

**MINUTES OF THE SPECIAL MEETING OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL AT 7:00 PM ON JULY 16, 2020**

1. Call to Order – The meeting was called to order at 7:07 PM.
2. Pledge of Allegiance – 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 John Harvey	Absent, excused

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

Others Present: Lisa Trauernicht – Marion County; Heidi Bell, City Manager – City of Donald; Brad Oxford, Mayor – City of Donald

4. Pledge of Allegiance
 - a. The pledge of allegiance was recited.
5. Announcements/Appointments
 - a. Additions/deletions to the agenda
 - 1) None noted
6. 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.
7. Consent Calendar:
 - a. Approval of the minutes of the June 4, 2020 Regular Session
 - b. Approval of the minutes of the June 18, 2020 Work Session
 - c. Approval of bill list for May 28 – June 24, 2020

Councilor Wagner made a motion to approve the July 16, 2020 consent calendar as presented, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

8. Public Hearing
 - a. None Noted

9. Action Items

- a. Adopt Cooperation Agreement for Community Development Block Grant (CDBG) Funds for Three Federal Fiscal Years 2021-2023

Susie introduced Lisa Trauernicht from Marion County and explained the Marion County CDBG Program that could serve the City of Gervais. Lisa gave further information regarding the Program. The CDBG Program through Marion County allows the County to determine needs that are specific to cities inside Marion County. She explained some of the needs that can be addressed by grant funding available through the Program. It is not guaranteed that Gervais will receive the funds, and since Gervais is part of the CDBG program it cannot apply for State CDBG funding. Mayor Platt asked whether suggestions are being taken on how the grant funding will be used. Lisa responded that suggestions for how funding will be spent will be taken during a future step of the program. There was discussion about spending grant funds on historical properties within cities.

Councilor Wagner made a motion to approve Cooperation Agreement for Community Development Block Grant (CDBG) funds for three Federal Fiscal Years 2021-2023, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

- b. Adopt Intergovernmental Agreement between Gervais School District #1 and the City of Gervais to Collect and Remit Construction Excise Tax

Susie explained that Gervais School District is increasing its School Excise Tax rate from \$1.00 to \$1.39 per square foot for residential properties and from \$.50 to \$.69 per square foot for commercial properties. Gervais already had an IGA for the prior rates, but the district sent an updated IGA in light of the rate increase.

Councilor Wagner made a motion to adopt Intergovernmental Agreement between Gervais School District #1 and the City of Gervais to collect and remit construction excise tax. Seconded by Councilor Gregory. Motion is unanimously carried and so moved.

- c. Adopt Intergovernmental Agreement – COVID-19 Prevention Program for Vulnerable Populations – Between Marion County and City of Gervais

Susie stated that the purpose of this IGA is to provide reimbursement for COVID-19 expenses.

Councilor Wagner made a motion to adopt Intergovernmental Agreement – COVID-19 Prevention Program for Vulnerable Populations – Between Marion County and City of Gervais, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

- d. Approve Mid-Willamette Valley COG Land Use Planning Contract

This contract with the COG is updated each year. This year is a regular update with an increase to the hourly city planner rate of \$3. The contract also lists other services that are offered by the COG including city planner, recruiting, legal, goal-setting and other miscellaneous technical services. They also assist with grants and GIS mapping.

Councilor Gregory made a motion to approve the Mid-Willamette Valley COG Land Use

Planning Contract, seconded by Councilor Wagner. Motion is unanimously carried and so moved.

e. Arbor Day Proclamation

Mayor Platt read the Arbor Day Proclamation and formally proclaimed July 16, 2020 as Arbor Day in Gervais.

f. Surplus Public Works Mower

John Robinson informed the council that the large zero-turn mower needs to have the mow deck replaced at a cost of approximately \$2500. He requested that the smaller zero-turn mower be surplus and sold to make the necessary repairs to the larger zero-turn mower. The smaller mower is not necessary in light of Public Works purchasing a large mow tractor.

Councilor Gregory made a motion to surplus the Public Works mower, seconded by Councilor Wagner. Motion is unanimously carried and so moved.

g. Request to Lease to Purchase Police Ford SUV

Chief Chase supplied a memo to the Council with information regarding costs for purchasing a new Police SUV through a lease-to-purchase program. The cost is lower since the cost is spread out over several years. This purchase is being requested since the Dodge Charger has required larger recent repairs and has approximately 100,000 miles. New police vehicles are difficult to find in light of manufacturing delays from COVID-19 and in higher demand due to national increase of damage to police vehicles. Thankfully, the Police Department was able to locate an appropriate vehicle for purchase at a Ford dealership in Kansas. There was a brief discussion about purchase options for (4) or (5) year lease programs. Chief Chase recommended a (5) year lease-to-purchase plan. The vehicle could be purchased early if necessary. Susie supported the plan to lease-to-purchase in light of the condition of the Dodge Charger and lack of available police vehicles to purchase.

Councilor Gregory made a motion to purchase the Police Ford SUV using the 2nd purchase option. Seconded by Councilor Wagner. Motion is unanimously carried and so moved.

h. Resolution No. 20-009 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 prior to the June meeting the Council had been updating the declaration of emergency at each meeting. This resolution should have been on the June agenda and is now on this agenda to be approved. Susie anticipates that another resolution will be brought to the August meeting. The resolution should be approved by title.

Councilor Wagner made a motion to approve Resolution No. 20-009, 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 Gregory. Motion is unanimously carried and so moved.

10. New Business

- a. Discussion on IGA between City of Donald and City of Gervais for Police Services

Mayor Brad Oxford of the City of Donald came before the council to discuss the proposition for Gervais to provide contracted police services to the City of Donald. He spoke about the high costs of police services and his concerns about police coverage in Donald. The current police contract in Donald is with Marion County Sheriff and is completely provided on an overtime basis for Marion County officers. This has led to a lack of coverage when officers choose not to take overtime shifts in Donald.

Mayor Platt asked about the effect this contract would have on Gervais police coverage. Chief Chase talked about the coverage changes in Gervais as well as the increased revenue that would come from the contract. This contract would give much improved police coverage to Donald; there has been no police coverage in Donald for the past four months. The Chief stated that by Gervais and Donald joining together, the cost of an officer would be shared between the two cities. Councilor Gregory said that people in Gervais have been concerned about police response time with this type of contract in place. Chief Chase said that Donald would not be patrolled without Gervais being covered at the same time. He discussed how the scheduling would work and also spoke about traffic grants that could be applied for. There was brief discussion about the proposed contract and the need for cooperation among cities.

Susie mentioned that the proposed agreement had not yet been reviewed by the City Attorney and suggested that any motion that is made should include wording that reflects that.

Councilor Wagner made a motion to adopt the IGA between the City of Donald and City of Gervais for Police Services and giving the Mayor and City Manager authority to sign, upon the review and approval of the City Attorney. Seconded by Councilor Gregory. Motion is unanimously carried and so moved.

- b. Identify highest and lowest League of Oregon Cities (LOC) Legislative Priorities

Susie and the council discussed and chose the highest and lowest priorities from the list of LOC Legislative Priorities. After council discussion, the items chosen as priorities for Gervais are as follows:

- 1) Mental health service delivery (Q)
- 2) State highway funds formula (X)
- 3) Infrastructure financing and resilience (J)
- 4) COVID-19 economic recovery investments (D)

11. Staff Reports:

- a. City Manager

Susie reminded the council about the vacant council position and stated that the remaining council members need to appoint someone to fill the position through the end of the current year. After the current year, anyone who is interested in filling the vacant council position would

need to run in the general election. Including Councilor Leiva's vacant position, there will be four council positions and the mayor position up for election at the November general election. Election packets are available online and at City Hall. The deadline to file is August 25th. Susie submitted an application for the annual SCA Grant with the goal to improve between 7th and 8th Streets. There was a brief discussion about the traffic concerns at Ivy and 8th Street. Susie will also be applying for the Safe Routes to School grant.

The City is currently disputing the final billing for the 4th Street improvement with Jackson Industries. The dispute involves change orders and alleged downtime for the Jackson crew.

Susie spoke about Officer Tanya Virula and stated that the current bargaining contract stipulates that a temporary police employee be given benefits if working for more than 90 days. Since Tanya has been working more than 90 days, Susie is requesting to hire Tanya on a full-time temporary basis until the police staffing is at an adequate level.

b. Police Department

Chief Chase announced to the council that Gervais has been funded by the COPS Grant up to \$125,000 for three years to fund an SRO police position in Gervais. It remains to have the Gervais School District to fund the difference of the cost of the position. Superintendent Dandy Stevens stated that the district still wants to help fund the SRO position, but at a 37% reduction due to lost funding from COVID-19. After funding is secured, the City would come to the council for approval to add the new SRO position.

The Chief updated the council on recent police activity and spoke about difficulties with policing during COVID-19. There was discussion among the council with the Chief about increases in crime over the past few months. There was also brief discussion about PPE and cleaning supplies at City Hall. Councilor Gonzalez asked about gun fire outside of town to the North. Chief Chase responded to Councilor Gonzalez and apologized that his recent experience with the dispatch center was less than optimal.

c. Public Works

John Robinson stated that infrastructure updates relating to the Ivy Woods Estates are nearly completed. John also supplied three bids to the council for a new tractor, one from Case, Bobcat and John Deere. The Bobcat is the least expense but is a Korean tractor and parts may not be readily available as needed. John recommended purchasing the John Deere since parts are readily available and service centers are very close by. The council approved the purchase of the John Deere tractor.

Mayor Platt asked about who is responsible for mowing the grass in the public right-of-way in front of homes. The council and staff talked about maintaining right-of-ways throughout Gervais.

12. Business from the Mayor or Council

Councilor Wagner asked whether anyone had seen a dog that was chained up on a very short chain. Mayor Platt stated that the council members should contact the Mayor directly if they will not be able to

attend council meetings.

Mayor Platt mentioned that Susie's performance review was overdue. Since Sean O'Day is no longer with the COG, the council needs to determine a method for giving Susie her review. Mayor Platt spoke about the need for creating a salary schedule for the City Manager.

13. Adjourn

The meeting was adjourned at 9:18 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON JULY 16, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor

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