

**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 JANUARY 7, 2021**

**1. Swearing in of Mayor and Council**

City Recorder, Tim Rhyne swore in Mayor Annie Gilland and Councilors Baltazar Gonzalez, Micky Wagner, Diana Bartch and Pamela Foreman by reading each of them the Oath of Office.

**2. Call to Order – Mayor Gilland called the meeting to order at 7:08 PM.**

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Mayor Gilland.

**4. Roll Call**

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

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

Others Present: Chief Joe Budge, Woodburn Fire District and Tom Glogau, Grove, Mueller and Swank. Please see the meeting log sheet for other attendees.

**5. Appoint Council President**

***Councilor Bartch moved to nominate Councilor Wagner for Council President, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.***

**6. Announcements/Additions**

**a. Swearing in of Officer Markum Megale**

Mayor Gilland read the Oath of Office to Officer Markum Megale. She also read the Criminal Justice Code of Ethics aloud.

**7. 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.**

Nobody from the audience addressed the city council.

8. Consent Calendar:

- a. Approval of the minutes of the December 3, 2020 Regular Session
- b. Approval of bill list for November 26 – December 28, 2020

***Councilor Wagner made a motion to approve the January 7, 2021 consent calendar as presented, seconded by Councilor Foreman. Motion is unanimously carried and so moved.***

9. Presentations

- a. Presentation of Audit Report for Fiscal Year Ending June 30, 2020 – Tom Glogau, Grove, Mueller & Swank.

Tom Glogau provided a summary of the financial statements for fiscal year ending June 30, 2020. Overall, the City is financially stable and has consistently been exceeding the benchmarks in maintaining reserve funds to absorb any kind of fluctuations or extraordinary costs while covering normal operation costs. Debt payments and debt capacity are appropriately being managed. Over the past year, the City's overall financial condition has improved and finances are consistently managed well while providing the same level of services to the community. Operating costs of the City have not fluctuated much over the past three years.

- b. Woodburn Fire District proposal for local Gervais fire protection (continued discussion)

Chief Joe Budge of the Woodburn Fire District is returning with information on a two-part proposal that he and city staff have been working on for local Gervais fire protection. The Fire District will have a bond levy on the May, 2021 ballot, and this proposal would be funded with this bond if it passes. It is a continuation levy, so there would be no new taxes.

Part I is for joint construction on a building that would be shared with the City and the Fire District to house a fire engine and be used for public works functions. Construction costs are anticipated to not exceed \$250,000. The City and Fire District would share this cost at a 25%/75% split respectively, with the Fire District paying a minimum of \$150,000. The Fire District's portion would be a lump sum payment for leasing their portion of the building from the City over a 25 year period.

Part II is for the Fire District to purchase land and hold on to it for the future construction of a permanent fire station in Gervais. That building would be built using funds from a future bond levy of the Woodburn Fire District.

Chief Budge will return next month with more finalized numbers, more information about the bond and will be asking for the council's support for this proposal. In order to get this on the ballot, Chief Budge explained that he will need to have the approval made at the February 4<sup>th</sup> council meeting. If the bond passes, the funds would be available for construction after July, 2022.

## 10. Action Items

- a. Adopt Ordinance No. 21-001, An Ordinance Vacating the 20-foot Wide Public Alley within Block 52 of the Gervais Town Plat, bound by 5<sup>th</sup> Street, 6<sup>th</sup> Street, Douglas Avenue and Elm Avenue.

City Manager Marston explained that this is the enacting ordinance from the public hearing held January 7, 2021 to vacate the alley described in the title of this ordinance.

***Councilor Wagner made a motion to adopt Ordinance No. 21-001, an Ordinance Vacating the 20-foot Wide Public Alley within Bloock 52 of the Gervais Town Plat, bound by 5<sup>th</sup> Street, 6<sup>th</sup> Street, Douglas Avenue and Elm Avenue, seconded by Councilor Bartch. Motion is unanimously carried and so moved, with Councilors Wagner, Gonzalez, Foreman, Bartch and Harvey all voting in the affirmative.***

- b. Adopt Resolution No. 21-001, A Resolution to Update the List of Signatories for the City of Gervais.

City Manager Marston explained this resolution provides a list of those who would be authorized to sign documents for the City, mainly meaning checks that are written.

***Councilor Foreman made a motion to adopt Resolution No. 21-001, A Resolution to Update the List of Signatories for the City of Gervais, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.***

- c. Approval of Safe Routes to School Grant Agreement and Authorize Mayor and City Manager to Sign the Same.

City Manager explained that the City was awarded a Safe Routes to School Grant to install flashing beacons at the crosswalks on Douglas in front of the schools and to also replace the sidewalk in front of the elementary school between 1<sup>st</sup> and 3<sup>rd</sup> Streets. The City was awarded approximately \$180,000 for this project, with the City matching 20% of the project cost. This is the agreement between ODOT and the City to accept the funds.

***Councilor Bartch made a motion to approve the Safe Routes to School Grant Agreement and Authorize Mayor and City Manager to Sign the Same, seconded by Councilor Wagner. Motion is unanimously carried and so moved.***

## 11. New Business

- a. None Noted

## 12. Staff Reports:

- a. City Manager – Susie Marston

A written report was provided to the council ahead of the meeting.

The COVID Micro-grant program ran from November 19<sup>th</sup> through December 18<sup>th</sup>, where individuals and businesses could apply to the City for COVID relief payments. There was a great response from people self-attesting to a financial hardship due to COVID. The City was able to

grant applicants a total of approximately \$46,000 of the Coronavirus Relief Funds the City was allotted from the federal government. The CRF funds were also used by the City to purchase air purifiers, a monopad for group Zoom meeting capability and PPE supplies and equipment.

Marston shared that she and John Robinson met with city engineer, Gordon Monro to review the capital improvement plans identified in the City's newly updated master plans. She explained that there are a couple of improvements to the City's wastewater system that need to be made, which should be budgeted for in the upcoming fiscal year.

The city council is due to hold a goal setting worksession. Marston offered to facilitate the goal setting as discussed by the city council in the past. The city council agreed to schedule a goal setting session on February 18<sup>th</sup> at 6:30 pm.

After 7 years, Tim Rhyne is leaving employment with the City. Denise Dahlberg has been hired to fill the City Recorder position, and her first day will be Monday, January 11.

b. Police Department – Chief Mark Chase

The Chief reviewed the written report he provided in the council packet with information on calls and activities of the police department.

The D.A.R.E. graduation is coming up in five weeks. Lt. Seibel is preparing for that by making sure the graduates get a t-shirt. Graduation will be held over Zoom, just as the classes have been held.

Chief Chase will be working with Gervais School District on fulfilling the SSO position as part of the recently approved contract with the School District for providing an SSO.

The police department has completed the process of providing proofs of documents and policies that are required for accreditation. The Chief requested the assessment through the Oregon Accreditation Alliance, which has been started and should be completed by April, if not sooner.

Councilor Wagner has been hearing a lot about car accidents on Butteville and asked if the City responds. Chief attributed the accidents to the cold weather and slick road conditions. He also explained that they do enforce speeds when they can on Butteville, especially now that officers are providing coverage in Donald. The police department does have a grant to enforce traffic in the rural areas.

Councilor Wagner also reported on a lot of cars parked in front yards and some without tags. Chief explained that ordinances are enforced regularly and encouraged anyone to call in any violations they see. Due to an executive order, Chief explained that expired registrations are not being enforced currently.

Councilor Gonzalez expressed parking concerns at the corner of Misti Ct. A discussion about parking issues city-wide took place.

c. Public Works – Superintendent John Robinson

The Ivy Woods Subdivision is almost complete. The final plat will be forthcoming. The development of this subdivision will eventually put more demand on the wastewater treatment system. To go along with information City Manager Marston shared earlier, the City is going to need to add more aerators in the lagoons to increase treatment capability. This is in accordance to the Capital Improvement Plan in the Wastewater Master Plan. We will also need to address some pump upgrades in the water treatment plant to keep up with the added demand on the system.

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

Councilor Wagner suggested that something be organized to honor and recognize Kyler Kelly, who has recently signed to play for the San Antonio Spurs.

**14. Adjourn**

Mayor Gilland adjourned the meeting. There was no time mentioned for the record, but the duration of this meeting was approximately 90 minutes.

**I, SUSIE MARSTON, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON JANUARY 7, 2021 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.**

ATTESTED:

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Susie Marston, City Manager

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Annie Gilland, Mayor