

CITY OF GERVAIS

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GERVAIS CITY COUNCIL AGENDA

The Gervais City Council will hold a Regular Meeting starting at 7:00 pm at the Gervais City Hall located at 592 Fourth Street, Gervais, Oregon, on Thursday, February 1, 2018.

1. Call to Order
2. Roll Call
3. Announcements:
 - a. Additions/deletions to the agenda
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.
5. Consent Calendar:
 - a. Approval of the minutes of the January 4, 2018 Regular Session
 - b. Approval of the minutes of the January 18, 2018 Goal-Setting Session
 - c. Approval of bill list for December 28, 2017 – January 24, 2018
6. New Business
 - a. Adopt Results from January 18, 2018 Goal Setting Session
 - b. Adopt Resolution No. 18-002, A Resolution of the Gervais City Council Declaring Surplus Property
 - c. Discussion and review of Gervais School District Storm Drain Charges
7. Staff Reports:
 - a. City Manager
 - b. Police Department
 - c. Public Works
8. Business from the Mayor or Council
9. Adjourn

**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 31st 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 17th. 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 18th 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 8th or 22nd as possible dates. The mayor and council chose the 22nd with the 20th 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 7th between Douglas and Alder, and one on Alder between 3rd and 1st. 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 7th 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 4th of July committee meeting on January 8th. He also mentioned that he would like to create a control for spending money for the 4th 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:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor

**MINUTES OF THE GOAL SETTING SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL AT 6:30PM ON JANUARY 18, 2018**

1. Call to Order

- a. Mayor Platt called the meeting to order at 6:32 pm.

2. Roll Call:

Mayor Shanti Platt	Present
Councilor Micky Wagner	Present
Council President Wes Leiva	Absent, excused
Councilor Michael Gregory	Present
Councilor John Harvey	Present
Councilor Baltazar Gonzalez	Present

Staff Present: City Manager Susie Marston, City Recorder Tim Rhyne, Lieutenant Mark Chase.

Others Present: Sean O'Day, Executive Director, Mid-Willamette Valley COG

3. Announcements:

- a. Additions/deletions to the agenda - None

4. Set council goals for Fiscal Year 2018-19

- a. Sean O'Day, Executive Director of Mid-Willamette Valley Council of Governments

Sean O'Day and the council discussed goals for the upcoming fiscal year. Susie Marston reviewed the goals and results from the 2017-18 budget year. Sean assisted the council in revising the goals and moving some goals to an ongoing status. Please listen to the audio for specific details.

5. Adjourn

The goal setting session adjourned at 8:20 pm.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON JANUARY 18, 2018 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Tim Rhyne, City Recorder

Shanti Platt, Mayor

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
911 Supply	12/20/2017	Belt Keeper/Inner Belt - Chase	General Fund	Police	\$ 89.85
				TOTAL:	\$ 89.85
A&J Custom T-Shirt Design, LLC	12/01/2017	CERT Program T-Shirts	Special Events	Special Events	\$ 242.00
				TOTAL:	\$ 242.00
Aptean, Inc.	12/20/2017	2018 ReportBeam/Ticketing	General Fund	Police	\$ 3,590.37
				TOTAL:	\$ 3,590.37
Backflow Management	12/14/2017	November 2017 Backflow Svcs.	Water Fund	Backflow	\$ 609.00
				TOTAL:	\$ 609.00
Beery, Elsner & Hammond LLP	12/20/2017	November 2017 Legal Svcs.	General Fund	Admin	\$ 86.00
				TOTAL:	\$ 86.00
Bretthauer Oil Co.	12/08/2017	November 2017 Fuel Charges	General Fund	Police	\$ 421.06
	12/08/2017	November 2017 Fuel Charges	General Fund	Streets	\$ 166.86
	12/08/2017	November 2017 Fuel Charges	Water Fund	Water	\$ 166.86
	12/08/2017	November 2017 Fuel Charges	Sewer Fund	Sewer	\$ 166.86
				TOTAL:	\$ 921.64
Brooks Hardware	12/14/2017	Bolts/Cutting Wheel	General Fund	Streets	\$ 12.87
	12/14/2017	Bolts/Cutting Wheel	Water Fund	Water	\$ 12.87
	12/14/2017	Bolts/Cutting Wheel	Sewer Fund	Sewer	\$ 12.87
				TOTAL:	\$ 38.61
C-More Pipe Services Co.	12/14/2017	Lift Station Cleaning (2)	Sewer Fund	Sewer	\$ 537.50
				TOTAL:	\$ 537.50
CarQuest Auto Parts	12/08/2017	4th St. Generator Battery	Sewer Fund	Sewer	\$ 120.67
	12/08/2017	4th St. Generator Battery Core	Sewer Fund	Sewer	\$ (22.00)
	12/08/2017	4th St. Generator Flex Tub	Sewer Fund	Sewer	\$ 48.10
				TOTAL:	\$ 146.77
Creation Electric, Inc.	12/18/2017	4th St. Generator Electric	Sewer Fund	Sewer	\$ 2,462.65
				TOTAL:	\$ 2,462.65
Cummins Northwest	12/14/2017	4th Street Generator Start	Sewer Fund	Sewer	\$ 2,028.89
				TOTAL:	\$ 2,028.89
DataVision Cooperative	12/08/2017	November 2017 C/H Telephone	General Fund	Admin	\$ 563.59
	12/08/2017	November 2017 P/D Telephone	General Fund	Police	\$ 108.92
	12/08/2017	November 2017 P/W Telephone	General Fund	Streets	\$ 54.67
	12/08/2017	November 2017 P/W Telephone	Water Fund	Water	\$ 54.67
	12/08/2017	November 2017 P/W Telephone	Sewer Fund	Sewer	\$ 54.67
				TOTAL:	\$ 836.52
De Lage Landen	12/08/2017	December 2017 C/H Copier Lease	General Fund	Admin	\$ 160.00

Council Check Report, December 28, 2017 - January 24, 2018

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	\$ 160.00
G.W. Hardware	12/01/2017	Invoice Credit Adjustment	General Fund	Streets	\$ (7.99)
	12/01/2017	Impact Drill Kit	General Fund	Streets	\$ 63.33
	12/01/2017	Impact Drill Kit	Water Fund	Water	\$ 63.33
	12/01/2017	Nuts/Bolts for 4th St. Generator	Sewer Fund	Sewer	\$ 65.95
	12/01/2017	1/2" LiqTite Connector	Sewer Fund	Sewer	\$ 7.38
	12/01/2017	Impact Drill Kit	Sewer Fund	Sewer	\$ 63.33
				TOTAL:	\$ 255.33
Government Ethics Commission	12/14/2017	2017-18 Annual Renewal	General Fund	Admin	\$ 475.12
				TOTAL:	\$ 475.12
Grove, Mueller & Swank	12/14/2017	2016-17 Audit Final Bill	General Fund	Admin	\$ 2,500.00
				TOTAL:	\$ 2,500.00
H.D. Fowler	12/08/2017	Water Meter Shrouds	Water Fund	Water	\$ (120.00)
	12/08/2017	Water Meter Shrouds	Water Fund	Water	\$ (10.05)
	12/08/2017	Water Meter Shrouds	Water Fund	Water	\$ 130.05
	12/14/2017	Water Meter Boxes/Covers	Water Fund	Water	\$ 1,295.61
				TOTAL:	\$ 1,295.61
Hillyer's Ford	12/08/2017	Unit 2 Thermostat/Check Engine	General Fund	Police	\$ 190.27
	12/08/2017	Unit 2 Brakes/Hose/Shaft Seal	General Fund	Police	\$ 716.41
				TOTAL:	\$ 906.68
Hillyers Tire & Wheel Center, Inc.	12/08/2017	Unit 2 Powder Coat Wheels	General Fund	Police	\$ 280.00
				TOTAL:	\$ 280.00
IAPE	12/20/2017	2018 IAPE Membership	General Fund	Police	\$ 50.00
				TOTAL:	\$ 50.00
Industrial Welding Supply	12/08/2017	Medium/Large Cylinder Rental	General Fund	Streets	\$ 3.33
	12/08/2017	Medium/Large Cylinder Rental	Water Fund	Water	\$ 3.33
	12/08/2017	Medium/Large Cylinder Rental	Sewer Fund	Sewer	\$ 3.34
				TOTAL:	\$ 10.00
Legislative Counsel	12/14/2017	2017 ORS 21-Volume Set	General Fund	Admin	\$ 695.00
				TOTAL:	\$ 695.00
Lynn Peavey Company	12/01/2017	Red Evidence Tape	General Fund	Police	\$ 92.50
				TOTAL:	\$ 92.50
Mid-Willamette Valley COG	12/01/2017	October 2017 City Planner	General Fund	Admin	\$ 79.00
	12/01/2017	October 2017 City Planner	General Fund	Admin	\$ 237.00
	12/01/2017	Labor Costs for Tank Res.	Water Fund	System Improvement	\$ 3,142.32
				TOTAL:	\$ 3,458.32

Council Check Report, December 28, 2017 - January 24, 2018

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Moonlight Maintenance	12/08/2017	November 2017 C/H Janitorial	General Fund	Admin	\$ 398.00
				TOTAL:	\$ 398.00
NRC Environmental Services, Inc.	12/20/2017	November 2017 Street Sweeping	General Fund	Streets	\$ 345.00
				TOTAL:	\$ 345.00
NW Natural Gas	12/08/2017	November 2017 C/H Heating	General Fund	Admin	\$ 114.27
	12/08/2017	November 2017 P/G Heating	General Fund	Police	\$ 38.92
				TOTAL:	\$ 153.19
Northstar Chemical	12/01/2017	Sodium Hypochlorite 12.5%	Water Fund	Water	\$ 1,085.75
	12/20/2017	Sodium Hypochlorite 12.5%	Water Fund	Water	\$ 532.25
	12/01/2017	Sodium Bisulfite 38%	Sewer Fund	Sewer	\$ 564.80
	12/01/2017	Sodium Hypochlorite 12.5%	Sewer Fund	Sewer	\$ 665.00
				TOTAL:	\$ 2,847.80
Office Depot Credit Plan	12/20/2017	TUL Pens (4)	General Fund	Admin	\$ 5.00
	12/20/2017	Copy Paper/Tissues	General Fund	Police	\$ 33.98
				TOTAL:	\$ 38.98
One Call Concepts	12/08/2017	November 2017 Locate Tickets	Water Fund	Water	\$ 9.90
	12/08/2017	November 2017 Locate Tickets	Sewer Fund	Sewer	\$ 9.90
				TOTAL:	\$ 19.80
OAMR	12/01/2017	Annual Dues - Tim Rhyne	General Fund	Admin	\$ 50.00
				TOTAL:	\$ 50.00
Oregon Health Authority	12/14/2017	2018 Backflow/Cross Conn.	Water Fund	Water	\$ 75.00
	12/20/2017	2018-19 Robinson D/W Cert.	Water Fund	Water	\$ 210.00
				TOTAL:	\$ 285.00
Oregon Secretary of State, Audits	12/20/2017	June 30, 2017 Audit Filing	General Fund	Admin	\$ 250.00
				TOTAL:	\$ 250.00
PGE	12/08/2017	524 4th St. Electricity	General Fund	Admin	\$ 19.00
	12/08/2017	592 4th St. Electricity	General Fund	Admin	\$ 679.71
	12/08/2017	Douglas Ave. Electricity	General Fund	Streets	\$ 35.15
	12/08/2017	4th St. Electricity	General Fund	Streets	\$ 17.79
	12/08/2017	9th St. Electricity	General Fund	Streets	\$ 17.03
	12/08/2017	City Street Lights Electricity	General Fund	Streets	\$ 1,119.24
	12/08/2017	343 E Hemlock Ave. Electricity	General Fund	Parks Department	\$ 14.26
	12/08/2017	115 Douglas Ave. Electricity	Water Fund	Water	\$ 1,536.53
	12/08/2017	35 Juniper Ave. Electricity	Water Fund	Water	\$ 270.41
	12/08/2017	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 816.25
	12/08/2017	683 4th St. Electricity	Sewer Fund	Sewer	\$ 318.76
	12/08/2017	343 E Hemlock Ave. Electricity	Sewer Fund	Sewer	\$ 128.38
	12/08/2017	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 2,037.61
				TOTAL:	\$ 7,010.12
Pacific Office Automation	12/08/2017	December 2017 P/D Copier Lease	General Fund	Police	\$ 52.92

Council Check Report, December 28, 2017 - January 24, 2018

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/08/2017	October 2017 P/D Copier Usage	General Fund	Police	\$ 93.10
	12/20/2017	November 2017 P/D Copier Usage	General Fund	Police	\$ 71.35
				TOTAL:	\$ 217.37
Pilar Zamora	12/14/2017	July-Dec 2017 Court Translation	General Fund	Court	\$ 240.00
				TOTAL:	\$ 240.00
Ryan Herco Flow Solutions	12/01/2017	GRPR 1/4" 3/8" Nuts	Water Fund	Water	\$ 7.03
	12/01/2017	GRPR 1/4" 3/8" Nuts	Sewer Fund	Sewer	\$ 7.03
				TOTAL:	\$ 14.06
Salem Garage Door Specialties	12/08/2017	Repair P/D Garage Door	General Fund	Police	\$ 277.16
				TOTAL:	\$ 277.16
Sprint	12/01/2017	November 2017 P/D Data	General Fund	Police	\$ 50.36
				TOTAL:	\$ 50.36
Stanley Convergent Security Solutions	12/20/2017	1/18-3/18 P/W Yard Monitoring	General Fund	Police	\$ 150.00
	12/20/2017	1/18-3/18 P/W Yard Monitoring	Water Fund	Water	\$ 388.77
				TOTAL:	\$ 538.77
Tetra Tech, Inc.	12/20/2017	Water Tank Project Closing	Water Fund	System Improvement	\$ 187.62
				TOTAL:	\$ 187.62
Tyler Technologies Incode Division	12/20/2017	Cash Collections/Utility System	General Fund	Admin	\$ 142.32
	12/20/2017	Cash Collections/Utility System	General Fund	Court	\$ 142.32
	12/20/2017	Cash Collections/Utility System	Water Fund	Water	\$ 2,358.13
	12/20/2017	Cash Collections/Utility System	Sewer Fund	Sewer	\$ 1,504.14
	12/20/2017	Cash Collections/Utility System	Storm Drainage	Storm Drainage	\$ 334.26
				TOTAL:	\$ 4,481.17
Ultrex Business Solutions	12/08/2017	November 2017 C/H Copier Usage	General Fund	Admin	\$ 21.18
				TOTAL:	\$ 21.18
United Rentals Northwest Inc.	12/01/2017	4th St. Generator Forklift Rental	Sewer Fund	Sewer	\$ 529.57
				TOTAL:	\$ 529.57
Verizon Wireless	12/14/2017	November 2017 P/D Cell Phone/Data	General Fund	Police	\$ 422.77
	12/08/2017	November 2017 P/W Cell Phone	General Fund	Streets	\$ 46.06
	12/08/2017	November 2017 P/W Cell Phone	Water Fund	Water	\$ 46.06
	12/08/2017	November 2017 P/W Cell Phone	Sewer Fund	Sewer	\$ 46.07
				TOTAL:	\$ 560.96
Waterlab Corp.	12/20/2017	Water/Wastewater Testing	Water Fund	Water	\$ 70.00
	12/20/2017	Water/Wastewater Testing	Sewer Fund	Sewer	\$ 570.00
				TOTAL:	\$ 640.00
Woodburn Radiator and Glass	12/14/2017	Replacement Glass at Ponds	Sewer Fund	Sewer	\$ 26.00

Council Check Report, December 28, 2017 - January 24, 2018

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TOTAL:					\$ 26.00
GRAND TOTAL:					<u>\$ 40,950.47</u>

General Fund	\$ 15,475.05
Water Fund	\$ 12,125.44
Sewer Fund	\$ 12,773.72
Stormdrain Fund	\$ 334.26
Special Events Fund	\$ 242.00
Total	\$ 40,950.47

CITY OF GERVAIS, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

January 18, 2018

GOAL-SETTING WORKSHOP RESULTS

January 18, 2018

MISSION STATEMENT

The City of Gervais shall honor, respect and involve its community members to promote safety, wellness, and economic growth and stability.

GOALS

The City of Gervais will:

1. Attract businesses that will provide services/job opportunities in the community.
2. Provide municipal facilities and infrastructure to support current operations and growth.
3. Engage in efficient and effective activities to promote community safety and wellness.
4. Improve our community's aesthetic appeal.
5. Develop and implement community recreational resources and cultural activities.
6. Enhance community communications.

OBJECTIVES

Goal #1 – Attract businesses that will provide services/job opportunities in the community

	OBJECTIVE	PRIORITY
1	Identify and promote available property for business/commercial development.	1
2	Sell old City Hall building.	1
3	Establish Planning Commission and Economic Development Committee roles and guidelines and appoint members.	1
4	Explore development of business license program.	1
5	Develop Downtown Economic Development Plan / Research methods and resources for downtown revitalization (i.e. urban renewal, main street, downtown development district, economic development district).	1
6	Examine having a regular part-time permanent land use position / presence at city hall.	2
7	Strengthen and promote relationship and visibility with economic development entities and existing businesses to market/promote the City of Gervais.	4

Goal #2 – Provide municipal facilities and infrastructure to support current operations and growth

	OBJECTIVE	PRIORITY
1	Continue to implement storm water master plan.	2
2	Design and construct street and sidewalk improvements from 1 st Street to 7 th Street on Douglas Avenue.	1
3	Update Water, Wastewater and Storm Drainage Master Plans	1
4	Continue to build the Water Reserve fund (i.e. rates, fees, etc.)	4
5	Identify grant opportunities to fund City infrastructure needs.	4

Goal #3 – Engage in efficient and effective governmental activities to promote community safety and wellness

	OBJECTIVE	PRIORITY
1	Provide CERT training in Gervais for staff and community	4
2	Review and revise ordinances relating to criminal offenses and civil infractions.	1
3	Promote city-wide health/wellness through our “HEAL Oregon City” status.	4
4	Collaborate with State, County and other city departments and with community organizations and partners to work more effectively together to address City/community needs.	4

** This objective does not just apply to community safety and wellness, but to overall City operations.

Goal #4 – Improve community’s aesthetic appeal

	OBJECTIVE	PRIORITY
1	Offer opportunities for business owners to suggest, discuss and support downtown maintenance efforts.	1
2	Identify and assign “Green Cities” project recommendations for implementation (such as historic plaques for downtown)	2
3	Identify and pursue available grants for community projects	4

Goal #5 – Develop and implement community recreational resources and cultural activities

	OBJECTIVE	PRIORITY
1	Create an annual community volunteer recognition event.	1
2	Establish a parks and recreation advisory committee (with clearly defined roles and responsibilities and authority to establish policies).	1
3	Identify resources to provide networking opportunities for Seniors.	2
4	Work with schools to identify and coordinate activities for children and adults, including meetings between City Council and School District Board.	4

Goal #6 – Enhance community communications

	OBJECTIVE	PRIORITY
1	Create a community Town Hall event/s or picnic to allow for community information sharing and communication (possibly in conjunction with national night out, and possibly incorporate the annual community volunteer recognition event).	1
2	Develop a Gervais welcome pamphlet.	1
3	Create a City newsletter.	1

KEY TO PRIORITY RATINGS

- 1 – Do now – budget in the forth-coming budget year
- 2 – Look at accomplishing 2-3 years in the future
- 3 – Nice to have – not to look at funding for at least 3 – 5 years in the future
- 4 – Routine – on-going from year to year

RESOLUTION 18-002**A RESOLUTION OF THE GERVAIS CITY COUNCIL DECLARING SURPLUS PROPERTY.**

WHEREAS, the City of Gervais owns the building at 524 4th Street, Gervais, OR, formerly the City Hall building; and

WHEREAS, by way of a goal setting worksession, the City has determined that no public purpose would be furthered by retaining ownership of the above said property, and that the property should be sold, pursuant to ORS 221.725; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Gervais that the above said property be sold, pursuant to ORS 221.725.

Passed and effective this 1st day of February, 2018.

Shanti M. Platt, Mayor

ATTEST:

Tim Rhyne, City Recorder



CITY OF GERVAIS

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

loc

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

Date: January 25, 2018

To: Mayor and City Council

From: Susie Marston, City Manager *SM*

Re: Discussion and review of Gervais School District Storm Drain Charges

It has been brought to my attention that the impervious areas of the Gervais High School, Middle School and Elementary School do not drain directly into the City's storm drain system. The high school/middle school drains to the ditch along Hwy 99E, and the elementary school drains to the ditch along 3rd Street. Based on my review of the City's code on stormwater (Chapter 13.14), the runoff from these properties do not contribute to the "common stormwater problem" of the City since they do not drain directly to the system.

The district office and the preschool/alternative school do drain to the City's system, and so they would be subject to the stormwater calculation adopted by Resolution 18-001. Charges for the district office and preschool/alternative school will increase by \$67 per month.

Current charges for the school buildings (HS, MS, Elementary) amount to \$76.02 per month. If the council decides that since they do not drain directly to the City's system, then we might want to discontinue charging them altogether, based on the interpretation of the City's code.

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

Chapter 13.14 - UTILITIES AND STORMWATER MANAGEMENT

Sections:

13.14.010 - Purpose.

The city finds and declares that absent effective maintenance, operation, regulation and control, existing stormwater drainage conditions in all drainage basins and subbasins within the city constitute a potential hazard to the health, safety and general welfare of the city. The city council further finds that natural and man-made stormwater facilities and conveyances together constitute a stormwater system and that effective regulation and control of stormwater through formation, by the city, of a stormwater utility requires the transfer to the utility of all stormwater facilities and conveyances and related rights belonging to the city.

(Ord. 17-2003 § 1)

13.14.020 - Incurred charge imposed.

All customers of the city's water utility and those persons otherwise responsible for impervious surfaces within the city which contribute runoff to the common stormwater problem or who otherwise use or benefit from the stormwater utility of the city will be responsible for paying the stormwater utility fee as structured and applied through the Stormwater Utility Rate Resolution.

(Ord. 17-2003 § 2)

13.14.030 - Stormwater management utility created.

There is hereby created and established pursuant to Oregon Revised Statute and Article XI, Section 11b of the Oregon Constitution, a stormwater utility and incurred charge rate structure. All references to "the utility" in this chapter refer to the stormwater management utility or fund approved by the city council. The utility will have regulatory authority and responsibility for planning, design, construction, maintenance, administration and operation of all city stormwater conveyances and facilities.

(Ord. 17-2003 § 3)

13.14.040 - Property transferred to utility.

Title and all other incidents of ownership of the following assets are hereby transferred to and vested in the stormwater management utility: all properties, interest and physical and intangible rights of every nature owned or held by the city, however acquired, insofar as they relate to or concern stormwater, further including, without limitation, all properties, interests, and rights acquired by adverse possession or by prescription, directly or through another, in and to the drainage or storage, or both, of stormwater, through, under, into or over lands, water courses, drywells, pipes, channels, detention/retention facilities, sloughs, streams, ponds, lakes, and swamps, all beginning in each instance at a point where stormwater first enters the system of the city and ending in each instance at a point where the stormwater exits from the system of the city, and in width to the full extent of inundation caused by storm or flood conditions.

(Ord. 17-2003 § 4)

13.14.050 - Utility administered by the city through public works.

The city public works department shall administer the stormwater management utility under the direction of the city council or their designee.

(Ord. 17-2003 § 5)

13.14.060 - Annual report to stormwater utility customers.

The city's public works department shall have an annual report completed on the stormwater management utility which shall be approved by the city council. This report shall summarize the financial activities of the utility and the major areas of expenditure, field activities, accomplishment and the upcoming year's priorities.

(Ord. 17-2003 § 6)

Untitled Map

Write a description for your map.

Legend

- Fiber-Fab LLC
- Gervais
- Gervais High School
- Line Measure

Gervais High School

A

Dump
on
Ground

Dumps
on
Ground



500 ft

Google Earth

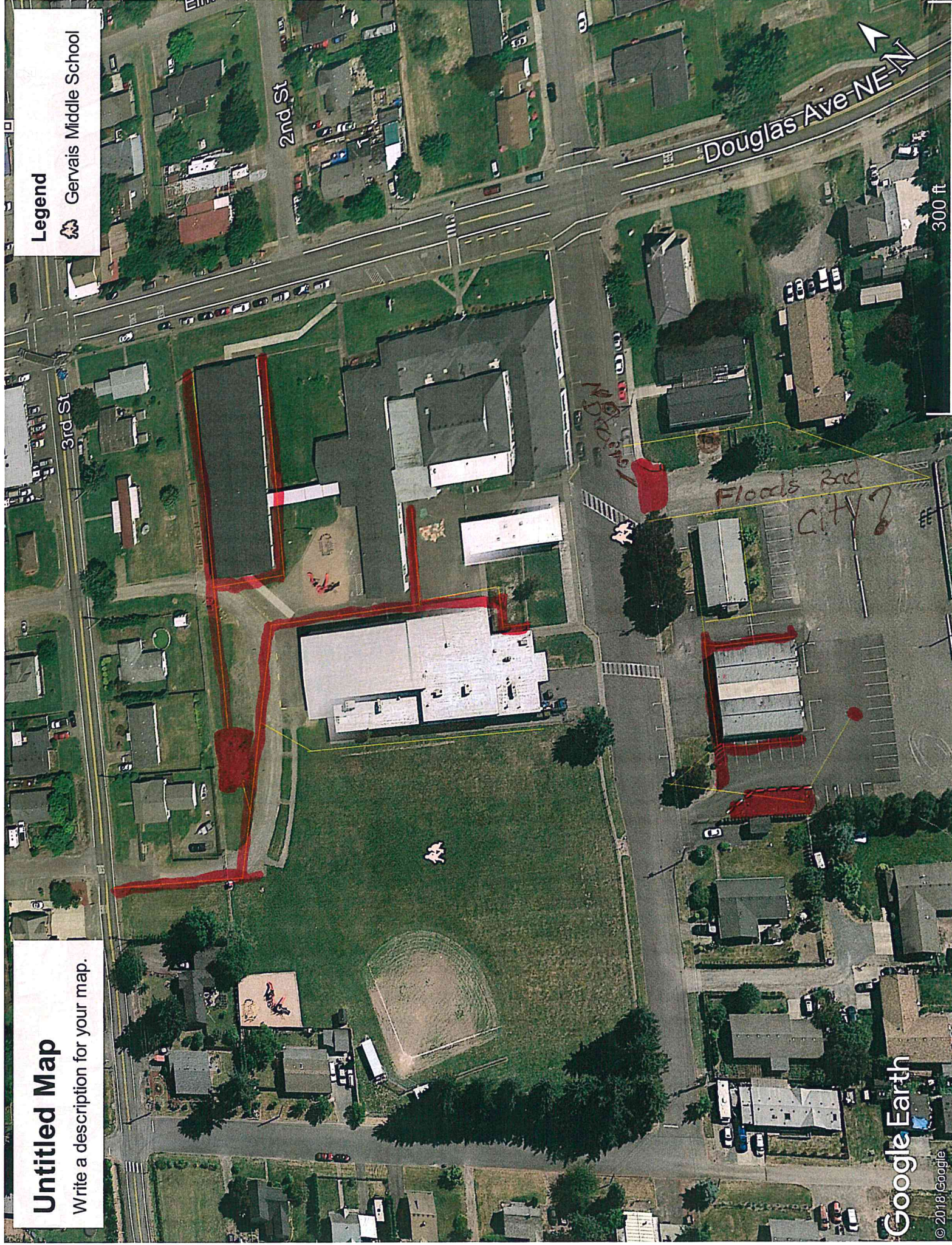
© 2018 Google

Untitled Map

Write a description for your map.

Legend

 Gervais Middle School





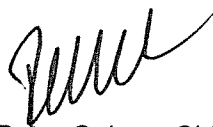
Gervais Police Department

592 4th Street, P.O. Box 329

Gervais, OR 97026-0329

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

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Date: January 25, 2018
To: Susie Marston, City Manager
From:  Peter Spirup, Chief of Police
Subject: **City Council Report for January 2018**

This report covers the period of December 27, 2017 to January 24, 2018.

The following are samples of cases and activities worked by various officers during this reporting period:

1. We assisted Keizer Police after they recovered a stolen vehicle from Gervais and took a Gervais resident into custody.
2. We responded to a 911 hang up that ended up being a domestic disturbance.
3. Officers investigated a possible theft of Social Security funds by a personal representative of the victim.
4. We conducted follow up investigation on a burglary where the OSP crime lab identified a suspect through fingerprints we submitted. The victim then identified the suspect in a photo line-up. Investigation continues.
5. Officer located a mentally ill person lying next to the road on Portland Road. With the assistance of the crisis team from Woodburn, the person was taken into custody on a mental hold.
6. We investigated the theft of a NW Natural Gas meter from a home in Gervais. The meter was located on Waconda Road at another residence.
7. An officer investigated a non-injury hit and run accident involving a school bus. The bus driver did not realize he had hit someone.
8. We continued our involvement assisting the school district with a family that has multiple children with truancy issues.
9. An officer is investigating a rape/sodomy case.
10. We assisted DHS with a possible physical abuse investigation.

11. Officers investigated the theft a beer at Dollar General by juveniles from Woodburn and Gervais.

12. Officers are investigating a case where a vehicle was stolen in Gervais and recovered in the roadway in Woodburn. Suspects, who are juveniles, have been identified and were also involved in thefts in Woodburn.

13. We assisted OSP with a traffic crash on Portland road that damaged the fence to Gervais School District.

14. An officer was involved in a threat assessment involving a juvenile in Gervais. Marion County crisis team also assisted with this case involving a juvenile threatening suicide.

General comments:

1. We are recruiting for a vacant officer position. We have identified a few candidates, but have not received very many applications.

2. I continue to participate in a variety of boards such as the WVCC advisory Board, PRIORS board, School Superintendent's advisory council, METCOM board and Marion County Emergency Management. These are ongoing meetings that are productive and have a direct impact on our operation.

Gervais Public Works

Monthly Report

January 2018

With all of the buildup leading up to the Holiday season, it's hard to believe that 2018 is already a month in the rear-view mirror. As you know, we have been doing some upgrades to the filters at the water plant. We replaced all of the plastic air lines that operate the valves that make a back wash happen. These lines were splitting open causing the valves to malfunction, as well as making the 50-horse pump run for all the wrong reasons. Long story short, we replaced all of those lines with schedule 80 PVC pipe and ¼" copper lines to the valves. We also added some ball valves and some unions so that we can now isolate different sections for repair. Before, we had to shut down practically everything to do repairs.

We are now starting to replace the internal parts of the valves themselves. We had three that were leaking air so today we repaired one of those. We have two more that are still leaking air, and considering the age of these valves we have decided to do all ten of them as funds allow. We will, at the very least, do the other two.

The flu has hit all of us just as it has practically everyone else. We are working through it and have been working on projects indoors out of the weather. I hope you all stay healthy.