

**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 FEBRUARY 03, 2022**

1. Call to Order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Councilor Gonzalez.

Mayor Gilland called for a moment of silence for Austin Smith, who was a St. Paul firefighter lost in the line of duty today.

3. Roll Call

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

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

Others Present: None

4. Announcements/Additions

Swearing in of Police Officer Zane Rise.

5. Public Comment

The swearing in of Officer Zane Rise was delayed, so Mayor Gilland called for Public Comment until Officer Rise became available.

Rocky Sherwood, President and CEO of City of Hubbard Events Team, 2622 Nina Pl., Hubbard, OR, 97032. Sherwood announced that 15 people showed up for the Walk & Jog event at the high school track. Sherwood reports as long as there is participation he will put together as many events as he can. Mayor Gilland thanked him and would be in touch with him regarding more events.

Dandy Stevens, Gervais School District Superintendent. Stevens reported that the school district would be receiving \$15,000 in grants that will be used to build a community walking trail on the back side of the soccer field, and it would be ready sometime in June. Stevens provided the council with information on latest bond efforts and proposed projects. Stevens stated that the total bond they are asking voters to consider is \$31 million, but projects are closer to \$35 million, and that is because the school district was able to secure a \$4 million grant from the state, which they will not get unless the bond is passed. She reported they received an \$800,000 grant from Community Sports Alliance to install an artificial turf field for soccer and football. Stevens noted they are pursuing sponsorships to capitalize on donations of the community. This coupled with the new bond efforts for new lighting, concessions, stands, and bathrooms will make this facility a “star” facility for the school district and also the community. She explained that there are discussions with Woodburn in making Gervais a secondary site for soccer tournaments that they bring in. She invited council to come to the District Office, look at the plans and feel free and ask her any questions they may have.

Steve Powers, Salem City Manager, 555 E Liberty St, Salem OR. Steven Powers former President of OCCMA expressed his condolences to Chief Budge from City of Salem for the loss of Fire Fighter, Austin Smith. Powers thanked the council for sharing Susie Marston with them and presented Marston with an award honoring her as the new 2022 President of the Oregon City/County Management Association (OCCMA). He explained that OCCMA is a professional association affiliated with the League of Cities that brings together City/County Managers and other staff.

Joe Budge, Woodburn Fire District. Budge thanked Mayor Gilland for her kind words and said he would pass them on to the fire fighters in St. Paul. He spoke briefly of the tragic loss of Firefighter Austin Smith and told the council the memorial services would be next Sunday. Budge provided the council with an ARPA grant application update. The fire district has authorized \$400,000 of the bond money to be coupled with \$50,000 of authorized funds from Gervais to put towards the grant. Budge states that regardless of how that turns out there would be a fire station and he would keep the council updated. This could mean looking at other opportunities or working within the current budget.

6. Consent Calendar

- a. Approval of the minutes of the January 13, 2022 Regular Session
- b. Approval of the minutes of the January 20, 2022 Work Session
- c. Approval of bill list for December 28 – January 26, 2022.

Councilor Harvey requested an amendment to the January 20th Work Session minutes with his request to see the rough draft of council rules before sending to the attorney for review.

Council Foreman made a motion to approve the January 13, 2022 Regular Session and the bill list for December 28 – January 26, 2022 as presented, seconded by Councilor Harvey. Motion is unanimously carried and so moved.

8. Committee Reports

a. Ad Hoc – Skate Park

Laura Clifton referenced her report that was included in the council packet. She reported on discussions the committee had during their last meeting, which included fundraising, the circus, having a table for July 4th, and helping with the city cleanup. Clifton said the committee talked about having a 3-on-3 basketball tournament and asked the council about who they need to talk to about getting the street closed and if there was any paperwork that needed to be completed. She also asked for council's approval. Mayor Gilland asked City Manager Marston about a formal process of closing the street. Marston replied that it takes coordination with the Police Department and Public Works in order to put out barricades to close the streets. Clifton requested a first aid station to be present. Council President Wagner volunteered to speak with the CERT Coordinator about the request. Clifton will email Wagner with the request. Mayor Gilland asked the council for a consensus to work toward the tournament. There was a consensus with the council. Council discussed dates for the fundraiser and current calendared City events. Xavier Ramon (340 Alder, Gervais and committee member) spoke to council and expressed the committee's desire to have this tournament before with the bigger Hoopla tournament in August. Mayor Gilland asked Mr. Ramon to check the dates for Hoopla and to bring back a two to three dates to choose from for the Gervais tournament. There was discussion about coinciding with the 4th of July or National Night Out. The tournament would be open to people outside of Gervais. There was discussion of using the fees charged to teams to offset the cost of t-shirts. There was also discussion of the Parks Committee have their own food booth to raise money for parks. Mayor Gilland commented that she was proud of the Parks and Rec committee.

10. Action Items

a. Resolution No. 22-001 Authorizing a Loan from the Special Public Works Fund by Entering into a Financing Contract with the Oregon Infrastructure Finance Authority.

Marston reported that this goes along with the city's tree farm project, which is going to be funded by FEMA. She explained that because the City does not have the funds to cover the work in the interim, the city was approved for short term loan through Business Oregon. FEMA covers 75% of the project cost and the City matches 25%. Business Oregon covers the entire cost of the project, and the 75% the city gets back from FEMA will be used to pay back Business Oregon. The remaining 25% will be converted to a grant. By the time the project is complete, there won't be any cost to the City and the loan portion is offered at 0% interest. This is a resolution to authorize the loan and to authorize Manager Marston to work with Business Oregon to get the contract signed.

Council President Wagner made a motion to adopt Resolution No. 22-001 Authorizing a Loan from the Special Public Works Fund by Entering into a Financing Contract with the

Oregon Infrastructure Finance Authority, seconded by Councilor Bartch. Motion is unanimously carried and so moved.

11. Old Business

a. See activity tracker

Councilor Bartch asked if the tracker was current and if so, making the date of the document current. Manager Marston confirmed that the tracker was updated.

Mayor Gilland was pleased with the tracker and asked if it could be posted to the city's website with the agendas.

Councilor Foreman asked for an update on park lighting. Robinson responded that he would request the funds in next budget cycle.

Foreman asked about the shared grant writer services. Marston responded about communicating with Dandy about new grant services. The person that they were initially in contact with had to pull out for personal reasons, and so she and Stevens are starting over in trying to find someone else. Stevens has been in contact with a person who she and Marston will meet with next Friday. Mayor Gilland asked if this would need to be brought back to the city council. Marston responded it wouldn't because the contract will be carried by the School District.

Foreman asked Harvey for an update on Dial-a-Ride. Councilor Harvey responded that he had spoken to lots of people in regards to this issue and they all said it is too expensive for Gervais. He stated that Cherry Lift currently drives through Gervais, and for right now, that is our best option. Mayor Gilland spoke about private insurance coverage for Senior transport, and how some of the insurance companies will provide tax service.

Harvey asked about moving money from the General Fund to the Park Fund to be used for park lighting. Marston noted that the City has had some unexpected expenses come up that would make it a challenge. Harvey asked if that meant that the General Fund is drained. Marston replied that it is not drained, but that the funds are obligated for other expenses. Councilor Gonzalez asked about solar lights and asked if they are more expensive than putting up a timer on a regular light. Robinson explained that there's limited power at the park and that power poles and electric meters would need to be installed. Solar lights could be installed, but the City would still have to purchase poles and the lights would need to be mounted high enough where they couldn't be vandalized, but low enough that Public Works can service them without a bucket truck. Robinson estimated costs of \$5,000 for next budget cycle. Council President Wagner reported she was waiting for an update from PGE on information about park programs for rural cities. Harvey commented that he likes the solar lighting because they will stay on in the event there is a natural disaster such as an ice storm.

Wagner asked about the fencing in Ivy Woods around the retention pond. Robinson reported it was completed.

Harvey asked about funds for the basketball hoop near 5th and Ivy. Robinson stated there currently aren't any funds available to expand.

12. New Business

a. Spring Clean-Up

Council confirmed April 30th for Spring Clean-Up. Denise Dahlberg will confirm with Josh Harvey at Republic Services. Marston asked for direction because in the past it was led by council. Council President Wagner will lead and Councilor Gonzalez will co-chair. Staff will give Josh Harvey Wagner's contact information. Wagner noted the set up would be at 7:30 am, it will start at 8 am and go till 4 pm. For staffing purposes, Chief Chase asked if the Police will be checking ID's to confirm local Gervais residents. Mayor Gilland stated she would like Police checking ID's. Chief said they will check for the Gervais zip code. Wagner will send out flyers. No tires, no household garbage, no paint cans, no chemicals, no treated wood. Appliances are allowed. Harvey suggested zip code be placed on flyer. Wagner asked Marston to try and locate flyer from last year. President Wagner advised the location will be at the end of big field by tile company, where 4th of July fireworks are held.

b. Flowers for Austin Smith Family (requested by Councilor Foreman)

Councilor Foreman suggested city council send flowers and a card to the fireman's family. Council discussed money in the budget and some volunteered to personally pay for it if needed. Marston confirmed that the City could cover the expense.

c. Dog Issues (requested by Councilor Foreman)

Councilor Foreman raised the issue of roaming dogs. She reported people in the community were afraid to walk. Foreman suggested a gentle reminder posted on Gervais Community page. Mayor Gilland suggested enforcing ordinances by issuing citations. Chase stated it would be best for specific addresses to be reported. Chase spoke about ordinances and animal control and would post a reminder on the social media police page. Mayor Gilland suggested that Chief Chase come up with the language of the message. Bartch suggested an info-graphic where information is on a picture.

13. Staff Reports

a. City Manager

City Manager Marston checked with school board on potential dates for a joint meeting with the city council and school board. Those dates were March 7th & April 7th. The confirmed date for a joint meeting was March 7th, 2022 at 7 pm at the District Office. Councilors Foreman, Gonzalez, and Bartch agreed to attend the joint work session. Councilors Harvey and Wagner and Mayor Gilland will not be available to attend.

Mayor Gilland provided the council with the option of creating an ad hoc committee, where a delegate from each side would meet and then bring back information to council. Gilland stated an ad hoc committee would be a huge commitment but that is what Estacada and some other cities are doing. Gilland noted the council members are volunteers, they work real jobs, and they have a lot going on and can't always be there. She urged the council to think about it and she would be glad to appoint someone as a chair.

Marston reported that she met with Dandy Stevens and Melissa Fitz-Henry about the organization of a Saturday market. The City would not be involved but she was invited to the meeting. Marston let them know that there will be no fees charged this year because City's code wasn't currently set to establish that. It will be held on school district property and it will be organized by the school district.

Marston reported she received a call from Marion County letting her know the second round of ARPA grant funding was open and applications were due February 11th. Marston noted it was a short turn around and she would submit an application naming a sewer project out of the Capital Improvements Plan in the Master Plan to upgrade the forced main and aerators at the lagoons. The maximum ask is \$1 million and that is about the cost of this project. Marston communicated her thoughts of submitting the application and asking for the funds. If the City receives the money, it would mean the City not having to seek that much in potential funding or a loan in the future.

Marston spoke about Safe Routes to School and mentioned the School District receiving a technical assistance grant from the SRTS program. The end product is a report that makes recommendations for improvements that help get students to school safely. Marston provided the council a draft report that Dandy shared with her. The report provided a list of improvement recommendations; some the City could deal with. Marston noted that the Douglas Ave crosswalk improvement recommendations are already in process. Marston noted another project was the railroad crossing, which is one of the council goals. Susie suggested the council review the packet and that it would be a good conversation for the joint meeting with school board.

Mayor Gilland requested stop signs on Third at Cedar and Birch because she had some safety concerns with kids walking to school. John Robinson, Public Works Superintendent stated he would put astop sign up at Cedar. Marston reports that when projects are listed on a Safe Routes to School report it improves chances of getting grant again.

Marston mentioned Marion County Health Department contacted her to coordinate distribution of free Covid tests to the Gervais community. Falck Ambulance is the name of the company who will help with distributing tests and Marston will provide dates when she gets them.

City Manager Marston lastly reports in 2019 the council passed resolutions to raise water, wastewater and storm rates. They go up the first of every year and are based on the Cost of Living Index. This year the increase would be 6.5% where normally it had been between 1.6% and 2.5%. Marston stated that it was painful to see and she didn't want to do it but it was what the resolution said. Mayor Gilland asked if a new resolution could be made and expressed her concern for neighbors struggling with low income. Marston understood her concern and explained the reason for the continual rate increase was because the operating costs were ahead of the revenue. Marston explained the cost to manage and treat wastewater was going up and the increase in the revenue would offset the operating cost. Harvey asked for the ending date of resolution. Marston replied she thought it was 2023. Gilland asked if there was a way to lower rate. Harvey suggested providing resources to help people who couldn't afford it. Virginia Mendoza (via zoom) asked if the City had emergency resource funds available. Councilor Bartch responded there were lots of resources out there that help families pay their bills. Bartch suggested having resource information available to a community in need. Marston communicated that she would contact Love Inc. Council President Wagner suggested contacting Salvation Army, St Vincent DePaul, DHS, and churches in the area.

b. Police Department – Chief Mark Chase

Chief Mark Chase spoke about DARE and graduating 58 5th graders. The school district kids put together an appreciation video for Officer West. He thanked Dandy and her staff. Chase provided the council with positive feedback and stated it was great to hear kids talk about how safe and comfortable they felt having police around the school.

Chase reported that the Police Department is still using Kristen Quinn as the Administrative Aide and that she's working 20 hours a week.

Chase was happy to announce that they are back up to full staffing. They hired a new officer, Kathy Estrada-Ascencio on January 27th. Kathy was working for the State of Oregon at MacLaren and graduated from Chemeketa, L.E.R.E – Law Enforcement Related Experience in 2021. Kathy is scheduled to attend the Police Academy on June 13th. Kathy's husband is in the military and was called out to active duty. So the swearing-in of Kathy Estrada-Ascencio and Zane Rise will be on February 14th. Officer West was promoted to Lieutenant.

Council President Wagner was concerned with speeders not paying attention and asked Chief Chase to put the speed radar on Ivy/Black Walnut. Chase responded yes, that he would get it out there.

Councilor Bartch thanked Chief Chase for the officers coming to the annual school bus driver training. She noticed officers a lot during the day and she appreciates it.

Gilland asked about 24 hour coverage. Chief stated the new officers are still in training, and in April Gervais will see more coverage. Chief Chase reports that Gervais has never had 24/7 coverage. Mayor Gilland interjects that Gervais hasn't ever had this many officers. Gilland

states that other cities have a lot more coverage with a lot less. Chase replied that if the council would like to discuss this, he would be happy to listen and look at that.

c. Public Works – Superintendent John Robinson

Superintendent John Robinson reported that once the tree farm contracts were signed they would be harvesting trees this month.

14. Business from the Mayor or Council

Mayor Gilland reached out to Michael Gregory about 4th of July and he will be able to do the fireworks part of it. There was a discussion amongst the council about getting 4th of July back in Gervais and what the activities and vendors would look like. Gilland would like an Old Farm theme. Gilland asked if Laura Clifton could take it on as an addition to the Ad Hoc Parks & Recreation. Laura Clifton replied with a yes. Council President Wagner asked if Laura Clifton would like to co-chair since Micky had done it before. Wagner suggested starting sooner than later. Bartch asked about the parade. Mayor Gilland asked if Rocky Sherwood would like to volunteer to help. Rocky stated he could bring people over from Hubbard to help. City Manager Marston requested a lot of organization and keeping staff in the loop so that police can support and public works could provide barriers to block off streets. John Hoffman organized parades in the past and he had a lot of participants. Marston suggested getting in touch with him. Gilland stated she had the list and invited Chief Chase to attend the meeting if he would like to attend. Chase explained with a parade involved, there are insurance issues and the City needs to notify the County.

Gilland suggested getting the tourism kiosk in Gervais during that time. City Manager Marston wasn't sure that it was ready to go, but she would check with Amanda and Jamie at Woodburn.

There will be an Executive Session at 6:30 pm prior to the regular session on March 3rd.

15. Adjourn

Mayor Gilland adjourned the meeting at 8:35 PM

I, DENISE DAHLBERG, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON FEBRUARY 3, 2022 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Denise Dahlberg, City Recorder

Annie Gilland, Mayor