

**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 SEPTEMBER 3, 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 Bartch	Present
Councilor John Harvey	Present

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

4. Announcements/Additions

a. Additions/deletions to the agenda

1) Item 12, Executive Session is deleted

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 August 6, 2020 Regular Session

b. Approval of bill list for July 28 – August 25, 2020

***Councilor Bartch made a motion to approve the September 3, 2020 consent calendar as presented, seconded by Councilor Wagner. Motion is unanimously carried and so moved.***

***Susie Marston mentioned that the minutes indicated she was present at the August 6, 2020 meeting, but she was not actually present. Councilor Wagner made a motion updating the August 6, 2020 minutes to show Susie Marston as not present, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.***

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

Susie stated that she worked with the City attorney to adjust the wording for this resolution so it will stay in effect until Oregon is no longer in a state of emergency.

***Councilor Wagner made a motion to approve 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. Seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.***

9. New Business

- a. Discuss Proposed City Manager Evaluation Process

Mayor Platt reviewed the upcoming process to provide a performance review to the City Manager. She mentioned that emails will be sent out to those involved in the review process. The council requested a copy of the City Manager job description to help with their evaluation.

10. Staff Reports:

- a. City Manager

Susie reported that the City of Donald has approved the IGA for police services from Gervais. Donald is in the process of setting up their court system to handle citations from their city. Susie also mentioned that she has submitted a grant application for a Safe Routes to School grant to help cover a project to install flashing beacons at the crosswalks on Douglas Avenue. Part of the proposed project is to replace the section of sidewalk in front of the elementary school and provide room for a bicycle lane. A response on that application should be received by early 2021. Councilor Wagner asked if the crosswalk located at Douglas and Blackwalnut is going to be relocated. Susie said that based on observations by the Police Department, there are no plans to move that crosswalk. Chief Chase mentioned that the Department held school crossing guard training for all school crossing guards.

Susie received information from the State Historical Preservation Office that advised that a request be made to keep the house on the historical register once it has been moved. Susie will be working with the owner of the house to submit that request. There are several programs that may potentially help with the cost of moving the house into Gervais.

Susie informed the council that the annual LOC conference will be held online this year at a significantly reduced cost. She encouraged anyone interested to attend.

Lastly, Susie requested that the council consider creating a salary schedule for the City Manager position. Each job position in Gervais has a salary schedule except for the position of City Manager. Susie said that she would be able to bring salary information to the next council meeting. It was agreed for Susie to bring the information to the October council meeting for consideration at the November council meeting.

b. Police Department

Chief Chase reviewed his report to the council and reported that there were 260 reports for the reporting period of July 1-31, 2020. The school district is planning on having the D.A.R.E. classes held online by October. The Student Success Funding has not yet been released by the State. Active Threat training was recently held at the school district. The accreditation program has been moving forward even with delays from recent events. The school councilors have asked for additional training for online safety and security in light of the remote learning programs. The police contract with Donald began last week with Donald being covered only when an officer is also on duty in Gervais. The Chief spoke about an elk that was hit by a car and injured. The Department was able to assist with that situation.

c. Public Works

John Robinson reported that the new medium-sized John Deere tractor was recently delivered to the City. John also mentioned that a company came out and completed street patching and repairs throughout town. He stated that the backup generators were recently serviced. The small zero-turn mower has been sold and the proceeds were used to order a new mow deck for the large zero-turn mower. John updated the council on the progress at Ivy Woods Estates. There was brief discussion about moving power poles at the intersection of Ivy Avenue and 8<sup>th</sup> Street. Mayor Platt spoke about a need for an ordinance relating to homeowners maintaining the right-of-way in front of their property. Chief Chase said that people have mentioned they missed having the annual cleanup this year. There was a short discussion about holding a city cleanup amid the pandemic.

11. Business from the Mayor or Council

Mayor Platt updated the council on her recent activities. Mayor Platt asked candidates running for mayor and councilor who were present to introduce themselves. Pam Foreman introduced herself as a candidate for the position of City Council and briefly spoke about her background. Annie Gilland, who is running for the position of Mayor, also introduced herself and gave information about her background. Mayor Platt spoke about her plans after her term as Mayor expires and offered to help anyone who is interested in running for office in Gervais. Shanti is preparing information to help the new Mayor with their duties when they begin on January 1, 2021. Councilor Harvey asked about insurance that is offered from the LOC.

12. Executive Session pursuant to ORS 192.160 (2)(f), to consider information or records that are exempt by law from public inspection

- a. The Executive Session was canceled.

13. Adjourn

The meeting was adjourned at 7:45 PM.

**I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON SEPTEMBER 3, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.**

ATTESTED:

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Timothy Rhyne, City Recorder

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Shanti M. Platt, Mayor

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