open to those living on 4<sup>th</sup> Street.

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

Mayor Platt spoke about the role of Gervais during the COVID-19 crisis and the impact of the virus. The School District will be distributing lunches to student homes in Gervais during the time classes are canceled. The Mayor also talked about caring for the elderly citizens in Gervais. There was a brief discussion about CERT welfare checks in Gervais. Chief Joe Budge spoke about the welfare checks. Councilor Harvey asked about how City Hall will assist the public during the closure. Susie said that payments can be made through the drop box and mail. Councilor Harvey also asked about cleaning supplies at City Hall. There was a brief discussion about supplies.

**12. Adjourn**

- a. The meeting was adjourned at 7:01 PM.

**I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON MARCH 17, 2020 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