

**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 NOVEMBER 5, 2020**

1. Call to Order – The meeting was called to order at 7:00 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	Absent
Councilor Diana Bartch	Present
Councilor John Harvey	Present

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

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

4. Announcements/Additions

a. Additions/deletions to the agenda

1) None noted

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 October 1, 2020 Regular Session

b. Approval of the minutes of the October 15, 2020 Work Session

c. Approval of bill list for September 24 – October 28, 2020

***Councilor Wagner made a motion to approve the November 5, 2020 Consent Calendar as presented, seconded by Councilor Bartch. Motion is unanimously carried and so moved.***

7. Presentations – None noted

8. Public Hearing

a. Public Hearing to approve 2020-21 Supplemental Budget to Make Appropriations in the General Fund and Police Vehicle Replacement Fund

- 1) Open public hearing and note time for the record
  - The public hearing was opened at 7:02 PM.
- 2) Declaration of ex parte contact or conflict of interest
  - None noted
- 3) Staff Report
  - Chief Chase noted that Resolution 20-012 makes allocation of funds to the General Fund and Police Vehicle Replacement Fund. These funds come from the contract with the City of Donald to provide police services in the amount of \$50,000. Of the \$50,000 being received, \$25,000 will go to the General Fund for salaries and \$25,000 will go to the Police Vehicle Replacement Fund. There was a brief discussion about how the City of Donald is billed for the police services.
- 4) Proponents presentation
  - None noted
- 5) Opponents presentation
  - None noted
- 6) Proponents rebuttal
  - None noted
- 7) Staff summary
  - Chief Chase noted that a motion is needed including the title of the resolution to approve the supplemental budget.
- 8) Close public hearing
  - The public hearing was closed at 7:07 PM.
- 9) Council discussion
  - Councilor Bartch asked what the agreement was if Gervais did not receive the full \$50,000. Chief said the hope was to not spend much of the \$50,000 if possible.
- 10) Motion to adopt Resolution 20-012, Supplemental Budget to Make Appropriations in the General Fund and Police Vehicle Replacement Fund

***Councilor Wagner made a motion to adopt Resolution 20-012, Supplemental Budget to Make Appropriations in the General Fund and Police Vehicle Replacement Fund. Motion seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.***

#### 9. Action Items

- a. Motion to set Thursday, December 3, 2020 at 7:00 pm as the date and time for a public hearing to consider file #VAC 2020-01, following the required public notice

Mayor Platt stated that an alley vacation requires public notice and a public hearing and that this motion is to set a date for that hearing.

***Councilor Bartch made a motion to set Thursday, December 3, 2020 at 7:00 pm as the date and time for a public hearing to consider file #VAC 2020-01, following the required public notice. Motion seconded by Councilor Wagner. Motion is unanimously carried and so moved.***

## 10. New Business

### a. Compensation Study Proposals

In the absence of Susie Marston, Chief Chase spoke to the council about the proposed compensation study proposal. It appears that Gervais has never had an official compensation study completed. In January 2020 the Pay Equity Act was enacted that would require a compensation study to be completed to ensure fair compensation for employees. HR professionals from CIS are recommending that the study be done for Gervais to be in compliance with the Pay Equity Act. The Chief mentioned that the study would not include the police officers since they are working under an existing contract. Susie Marston and Chief Chase are recommending the study be completed by Portland State University. It is still undecided which cities will be used for the study. The cost of the study would be split among the funds in accordance with employee salary structure. There was a brief discussion about possibly sharing the cost of the salary study with other cities involved in the study.

Councilor Harvey asked if Chief Chase was saying that Gervais was not in compliance with the Pay Equity Act. The Chief responded that Gervais had not yet completed a salary study. The Mayor and Council spoke about having a compensation study to be in compliance with the Pay Equity Act. Chief Chase mentioned that the result of the study could show that Gervais is doing well but wouldn't be known until the study is completed. Mayor Platt mentioned that her husband, Jeremiah, has extensive experience in HR and would potentially be willing to complete a study for the City. For the record, Mayor Platt declared a conflict of interest in relation to that idea. Mayor Platt suggested that Gervais first look into either sharing the cost with other cities or having her husband Jeremiah complete the study. If neither option is plausible to then have the study completed by Portland State. Councilor Gonzalez asked if Gervais was the only city that is not compliant with the Pay Equity Act. Chief Chase responded that he did not know, but that the example compensation study for the City of Creswell was done after the Pay Equity Act was enacted. Please listen to the audio for further details of the discussion.

***Mayor Platt gave wording for a consensus to move forward with the Portland State University public services not to exceed \$6000 and doing a comprehensive study of the City of Gervais wages to come into compliance with the Pay Equity Act and to first check with cities similar in size to Gervais to seek partnership to cover the cost or to seek services from Jeremiah Platt. All Councilors gave consensus to the wording that Mayor Platt stated.***

### b. COVID-19 Micro Grant Program

Chief Chase stated that Gervais was assigned approximately \$79,000 of funds that can be used for expenses related to COVID-19. Any funds not used will be ultimately be used in the General Fund, Police Department. Mayor Platt spoke about using COVID-19 funds to purchase supplies in case of an emergency. Chief Chase replied that we could definitely use the COVID-19 funds to overstock in case supplies are difficult to find during a lockdown. Councilor Wagner asked if more PPE could be purchased for the CERT trailer. The Chief answered in the affirmative. There was a short discussion about keeping an adequate stock of PPE.

**11. Staff Reports:**

a. City Manager

In Susie's absence, Mark Chase mentioned that Kay Wiesner will be retiring in the coming month and her last day in the office will be Friday, November 13<sup>th</sup>. The position has been filled; Abby Fernandez started work in the office today. On another personnel note, Susie has been working with CIS to update the City personnel manual which is a very big project.

Susie, John and Mark have been working with Sacred Heart to arrange their annual Christmas meal event on December 6<sup>th</sup>. Lastly, the SCA Grant was awarded to Gervais for the street improvement on Juniper Avenue between 7<sup>th</sup> and 8<sup>th</sup> Streets. It was also noted that the Safe Routes to School Grant was also awarded to Gervais. Councilor Harvey asked about how much COVID-19 money was awarded to Gervais and how much had been spent thus far. Chief Chase replied that Gervais has \$79,000 available to use and about \$9,000 has been spent. Councilor Wagner asked about using the COVID-19 money to help pay for the CERT trailer. The Chief mentioned it's a good idea to use some of the funds for the trailer.

b. Police Department

Along with his regular report, Chief Chase distributed a draft proposal for funding a School Success Officer (SSO). The SSO will be partially funded by a 3-year \$125,000 grant which was received by the department. The draft is being handed out early to give the council plenty of time to review the documentation. The proposal will be given to the Gervais School District on November 17<sup>th</sup> with the goal of having it approved by them and brought to the council at the December council meeting. If the proposed SSO position is approved, there is a potential candidate that may be ready to fill the position.

Mayor Platt asked if the SSO proposal draft could be given to the upcoming mayor and council member to which Chief Chase replied in the affirmative. The SSO position will be a 5-year contract position with the costs of the position being covered 75% by the School District and 25% being covered by the City. However, because of the \$125,000 grant that was received by the City, there will be no expense to the City until that \$125,000 is fully used. The Chief spoke about the duties of the SSO.

Lastly, Chief Chase mentioned that the department is nearly done completing the policies, procedures and proofs showing that the Department is in compliance with the Oregon Accreditation Alliance Standards. The assessor should be able to assess to make sure compliance is being met. This should lead to the department being accredited for the 2021 year.

c. Public Works

John Robinson mentioned a portion of 7<sup>th</sup> Street will be closed for an event being held by Sacred Heart Church. The event will be held the first weekend in December.

The street paving for the Ivy Woods subdivision is completed and the final walkthrough will be on the 12<sup>th</sup> of November. Once the final plat is received back from Marion County and all the infrastructure is complete they should be ready to begin building. A model home will be built close to Ivy Avenue off of 8<sup>th</sup> Street.

**12. Business from the Mayor or Council**

Mayor Platt updated the council on the upcoming Gervais city cleanup. This year the cleanup will be held in Woodburn at the Republic Services location on Front Street. Republic will accept garbage for 4 hours on the day of the event, though yard debris will not be accepted. There was brief discussion about getting the word out about the cleanup. Chief Chase stated that the Department will be communicating with homeowners in town who are currently in violation of city code who could take advantage of the city cleanup event.

The Mayor stated that the normal Christmas tree lighting will probably be canceled this year due to the COVID-19 situation. There was brief discussion about potentially giving out Christmas goody bags and where they could be distributed. Lastly, the Mayor spoke briefly about creating the Parks & Recreation committee when her term as Mayor ends in 2020.

Councilor Bartch asked if the December work session should be postponed since the upcoming salary study might be useful in the City Manager salary schedule discussion. In response to the question, the council agreed to postpone the work session until a later date.

**13. Adjourn**

The meeting was adjourned at 8:13 PM.

**I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON NOVEMBER 5, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.**

ATTESTED:

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Timothy Rhyme, City Recorder

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Shanti M. Platt, Mayor