



CITY OF GERVAIS

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

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

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GERVAIS CITY COUNCIL AGENDA

The Gervais City Council will hold a Regular Meeting starting at 7:30 pm at the Gervais City Hall located at 592 Fourth Street, Gervais, Oregon, on Thursday, December 7, 2017.

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 November 2, 2017 Regular Meeting
 - b. Approval of bill list for October 26 – November 29, 2017
6. New Business
 - a. Approve Liquor License Application for Dollar General
 - b. Surplus Retired Wastewater Generators
 - c. Adopt Resolution No. 17-013, Adopting the 2017-18 Supplemental Budget for the General Fund Appropriating State Marijuana Tax Distribution
7. Staff Reports:
 - a. City Manager
 - b. Police Department
 - c. Public Works
8. Business from the Mayor or Council
9. Executive Session as authorized under ORS 192.660 (2)(d), To conduct deliberations with persons designated by the governing body to carry on labor negotiations
10. 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 NOVEMBER 2, 2017**

1. Call to Order

Council President Gregory 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	Absent, excused
Councilor John Harvey	Present

Staff Present: City Recorder Tim Rhyne, Police Chief Peter Spirup, Public Works Superintendent Pat Claxton

Others Present:

3. Announcements:

a. Additions/deletions to the agenda

4. Public Comment:

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 October 5, 2017 Regular Meeting
- b. Approval of bill list for September 28 – October 24, 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. Approve Ordinance No. 17-002, An Ordinance Granting a Non-Exclusive Cable Television Franchise to Gervais Telephone Company D/B/A DataVision and Declaring an Emergency

Mayor Platt stated that this ordinance was read in its entirety at the last meeting and just

needed to be read by title and approved at this meeting. City Recorder Tim Rhyne asked if the ordinance needed to be read in its entirety at two meetings and Mayor Platt replied in the negative.

Councilor Gregory made a motion to approve Ordinance No. 17-002 to be read by title only, An Ordinance Granting a Non-Exclusive Cable Television Franchise to Gervais Telephone Company D/B/A DataVision and Declaring an Emergency. Seconded by John Harvey. All councilors indicated approval by saying "aye." Motion is unanimously carried and so moved.

b. Tree City USA Discussion

City Recorder Tim Rhyne briefly discussed the recent activity in town that related to requirements set by Tree City USA. Mayor Platt told Tim Rhyne that she will be giving a list of Tree City USA activities to City Manager Susie Marston that she, Mayor Platt, was involved with over at the schools. Councilor Gregory asked about the cost involved with the 184 man-hours listed in the Tree City USA tracking sheet. Tim Rhyne responded that Tree City USA assigns a dollar amount for per-hour labor but that he didn't know what that hourly amount was.

7. Staff Reports:

a. City Manager

Chief Spirup mentioned that Susie Marston intended to have a supplemental budget prepared for this meeting, but instead is planning to have it ready for the December 2017 meeting. The supplemental budget is for received Oregon marijuana tax in the amount of \$7700. There was a short discussion about marijuana tax. Tim Rhyne stated that he had nothing to report from Susie.

b. Police Department

Chief Spirup stated that the department recently participated in lockdown drills over at the schools. Our three police officers, not counting Chief Spirup, recently attended Marion County Child Abuse Protocol Training and are now trained to conduct child abuse investigations.

The Chief also mentioned that union labor negotiations will begin Monday, November 6th with Fraternal Order of Police. Lieutenant Chase and Chief Spirup will be negotiating for the city. Chief Spirup will bring information back to the council after negotiations.

Chief Spirup updated the council on staff progress and stated that Officer Palmer is proceeding with his training. One officer is still out on workers comp. The Chief talked to the council about the progress that has been made in the police department over the recent years. The Gervais Police Department is highly regarded to be one of the best small city departments in the State. One problem that is being faced is that there isn't always enough man power to keep up with all the work in Gervais. Part of this comes from being short-staffed at this time. Chief Spirup gave general comments about the department and its progress and challenges.

There was a short discussion with the Mayor and council about the police department training. Mayor Platt asked about the procedures behind active-shooter drills over at the school. The

council and Chief Spirup talked about the prioritization of duties in town. There was a short discussion about volunteer ordinance enforcement.

c. **Public Works**

Pat Claxton talked about storm damage to trees and personal property. John Robinson and Kyle Jentsch both took recent tests. Kyle passed a wastewater treatment test and John passed a Level 2 Distribution test. Pat talked briefly about the training status of John and Kyle.

The recent storm work projects are done, in time for the fall/winter rain. The water plant painting project began, but now on hold until the weather is conducive to proper painting. A contractor is scheduled to begin work on the gate at public works by Monday. Pat updated the council on the 4th Street generator project. Mayor Platt asked if the splash pad worked this past summer and Pat answered in the affirmative. Pat also mentioned that discharge at the ponds began yesterday.

8. Business from the Mayor or Council

Mayor Platt reminded the council that Dollar General is having a ribbon-cutting ceremony on December 2nd at 8am. She also talked about the coat drive, toy collection and holiday activities in Gervais. There was a brief discussion about the date for distribution of the coats and toys. Mayor Platt also reminded the councilors about the upcoming annual COG dinner and encouraged interested councilors to submit their paperwork if they are planning to attend.

9. Adjourn

The meeting was adjourned at 7:30pm.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON NOVEMBER 2, 2017 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyme, City Recorder

Shanti M. Platt, Mayor

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
911 Supply	11/03/2017	Sabre Red Crossfire Spray	General Fund	Police	\$ 64.95
	10/27/2017	Blauer Pants/Shirts - Palmer	General Fund	Police	\$ 562.91
	10/27/2017	Alterations/Gloves - Marshall	General Fund	Police	\$ 27.99
	11/17/2017	Vest Carrier/Radio Pouch	General Fund	Police	\$ 200.00
	11/17/2017	Vest Carrier/Radio Pouch	General Fund	Police	\$ 29.99
TOTAL:					\$ 885.84
Backflow Management	11/17/2017	October 2017 Backflow Svcs.	Water Fund	Backflow	\$ 603.00
TOTAL:					\$ 603.00
Beery, Elsner & Hammond LLP	11/17/2017	October 2017 City Legal Svcs.	General Fund	Admin	\$ 112.50
TOTAL:					\$ 112.50
Bretthauer Oil Co.	11/09/2017	October 2017 Fuel Charges	General Fund	Police	\$ 458.56
	11/09/2017	October 2017 Fuel Charges	General Fund	Streets	\$ 89.97
	11/09/2017	October 2017 Fuel Charges	Water Fund	Water	\$ 89.97
	11/09/2017	October 2017 Fuel Charges	Sewer Fund	Sewer	\$ 89.96
TOTAL:					\$ 728.46
Brooks Hardware	11/09/2017	3/8" Connector/Insert Water	Water Fund	Water	\$ 8.56
TOTAL:					\$ 8.56
Business Oregon	11/17/2017	Wastewater Loan Payment	Debt - Sewer	Debt - Sewer	\$ 36,523.00
	11/17/2017	Wastewater Loan Payment	Debt - Sewer	Debt - Sewer	\$ 22,889.31
TOTAL:					\$ 59,412.31
Cintas Corporation	11/03/2017	October 2017 Medicine Cabinet	General Fund	Streets	\$ 44.49
	11/17/2017	Medicine Cabinet Refill	General Fund	Streets	\$ 18.93
	11/03/2017	October 2017 Medicine Cabinet	Water Fund	Water	\$ 44.49
	11/17/2017	Medicine Cabinet Refill	Water Fund	Water	\$ 18.93
	11/03/2017	October 2017 Medicine Cabinet	Sewer Fund	Sewer	\$ 44.49
	11/17/2017	Medicine Cabinet Refill	Sewer Fund	Sewer	\$ 18.94
TOTAL:					\$ 190.27
City of Salem	11/17/2017	Q2 2017-18 Police/Fire Comm.	General Fund	Police	\$ 8,772.50
	11/03/2017	PRIORS 2nd Qtr. 2017-18	General Fund	Police	\$ 885.00
TOTAL:					\$ 9,657.50
City of Woodburn	11/17/2017	Q3 2017 IT Services	General Fund	Admin	\$ 37.50
	11/17/2017	Q3 2017 IT Services	General Fund	Police	\$ 168.70
	11/17/2017	Q3 2017 IT Services	General Fund	Court	\$ 112.55
TOTAL:					\$ 318.75
Columbia Bank Cardmember Services	11/03/2017	C/H Postage	General Fund	Admin	\$ 6.59
	11/03/2017	OAMR Conference Hotel - Rhyne	General Fund	Admin	\$ 113.53
	11/03/2017	C/H Postage	General Fund	Admin	\$ 191.00
	11/22/2017	Sound Bar for Monitor	General Fund	Admin	\$ 21.88
	11/22/2017	Dell P2317H Monitor	General Fund	Admin	\$ 172.98
	11/22/2017	C/H, Water/Sewer Postage	General Fund	Admin	\$ 49.00
TOTAL:					\$ 87.50

Council Check Report, October 26 - November 29, 2017

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/22/2017	Holiday Goody Bag Supplies	General Fund	Admin	\$ 37.96
	11/03/2017	P/D Postage/Shipping	General Fund	Police	\$ 14.60
	11/03/2017	P/D Postage	General Fund	Police	\$ 7.31
	11/22/2017	Subway Lunch for Bargaining	General Fund	Police	\$ 44.25
	11/22/2017	P/W Flashlights	General Fund	Streets	\$ 14.99
	11/03/2017	LOC Conf. Hotel - Wagner	General Fund	Council	\$ 389.72
	11/03/2017	Water/Sewer Postage	Water Fund	Water	\$ 51.00
	11/22/2017	C/H, Water/Sewer Postage	Water Fund	Water	\$ 73.50
	11/22/2017	P/W Flashlights	Water Fund	Water	\$ 14.99
	11/03/2017	Water/Sewer Postage	Sewer Fund	Sewer	\$ 51.00
	11/22/2017	C/H, Water/Sewer Postage	Sewer Fund	Sewer	\$ 73.50
	11/22/2017	P/W Flashlights	Sewer Fund	Sewer	\$ 14.99
	11/22/2017	3" 45 and Coupler	Sewer Fund	Sewer	\$ 45.76
				TOTAL:	\$ 1,476.05
Cummins Northwest	11/28/2017	4th St. Cummins Generator	Sewer Fund	Sewer	\$ 21,860.99
				TOTAL:	\$ 21,860.99
DataVision Cooperative	11/09/2017	October 2017 C/H Telephone	General Fund	Admin	\$ 573.59
	11/09/2017	October 2017 P/D Telephone	General Fund	Police	\$ 115.89
	11/09/2017	October 2017 P/W Telephone	General Fund	Streets	\$ 55.79
	11/09/2017	October 2017 P/W Telephone	Water Fund	Water	\$ 55.80
	11/09/2017	October 2017 P/W Telephone	Sewer Fund	Sewer	\$ 55.80
				TOTAL:	\$ 856.87
De Lage Landen	11/03/2017	November 2017 C/H Copier Lease	General Fund	Admin	\$ 160.00
				TOTAL:	\$ 160.00
G.W. Hardware	11/03/2017	Yellow Traffic Paint	General Fund	Streets	\$ 119.99
	11/03/2017	Yellow Traffic Paint/Rollers	General Fund	Streets	\$ 127.98
	11/03/2017	Clamps/Couplings/Poly Tube	Water Fund	Water	\$ 40.55
				TOTAL:	\$ 288.52
GT Excavating, LLC	11/03/2017	2017 Storm Drain Project	State Tax Street Fund	Street Improvement	\$ 3,081.00
	11/03/2017	2017 Storm Drain Project	Storm Drainage Fund	Storm Drainage	\$ 1,027.00
				TOTAL:	\$ 4,108.00
Gagle's Heating AC & Plumbing	11/09/2017	August 2017 Quarterly Main	General Fund	Admin	\$ 360.00
	11/17/2017	Quarterly HVAC Maintenance	General Fund	Admin	\$ 360.00
				TOTAL:	\$ 720.00
Garten Services, Inc.	11/17/2017	October 2017 Shredding Svcs.	General Fund	Police	\$ 50.00
				TOTAL:	\$ 50.00
Grainger	11/22/2017	Electric Unit Heater	Sewer Fund	Sewer	\$ 419.27
				TOTAL:	\$ 419.27
H.D. Fowler	11/17/2017	3/4" Cartridge Angle Valve	Water Fund	Water	\$ 444.00
				TOTAL:	\$ 444.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Hubbard Chevrolet	11/03/2017	Cooling System - Silverado	General Fund	Streets	\$ 46.61
	11/03/2017	Cooling System - Silverado	Water Fund	Water	\$ 46.61
	11/03/2017	Cooling System - Silverado	Sewer Fund	Sewer	\$ 46.61
				TOTAL:	\$ 139.83
Industrial Welding Supply	11/09/2017	Medium/Large Cylinder Rental	General Fund	Streets	\$ 3.33
	11/09/2017	Medium/Large Cylinder Rental	Water Fund	Water	\$ 3.33
	11/09/2017	Medium/Large Cylinder Rental	Sewer Fund	Sewer	\$ 3.34
				TOTAL:	\$ 10.00
Keith's Sporting Goods, Inc.	11/22/2017	Combo Tool/PMags	General Fund	Police	\$ 83.00
				TOTAL:	\$ 83.00
League of Oregon Cities	11/09/2017	2017 LOC Foundation Donation	General Fund	Admin	\$ 128.25
				TOTAL:	\$ 128.25
Long Bros. Building Supply	10/27/2017	Lumber Putty - Welcome Sign	General Fund	Streets	\$ 5.99
	10/27/2017	4th St. Lift Station Materials	Sewer Fund	Sewer	\$ 108.00
	10/27/2017	4th St. Generator Insulation	Sewer Fund	Sewer	\$ 67.90
	10/27/2017	Tree Farm Drain Line	Sewer Fund	Sewer	\$ 411.25
				TOTAL:	\$ 593.14
Mid-Willamette Valley COG	10/27/2017	September 2017 City Planner	General Fund	Admin	\$ 178.50
				TOTAL:	\$ 178.50
Mission Communications, LLC	10/27/2017	French Prairie Controller	Sewer Fund	Sewer	\$ 347.40
				TOTAL:	\$ 347.40
Moonlight Maintenance	11/03/2017	October 2017 C/H Janitorial	General Fund	Admin	\$ 478.00
				TOTAL:	\$ 478.00
NRC Environmental Services, Inc.	11/17/2017	October 2017 Street Sweeping	General Fund	Streets	\$ 345.00
				TOTAL:	\$ 345.00
NW Natural Gas	11/09/2017	October 2017 C/H Heating	General Fund	Admin	\$ 60.69
	11/09/2017	October 2017 P/G Heating	General Fund	Police	\$ 15.56
				TOTAL:	\$ 76.25
Office Depot Credit Plan	10/27/2017	C/H, P/W Paper Towels/TP	General Fund	Admin	\$ 128.21
	11/22/2017	City Recorder Desktop Computer	General Fund	Admin	\$ 999.99
	11/22/2017	Misc. Office Supplies	General Fund	Admin	\$ 3.92
	10/27/2017	P/D Office Supplies	General Fund	Police	\$ 128.85
	10/27/2017	C/H, P/W Paper Towels/TP	General Fund	Streets	\$ 33.24
	11/22/2017	Misc. Office Supplies	General Fund	Court	\$ 3.92
	10/27/2017	C/H, P/W Paper Towels/TP	Water Fund	Water	\$ 33.24
	11/22/2017	Misc. Office Supplies	Water Fund	Water	\$ 6.61
	10/27/2017	C/H, P/W Paper Towels/TP	Sewer Fund	Sewer	\$ 33.24
	11/22/2017	Misc. Office Supplies	Sewer Fund	Sewer	\$ 6.61

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	\$ 1,377.83
One Call Concepts	11/03/2017	October 2017 Locate Tickets	Water Fund	Water	\$ 15.18
	11/03/2017	October 2017 Locate Tickets	Sewer Fund	Sewer	\$ 15.18
				TOTAL:	\$ 30.36
Oregon Association of Water Utilities	11/03/2017	2017-18 Membership Renewal	Water Fund	Water	\$ 302.16
				TOTAL:	\$ 302.16
Oregon DEQ	11/03/2017	Post Exam Fee - K. Jentzsch	Sewer Fund	Sewer	\$ 50.00
				TOTAL:	\$ 50.00
Oregon Health Authority	11/22/2017	Cross Connection - Robinson	Water Fund	Water	\$ 195.00
				TOTAL:	\$ 195.00
PGE	11/09/2017	524 4th St. Electricity	General Fund	Admin	\$ 18.57
	11/09/2017	592 4th St. Electricity	General Fund	Admin	\$ 587.27
	11/09/2017	115 Douglas Ave. Electricity	General Fund	Streets	\$ 32.75
	11/09/2017	524 4th St. Electricity	General Fund	Streets	\$ 17.67
	11/09/2017	155 9th St. Electricity	General Fund	Streets	\$ 17.03
	11/09/2017	City Street Lights	General Fund	Streets	\$ 1,119.24
	11/09/2017	343 E Hemlock Dr. Electricity	General Fund	Parks Department	\$ 11.45
	11/09/2017	Water Plant Electricity	Water Fund	Water	\$ 1,298.40
	11/09/2017	35 Juniper Ave. Electricity	Water Fund	Water	\$ 299.51
	11/09/2017	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 822.68
	11/09/2017	683 4th St. Electricity	Sewer Fund	Sewer	\$ 200.31
	11/09/2017	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 1,759.76
	11/09/2017	343 E Hemlock Dr. Electricity	Sewer Fund	Sewer	\$ 103.08
				TOTAL:	\$ 6,287.72
Pacific Office Automation	11/03/2017	November 2017 P/D Copier Lease	General Fund	Police	\$ 52.92
				TOTAL:	\$ 52.92
Prier Pipe & Supply, Inc.	11/22/2017	4' Fiberglass Probe	General Fund	Streets	\$ 6.90
	11/22/2017	4' Fiberglass Probe	Water Fund	Water	\$ 6.90
	11/22/2017	4' Fiberglass Probe	Sewer Fund	Sewer	\$ 6.91
	11/22/2017	PVC Pipe/Supplies	Sewer Fund	Sewer	\$ 59.96
				TOTAL:	\$ 80.67
Ryan Herco Flow Solutions	11/22/2017	1/4" 3/8" GRPR Nuts	Water Fund	Water	\$ 2.34
	11/22/2017	1/4" 3/8" GRPR Nuts	Sewer Fund	Sewer	\$ 2.35
				TOTAL:	\$ 4.69
SOS Lock Services	11/22/2017	Conf. Room Master Lock Svcs.	General Fund	Police	\$ 100.00
				TOTAL:	\$ 100.00
Salem Printing & Blueprint, Inc.	11/09/2017	City Wall Maps/Laminating	General Fund	Police	\$ 271.00
				TOTAL:	\$ 271.00

Council Check Report, October 26 - November 29, 2017

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
San Diego Police Equipment, Co.	10/27/2017	.223 Ammo 55gr (6 boxes)	General Fund	Police	\$ 1,008.00
				TOTAL:	\$ 1,008.00
Sprint	10/27/2017	October 2017 P/D Data	General Fund	Police	\$ 50.36
				TOTAL:	\$ 50.36
Stanley Convergent Security Solutions	11/09/2017	Water Plant Service Call	Water Fund	Water	\$ 263.60
				TOTAL:	\$ 263.60
Tetra Tech, Inc.	10/27/2017	Elm Ave./3rd St. Drain Project	State Tax Street F	Street Improvement	\$ 511.01
	10/27/2017	Elm Ave./3rd St. Drain Project	Storm Drainage	Storm Drainage	\$ 170.34
				TOTAL:	\$ 681.35
Tyler Technologies Incode Division	11/22/2017	12/17-11/17 Core Financials	General Fund	Admin	\$ 582.77
	11/22/2017	12/17-11/17 Core Financials	General Fund	Police	\$ 582.77
	11/22/2017	12/17-11/17 Core Financials	General Fund	Court	\$ 582.77
	11/22/2017	12/17-11/17 Core Financials	Water Fund	Water	\$ 582.78
	11/22/2017	12/17-11/17 Core Financials	Sewer Fund	Sewer	\$ 582.78
	11/22/2017	12/17-11/17 Core Financials	Storm Drainage	Storm Drainage	\$ 582.78
				TOTAL:	\$ 3,496.65
Ultrex Business Solutions	11/03/2017	October 2017 C/H Copier Usage	General Fund	Admin	\$ 15.00
				TOTAL:	\$ 15.00
Verizon Wireless	11/17/2017	Oct. 2017 P/D Cell Phone/Data	General Fund	Police	\$ 422.29
	11/03/2017	October 2017 P/W Cell Phone	General Fund	Streets	\$ 46.06
	11/03/2017	October 2017 P/W Cell Phone	Water Fund	Water	\$ 46.06
	11/03/2017	October 2017 P/W Cell Phone	Sewer Fund	Sewer	\$ 46.07
				TOTAL:	\$ 560.48
Waterlab Corp.	10/27/2017	Water/Wastewater Testing	Water Fund	Water	\$ 105.00
	11/22/2017	Water/Wastewater Testing	Water Fund	Water	\$ 70.00
	10/27/2017	Water/Wastewater Testing	Sewer Fund	Sewer	\$ 737.50
	11/22/2017	Water/Wastewater Testing	Sewer Fund	Sewer	\$ 680.00
				TOTAL:	\$ 1,592.50
Xylem Water Solutions U.S.A., Inc.	11/17/2017	4th St. Lift Station Pump Repairs	Sewer Fund	Sewer	\$ 2,013.00
				TOTAL:	\$ 2,013.00
				GRAND TOTAL:	\$ 123,113.55

General Fund	\$ 22,828.97
State Tax Street Fund	\$ 3,592.01
Water Fund	\$ 4,721.51
Sewer Fund	\$ 30,778.63
Storm Drain Fund	\$ 1,780.12
Debt - Sewer Fund	\$ 59,412.31
Total	\$ 123,113.55



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

60a

LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).

APPLICATION: Application is being made for:

- ☐ Brewery
☐ Brewery-Public House
☐ Distillery
☐ Full On-Premises, Commercial
☐ Full On-Premises, Caterer
☐ Full On-Premises, Passenger Carrier
☐ Full On-Premises, Other Public Location
☐ Full On-Premises, Nonprofit Private Club
☐ Full On-Premises, For-Profit Private Club
☐ Grower Sales Privilege
☐ Limited On-Premises
☒ Off-Premises
☐ Off-Premises with Fuel Pumps
☐ Warehouse
☐ Wholesale Malt Beverage & Wine (WMBW)
☐ Winery

CITY AND COUNTY USE ONLY

Date application received _____

Name of City or County _____

Recommends this license be ____ Granted ____ Denied

By _____

Date _____

OLCC USE

Application received by W. S. MandyDate 11-9-17

License Action:

New Outlet

1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:

Applicant #1

DG Retail LLC

Applicant #2

Applicant #3

Applicant #4

2. Trade Name of the Business (the name customers will see):

Dollar General Store #17553

3. Business Location: Number and Street 415 E Douglas Ave

City Gervais

County Marion

ZIP 97026

4. Is the business at this location currently licensed by the OLCC? ☐ Yes ☒ No

5. Mailing Address (where the OLCC will send your mail):

PO Box, Number, Street, Rural Route 100 Mission Ridge/Attn:Tax Department

City Goodlettsville

State TN

ZIP 37072

6. Phone Number of the Business Location: TBD

7. Contact Person for this Application:

Name Duke Tufty

Phone Number 503-718-2310

Mailing Address, City, State, ZIP

123 NE Third Ave., Suite 310, Portland, OR 97232

Email duke@nwalcoholaw.com

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1

Signature of Applicant #2

RECEIVED

OREGON LIQUOR CONTROL COMMISSION

Signature of Applicant #3

Signature of Applicant #4

NOV 09 2017

SALEM REGIONAL OFFICE
OLCC Liquor License Application (Rev. 06/2017)

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: DG Retail, LLC Year Filed: 2005

Trade Name (dba): Dollar General

Business Location Address: _____

City: _____ ZIP Code: _____

List Members of LLC:

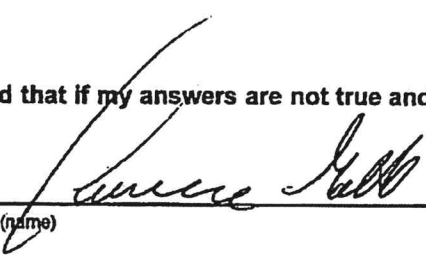
Percentage of Membership Interest:

- | | |
|--|--------------------------|
| 1. _____
(managing member) | _____ |
| 2. <u>DG Promotions, Inc.</u>
(members) | <u>100%</u> |
| 3. <u>Larry Gatta - Sr. VP & General Merchandise Manager</u> | <u>0% (not a member)</u> |
| 4. <u>Jason Reiser - Chief Merchandising Officer and Sec.</u> | <u>0% (not a member)</u> |
| 5. _____ | _____ |
| 6. _____ | _____ |

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: N/A DOB: N/A

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature:  Date: 10.31.17
(name) (title)



OREGON LIQUOR CONTROL COMMISSION
CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: DG Promotions, Inc. Year Incorporated: 1999

Trade Name (dba): Dollar General

Business Location Address: _____

City: _____ ZIP Code: _____

List Corporate Officers:

<u>Steven R. Deckard</u>	<u>Chief Executive Officer</u>
(name)	(title)
<u>John William Garratt</u>	<u>Chief Financial Officer</u>
<u>Jason Reiser</u>	<u>Chief Merchandising Officer and Secretary</u>
_____	_____
_____	_____

List Board of Directors:

John William Garratt

(name)

Robert D. Ravener

Rhonda M. Taylor

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

<u>Stockholders:</u>	<u>Number of Shares Held:</u>	Number of Stock Shares:
<u>Dollar General Corporation</u>	<u>100</u>	Issued: <u>100</u>
_____	_____	Unissued: <u>N/A</u>
_____	_____	Total Shares Authorized to Issue: <u>100</u>
_____	_____	_____

Server Education Designee: N/A **DOB:** N/A

(See Liquor License Application Guide for more information)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Officer's Signature: [Signature] Date: 10.31.17

(name) (title)



OREGON LIQUOR CONTROL COMMISSION

Print Form

STATEMENT OF FUNDING SOURCES*Please Print or Type*

Each person who invests money in this licensed business must complete this form which will become a part of the permanent file. The information must be printed legibly in ink or typed.

☒ **New outlet, change of ownership, change of location**

Not including amounts you will owe on contract, what is the approximate total amount you will put into this business to buy or start it up? (For example: advance rent payment, down payments on contracts, buying inventory, remodeling, city and licensing fees, purchasing stock in a corporation or membership interest in an LLC.)

Total \$ 1,801,379.00

OR

☐ **Change to existing license** (greater privilege, additional privilege, change in legal entity, extension of premises, remodel)

What is the approximate total amount you will put into making the change you are requesting? (For example: buying inventory, remodeling, city and licensing fees, purchasing stock in a corporation or membership interest in an LLC.)

Total \$

Identify where you got your investment money. List the full name of the bank, lender, or person who loaned or gave you money. The total in this section should be equal to, or more than, the total amount listed above.

Corporate funds (funds ultimately come from corporate funds from

\$ 1,801,379.00

the publicly traded parent company Dollar General Corporation)

\$

\$

\$

Sworn Statement: I swear the above information is true, accurate and complete. I understand that the OLCC may require me to give proof of the above information and that if the information is not true, accurate or complete the OLCC may prosecute me criminally for False Swearing under ORS 162.075. The OLCC may also refuse to grant my license application or if the license is granted may act to revoke my license based on a false sworn statement.

Trade Name (d.b.a.) Dollar General Store #17553

City Gervais

Printed Name Larry Gatta

Signature

Date 10/9/17

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 05/10)



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: DG Retail, LLC Phone: 615-855-4000

Trade Name (dba): Dollar General Store #17553

Business Location Address: 415 E. Douglas Ave.

City: Gervais ZIP Code: 97026

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 8:00am to 10:00pm
Monday 8:00am to 10:00pm
Tuesday 8:00am to 10:00pm
Wednesday 8:00am to 10:00pm
Thursday 8:00am to 10:00pm
Friday 8:00am to 10:00pm
Saturday 8:00am to 10:00pm

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☒ Yes ☐ No If yes, explain: Possible extended hours during holiday season

ENTERTAINMENT

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 10/9/17

1-800-452-OLCC (6522)

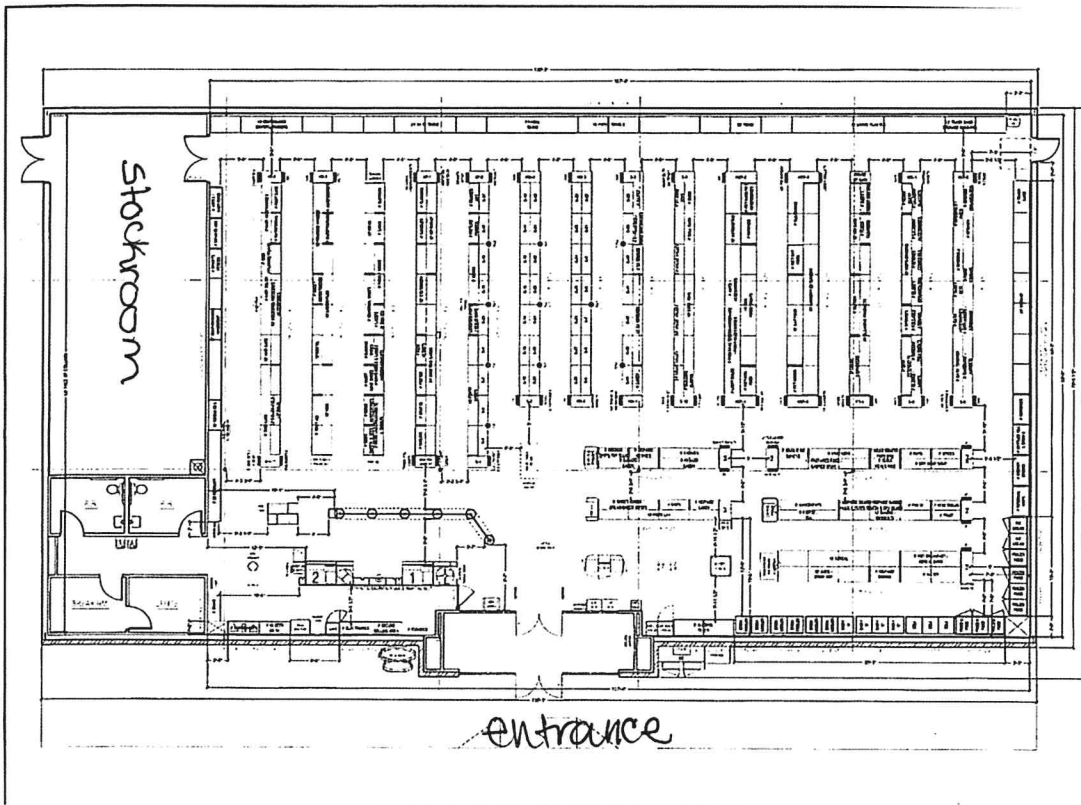
www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



DG Retail, LLC

Applicant Name

Dollar General Store #17553

Trade Name (dba):

Gervais

City and ZIP Code

97026

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 09/12)



CITY OF GERVAIS

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

66

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

Date: November 30, 2017

To: Mayor and City Council

From: Susie Marston, City Manager *sm*

Re: Surplus Generators

The City has five generators that are requested to be declared as surplus by the city council. These generators were components of the wastewater system, and have been replaced by new generators. Once they are declared as surplus, staff will advertise and sell them. Proceeds will be returned to the Wastewater Fund.

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

600

RESOLUTION NO. 17-013

**ADOPTING THE 2017-18 SUPPLEMENTAL BUDGET FOR THE GENERAL FUND
APPROPRIATING STATE MARIJUANA TAX DISTRIBUTION**

WHEREAS the City of Gervais received additional marijuana tax, where the amount of funding was unknown at the time the budget was adopted for fiscal year 2017-18; and,

WHEREAS, ORS 294.471 allows a local government to prepare a supplemental budget when unexpected funds are made available by another unit of federal, state or local government; and,

WHEREAS when adjustments are ten percent or less of a fund's total expenditures, the supplemental budget may be adopted by resolution at a regular council meeting; and,

WHEREAS, the council held a regular council meeting on December 7, 2017, where the proposed supplemental budget was considered; and,

NOW, THEREFORE, THE CITY OF GERVAIS RESOLVES AS FOLLOWS: A supplemental budget to the 2017-18 adopted budget is hereby adopted and the appropriations approved as follows:

	Adopted Budget 2017-18	Supplemental Budget	Revised Budget 2017-18
General Fund			
Revenue			
Marijuana Tax	100.00	7,700.00	7,800.00
Total Revenue	\$ 100.00	\$ 7,700.00	\$ 7,800.00
Expenditures			
Materials & Services	281,090.00	7,700.00	288,790.00
Total Expenditures	\$ 281,090.00	\$ 7,700.00	\$ 288,790.00

Increased appropriations are for the Police Department, Repair and Maintenance. The theory behind distributing state marijuana tax to local jurisdictions is to offset the increased operating costs of police departments as a result of the increased demand the lawful use of recreational marijuana could place on the need to provide public safety.

Duly passed by the Gervais City Council this 7th day of December, 2017.

Shanti Platt, Mayor

ATTEST:

Tim Rhyne, City Recorder



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: November 30, 2017

To: Susie Marston, City Manager

From:  Peter Spirup, Chief of Police

Subject: **City Council Report for November 2017**

This report covers the period of October 26 through November 29, 2017.

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

1. Officer worked with Gervais High School on a number of truancy citations
2. We investigated a case of MIP – alcohol at Gervais Middle School
3. Officers caught and transported two pit bull terriers to animal control after they chased a lady down the road. We could not identify the owners.
4. We conducted follow up investigation of a car that was stolen in Gervais and recovered in Salem.
5. An officer investigated a car break in where a child's Kindle tablet was stolen.
6. An officer was involved in a pursuit after he checked car for speeding on Douglas Avenue. When the officer stopped the car and walked up to the vehicle, the vehicle took off. The officer ended the pursuit when they entered a construction zone at the Woodburn city limits on Boones Ferry Rd. The officer found the vehicle abandoned a short time later. The vehicle had been stolen from Cheetah's in Salem. Salem Police recovered a stolen Subaru that was stolen in Woodburn at Cheetah's. It is believe the individuals our officer chased stole the Subaru in Woodburn, drove it to Cheetah's and then stole the car we chased back to Woodburn.
7. We investigated a situation where a student at Sam Brown Academy made threats related to firearms.
8. We conducted a welfare check of a grandmother whose grandson has a history of physical abuse and possible drug use.
9. Officers investigated a sex abuse and arrested the adult brother who abused his juvenile sister.

10. We issued a land lord a citation for 8 counts of junk and discarded vehicles under the municipal code after an extended period trying to get a property cleaned up.
11. We investigated 2 DHS cross reports related to possible use of meth in homes around children.
12. Officers conducted a welfare check of a family reportedly living in a garage without heat.
13. We were involved in two threat assessments at the school district related to students making threats about guns.
14. Officers with the assistance of the sheriff's office are investigating a suspicious death. A body was found at the Gervais public works ponds. The investigation continues.
15. An officer investigated a reported burglary at the old Fiber Fab facility. The circumstances are very similar to a burglary that occurred at the same location several months ago.
16. We investigated the aggravated theft of over 15,000 dollars of shower enclosures taken from the Fiber Fab lot.

General comments:

1. Officer Palmer is progressing through his training and has entered phase 2. We are hoping he will be ready for solo patrol by February.
2. Lt. Chase and I participated in a meeting with the school district to clarify the process for dealing with truancy citations.
3. We continue to be short staff with the ongoing absence of an officer related to a worker's comp case.
4. I have been participating in ongoing meetings related to a new law that will require police departments to collect data about stops. This has to do with concerns about racial profiling. I represent a small agency for the chief's association.
5. Lt. Chase will be participating in a committee that will be helping the county department of health identify service needs and plan services. This is a great opportunity for us to have input about issues we face in Gervais.

Gervais Public Works

Monthly Report

November 2017

It is the time of year that we move from weeds to leaves. They just seem to keep falling but we are getting a handle on them.

We have our new generator installed and operational on 4th Street. We had to remove the south wall in order to get the old one out and the new one in. We had quite a bit of work on our end getting the exhaust plumbed in and some of the monitoring equipment moved away from the parts that put out a considerable amount of heat. Creation electric was right there when we needed them and had it up and running in just a few days. The weather was a little sketchy, but everything went just as we planned.

For several years now, we have been concerned about the trees on the lot across the street from City Hall. The poplar trees all around town have some kind of disease and they are all dying off. Two or three times a year we have had to clean up limbs and branches that have fallen on the street and sidewalks. The most recent was a few weeks back that actually got hung up on the power lines knocking out the power to the lift station. The owner of the property, Mr. Kelly, had a tree service come in last week and they removed the troublesome trees.

Dollar General will be having their grand opening Saturday December 2nd at 8:00 AM and the Christmas ceremony will be happening later on that day as well. Hope all of you can find the time to come on down and show your support!!!