



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329

City Hall: 503-792-4900 Fax: 503-792-3791

Text Tel. (TTY) 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

NOTICE: *In light of the situation surrounding COVID-19, any person in attendance of the meeting is encouraged to follow the directions outlined by the State of Oregon regarding COVID-19. Those directions can be viewed at <https://govstatus.egov.com/or-covid-19/>*

GERVAIS CITY COUNCIL AGENDA

The Gervais City Council will hold a Regular Council Meeting on Thursday, September 3, 2020 at 7:00 PM at the Gervais City Hall located at 592 Fourth Street, Gervais, Oregon

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements/Additions
 - a. Additions/deletions to the agenda
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.
6. Consent Calendar:
 - a. Approval of the minutes of the August 6, 2020 Regular Session
 - b. Approval of bill list for July 28 – August 25, 2020

Requested Action: Motion to approve the September 3rd, 2020 consent calendar as presented.
7. Public Hearing – None noted
8. Action Items
 - a. Adopt Resolution No. 20-011, Extending a Temporary State of Emergency Declaration Within the Boundaries of the City of Gervais and Delegating Authority to the City Manager

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

9. New Business
 - a. Discuss Proposed City Manager Evaluation Process
10. Staff Reports:
 - a. City Manager
 - b. Police Department
 - c. Public Works
11. Business from the Mayor or Council
12. Executive Session pursuant to ORS 192.160 (2)(f), to consider information or records that are exempt by law from public inspection
13. Adjourn

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**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 AUGUST 6, 2020**

1. Call to Order – The meeting was called to order at 7:01 PM

2. Pledge of Allegiance
a. 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 Diana Barch	Present
Councilor John Harvey	Absent

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

4. Announcements/Additions
a. Additions/deletions to the agenda
1) None noted

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 July 2, 2020 Regular Session
b. Approval of the minutes of the July 16, 2020 Special Meeting
c. Approval of bill list for June 25 – July 27, 2020

Councilor Wagner made a motion to approve the August 6, 2020 consent calendar as presented, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

7. Public Hearing – None noted

8. Action Items

- a. Appoint candidate for vacant council position

The Mayor spoke about the applicants for filling the vacant council position left when Councilor Leiva stepped down. Mayor Platt recommended that Diana Bartch be appointed to fill the vacant council position. She explained that Diana has been a long-time attendee of council meetings with her husband and is involved in the City as a member of the budget committee and also as a bus driver for the School District.

Councilor Wagner made a motion to appoint Diana Bartch as Councilor for the vacant council position, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

Upon appointment by the Council, Mayor Platt administered the oath of office to Diana Bartch at which time Diana Bartch took her place at the dais.

- b. Adopt Resolution No. 20-010, Extending a Temporary State of Emergency Declaration Within the Boundaries of the City of Gervais and Delegating Authority to the City Manager

City Recorder Tim Rhyne explained that Resolution 20-010 extends the current state of emergency in Gervais from the last extension.

Councilor Wagner made a motion to adopt Resolution No. 20-010, Extending a Temporary State of Emergency Declaration Within the Boundaries of the City of Gervais and Delegating Authority to the City Manager. Seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

- c. Consider Donation to LOC Foundation

Mayor Platt stated that the LOC requests a donation each year for their LOC Foundation. Chief Chase mentioned that last year the City donated \$100. The Mayor discussed what other cities pay.

Councilor Wagner made a motion to make a donation to the LOC Foundation in the amount of \$130.00, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

9. New Business – None noted

10. Staff Reports:

- a. City Manager

Chief Mark Chase gave an update for Susie Marston in her absence. He mentioned that the 4th Street project is finished and that John and Susie were successful in negotiating

with the contractor to reduce the amount of the bid by about \$4300. The total cost of the project was approximately \$249,000 and the expense to the City was about \$149,000. There was brief discussion about the cost of the 4th Street project.

Susie has submitted the grant application for the street improvement project between 7th and 8th Streets on Juniper Avenue. Susie has also been working on getting costs on moving the Sam Brown house into the City. She is also looking into grants and working with the City engineer and planner. The Mayor spoke about past discussions on a senior center in Gervais and other uses of the Sam Brown house once inside City limits. Chief Chase spoke about the Marion County Community Prosperity Grant that will give Gervais a total of \$45,000 over three years and a CDBG grant, both of which could potentially be used to assist with moving and renovating the Sam Brown house.

The Chief stated that Susie would like the input of the council on two different ideas: 1). Using the sale proceeds of the old city hall building to help with the renovation of the Sam Brown house; and 2). The City has an opportunity to partner with DataVision to apply for a \$5,000 grant through the 2020 Community Grants Program. Renee with DataVision is asking what the money might be used for, and the Sam Brown house is something that is eligible. Council and staff spoke about the current condition of the Sam Brown house as well as other funding that might be available for the renovation.

b. Police Department

Chief Chase said that there will be distance learning in the Gervais School District in light of direction from the Superintendent of Oregon Dept. of Education. Because of this, there will not be a D.A.R.E. class this fall. Lt. Craig Seibel is in contact with the Grade School to discuss a potential D.A.R.E. class that will be offered using Google Classroom. Mayor Platt spoke about the importance of supporting the Gervais Police and thanked the City staff for their support.

c. Public Works

Superintendent Robinson reported that the storm water and sewer systems are completed for Ivy Woods Estates. The curbs and gutters are scheduled to begin construction on August 15th. A power pole located at 8th and Ivy will be relocated for the purpose of the project. John said that the new John Deere tractor was delivered to the City. Also, the small zero-turn mower has been sold and the proceeds will be used to replace the mow deck on the larger zero-turn mower. John is getting three bids to have a sidewalk installed on the north side of Grove since the contractor for Ivy Woods will be installing a new sidewalk on the south side. There was a short discussion about bus stops for the new Ivy Woods Subdivision

11. Business from the Mayor or Council

Councilor Gonzalez asked about the entrance to the subdivision on Ivy Avenue. John Robinson stated that 8th Street will be widened to allow two-way traffic with curbs and sidewalks. Councilor Wagner stated that the Sam Brown house is on the national registry of historic buildings.

12. Adjourn

The meeting was adjourned at 7:32 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON AUGUST 6, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyme, City Recorder

Shanti M. Platt, Mayor

DRAFT



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Amazon Capital Services	8/25/2020	P/W Trash Bags, C/H Batteries	General Fund	Admin	\$ 20.53
	8/25/2020	City Hall Wastebaskets (4)	General Fund	Admin	\$ 27.01
	8/25/2020	P/W Trash Bags, C/H Batteries	General Fund	Streets	\$ 22.99
				TOTAL:	\$ 70.53
American Bank & Trust	8/6/2020	Lease Pmt #1 - 2020 Ford SUV	PD Vehicle Replace	PD Vehicle Replacement	\$ 13,569.00
				TOTAL:	\$ 13,569.00
Backflow Management	8/14/2020	July 2020 Backflow Svcs.	Water Fund	Backflow	\$ 622.50
				TOTAL:	\$ 622.50
Baltazar Gonzalez	8/14/2020	Q1-Q2 2020 Council Stipend	General Fund	Council	\$ 80.00
				TOTAL:	\$ 80.00
Beery, Elsner & Hammond LLP	8/4/2020	June 2020 Legal Services	General Fund	Admin	\$ 493.50
	8/25/2020	July 2020 Legal Services	General Fund	Admin	\$ 517.00
				TOTAL:	\$ 1,010.50
Bi-Mart	8/14/2020	Folding Table	General Fund	Police	\$ 44.97
				TOTAL:	\$ 44.97
Bretthauer Oil Co.	8/14/2020	July 2020 Fuel Charges	General Fund	Police	\$ 595.01
	8/14/2020	July 2020 Fuel Charges	General Fund	Streets	\$ 88.06
	8/14/2020	July 2020 Fuel Charges	Water Fund	Water	\$ 88.06
	8/14/2020	July 2020 Fuel Charges	Sewer Fund	Sewer	\$ 88.06
				TOTAL:	\$ 859.19
CIS Trust	7/31/2020	EMPLOYEE/FAM MEDICAL INS	General Fund	Admin	\$ 447.37
	7/31/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Admin	\$ 190.01
	7/31/2020	MEDICAL/DENTAL B/C COPAY B	General Fund	Admin	\$ 70.22
	7/31/2020	LIFE INSURANCE	General Fund	Admin	\$ 0.91
	8/4/2020	2020-21 W/C Renewal Pmt #1	General Fund	Admin	\$ 1,400.39
	7/31/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Police	\$ 764.16
	7/31/2020	EMPLOYEE/SP MEDICAL INS	General Fund	Police	\$ 1,419.41
	7/31/2020	EMPLOYEE/FAM MEDICAL INS	General Fund	Police	\$ 447.37
	7/31/2020	MEDICAL/DENTAL B/C COPAY B	General Fund	Police	\$ 5,854.74
	7/31/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Police	\$ 186.04
	7/31/2020	LIFE INSURANCE	General Fund	Police	\$ 16.79
	8/4/2020	2020-21 W/C Renewal Pmt #1	General Fund	Police	\$ 8,684.58
	8/4/2020	2020-21 W/C Renewal Pmt #1	General Fund	Streets	\$ 2,781.45
	8/4/2020	2020-21 W/C Renewal Pmt #1	General Fund	Parks Department	\$ 165.34
	7/31/2020	EMPLOYEE/FAM MEDICAL INS	General Fund	Court	\$ 99.42
	7/31/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Court	\$ 37.21
	7/31/2020	MEDICAL/DENTAL B/C COPAY B	General Fund	Court	\$ 280.87
	7/31/2020	LIFE INSURANCE	General Fund	Court	\$ 1.11
	8/4/2020	2020-21 W/C Renewal Pmt #1	General Fund	Court	\$ 63.15
	8/4/2020	2020-21 W/C Renewal Pmt #1	General Fund	Council	\$ 3.83
	7/31/2020	EMPLOYEE/SP MEDICAL INS	State Tax Street Fund	Street Improvement	\$ 354.85
	7/31/2020	EMPLOYEE/FAM MEDICAL INS	State Tax Street Fund	Street Improvement	\$ 198.83
	7/31/2020	EMPLOYEE MEDICAL INSURANCE	State Tax Street Fund	Street Improvement	\$ 411.08
7/31/2020	EMPLOYEE/FAMILY MED INS	State Tax Street Fund	Street Improvement	\$ 876.01	
7/31/2020	LIFE INSURANCE	State Tax Street Fund	Street Improvement	\$ 2.28	
7/31/2020	EMPLOYEE/SP MEDICAL INS	Water Fund	Water	\$ 461.31	
7/31/2020	EMPLOYEE/FAM MEDICAL INS	Water Fund	Water	\$ 347.95	
7/31/2020	EMPLOYEE MEDICAL INSURANCE	Water Fund	Water	\$ 279.95	

Council Check Report, July 28 - August 25, 2020

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/31/2020	MEDICAL/DENTAL B/C COPAY B	Water Fund	Water	\$ 491.53
	7/31/2020	EMPLOYEE/FAMILY MED INS	Water Fund	Water	\$ 438.00
	7/31/2020	LIFE INSURANCE	Water Fund	Water	\$ 4.25
	8/4/2020	2020-21 W/C Renewal Pmt #1	Water Fund	Water	\$ 3,588.61
	7/31/2020	EMPLOYEE/SP MEDICAL INS	Sewer Fund	Sewer	\$ 461.31
	7/31/2020	EMPLOYEE/FAM MEDICAL INS	Sewer Fund	Sewer	\$ 347.95
	7/31/2020	EMPLOYEE MEDICAL INSURANCE	Sewer Fund	Sewer	\$ 279.95
	7/31/2020	MEDICAL/DENTAL B/C COPAY B	Sewer Fund	Sewer	\$ 491.53
	7/31/2020	EMPLOYEE/FAMILY MED INS	Sewer Fund	Sewer	\$ 438.00
	7/31/2020	LIFE INSURANCE	Sewer Fund	Sewer	\$ 4.25
	8/4/2020	2020-21 W/C Renewal Pmt #1	Sewer Fund	Sewer	\$ 3,578.84
	7/31/2020	EMPLOYEE/SP MEDICAL INS	Storm Drainage	Storm Drainage	\$ 141.94
	7/31/2020	EMPLOYEE/FAM MEDICAL INS	Storm Drainage	Storm Drainage	\$ 99.41
	7/31/2020	EMPLOYEE MEDICAL INSURANCE	Storm Drainage	Storm Drainage	\$ 112.04
	7/31/2020	MEDICAL/DENTAL B/C COPAY B	Storm Drainage	Storm Drainage	\$ 70.22
	7/31/2020	EMPLOYEE/FAMILY MED INS	Storm Drainage	Storm Drainage	\$ 194.67
	7/31/2020	LIFE INSURANCE	Storm Drainage	Storm Drainage	\$ 1.06
				TOTAL:	\$ 36,590.19
Capital Trophy	8/25/2020	Name Plate - Diana Bartch	General Fund	Council	\$ 10.25
				TOTAL:	\$ 10.25
City of Salem	8/25/2020	Q1 2020-21 Police/Fire Comm.	General Fund	Police	\$ 9,827.50
				TOTAL:	\$ 9,827.50
City of Woodburn	8/4/2020	Q4 2019-20 IT Services	General Fund	Police	\$ 75.00
				TOTAL:	\$ 75.00
Columbia Bank Cardmember Services	8/14/2020	Monthly Zoom Subscription	General Fund	Admin	\$ 12.74
	8/14/2020	Police Medical Supplies	General Fund	Police	\$ 237.70
	8/14/2020	P/D Postage	General Fund	Police	\$ 5.00
	8/14/2020	Shooting Earmuff (5)	General Fund	Police	\$ 249.95
	8/14/2020	Medical Supplies Credit Memo	General Fund	Police	\$ (237.70)
				TOTAL:	\$ 267.69
Cramer Marketing	8/4/2020	A/P Checks (1000)	General Fund	Admin	\$ 170.79
				TOTAL:	\$ 170.79
DataVision Cooperative	8/14/2020	July 2020 Telephone Charges	General Fund	Admin	\$ 551.43
	8/14/2020	July 2020 Telephone Charges	General Fund	Police	\$ 282.45
	8/14/2020	July 2020 Telephone Charges	General Fund	Streets	\$ 72.10
	8/14/2020	July 2020 Telephone Charges	Water Fund	Water	\$ 72.10
	8/14/2020	July 2020 Telephone Charges	Sewer Fund	Sewer	\$ 72.11
				TOTAL:	\$ 1,050.19
First Net, AT&T Mobility	8/4/2020	July 2020 P/D Cell Phone	General Fund	Police	\$ 229.75
	8/4/2020	July 2020 P/W Cell Phone	General Fund	Streets	\$ 48.79
	8/4/2020	July 2020 P/W Cell Phone	Water Fund	Water	\$ 48.79
	8/4/2020	July 2020 P/W Cell Phone	Sewer Fund	Sewer	\$ 48.79
				TOTAL:	\$ 376.12
G.W. Hardware	8/4/2020	Shop Supplies	General Fund	Streets	\$ 15.98
	8/4/2020	Plant Food, Sprinklers	General Fund	Streets	\$ 93.43
	8/4/2020	Streets PVC Supplies	General Fund	Streets	\$ 46.63

Council Check Report, July 28 - August 25, 2020

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/4/2020	Shop Supplies	Water Fund	Water	\$ 15.98
	8/4/2020	Shop Supplies	Sewer Fund	Sewer	\$ 15.98
				TOTAL:	\$ 188.00
Gagle's Heating AC & Plumbing	8/4/2020	January 2020 HVAC Service	General Fund	Admin	\$ 360.00
	8/4/2020	April 2020 HVAC Service	General Fund	Admin	\$ 380.00
				TOTAL:	\$ 740.00
HRA VEBA Plan	7/31/2020	HRA VEBA Contribution	General Fund	Admin	\$ 18.52
	7/31/2020	HRA VEBA Contribution	General Fund	Police	\$ 121.58
	7/31/2020	HRA VEBA Contribution	General Fund	Court	\$ 10.49
	7/31/2020	HRA VEBA Contribution	State Tax Street Fund	Street Improvement	\$ 47.23
	7/31/2020	HRA VEBA Contribution	Water Fund	Water	\$ 50.74
	7/31/2020	HRA VEBA Contribution	Sewer Fund	Sewer	\$ 50.74
	7/31/2020	HRA VEBA Contribution	Storm Drainage	Storm Drainage	\$ 15.70
				TOTAL:	\$ 315.00
Hubbard Cleaners	8/4/2020	Uniform Cleaning - P/D	General Fund	Police	\$ 126.15
				TOTAL:	\$ 126.15
Jackson Industries	7/31/2020	4th Street Project	State Tax Street Fund	Street Improvement	\$ 8,914.18
				TOTAL:	\$ 8,914.18
John Harvey	8/14/2020	Q1-Q2 2020 Council Stipend	General Fund	Council	\$ 100.00
				TOTAL:	\$ 100.00
Keith's Sporting Goods, Inc.	8/14/2020	Glock 19 Gen 5 Sights, Magazine	General Fund	Police	\$ 125.50
				TOTAL:	\$ 125.50
Keizer Outdoor Power	8/14/2020	Hustler Super Z Hydro Repairs	General Fund	Streets	\$ 365.00
				TOTAL:	\$ 365.00
League of Oregon Cities	8/14/2020	2020-21 Foundation Donation	General Fund	Admin	\$ 130.00
				TOTAL:	\$ 130.00
Leasing Specialists, LLC	8/6/2020	Doc Fee for 2020 Ford SUV	PD Vehicle Replace	PD Vehicle Replacement	\$ 450.00
				TOTAL:	\$ 450.00
Les Schwab	8/14/2020	Hustler Mower Tire Repair	General Fund	Streets	\$ 36.99
				TOTAL:	\$ 36.99
Long Bros. Building Supply	8/4/2020	Streets PVC Supplies	General Fund	Streets	\$ 101.92
				TOTAL:	\$ 101.92
Michael Gregory	8/14/2020	Q1-Q2 2020 Council Stipend	General Fund	Council	\$ 100.00
				TOTAL:	\$ 100.00
Micky Wagner	8/14/2020	Q1-Q2 2020 Council Stipend	General Fund	Council	\$ 50.00

Council Check Report, July 28 - August 25, 2020

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	\$ 50.00
Mid-Willamette Valley COG	8/4/2020	2020-21 Membership Fees	General Fund	Admin	\$ 1,569.00
				TOTAL:	\$ 1,569.00
Miscellaneous V Arlette Tapla Lopez	8/25/2020	Home Occupation Refund	General Fund	Admin	\$ 50.00
John Hoffman	8/4/2020	July 4th Website Domain Renewal	4th of July	4th of July	\$ 119.88
				TOTAL:	\$ 169.88
Moonlight Maintenance	8/14/2020	July 2020 Janitorial Svcs.	General Fund	Admin	\$ 398.00
				TOTAL:	\$ 398.00
NW Natural Gas	8/14/2020	July 2020 C/H Heating	General Fund	Admin	\$ 18.54
	8/14/2020	July 2020 P/G Heating	General Fund	Police	\$ 15.69
				TOTAL:	\$ 34.23
Northstar Chemical	8/4/2020	Sodium Hypochlorite 12.5%	Water Fund	Water	\$ 766.00
				TOTAL:	\$ 766.00
Old Republic Surety Company	8/4/2020	2020-21 Yearly Bonding Ins	General Fund	Admin	\$ 900.00
				TOTAL:	\$ 900.00
One Call Concepts	8/25/2020	July 2020 Locate Tickets	Water Fund	Water	\$ 39.69
	8/25/2020	July 2020 Locate Tickets	Sewer Fund	Sewer	\$ 39.69
				TOTAL:	\$ 79.38
Oregon Department of Motor Vehicles	8/14/2020	Records Fee	General Fund	Police	\$ 4.00
				TOTAL:	\$ 4.00
PGE	8/14/2020	592 4th Street Electricity	General Fund	Admin	\$ 507.78
	8/14/2020	343 E Hemlock Ave. Electricity	General Fund	Parks Department	\$ 10.11
	8/14/2020	Douglas Ave. Electricity	State Tax Street Fund	Street Improvement	\$ 32.58
	8/14/2020	4th Street Electricity	State Tax Street Fund	Street Improvement	\$ 21.91
	8/14/2020	155 9th Street Electricity	State Tax Street Fund	Street Improvement	\$ 23.28
	8/14/2020	City Street Lights Electricity	State Tax Street Fund	Street Improvement	\$ 1,159.70
	8/14/2020	35 Juniper Ave. Electricity	Water Fund	Water	\$ 616.20
	8/14/2020	115 Douglas Ave. Electricity	Water Fund	Water	\$ 1,442.90
	8/14/2020	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 1,066.52
	8/14/2020	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 1,567.69
	8/14/2020	683 4th Street Electricity	Sewer Fund	Sewer	\$ 130.29
	8/14/2020	343 E Hemlock Ave. Electricity	Sewer Fund	Sewer	\$ 90.95
				TOTAL:	\$ 6,669.91
Pacific Office Automation	8/4/2020	August 2020 C/H Copier Lease	General Fund	Admin	\$ 183.10
	8/4/2020	2/1-5/1-20 Copier Usage - C/H	General Fund	Admin	\$ 12.03
	8/14/2020	August 2020 P/D Copier Lease	General Fund	Police	\$ 155.36
				TOTAL:	\$ 350.49
Paul's Power Equipment	8/14/2020	Stihl BR420 Backpack Blower	General Fund	Streets	\$ 409.95
				TOTAL:	\$ 409.95

Council Check Report, July 28 - August 25, 2020

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Positive Concepts	8/4/2020	POS Heavy Weight Thermal (Seibel)	General Fund	Police	\$ 155.90
				TOTAL:	\$ 155.90
RAIN	8/4/2020	2020-21 Annual Membership	General Fund	Police	\$ 662.62
				TOTAL:	\$ 662.62
Stettler Supply Company	8/14/2020	Irrigation Repairs	Sewer Fund	Sewer	\$ 78.75
				TOTAL:	\$ 78.75
Tetra Tech, Inc.	8/4/2020	June 2020 Engineering Svcs.	General Fund	Admin	\$ 1,606.46
	8/4/2020	June 2020 Engineering Svcs.	State Tax Street Fund	Street Improvement	\$ 1,606.43
				TOTAL:	\$ 3,212.89
The Radar Shop	8/14/2020	LIDAR/RADAR Unit Maintenance	General Fund	Police	\$ 636.00
				TOTAL:	\$ 636.00
Valvoline Instant Oil Change	8/14/2020	2019 F250 Oil Change	General Fund	Streets	\$ 31.16
	8/14/2020	2010 F350 Oil Change	General Fund	Streets	\$ 15.00
	8/14/2020	2019 F250 Oil Change	Water Fund	Water	\$ 31.16
	8/14/2020	2010 F350 Oil Change	Water Fund	Water	\$ 15.01
	8/14/2020	2019 F250 Oil Change	Sewer Fund	Sewer	\$ 31.17
	8/14/2020	2010 F350 Oil Change	Sewer Fund	Sewer	\$ 15.01
				TOTAL:	\$ 138.51
Waterlab Corp.	8/25/2020	Water/Wastewater Testing	Water Fund	Water	\$ 70.00
	8/25/2020	Water/Wastewater Testing	Sewer Fund	Sewer	\$ 827.50
				TOTAL:	\$ 897.50
Wesley Leiva	8/14/2020	Q1-Q2 2020 Council Stipend	General Fund	Council	\$ 70.00
				TOTAL:	\$ 70.00
Willamette Valley Security, Inc.	8/25/2020	P/D File Assistance Labor	General Fund	Police	\$ 110.00
				TOTAL:	\$ 110.00
				GRAND TOTAL:	\$ 93,680.17

Fund Totals	
General Fund	46042.08
State Tax Street Fund	\$ 13,648.36
Water Fund	\$ 9,490.73
Sewer Fund	\$ 9,725.08
Storm Drain Fund	\$ 635.04
PD Vehicle Fund	\$ 14,019.00
4th of July Fund	\$ 119.88
Total	93680.17

**CITY OF GERVAIS, OREGON
RESOLUTION NO. 20-011**

**EXTENDING A TEMPORARY STATE OF EMERGENCY DECLARATION WITHIN THE
BOUNDARIES OF THE CITY OF GERVAIS AND DELEGATING AUTHORITY TO THE
CITY-MANAGER**

WHEREAS, on March 8, 2020, the Governor of the State of Oregon issued Executive Order 20-03 declaring a statewide State of Emergency under ORS 401.025(1) due to the serious public health and safety threat posed by the spread of the COVID-19 virus within our state; and

WHEREAS, ORS Chapter 401.309 grants the City additional authority to declare a State of Emergency within the City; and

WHEREAS, on March 17, 2020, the Gervais City Council adopted Resolution 20-002 to Declare a Temporary State of Emergency within the boundaries of the City of Gervais and delegating authority to the City Manager, and

WHEREAS, since the adoption of Resolution 20-002, the Gervais City Council adopted Resolutions 20-003, 20-005, 20-009 and 20-010, ultimately extending the Temporary State of Emergency within the boundaries of the City of Gervais through September 9, 2020 and delegating authority to the City Manager, and

WHEREAS, the City Council anticipates that emergency circumstances referenced in the resolutions listed above and related to the COVID-19 Pandemic will remain in effect indefinitely and finds it necessary to extend the Temporary State of Emergency within the boundaries of Gervais indefinitely until the Governor of the State of Oregon declares the statewide State of Emergency is over, and

**NOW, THEREFORE, THE CITY OF GERVAIS RESOLVES AND DECLARES AS
FOLLOWS:**

1. Effective September 3, 2020, the temporary State of Emergency for the City of Gervais is extended and will now end on the date the statewide State of Emergency related to COVID-19 terminates, unless the Gervais City Council resolves to terminate the citywide temporary State of Emergency on an earlier date.

Duly passed by the Gervais City Council this 3rd day of September, 2020.

ATTEST:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor

9a



MEMORANDUM

TO: Mayor Shanti Platt and City Council
City of Gervais

DATE: September 3, 2020

FROM: Renata Wakeley
Acting Executive Director

SUBJECT: Proposed City Manager Evaluation Process.

As a benefit of membership in the Council of Governments (COG), the COG helps to facilitate executive level evaluations at no cost to our member jurisdictions. Generally, we recommend that the Council employ a multi-source evaluation (commonly referred to as a 360 evaluation) consisting of: (1) a self-evaluation by the City Manager; (2) feedback from subordinates, peers, and other stakeholders; and (3) and evaluation by the Council.

Self-Evaluation

It is beneficial if the process begins with a memorandum from the City Manager to the Council setting out a self-evaluation. The memorandum would address (1) successes and accomplishments, (2) a discussion of what did not go well since the last evaluation and why, and (3) goals for next evaluation period.

Community/Staff Assessment

To aid in professional development, it is not uncommon for an evaluation to include an opportunity for the key stakeholders and staff to provide feedback to the City Manager. It is important, however, to make the purpose and intention of this part of the evaluation clear. Although the Council will see the results of this part of the evaluation, this part is to give the City Manager feedback on how she is viewed/perceived for her own professional development. It should not be used as the basis of the Council's evaluation. The City Manager will identify individuals (subordinates, peers, other relevant stakeholders) who will anonymously complete a questionnaire (questions are shown in Attachment A), providing the Manager feedback.

Council Evaluation

As a general matter, City Managers are often evaluated on the following key development/performance areas: Professional Skills and Status, Individual Characteristics,

Relations with Members of the Elected Body, Policy Execution, Reporting, Citizen Relations, Staffing, Supervision, Fiscal Management, Community Relations.

Attachment B contains the proposed contents of an evaluation form with specific performance measures identified under each area. The Council would rate the City Manager’s performance on a five-point scale from excellent to poor in each performance measure. The COG will keep track of those who have completed the survey and, when complete, the COG would roll up everyone’s responses into one report to be shared with the Council and the City Manager.

Time Table (30 Day Time-line)

COG Prepares online forms for evaluations	September 3, 2020 (Day 1-5)
Online Link to the Council’s Evaluation Form	September 3, 2020 (Day 5)
Online Link to the Community/Staff Assessment	September 3, 2020 (Day 5)
City Manager’s Self Evaluation Memo due and shared with Council	September 10, 2020 (Day 5)
Deadline for Council’s Evaluation:	September 20, 2020
Deadline for Community/Staff Assessment	September 20, 2020
COG Prepares Evaluation Report / Community/Staff Report	September 24, 2020
Council Meets with City Manager to go over results <i>(subject to City Attorney’s advice, may be held in executive session if Council desires, unless City Manager requests an open meeting)</i>	October 1, 2020

Attachment A

Subordinate/Peer/Stakeholder Questions

Participants will respond to each question by selecting one of the following: Always, Often, Sometimes, Never, or Not Applicable (N/A)

1. Reflects City values in management style and personal actions.
2. Is direct, honest, respects and acknowledges the contributions of others.
3. Reflects a high degree of public service ethics.
4. Is reliable in meeting commitments to others.
5. Displays a positive attitude and is enthusiastic.
6. Respects and maintains confidentiality and is trustworthy.
7. Displays a vision and keen sense of the future, sees emerging opportunities.
8. Thinks independently, takes calculated risks.
9. Respectfully questions the way things are done to seek improvements.
10. Understands, supports and effectively communicates changes to others.
11. Demonstrates respect for other points of view, empathetic, seeks clarification, and highlights areas of agreement.
12. Listens with genuine interest and reflects back feelings.
13. Clearly expresses ideas in writing and uses correct grammatical form.
14. Thinks quickly and responds to challenges raised by others in a tactful, positive manner.
15. Identifies problems, secures relevant information, and assimilates data.
16. Make decisions and renders judgments in a timely manner based on the best information and advice available at the time.
17. Applies intuitive thinking when necessary.
18. Accepts diversity of opinions, is unafraid to let people speak their minds, and solicits different views.
19. Handles pressure and multiple demands.
20. Understands the CITY's culture as well as employee and community expectations and meets them.
21. Understands the CITY's budget and financial management practices.
22. Demonstrates willingness to act in the best interests of the CITY.
23. Handles conflict, resolves performance problems.
24. Brings out the best in people, understands and properly provides motivation when needed.
25. Leads by influence and example.

Attachment B Council Evaluation Form

City Manager Performance Evaluation
Evaluation period: July 2019-July 2020

Each member of the City Council should complete this evaluation form. The deadline for submitting this performance evaluation is September 20, 2020.

Evaluations will be summarized and included on the agenda for discussion on October 1, 2020.

INSTRUCTIONS

This evaluation form presents ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the manager's performance.

- 5 = Excellent (almost always exceeds the performance standard)
- 4 = Above average (generally exceeds the performance standard)
- 3 = Average (generally meets the performance standard)
- 2 = Below average (usually does not meet the performance standard)
- 1 = Poor (rarely meets the performance standard)
- N/A = Not applicable

Any item left blank will be interpreted as a score of "3 = Average" and "N/A" will not be weighed as part of the average.

This evaluation form also contains a provision for entering narrative comments, including responses to specific questions and any observations you believe appropriate and pertinent to the rating period.

All evaluations will be summarized into a performance evaluation to be presented by the City Council to the Manager as part of the agenda for the meeting indicated above.

1. Completed by:

- Name
- Date

2. Professional Skills and Status

- Maintains knowledge of current developments affecting the practice of local government management.
- Demonstrates a capacity for innovation and creativity.
- Anticipates and analyzes problems to develop effective approaches for solving them.
- Willing to try new ideas proposed by elected body members and/or staff.
- Sets a professional example by handling affairs of the public office in a fair and impartial manner.
- Comments:

3. Individual Characteristics

- Diligent and thorough in the discharge of duties, "self-starter".
- Exercises good judgment.
- Displays enthusiasm, cooperation, and willingness to adapt.
- Exhibits mental and physical stamina matching the position description.
- Exhibits composure, appearance, and attitude appropriate for executive position.
- Comments:

4. Relations with Members of the Elected Body

- Carries out directives of the body as a whole as opposed to those of any one member or minority group.
- Sets meeting agendas that reflect the guidance of the elected body and avoids unnecessary involvement in administrative actions.
- Disseminates complete and accurate information equally to all members in a timely manner.
- Assists by facilitating decision making without usurping authority.
- Responds well to requests, advice, and constructive criticism.
- Comments:

5. Policy Execution

- Implements elected body actions in accordance with the intent of council.
- Supports the actions of the elected body, both inside and outside the organization, after a decision has been reached.
- Understands, supports, and enforces local government's laws, policies, and ordinances.
- Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.
- Offers workable alternatives to the elected body for changes in law or policy when an existing policy or ordinance is no longer practical.
- Comments:

6. Reporting

- Provides regular information and reports to the elected body concerning matters of importance to the local government, using the charter as guide.
- Responds in a timely manner to requests from the elected body for special reports.
- Takes the initiative to provide information, advice, and recommendations to the elected body on matters that are non-routine and not administrative in nature.
- Produces reports that are accurate, comprehensive, concise, and written to their intended audience.
- Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny.
- Comments:

7. Citizen Relations

- Is responsive to requests from citizens.
- Demonstrates a dedication to service to the community and its citizens.
- Maintains a nonpartisan approach in dealing with the news media.
- Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests.
- Makes an appropriate effort to maintain citizen satisfaction with services.
- Comments:

8. Staffing

- Recruits and retains competent personnel for staff positions.
- Applies an appropriate level of supervision to improve any areas of substandard performance.
- Stays accurately informed and appropriately concerned about employee relations.
- Manages the compensation and benefits plan professionally.
- Promotes training and development opportunities for employees at all levels of the organization.
- Comments:

9. Supervision

- Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff.
- Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level.
- Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the manager's office.
- Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback.
- Encourages teamwork, innovation, and effective problem solving among the staff members.

- Comments:

10. Fiscal Management

- Prepares a balanced budget to provide services at a level directed by council.
- Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively.
- Prepares a budget and budgetary recommendations in an intelligent and accessible format.
- Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.
- Monitors and manages fiscal activities of the organization appropriately.
- Comments:

11. Community

- Shares responsibility for addressing the difficult issues facing the community.
- Avoids unnecessary controversy.
- Cooperates with neighboring communities and the county.
- Helps the council address future needs and develop adequate plans to address long- term trends.
- Cooperates with other regional, state, and federal government agencies.
- Comments:

12. What would you identify as the Manager's strength(s), expressed in terms of the principal results achieved during the rating period?

13. What performance area(s) would you identify as most critical for improvement?

14. What constructive suggestions or assistance can you offer the manager to enhance performance?

15. What other comments do you have for the Manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax

Text Tel. (TTY) Dial 711 or 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

Date: August 27, 2020
To: Mayor and City Council
From: Susie Marston, City Manager *SM*
Re: City Manager Staff Report for September 3, 2020

Cities of Donald and Gervais IGA for Police Services

The Donald City Council approved the Intergovernmental Agreement for Gervais officers to provide police services for them. I anticipate this to be a positive experience for both cities, and it will be managed to a degree where the impacts of providing coverage in Donald are minimally felt in Gervais. Thank you for your support in coming to this agreement with Donald.

Safe Routes to School Grant

I am wrapping up our application to the Safe Routes to School Grant. The proposed project is to install solar powered flashing beacons at both crosswalks on Douglas that are located across from the schools. I am also proposing to replace the sidewalk in front of the elementary school and add a bike lane. This application requires the school district's support as well as Marion County's, since Douglas is in their jurisdiction. I have letters of support from both. We will know in early 2021 if we are awarded the grant or not.

LOC Conference Virtual this Year – October 14th and 15th

The annual LOC Conference will be held virtually via Zoom this year on October 14th and 15th. The registration fee is greatly reduced to \$60, so if you'd like to attend, please let either Tim or me know and we can help get you registered!

Sam Brown House

I talked with two people from the State Historical Preservation Office (SHPO) and was able to get some additional information as we look to bring the Sam Brown into Gervais city limits. I attached a couple of emails with this information for you, if you're interested in reading it. The most important piece of information was that we'll need to apply before the move to keep it placed on the National Historic Register. Moving it before applying would automatically take the house off the register, which wouldn't be a deal-breaker, it would just disqualify from some

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future... a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

of the protections it has by being on the register. In order to keep it on the register, we just need to explain how the move will preserve the house's historical integrity. I also learned that there is plenty of opportunity for funding a project like this.

There is a lot more to learn in this process, and I haven't had the time recently to focus on getting this off the ground, but hopefully soon I can start focusing on this and start involving staff in the process.

Clarification on Filling Council Vacancy

At last month's council meeting, there seemed to be some confusion about how the remainder of the term for the council position vacated by Wes Leiva would be filled. I would like to clear that up by saying that someone is appointed to serve through the rest of this year and then, since the position was vacated before this year's general election, the remainder of the term will be filled by whoever gets elected to the seat. If Wes had resigned after this year's general election, then someone would have been appointed to the seat through 2022, the year of the next general election, and consequently the expiration of that seat's term. This is what is prescribed by the City's Charter, and I verified my understanding of the process with our city attorney.

Susie Marston

From: OLGUIN Robert * OPRD <Robert.Olguin@oregon.gov>
Sent: Monday, August 17, 2020 3:44 PM
To: Susie Marston
Subject: RE: City of Gervais - Moving the Sam Brown House

Hi Susie,

It was a pleasure speaking with you earlier. Here are the additional details regarding what is required to be submitted for the property to remain in the National Register of Historic Places.

The federal regulations 36CFR60.14(b) <https://www.law.cornell.edu/cfr/text/36/60.14> section on "Relocating properties" takes you through what will be needed for this process.

What I think will be best as you move forward with this process will be to provide an initial assessment to our office answering the following questions. I think from there we should be able to clarify your options and think about the possibility to keep the National Register status of the property after the move. I definitely would recommend contacting Restore Oregon as Kuri mentioned because I know that they are familiar with the property and will likely have an interest in the future of this property. They might also be able to help with the documentation needed for the National Park Service.

1. What makes this house significant for Gervais and why is it important for the community? You mentioned the connection to the house and its association with a stage coach line, are there other resources in the community with this connection? Are there buildings built in the same decade remaining? What makes this property stand above the other properties in Gervais?
2. In moving the house, what do you believe the impact will be in telling the story of how important the property is to Gervais? Since the property will be in a new location, what is left behind at the old location that would not accompany the building in the move? Are there any remaining out buildings? How far will the new location be from the path of the stage coach line? Is the house still within the boundaries of the original Brown Donation Land Claim?
3. How does the new location and site compare to the original location and site? Is it a smaller parcel? Is it a wooded location or a wide open field? How far back would the location be from the road?

With these questions what we are looking to get with the provided answers is information that will help answer one of the National Park Service's central questions of how the move will impact the property's historical integrity. We can help craft an explanation to that question but we will need a little more and providing as much information as you can to the above questions should help us figure out the best path forward for your team.

The last element to this revolves around the timeline for the move. I know that you said the owner needed to move the property by/in January. This is a rather quick window for the NPS and for them to review the application and make a decision before that date we would need to have the application presented to our State Review Board at their October meeting. The challenge here is that their agenda is already set and notices for the meeting have already been made, however, there is a process in which we can add the request to the agenda, we will just need to act quickly.

I know this is a lot of information so please, after you have had an opportunity to review the material, if you have questions or would like to talk further about your options, I will be happy to talk again.

Robert Olguin | National Register Program Coordinator
Heritage Division, Oregon Parks and Recreation Department
State Historic Preservation Office

Susie Marston

From: GILL Kuri * OPRD <Kuri.Gill@oregon.gov>
Sent: Wednesday, August 19, 2020 4:26 PM
To: Susie Marston
Cc: OLGUIN Robert * OPRD
Subject: RE: City of Gervais - Moving the Sam Brown House

Hi Susie,

What an exciting project for your community! It was nice to hear about it.

Here are the resources I suggested.

[Restore Oregon](#) – Most endangered places program. It looks like this property might be considered under this program as a Settlement Era property. These properties are already on their list, so I recommend contacting them. They will help with promotion, resources, and possibly a feasibility study or preservation plan.

[Kinsman Foundation](#) – Talk to them early, I think they will be on board with helping with this project. Planning, studies, the move, the preservation work.

[Oregon Community Foundation](#) – They have one preservation fund, the organization likes community gathering spaces and access to cultural opportunities.

In planning the museum, reach out to us again. We can advise on this through our MentorCorps program. Perhaps a nonprofit for the museum or the house (Friends of the Brown House) would be a good, then you would be eligible for many more grants including the Oregon Cultural Trust.

Please do let me know if you have any questions as you move forward.

Take care, Kuri

From: Susie Marston <SMarston@cityofgervais.com>
Sent: Thursday, August 13, 2020 4:35 PM
To: GILL Kuri * OPRD <Kuri.Gill@oregon.gov>; GROVER MaryBeth * OPRD <MaryBeth.Grover@oregon.gov>
Cc: OLGUIN Robert * OPRD <Robert.Olguin@oregon.gov>
Subject: RE: City of Gervais - Moving the Sam Brown House

Thanks, Kuri. I'll put this on my calendar and try to join the Skype meeting. If I'm unsuccessful, I'll just call in.

Susie Marston, City Manager

City of Gervais
PO Box 329
Gervais, OR 97026

Phone: 503-792-4901
Fax: 503-792-3791
Email: smarston@cityofgervais.com
Website: www.gervaisoregon.org

From: GILL Kuri * OPRD [<mailto:Kuri.Gill@oregon.gov>]
Sent: Thursday, August 13, 2020 4:28 PM



Gervais Police Department

592 4th Street, P.O. Box 329

Gervais, OR 97026-0329

Office 503-792-4575 ★ Fax 503-792-4525 ★ Dispatch 503-588-5032

September 2020 Council Report

Reporting period between July 1, 2020 through July 31, 2020	
<u>Calls of service/CAD reports</u>	260
<u>Arrests</u>	0
<u>Citations</u>	86
<u>Written Warnings</u>	40
<u>Assist Agencies outside City limits</u>	14
<u>Assist Agencies inside City limits</u>	8

- **D.A.R.E** classes are being coordinated and planned with the start of school. We are currently working with the School to possibly deliver classes via google classroom. Lt. Seibel had been preparing the materials and slides.
 - **Gervais School District Partnership:** The school district has not yet received any funding from the state for the Student Success funding. We have our 125K grant funding on standby waiting for the schools funding.
 - We conducted active threat training at the high school in August. Officer's from Salem Police Department came and assisted with the training.
 - We will be attending a Power DMS and Oregon Accreditation Alliance training this month to help us continue to move forward with being an accredited agency.
 - We are also gearing up to provide support and training with the school counselors for distance learning in various topics. Topics may include online safety, suicide, and responding to bullying on social media.
- Mark J. Chase, Chief of Police.

10c



CITY OF GERVAIS

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503-792-4900 Administration Office; 503-792-3791 Fax

Gervais Public Works Council Report August 2020

The City took delivery of the new medium sized John Deere tractor.

Paving patchwork was completed at various locations throughout the city. Seven locations were done.

Cummins Power completed the annual service of the City's stand-by Generators.

The small Hustler zero-turn mower was sold and with these proceeds the new mow deck was ordered and should arrive shortly.

Ivy Woods development is on track. Curb and gutter is being completed. Once the final utility work is finished the streets are slated to be paved by the end of September.

Thank You,

John Robinson
Public Works Superintendent