

**MINUTES OF THE WORK SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL AT 7:00 PM ON OCTOBER 15, 2020**

1. Call to Order

Mayor Shanti Platt called the meeting to order at 7:01 pm. Mayor Platt asked Council President Gregory to officiate the meeting.

2. Pledge of Allegiance

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 (via phone)

4. Announcements/Additions

a. Additions/deletions to the agenda

- 1) Mayor Platt briefly updated the council on the status of the annual city-wide cleanup. Republic Services will hold a date for the 2021 Gervais cleanup. The 2021 cleanup will be different in that Gervais residents will take their loads from Gervais to the Woodburn Republic Services location. The dumpsters will not be located in Gervais.

5. New Business

a. Discussion on Proposed City Manager Salary Schedule

The council held a discussion about creating a salary schedule for the City Manager position. Councilor Harvey began the discussion by asking Susie if she was happy here working for the City of Gervais. Susie replied that she was happy but wanted the conversation to be about the salary schedule and not about herself. She stated she is happy to answer any questions from the council. Councilor Harvey said that the discussion has to relate to Susie since it will affect her salary. Regarding the information that was provided to the council, Councilor Harvey then spoke about the average length of service for a city manager and asked Susie how long she was planning to be working at Gervais. Susie replied that she couldn't be sure but was planning to be at Gervais for the foreseeable future. Councilor Harvey replied that since Susie is planning to stay with Gervais that this salary schedule could be done at any other time. Mayor Platt stated that the topic of the City Manager salary schedule had been brought up at several other times. Councilor Harvey then asked Susie if she felt that the people of Gervais have been fair with her up to this point. Susie replied that she had no reason not to feel that they haven't been fair.

Councilor Harvey then asked Susie how much of a pay increase she has received since she started with Gervais. Susie replied that she had received two pay increases in the 7 years as City Manager, about 15%. He replied that the amount was probably around \$20,000 and that he felt it was a pretty good raise for that amount of time. He voiced his opinion that the people in Gervais have been pretty fair and have been paying all the employees generously. Mayor Platt stated that this topic has come up since every employee except the City Manager is on a fixed pay scale. She also said that the City Manager shouldn't have to come to the council for a raise if she is doing her job properly. There was brief discussion about when an employee should receive a raise. Councilor Harvey stated that he thinks that the proposed pay scale is too high.

There was further discussion about pay increases and cost of living increases. Councilor Gregory stated that the information provided does not show the total budget amount for the compared cities. Susie stated that she provided three different job descriptions from other cities that would support the pay scale. She mentioned that the structure of the city plays a role in the responsibility of the city manager. In response to a question from the Mayor, the council responded that they think the job description for Gervais accurately reflects the job duties of the City Manager. Council Wagner and Bartch spoke in support of creating a salary schedule and stated that not having a salary schedule would make it difficult to hire a future city manager for Gervais. There was discussion among the council about coming to an agreement on a salary schedule. The council asked for further information prior to making a decision such as city population, number of employees being supervised and which department the city has under the manager. Please listen to the audio file for more information.

The council agreed to hold a work session on December 17th, 2020 at 6:30 PM to continue the discussion.

6. Adjourn

The meeting was adjourned at 7:36 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON OCTOBER 15, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor