

**MINUTES OF THE REGULAR MEETING OF THE GERVAIS CITY COUNCIL  
COUNTY OF MARION, STATE OF OREGON  
HELD AT GERVAIS CITY HALL AT 7:00 PM ON JANUARY 4, 2018**

**1. Call to Order**

Mayor Platt called the meeting to order at 7:00 pm.

**2. Roll Call:**

Mayor Shanti Platt	Present
Councilor Micky Wagner	Absent, excused
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 Lieutenant Mark Chase, Public Works Superintendent Pat Claxton

Others Present: Fire Chief Joe Budge, Woodburn Fire District; Tom Glogau, Grove Mueller & Swank; Laura Ladd

**3. Announcements:**

- a. Additions/deletions to the agenda - None

**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.**

Fire Chief Joe Budge briefly addressed the council and stated that Gervais is an important part of the Woodburn Fire District. He plans to attend the Gervais council meetings on a regular basis in case the council has questions for him about the fire district. Mayor Platt welcomed Chief Budge to the Woodburn Fire District. In response to a question from Councilor Gregory, there was a short discussion about the burn season for the Gervais area as well as backyard burning in city limits.

**5. Consent Calendar:**

- a. Approval of the minutes of the December 7, 2017 Work Session
- b. Approval of the minutes of the December 7, 2017 Regular Session
- c. Approval of bill list for November 29, 2017 – December 27, 2017

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

## **6. New Business**

- a. Presentation of financial statements of fiscal year ended June 30, 2017 by Grove, Mueller and Swank

Tom Glogau presented the findings of the financial audit for fiscal year ended June 30, 2017. Tom presented financial ratios showing historical trends from the last two financial audits. Tom stated that he did not have any concerns about the information that was provided for the audit or about the results of the audit. There was a brief discussion between Tom and the council about the financial ratios that he provided.

***Councilor Gregory made a motion to accept the audit report as presented, seconded by Councilor Leiva. Motion is unanimously carried and so moved.***

There was a short discussion about scheduling a meeting of the budget committee to review items from the last budget committee meeting.

- b. Adopt Resolution No. 18-001, A Resolution Adopting a Method for Calculating Monthly Stormwater Charges per Equivalent Residential Unit (ERU)

Susie mentioned that at the last work session the council gave her consensus to move forward with creating a resolution that would update the calculation for stormwater charges for non-residential customers in Gervais. With the adoption of the resolution tonight, the city will begin to bill according to the new calculation in February, 2018. Because of the increase in charges to the larger non-residential customers, Susie will be drafting a letter that will inform them of the upcoming changes.

The council discussed the repercussions of changing the calculation for the stormwater rate for the non-residential customers. Susie and the council talked about funds from the stormwater charges as well as SDC funds for stormwater improvements. Councilor Leiva asked about the process if the school contests an increase in stormwater charges. After discussion, the council decided to have the new calculation become effective for the Gervais School District in June 2018.

***Councilor Gregory made a motion to adopt Resolution No. 18-001, a resolution adopting a method for calculating monthly stormwater charges per equivalent residential unit (ERU), becoming effective in June 2018 billing cycle. Seconded by Councilor Leiva. Motion is unanimously carried and so moved.***

- c. Discussion and feedback on HEAL Cities grant award to identify wayfinding routes and landmarks

The Mid-Willamette Valley COG applied for a HEAL grant on behalf of certain cities in Marion County that could ultimately supply Gervais with wayfinding maps. It was requested that certain points of interest in Gervais be identified for use on a walking map. The maps will be created by

the COG. The awarded grant was for \$5,000. The council talked about potential landmarks that could be used for a wayfinding map. Mayor Platt mentioned that perhaps she, Susie and Chief Spirup could meet to discuss a walking safety route. Susie requested that the council give her ideas for landmarks or points of interest in Gervais that could be used for the map. Councilor Gregory asked if there was grant money to restore landmarks in a city. Susie stated that grant money of that kind could possibly only be used for landmarks in a historical register. Susie will be contacting the COG by January 31<sup>st</sup> with ideas. Mayor Platt talked about landmarks outside of the Gervais city limits. Susie responded that she thought the maps would only be for inside city limits but that a note might be placed on the outside of the maps to indicate something outside city limits.

## **7. Staff Reports:**

### **a. City Manager**

Susie and Pat will be meeting with Marion County on January 17<sup>th</sup>. This meeting is scheduled because Marion County contacted the City because of their plans to repave Douglas Avenue in the next couple of years. In light of this project, the City is eligible to apply for grant money to complete sidewalk and drainage improvements on Douglas Avenue. Susie will be in touch with the County as well as Renata from the COG. Mayor Platt asked about crosswalk improvements in relation to the repaving project. Pat replied that it would be good to complete crosswalk improvements at the same time.

Susie stated that a potential date for the Goal-Setting Session is January 18<sup>th</sup> at 6:30pm. Because of recent staffing changes at the COG, Executive Director Sean O'Day is planning to facilitate the meeting. Susie will distribute a memo for the meeting.

In response to the recent work session about ADUs, another work session needs to be scheduled. Susie suggested February 8<sup>th</sup> or 22<sup>nd</sup> as possible dates. The mayor and council chose the 22<sup>nd</sup> with the 20<sup>th</sup> being an alternate. Susie stated that she would check with Holly Byram about those dates.

Susie asked the council about the idea of granting Martin Luther King, Jr. (MLK) day as a city holiday. It is not currently observed as a holiday by the city. Mayor Platt and Councilor Leiva voiced their approval for taking MLK as an observed holiday. There was a discussion among the council about adding MLK as an observed holiday for the city and the financial effect it could have. One concern of the council was the potential increased cost to the city if the holiday was negotiated as part of a future police contract. It was decided by the council that further research should be done before deciding to add an additional holiday to the list of paid holidays.

### **b. Police Department**

Lieutenant Chase stated that Officer Maddy has resigned and that the recruitment for a new officer has begun. Mayor Platt asked about pay differentials for Spanish-speaking officers and voiced concern for problem of losing those officers to larger agencies. Lieutenant Chase stated that the benefit packages offered at larger agencies are difficult to turn down when working at a small city such as Gervais. Mayor Platt called for a moment of silence to recognize the death of a

family member of a Police Department employee.

c. Public Works

Pat mentioned that improvements are being made in the water plant at the water filters. A soft-start has been installed for the booster pump to reduce the issue of water hammer at shut-down. The increased water rates have helped provide funds to make repairs that have been badly needed.

Councilor Harvey asked if there was a regulation about how far apart fire hydrants need to be. It was discussed that hydrants needed to be 500 feet apart. Councilor Harvey had someone tell him that their hydrants were much further apart than 500 feet. Pat mentioned that part of the water plan outlines installing two additional fire hydrants, one on 7<sup>th</sup> between Douglas and Alder, and one on Alder between 3<sup>rd</sup> and 1<sup>st</sup>. There was a discussion about requirements for fire hydrants. Councilor Harvey stated that he would like to know if there is a requirement for fire hydrants.

Mayor Platt asked if the electric gate was completed at the Public Works yard and Pat answered in the affirmative. Mayor Platt also asked about the speed bumps on 7<sup>th</sup> Street. There was a discussion about fixing the speed bumps that are too high, and who would be responsible for correcting the problem.

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

Mayor Platt mentioned that she may not be available for the February meeting depending on a potential medical operation. She also extended thanks to everyone who helped with the holiday events in December.

Councilor Gregory mentioned that there is a 4<sup>th</sup> of July committee meeting on January 8<sup>th</sup>. He also mentioned that he would like to create a control for spending money for the 4<sup>th</sup> of July event.

**9. Adjourn**

The meeting was adjourned at 8:22 pm.

**I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON JANUARY 4, 2018 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