

**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 OCTOBER 1, 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

Others Present: Please see the meeting log sheet for other attendees.

4. Announcements/Additions

a. Additions/deletions to the agenda

1) Susie Marston stated that item 9(a) should be deleted since the amount in the supplemental budget is more than 10% of the expenditures. Because of this, a public hearing will first be needed to move forward with the supplemental budget.

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 September 3, 2020 Regular Session

b. Approval of bill list for August 26 – September 23, 2020

Requested Action: Motion to approve the October 1st, 2020 consent calendar as presented.

Councilor Wagner made a motion to adopt the October 1st 2020 consent calendar as presented. Seconded by Councilor Bartch. Motion is unanimously carried and so moved.

7. Presentations

a. Recognition of Wurdinger Excavation for response to Gervais house fire

Woodburn Fire Chief, Joe Budge, came before the council to inform them of an incident in Gervais where Wurdinger Excavation responded to a house fire. Woodburn Fire was able to respond to the fire, but the situation would have been much worse had not Wurdinger Excavation provided aid with their water truck. Chief Budge presented awards to Wurdinger Excavation for their service. Chief Chase mentioned that the Wurdinger staff were unable to attend the meeting tonight. He read the commendation award aloud for those present.

- b. Recognition of Mayor Shanti Platt – Jackie Franke, Chair, Mid-Willamette Valley Council of Governments Board

Jackie Franke spoke to the council in recognition of the years of service that Mayor Platt has contributed to Gervais and other organizations. Renata Wakely also spoke about her experience working with Mayor Platt and her appreciation for her.

8. Public Hearing – None noted

9. Action Items

- ~~a. Adopt Resolution 20-012, Adopting the 2020-21 supplemental budget to make appropriations in the General Fund and Police Vehicle Replacement Fund~~

10. New Business

- a. Consider Information on Proposed City Manager Salary Schedule

Mayor Platt spoke about the proposed City Manager salary schedule and reminded the council that they had requested more information in order to have this discussion. That information has been provided for this meeting. All of the City employees have a defined salary schedule except for the City Manager. The council held a discussion about the proposed salary schedule. Councilor Harvey asked Susie Marston about her current salary level. Mayor Platt responded that Susie's current salary is \$90,131. The proposed top step would be at about \$103,000. Susie has been City Manager for about 7 years. She was City Recorder for 6 years prior to being City Manager. Councilor Harvey asked if Susie would be at the top step of \$103,000 and Susie replied that it would be up to the council to make that decision. Councilor Bartch asked what the percentage increase was between steps.

Susie explained how the pay range was created and replied that each step increase is 5%. Mayor Platt spoke about the role of city managers in relation to each city. She also stated that this topic has been brought up before and has not moved forward. Councilor Harvey asked why Donald and Hubbard weren't listed on the comparison. Susie stated that Donald has a much smaller population and that Hubbard doesn't have a city manager. Councilor Wagner stated that many of the managers on the comparison have been with their cities for less time and are paid much more. Councilor Harvey stated that they might be paid more because of differences in their education. He also said he didn't know Susie's level of education and would like to possibly see that more information about that. Mayor Platt said that kind of information is good to request when interviewing an applicant. Councilor Harvey asked that this discussion be moved to a work session. Councilor Gregory agreed. Mayor Platt asked that the council request any information well in advance of the work session. Susie suggested holding the work session on the third Thursday of October, the 15th.

Councilor Harvey made a motion to table the discussion of a salary schedule for the City Manager position to a work session, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

The council gave consensus to hold the work session on October 15th, 2020 at 7:00 PM. Susie requested that any questions the council may have be sent to her by Monday, October 5th. Mayor Platt suggested supplying a copy of her job description to the councilors in preparation for the work session.

11. Staff Reports:

a. City Manager

Susie spoke about the local wildfires and thanked Chief Joe Budge for his assistance in keeping Gervais updated during the very stressful time. She also thanked Chief Chase for keeping the department Facebook page updated with information about the wildfires.

On the note of fire services, there have been recent discussions between Gervais and the Woodburn Fire District about creating a place to house a fire apparatus within Gervais city limits. Chief Budge spoke to the council about the need for having local fire coverage for Gervais. Talks will continue to determine if there is a place to store an apparatus in the City. There was brief discussion about how the Gervais station would be staffed. Councilor Barch asked if there was a plan in place to recruit for volunteers.

The Ivy Woods Estates infrastructure is completed at this point and paving will commence in the next week or so. The final plat for the subdivision has been submitted and is under review. It should be ready for the approval of the council by December. Susie updated the council on some sidewalk changes on Grove Avenue where it enters into the Ivy Woods Subdivision.

Susie told the council that Charles Palmer is no longer employed by the City.

b. Police Department

Chief Chase gave details on service calls from the past month. The Chief also updated the council on the status of the D.A.R.E. program as it moves to an online system. Lt. Seibel is working on converting the information to a digital format.

In light of COVID-19, the Chief spoke about an agreement for continuing service in the school district. Chief Chase also extended his thanks to Chief Budge for his support during the wildfire situation. The Chief stated that officers are covering Donald on various days and only when there is coverage in Gervais. He thanked the council for their support of the department in the ongoing work in Donald. The Chief also spoke about Trust Edge training that is intended to increase the level of trust between the citizens and police department.

c. Public Works

Superintendent John Robinson was not present for the meeting, but Susie Marston mentioned that a water pressure test was conducted at the new subdivision and the test results were very good.

12. Business from the Mayor or Council

Mayor Platt asked for a moment of silence for those affected by the forest fires. She told the council about a program being organized by Santiam Hospital and the Knights of Columbus to provide aid to those affected by the wildfires. The Mayor handed out the information for those who are interested in donating. Councilor Wagner spoke about the status of some of the families affected by the wildfires and stated that many families simply needed basics such as blankets.

The Mayor contacted Republic Services about arranging a city-wide cleanup and they stated they would be happy to help out. The council agreed to postpone the cleanup until spring 2021 to see how the COVID-19 situation is progressing.

Lastly, Mayor Platt asked that the council make a formal motion to approve the creating of an official Parks & Rec committee.

Councilor Wagner made a motion to allow Mayor Platt to begin creation of a Parks & Rec committee. Seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

13. Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- a. The executive session was opened at 8:01 PM to discuss the annual performance review of the City Manager.
- b. The executive session was closed at 8:45 PM.

14. Adjourn

The meeting was adjourned at 8:46 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON OCTOBER 1, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor