

CITY OF GERVAIS

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GERVAIS CITY COUNCIL AGENDA

The Gervais City Council will hold a Regular Council Meeting starting at 7:00 PM on Thursday, May 5, 2022. This meeting will be held in person, with an option to participate by Zoom due to COVID-19 Restrictions. If anyone wants to participate with Zoom, the instructions for accessing the meeting are below.

Meeting Sign-in Instructions:

Topic: May 5, 2022 City of Gervais Council Meeting

Time: May 5, 2022 07:00 PM Pacific Time (US and Canada)

TO JOIN THE MEETING VIA WEBSITE/TABLET/MOBILE:

<https://us06web.zoom.us/j/88314371143?pwd=WlIsdVV5cmZQMjJnRlNUc1cydUITZz09>

Meeting ID: 883 1437 1143

Passcode: 703022

TO JOIN THE MEETING VIA TELEPHONE ONLY:

1-253-215-8782 US (Tacoma)

Meeting ID: 883 1437 1143

Passcode: 703022

NOTE: A link will also be on the City of Gervais home page at www.gervaisoregon.org.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements/Additions
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.

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, Ofc (1) Civil Rights, Washington, DC 20250-9410

6. Consent Calendar:

- a. Approval of the minutes of the March 31, 2022 Work Session
- b. Approval of the minutes of the April 7, 2022 Regular Session
- c. Approval of bill list for April 1 – April 25, 2022

Requested Action: Motion to approve the May 5, 2022 consent calendar as presented.

7. Committee Reports

- a. Ad Hoc – Skate Park / 4th of July

8. Presentations

9. Action Items

- a. Resolution 22-002, Adopting the 2021-22 Supplemental Budget to Make Appropriations in the D.A.R.E Fund
- b. Resolution 22-003, A Resolution to Update City of Gervais Council Rules of Procedure
- c. Appoint Budget Committee Members

10. Old Business

- a. See activity tracker

11. New Business

12. Staff Reports:

- a. City Manager
- b. Police Department
- c. Public Works

13. Business from the Mayor or Council

14. Adjourn

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**MINUTES OF THE WORK SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL AT 6:30 PM ON MARCH 31, 2022**

1. Call to Order

Mayor Annie Gilland called the meeting to order at 6:31 pm.

2. Pledge of Allegiance

Mayor Gilland asked Councilor Gonzalez to lead in the Pledge of Allegiance.

3. Roll Call

Mayor Annie Gilland	Present
Councilor Pam Foreman	Present
Councilor Baltazar Gonzalez	Present
Council President Micky Wagner	Present
Councilor Diana Bartch	Present
Councilor John Harvey	Present

Staff Present: City Manager Susie Marston and City Recorder Denise Dahlberg

4. Announcements/Additions

a. Additions/deletions to the agenda

5. New Business

a. Updating Council Rules

Mayor Gilland gave Councilor Harvey the floor, as he was the facilitator and would explain where they were at in the process.

Councilor Harvey read from a prepared statement that explained the rules they are working on are for the council and the mayor in council meetings. He wanted everyone to understand what the rules are and what he was about to say. Harvey continued reading, noting that the council worked on changes to the council rules as a body, allowing all council members to ask for changes they felt were needed. According to Councilor Harvey, a directive was issued to Susie to bring back a draft before sending it to Mr. Monahan. Councilor Harvey explained the reason for the directive was for the council to be clear on what the changes were before it was sent on and that things were added that were not requested by the council. Harvey stated this could have been avoided if the directive had been followed.

Mayor Gilland stated they would use only one of Bill Monahan's drafts showing track changes to decide if the council could use his language for the rules they requested as they worked off of the original

council rules document. She asked the council if they were okay with this, and they decided to go ahead with it.

The council began reviewing and revising the rules using a copy of the draft that went to Bill Monahan (showing changes the council decided on at the January 20, 2022 Worksession) and a copy of the draft showing Monahan's track changes.

As council discussed the rules and made changes, City Manager Marston typed their changes into the draft that resulted from the January 20, 2022 Worksession as the meeting proceeded.

The council discussed changes and adopted some of the language provided by Bill Monahan.

There was a discussion about using "Gervais City Council" throughout the document. Because this was a Gervais document, the council decided to stay consistent, using the word "Council" throughout the document.

There was a discussion and changes were made to the **Electronic Meetings** section.

The cell phone usage guideline was brought up as a topic of discussion. It was decided to include language about city staff, allowing usage of cell phones for emergency use only and for calendaring purposes.

There was a discussion about **Presentations from the Public** and the council kept their wording and added in "discussion and action".

There was a discussion about **Prohibition of Lobbying**. It was decided to leave as written.

There was a discussion about the **Prohibition of Drugs and Alcohol**. It was decided that the word "impaired" was an actionable word and would be used in the phrasing of the rule.

The council agreed to use Monahan's wording replacing compensation with stipend.

There was an exchange of ideas on the **Statements of Media and Other Organizations**. There were strong opinions about suggested language in the rules about the use of social media. "Staff" was added to the language.

Mayor Gilland asked for a hard copy. City Recorder Denise Dahlberg asked for clarification about who wanted a hard copy of the rules.

There was an exchange amongst the council and it was decided to place **Statements to the Media and Other Organization** under the **Council Conduct** section of the rules.

Dahlberg asked for a consensus because it was hard for her to do minutes when she didn't have a clear understanding of what the council consensus was.

Harvey concluded that they would accept the document with the revisions made by the council as is, and that this is how they want it to be. Bartch added, "We'll be getting copies tonight in preparation for ratification at the council meeting in May." Marston explained that it would be brought back to the May

meeting with a grammatical and spelling check, as well as section headings and a table of contents.

City Manager Marston asked if the council wanted any further legal review. Mayor Gilland said no and asked Marston to thank Bill Monahan for his time. Dahlberg made copies at the end of the meeting and distributed to all council members.

6. Adjourn

Mayor Gilland adjourned the meeting at 8:47 pm.

I, DENISE DAHLBERG, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON MARCH 31, 2022 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Denise Dahlberg, City Recorder

Annie Gilland, Mayor

**MINUTES OF THE REGULAR SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL WITH ZOOM ALTERNATIVE AT 7:00 PM ON APRIL 7, 2022**

1. Call to Order

Mayor Annie Gilland called the meeting to order at 7:00 pm.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Councilor Gonzalez.

3. Roll Call

Mayor Annie Gilland	Present
Councilor Pamela Foreman	Present
Councilor Baltazar Gonzalez	Present
Council President Micky Wagner	Excused
Councilor Diana Bartch	Present
Councilor John Harvey	Present

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

Others Present: None

4. Announcements/Additions

a. Wastewater Operator of the Year Award Presentation – Kyle Jentzsch (Presented by Heath Cokeley, OAWU)

Heath Cokeley of OAWU announced that Kyle Jentzsch has been named the 2020 Wastewater Operator of the Year and presented Kyle with a plaque to recognize this. Kyle's presence and the community's admiration for him was obvious, Cokeley said, and he personally saw how he dedicated himself to his work and supported his community on a daily basis, and you couldn't ask for a better operator than that.

5. Public Comment

Laura Clifton, 1065 6th St, Gervais. Laura expressed her concern with the increase in the water bill. She said an error had been made. Clifton stated she got the information from Susie of what table she used. Clifton points out that the year's average was 4.3 percent, and the table runs from January 1.5% to December 6.5%. She questioned the 6.5% and felt it was pulled incorrectly. Mayor Gilland asked if Clifton was referring to the percentage being based on a month rather than a year's average. According to the CPI - Consumer Price Index, the annual average of those figures was 4.3 percent, explained Clifton. It was something she felt needed to be looked into. Mayor Gilland requested that Marston look into the matter further.

Rocky Sherwood, 2622 Nina Pl., Hubbard, OR, 97032. Cole Mosslater was introduced by Sherwood. Cole assisted in the planning of Gervais' first annual holiday parade. He plans to assist with future initiatives and will be present at the Gervais City Clean Up.

6. Consent Calendar

- a. Approval of the minutes of the March 3, 2022 Work Session
- b. Approval of Bill List for February 25 – March 31, 2022.

Councilor Foreman made a motion to approve the April 7, 2022 Consent Calendar as presented, seconded by Councilor Bartch. Motion is unanimously carried and so moved.

7. Committee Reports

a. Ad Hoc – Skate Park

Laura Clifton reported that they had their discussion and determined that the only area where the skate park could be built was on Birch St. Sacred Heart is willing to have something on the grounds, but not a park with a physical building. With a skate park, there is far too much concrete. They don't seem to want a swing set either. A dog park was not suggested by Mayor Gilland.

After examining the folder, Clifton would have additional knowledge about the Fourth of July. Gilland inquired as to whether the parade had been granted a permit. Chief Chase said that if the council agreed to hold a parade, the process of obtaining a permit would take around 30 days. Mayor Gilland asked the council if they wanted a parade. Bartch agreed. Laura reported that the permit cost was \$150. Laura lacked a vendor form and did not know what to charge. With inflation, Gilland questioned Marston what a reasonable price was. It was \$25 and an extra \$5 for electricity in years past, replied Marston. Marston stated there was a form available and someone from the committee could pass them out. There was some debate on how much to charge vendors. Marston indicated that in the past, a transfer from the General Fund was required to supplement the 4th of July budget, and that it wouldn't be a bad idea to raise the vendor price. They would discuss further.

Clifton gave an update on the three on three basketball tournament's progress. The city website had a flyer, and registration was open. The tournament would be held at Sacred Heart. Indoor courts and a smaller hoop court would be available for younger children. They have enough space to add a few more courts. They have parking, bathrooms, and a kitchen. Gilland reported that the weekend rental was \$505.00; \$105 for liability insurance and a \$500 fully refundable deposit. Gilland stated that they would be providing trophies and inquired of Susie as to how they could finance for them. Susie mentioned that she would require the approximate amount of money. Gilland requested that the council agree that once Laura had come up with a budget figure, Susie could add it to the budget at that time. Consensus was adopted by the council. Officers were requested by Gilland to be on duty during the event.

Bartch inquired if there would be any further information on the game hours and what food would be provided for spectators and supporters. Laura stated that she would keep everyone updated. Councilor Foreman inquired if the school was aware of the situation. Laura stated that they would inform them. Councilman Gonzalez stated that he would be available to assist on that particular day. Copperridge Band was suggested by Rocky Sherwood for the 4th of July. The next Ad Hoc Committee meeting will be Tuesday at 6:30 p.m., according to Gilland.

8. Action Item

a. Amendment to the IGA with Marion County for Community Prosperity Initiative

Councilor Foreman asked for clarification on the language about the effective date through June 30, 2022 on page 22. Marston explained the original agreement was only good for 3 years and ended June 30, 2022. The amendment starts on page 20 and goes from 2022-2024 and ends at 2 years.

Councilor Bartch moved to accept Amendment to the IGA with Marion County for Community Prosperity Initiative , seconded by Councilor Foreman. Motion is unanimously carried and so moved.

b. Ordinance 22-001, An Ordinance Amending Title 6, Chapter 6.04 of the Gervais Municipal Code, Regarding Animals at Large

Councilor Bartch confirmed that there were no additional changes beyond what the council made. Councilor Harvey acknowledged that a violation of the chapter is considered a Class IV Civil Infraction and asked if there would be a warning before the infraction is placed on somebody. Chief Chase responded that when enforcing ordinances, they usually talk to the person first and then research the property and person's background. If there had been no past violations, they would send a notice and speak with them. If there had been previous violations, they would send an official notice in the mail explaining the ordinance, the complaint, and the offense, as well as any future content that may result in a fine.

Someone from the audience asked what animals at large meant. Harvey responded that animals need to be secured and it was illegal for them to be roaming around. Harvey directed the audience member to the Gervais Police Department if he needed to make a complaint.

Councilor Bartch moved to approve Ordinance 22-001, An Ordinance Amending Title 6, Chapter 6.04 of the Gervais Municipal Code, Regarding Animals at Large, seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

c. Ordinance 22-002, An Ordinance Amending Title 8, Section 8.04.140 of the Gervais Municipal Code, Regarding Discarded Motor Vehicles

Harvey claimed that he agreed with the majority of the text, but that he disagreed with the last sentence that addressed the police officers. "They shall have the right to enter any premises

where they may have reason to believe such nuisance exists,” he continued. He thought that line should be eliminated because he didn't think it was a nuisance if you couldn't see it.

Councilor Foreman read the ordinance from the beginning. “The Chief of Police and/or the City Ordinance Officer or their designee shall properly examine every such case reported to them”, and explained that this would be a case reported to them and that they can’t arbitrarily decide to go in. Foreman liked the language and did not want it removed.

Mayor Gilland stated if there was a conflict amongst neighbors and they wanted to complain, but they couldn’t see anything, they could potentially start a neighbor war.

Councilor Foreman clarified by saying the language stated it was a case reported to them and did not want any barriers for the Gervais Police Department if they needed to enter a property. She respectfully disagreed and did not want the language removed. Gonzalez agreed with Harvey that the language should be deleted. Bartch agreed with Foreman that the language was acceptable and that if the police felt there was a criminal act on a property, they have the right to enter that property.

Harvey motioned to take the last line out of the sentence and go with the rest of it, seconded by Councilor Gonzalez. Mayor Gilland took a roll vote. Councilor Foreman asked if it could be tabled until Councilor Wagner was present. Harvey called for a point of order and stated there had been a motion made, it was seconded and now a vote has to be made.

Harvey motioned to adopt Ordinance 22-002, An Ordinance Amending Title 8, Section 8.04.140 of the Gervais Municipal Code, Regarding Discarded Motor Vehicles, with the removal of the last sentence in B. that states “and they shall have the right to enter any premises where they may have reason to believe such nuisance exists”. Mayor Gilland took a roll vote. Harvey voted aye, Gonzalez voted aye, Bartch nay Foreman nay. Gilland broke the tie with an aye vote.

10. Old Business

a. See activity tracker

Councilor Foreman asked if there had been a discussion with Chief Budge about other options. Marston replied she touched base with him. They are currently having an analysis done for a coverage area if they locate a station on the north side of Gervais, and he will be bringing an update back to the council.

b. Discussion on where to direct circus ticket sales proceeds

Mayor Gilland noted that Council President Micky Wagner asked for the money to be split half to skate park and half to PD such as CERT for the emergency preparedness items, bike rodeo helmets and other community orientated items. Mayor Gilland asked for some of the proceeds to go to the DARE program. Bartch replied that DARE should fall in under the PD portion.

Councilor Bartch motioned to have circus proceeds split in half between the skate park and Police Department community including DARE and CERT, seconded by Councilor Harvey. Motion is unanimously carried and so moved.

11. New Business

a. Arbor Day Proclamation

Mayor Gilland read the official Proclamation aloud and proclaimed April 30th, 2022 as National Arbor Day.

b. Budget Committee Member Applications

Mayor Gilland asked to hear from the applicants. She asked council to consider it and make a decision at the May meeting. There was just one position open, and three candidates applied.

Applicant Hugo Fernandez stated that he has lived in Gervais since 2011. He appreciated being a part of the community. He discussed establishing roots in Gervais and his four childrens' involvement in the Gervais School District. His son Hugo, who is currently on the skate park committee, inspired him to get involved. Mr. Fernandez has worked in the fields of social work, senior care, and migrant education. He claimed that despite not having a history in budgeting, he still had a lot to offer. Hugo Fernandez welcomed the opportunity to get involved.

Councilor Bartch encouraged Mr. Fernandez and said that experience was not necessary.

Applicant Laura Clifton submitted an application for the role. She has been a Gervais resident since 2005. She has been attempting to become more involved in the Gervais community. She's been studying the water master plans and everything that has to be done for the city's infrastructure. She was intrigued as to how the funds would be dispersed in order to make it work. In her company, she is the regulatory compliance officer. She works as an internal auditor as well. Clifton claims she wears many hats and has the time to do so. She has been listening and attending meetings.

The third applicant was not present.

Mayor Gilland mentioned the possibility of a second opening becoming available. Gilland had just exchanged a few words with Elena (Maria) Contreras and wasn't sure she'd be able to continue. In regards to her membership, Gilland would invite Contreras to contact City Manager Marston.

12. Staff Reports

a. City Manager

A written report was produced by City Manager Marston.

The City was awarded \$1,000,000 for Marion County's Round 1 ARPA application, which will take care of most of the short term list on the capital improvement plan in the wastewater fund. That will be extremely beneficial to Gervais.

The Gervais School District got a grant from the Safe Routes to School program, which resulted in a report, according to Marston. The final report has been completed and will be accessible for public feedback on the Gervais website.

Marston said the problem with the council's emails has been fixed.

Marston mentioned having the joint meeting with the School Board on March 7th and Councilor Bartch and Foreman would report on that during Business from Mayor and Council tonight.

The Department of Revenue provides three separate videos and links and they are provided in the packet to help with the upcoming budget. The budget committee will meet on May 19 at 6:30 p.m., says Marston.

Small regional gatherings are held by the League of Oregon Cities. Cities alternate hosting duties. On Wednesday, May 12th, Marston volunteered to host, and encouraged city councilors to attend.

On June 2nd, there could be a land use public hearing on the area between Ivy Woods and Winfield Ranch.

Marston informed council of the LOC Spring Conference on April 21st and 22nd, and offered to register them if they wanted to go.

Marston reminded the council that the Government Ethics Commission's Statement of Economic Interest was due on April 15th. If they required assistance, please contact Denise.

Lastly, Marston requested an executive session to address her quarterly review. Mayor Gilland responded that they are going to postpone that for a while.

Marston inquired if there was anything else the council wanted her to bring to the meeting next month. There was nothing right of hand, replied Mayor Gilland.

b. Police Department – Chief Mark Chase

Chief Mark Chase mentioned the DARE program starting at Sacred Heart and provided the council with his written report.

c. Public Works – Superintendent John Robinson

Superintendent John Robinson provided the council with his written report.

Robinson noted that Union Pacific fixed the railroad crossing on Ivy.

The tree farm is progressing and most of the zones have been logged except for zones 9 and 10. They will prep the ground and once that is done they will plant the trees. There was a discussion about the company hired to do the work.

Robinson acknowledged and honored Kyle Jentzsch for receiving the Wastewater Operator of the Year award.

Councilor Gonzalez asked what would happen to all the trees after removed. Robinson replied they would be hauled off and cut into chips as part of the agreement.

13. Business from the Mayor or Council

Councilor Bartch informed everyone that there was a Farmers Market at Gervais High School on Saturday. Cotton candy, gyros, nachos, chili dogs, baked bread, various household products, and flowers would be available in May.

Councilor Foreman informed the council that she, Councilor Bartch, and City Manager Marston were present at the March school board meeting. She jotted down some broad ideas. They made it clear that there was no quorum present. The meeting's goal was to examine the importance of collaboration. The objectives were articulated in terms of possibilities, resources, and efforts, among other things. Foreman mentioned a few things that she thought were fantastic. It didn't matter where you start with a vision, just start. We can have grandiose ideas but it was fine to begin with simple steps. Job training programs with the City and schools were among the topics considered. That included concrete pouring, fence construction, and learning opportunities for students in the community. There was a discussion about a Library. Foreman explained the Library in Woodburn would be starting homebound deliveries with a bus. They discussed festivals to bring people in. Basketball or pickle ball, food carts, Farmers market, Movies in the park, Car show. Foreman said a street chalk art competition was mentioned and that would be a really fun baby step to take. Foreman noted the grant writer was extremely competent in the work she had done historically and ideas that she had. National Guard Civilian Project, Rural Business Development, Community Development, and T-mobile Smart Growth America were four of her initiatives. The overall focus was what could the community do and how they can they come together. They also stated that asking the community what they want was one of the finest ways to get started, then come up with ideas from there.

Councilor Bartch said her biggest takeaway was that the community needed to come together, with the city and school board working together to make things happen through a combination of grant funding and community events.

Mayor Gilland said Councilor Gonzalez would be talking about the Veteran's wall in May. Mayor Gilland wanted to ask if Birch Street could be looked at for the skate park. Councilor Harvey mentioned doing something for Ivy Woods because we took their money. He said in the future they should think before giving away property that could've been used for a park. Gilland asked what they got for the property. Harvey said \$70,000 for 2 lots. Mayor Gilland

said she looked up what constitutes a community park and a skate park is the new happening thing. She said they could do a skate park and that was a nice sizeable lot. Robinson clarified that any property that was considered would need to be vacated first and explained the procedure of vacating a lot. Clifton asked about paperwork to get it done. Marston stated it would be a City initiated application and a council decision and she would want to get Holly Byram involved. Gilland asked what the next step would be. Bartch asked if there would be fees involved in the next step. Marston replied it would be the cost of the City planner. There was discussion about talking with Sacred Heart about the park and what they would be willing to do. Harvey asked Susie about a rule used for Ivy Woods to buy the property back from us. Marston said it was in the subdivision development code. He wanted to look into changing it because of the headache. Along those lines, Marston mentioned in the ordinance discussion the council had revisions to yard parking. The City attorney reminded her that because it is part of the City development code to get that updated it has to go through a different process and there would be public notice involved. Holly has been keeping track of these code amendments and others she has found in her work. Marston said if the council wanted to add this to it, they could. Robinson suggested finding out the size, imprint and what would it cost to have the skate park and get it on paper. Council's consensus was for Laura Clifton to contact contractors for skate park prices.

14. Adjourn

Mayor Gilland adjourned the meeting at 8:22 PM

I, DENISE DAHLBERG, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON APRIL 7, 2022 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Denise Dahlberg, City Recorder

Annie Gilland, Mayor

b.c.

911 Supply	4/7/2022 flexcap, Embroidery	General Fund	Police	25.50
			TOTAL:	25.50
Amazon Capital Services	4/7/2022 work gloves,thermal prtr r	General Fund	Admin	136.81
	4/7/2022 Plastic Forks	General Fund	Admin	23.24
	4/21/2022 Copy Paper	General Fund	Admin	111.50
	4/7/2022 tissues,plates, pads, fold	General Fund	Admin	98.10
	4/21/2022 Lysol Anti-bac spray	General Fund	Police	35.05
	4/13/2022 pens,hand soap	General Fund	Streets	11.60
	4/21/2022 Test-Ball Plugs, Single Si	General Fund	Streets	70.00
	4/7/2022 work gloves,thermal prtr r	General Fund	Parks Department	72.20
	4/13/2022 pens,hand soap	Water Fund	Water	11.60
	4/21/2022 Test-Ball Plugs, Single Si	Water Fund	Water	70.00
	4/13/2022 pens,hand soap	Sewer Fund	Sewer	11.59
	4/21/2022 Test-Ball Plugs, Single Si	Sewer Fund	Sewer	70.02
			TOTAL:	721.71
American Water Works Association	4/21/2022 06/2022-05/2023 Renewal	Water Fund	Water	86.00
			TOTAL:	86.00
Backflow Management	4/7/2022 March 2022 Backflow Svcs	Water Fund	Backflow	622.50
			TOTAL:	622.50
Bretthauer Oil Co.	4/7/2022 March 2022 Fuel Charges	General Fund	Police	922.09
	4/7/2022 March 2022 Fuel Charges	General Fund	Streets	167.32
	4/7/2022 March 2022 Fuel Charges	Water Fund	Water	167.32
	4/7/2022 March 2022 Fuel Charges	Sewer Fund	Sewer	167.33
			TOTAL:	1,424.06
Brooks Hardware	4/21/2022 BW Park bathroom	General Fund	Parks Department	28.11
			TOTAL:	28.11
CDW Government	4/7/2022 City Hall Recelpt Printer	General Fund	Admin	794.96
			TOTAL:	794.96
CIS Trust	4/1/2022 PPE 03/26/2022	General Fund	Admin	147.42
	4/1/2022 PPE 03/26/2022	General Fund	Admin	156.53
	4/1/2022 PPE 03/26/2022	General Fund	Admin	294.67
	4/1/2022 PPE 03/26/2022	General Fund	Admin	30.62
	4/1/2022 PPE 03/26/2022	General Fund	Admin	1.55
	4/1/2022 PPE 03/26/2022	General Fund	Police	147.42
	4/1/2022 PPE 03/26/2022	General Fund	Police	4,000.66
	4/1/2022 PPE 03/26/2022	General Fund	Police	152.85
	4/1/2022 PPE 03/26/2022	General Fund	Police	1,445.32
	4/1/2022 PPE 03/26/2022	General Fund	Police	2,044.84
	4/1/2022 PPE 03/26/2022	General Fund	Police	1,584.78
	4/1/2022 PPE 03/26/2022	General Fund	Police	30.62
	4/1/2022 PPE 03/26/2022	General Fund	Police	21.18
	4/1/2022 PPE 03/26/2022	General Fund	Court	36.85
	4/1/2022 PPE 03/26/2022	General Fund	Court	196.45
	4/1/2022 PPE 03/26/2022	General Fund	Court	7.65
	4/1/2022 PPE 03/26/2022	General Fund	Court	0.31
	4/1/2022 PPE 03/26/2022	State Tax Street F	Street Improvement	73.71
	4/1/2022 PPE 03/26/2022	State Tax Street F	Street Improvement	372.81
	4/1/2022 PPE 03/26/2022	State Tax Street F	Street Improvement	422.01
	4/1/2022 PPE 03/26/2022	State Tax Street F	Street Improvement	920.18
	4/1/2022 PPE 03/26/2022	State Tax Street F	Street Improvement	15.31
	4/1/2022 PPE 03/26/2022	State Tax Street F	Street Improvement	5.93
	4/1/2022 PPE 03/26/2022	Water Fund	Water	147.42
	4/1/2022 PPE 03/26/2022	Water Fund	Water	484.65
	4/1/2022 PPE 03/26/2022	Water Fund	Water	344.75
	4/1/2022 PPE 03/26/2022	Water Fund	Water	460.09
	4/1/2022 PPE 03/26/2022	Water Fund	Water	687.56
	4/1/2022 PPE 03/26/2022	Water Fund	Water	30.62
	4/1/2022 PPE 03/26/2022	Water Fund	Water	7.65
	4/1/2022 PPE 03/26/2022	Sewer Fund	Sewer	147.42

Bill List
April 1, 2022 - April 25, 2022

	4/1/2022	PPE 03/26/2022	Sewer Fund	Sewer	484.65	85
	4/1/2022	PPE 03/26/2022	Sewer Fund	Sewer	344.75	86
	4/1/2022	PPE 03/26/2022	Sewer Fund	Sewer	460.09	—
	4/1/2022	PPE 03/26/2022	Sewer Fund	Sewer	687.56	.51
	4/1/2022	PPE 03/26/2022	Sewer Fund	Sewer	30.62	—
	4/1/2022	PPE 03/26/2022	Sewer Fund	Sewer	7.65	.35
	4/1/2022	PPE 03/26/2022	Storm Drainage	Storm Drainage	36.84	.57
	4/1/2022	PPE 03/26/2022	Storm Drainage	Storm Drainage	149.12	.35
	4/1/2022	PPE 03/26/2022	Storm Drainage	Storm Drainage	204.48	.57
	4/1/2022	PPE 03/26/2022	Storm Drainage	Storm Drainage	98.23	.34
	4/1/2022	PPE 03/26/2022	Storm Drainage	Storm Drainage	7.65	.58
	4/1/2022	PPE 03/26/2022	Storm Drainage	Storm Drainage	2.27	—
	4/1/2022	PPE 03/26/2022	Storm Drainage	Storm Drainage	115.03	.68
				TOTAL:	17,048.77	.35
Columbla Bank Cardmember Services	4/7/2022	Domain Renewal	General Fund	Admin	191.70	.85
	4/7/2022	Zoom-online svcs	General Fund	Admin	12.74	.95
	4/7/2022	Zoom online svcs	General Fund	Admin	12.74	.15
				TOTAL:	217.18	.40
Cummins Northwest	4/21/2022	WTP -Annual Inspec.	Water Fund	Water	421.12	.40
	4/21/2022	WW 4th St LS -Annual Inspe	Sewer Fund	Sewer	288.82	.80
	4/21/2022	PMA-3rd lagoon -Annual Ins	Sewer Fund	Sewer	365.20	—
	4/21/2022	PMA-Gervals PS-Gen Inspect	Sewer Fund	Sewer	288.82	.95
				TOTAL:	1,363.96	.95
Dahlberg, Denise	4/21/2022	Reimburse Dahlberg,- OAMR	General Fund	Admin	178.03	.95
				TOTAL:	178.03	.99
DataVision Cooperative	4/7/2022	March 2022 Telephone Charg	General Fund	Admin	498.38	.94
	4/7/2022	March 2022 Telephone Charg	General Fund	Police	266.14	.00
	4/7/2022	March 2022 Telephone Charg	General Fund	Streets	56.42	—
	4/7/2022	March 2022 Telephone Charg	Water Fund	Water	56.42	.66
	4/7/2022	March 2022 Telephone Charg	Sewer Fund	Sewer	56.42	.00
				TOTAL:	933.78	.00
G.W. Hardware	4/7/2022	safety blo gun, batteries	General Fund	Streets	18.99	.00
	4/7/2022	safety blo gun, batteries	Water Fund	Water	18.99	.50
	4/7/2022	safety blo gun, batteries	Sewer Fund	Sewer	19.00	—
				TOTAL:	56.98	.50
Garten Services, Inc.	4/21/2022	Conv Container Fee-Shred	General Fund	Police	5.00	.40
				TOTAL:	5.00	.40
HRA VEBA Plan	4/1/2022	HRA VEBA Contribution	General Fund	Admin	19.38	.60
	4/1/2022	HRA VEBA Contribution	General Fund	Police	48.97	—
	4/1/2022	HRA VEBA Contribution	General Fund	Court	5.25	.00
	4/1/2022	HRA VEBA Contribution	State Tax Street F	Street Improvement	47.23	—
	4/1/2022	HRA VEBA Contribution	Water Fund	Water	54.23	.00
	4/1/2022	HRA VEBA Contribution	Sewer Fund	Sewer	54.23	—
	4/1/2022	HRA VEBA Contribution	Storm Drainage	Storm Drainage	15.71	.04
				TOTAL:	245.00	.73
Internal Revenue Service	4/1/2022	FICA	General Fund	Admin	200.89	.77
	4/1/2022	MEDICARE	General Fund	Admin	46.99	.72
	4/1/2022	FICA	General Fund	Police	2,929.41	.80
	4/1/2022	MEDICARE	General Fund	Police	685.09	.00
	4/1/2022	FICA	General Fund	Court	61.10	—
	4/1/2022	MEDICARE	General Fund	Court	14.29	.52
	4/1/2022	FICA	State Tax Street F	Street Improvement	427.49	—
	4/1/2022	MEDICARE	State Tax Street F	Street Improvement	99.98	.00
	4/1/2022	FICA	Water Fund	Water	499.47	—
	4/1/2022	MEDICARE	Water Fund	Water	116.81	.00
	4/1/2022	FICA	Sewer Fund	Sewer	499.47	—
	4/1/2022	MEDICARE	Sewer Fund	Sewer	116.81	—

One Call Concepts	4/7/2022 March 2022 Locate Tickets	Water Fund	Water	26.40
			TOTAL:	26.40
Oregon Department of Environmental Qua	4/7/2022 City Annual Fees- DEQ	Sewer Fund	Sewer	2,592.00
			TOTAL:	2,592.00
Oregon Department of Revenue	4/1/2022 SUTA	General Fund	Admin	29.16
	4/1/2022 WORKERS COMP	General Fund	Admin	0.83
	4/1/2022 SUTA	General Fund	Police	425.23
	4/1/2022 WORKERS COMP	General Fund	Police	12.15
	4/1/2022 SUTA	General Fund	Court	8.87
	4/1/2022 WORKERS COMP	General Fund	Court	0.28
	4/1/2022 SUTA	State Tax Street F	Street Improvement	62.06
	4/1/2022 WORKERS COMP	State Tax Street F	Street Improvement	2.19
	4/1/2022 SUTA	Water Fund	Water	72.51
	4/1/2022 WORKERS COMP	Water Fund	Water	2.40
	4/1/2022 SUTA	Sewer Fund	Sewer	72.51
	4/1/2022 WORKERS COMP	Sewer Fund	Sewer	2.40
	4/1/2022 SUTA	Storm Drainage	Storm Drainage	21.00
	4/1/2022 WORKERS COMP	Storm Drainage	Storm Drainage	0.70
			TOTAL:	712.29
Oregon Peace Officers Association	4/7/2022 OPOA Agency Membership	General Fund	Police	70.00
			TOTAL:	70.00
PGE	4/8/2022 PGE - Multiple Meters	General Fund	Admin	486.70
	4/8/2022 PGE - Multiple Meters	General Fund	Streets	23.40
	4/8/2022 PGE - Multiple Meters	General Fund	Parks Department	13.89
	4/8/2022 PGE - Multiple Meters	State Tax Street F	Street Improvement	38.29
	4/8/2022 PGE - Multiple Meters	State Tax Street F	Street Improvement	21.87
	4/8/2022 PGE - Multiple Meters	State Tax Street F	Street Improvement	1,355.49
	4/8/2022 PGE - Multiple Meters	Water Fund	Water	1,475.86
	4/8/2022 PGE - Multiple Meters	Water Fund	Water	336.48
	4/8/2022 PGE - Multiple Meters	Sewer Fund	Sewer	662.21
	4/8/2022 PGE - Multiple Meters	Sewer Fund	Sewer	124.99
	4/8/2022 PGE - Multiple Meters	Sewer Fund	Sewer	2,140.76
	4/8/2022 PGE - Multiple Meters	Sewer Fund	Sewer	257.16
			TOTAL:	6,937.10
Pacific Office Automation	4/13/2022 Copler/Lease- CH	General Fund	Admin	183.10
	4/13/2022 Copler/Lease PD	General Fund	Police	155.36
			TOTAL:	338.46
Paul's Power Equipment	4/7/2022 Autocut Tool Repair	General Fund	Streets	13.99
	4/7/2022 Autocut Tool Repair	Water Fund	Water	13.99
	4/7/2022 Autocut Tool Repair	Sewer Fund	Sewer	14.00
			TOTAL:	41.98
Pitney Bowes	4/21/2022 Postage Refill	General Fund	Admin	82.89
	4/21/2022 Postage Refill	General Fund	Police	117.38
	4/21/2022 Postage Refill	Water Fund	Water	50.62
	4/21/2022 Postage Refill	Sewer Fund	Sewer	50.61
			TOTAL:	301.50
Salem Garage Door Specialties	4/7/2022 PW- garage door repair	Water Fund	Water	98.25
	4/7/2022 PW - Garage Door Repair	Water Fund	Water	272.94
	4/7/2022 PW- garage door repair	Sewer Fund	Sewer	98.25
	4/7/2022 PW - Garage Door Repair	Sewer Fund	Sewer	272.93
			TOTAL:	742.37
Seth Lluuallen	4/7/2022 2021 Drinking Water Report	Water Fund	Water	125.00
			TOTAL:	125.00

Bill List
April 1, 2022 - April 25, 2022

US Postal Service	4/7/2022	Water Sewer Postage Refill	Water Fund	Water	250.00
	4/7/2022	Water Sewer Postage Refill	Sewer Fund	Sewer	250.00
				TOTAL:	500.00
Vantagepoint Transfer Agents - 3030671	4/1/2022	457B Contribution	General Fund	Police	860.84
				TOTAL:	860.84
Verizon Wireless	4/13/2022	Mar 02 - Apr 01	General Fund	Police	442.97
	4/13/2022	Mar 02 - Apr 01	General Fund	Police	53.82
	4/13/2022	Mar 02 - Apr 01	Water Fund	Water	53.82
	4/13/2022	Mar 02 - Apr 01	Sewer Fund	Sewer	53.81
				TOTAL:	604.42
Waterlab Corp.	4/7/2022	Water/Wastewater Testing	Water Fund	Water	70.00
	4/21/2022	Water/Wastewater Testing	Water Fund	Water	105.00
	4/7/2022	Water/Wastewater Testing	Sewer Fund	Sewer	420.00
	4/21/2022	Water/Wastewater Testing	Sewer Fund	Sewer	710.00
				TOTAL:	1,305.00
Willamette Valley Security, Inc.	4/21/2022	Security Alarm Montloring	General Fund	Admin	209.70
	4/21/2022	Security Alarm Montloring	General Fund	Police	29.95
	4/21/2022	Security Alarm Montloring	Water Fund	Water	59.90
				TOTAL:	299.55
Wire Works LLC	4/7/2022	New video system	General Fund	Police	785.00
				TOTAL:	785.00
				GRAND TOTAL:	57,022.64

FUND TOTALS	
100 General fund	27,038.55
110 State Tax Street Fund	3,864.55
200 Water Fund	8,872.88
210 Sewer Fund	16,316.92
215 Storm Drainage	829.74
345 4th of July	100.00
GRAND TOTAL:	57,022.64

Gervais Parks & Recreation Committee Update

DATE: April 12, 2022

TIME: 6:30 - 7:30

New Business:

- We need to discuss and submit a budget for 4th of July & Basketball tournament.
 - It was discussed and agreed that \$500 for 4th of July committee table for food and drinks.
 - It was discussed and agreed that 2,500 for the Basketball tournament for the building rental, medals & concession stand.

Old Business:

- Committee T-Shirts: Color was discussed and it was decided for Royal Blue. Lettering on the front was decided to be "Park & Rec's Committee" and the back to be "Volunteer" with an average cost of \$16.00. It was also noted that we would need to put the order in soon to hopefully have them for the city clean up event because the turnaround time is 2 weeks.
- It was discussed that having a clinic before the tournament was a good idea for volunteer referees & scorekeepers. Sara will confirm.
- Advertise: We need to spread the word to the neighboring communities'.
- Upcoming Events
 - Saturday April 30th is the city wide clean up between 8am and 4pm. Laura talked to Micky and it was discussed that any help would be appreciated during the day. There is not a sign-up at City Hall so we can show up to help when ever. It was mentioned that it was also the GHS Prom night. It was suggested that they could work early to be able to participate. Another suggestion was to walk around your neighborhood and pick up on the streets if you were not able to attend.
 - May 22 is the Circus and we are waiting on getting more details / info about selling tickets and what other help would be needed.
 - July 4th table: Was suggested that maybe we sell Strawberry Lemonade. Ice could be a problem if it is hot. Michael G. volunteered / suggested that Keith could use his ice machine on his front porch.

4th of July:

- Budget: Fence, Fireworks, Dunk tank. Laura will submit to Suzie.
- Fireworks update by Michael G: Permit was picked up today and needed to be signed off by the Police Chief and Fire Marshall. Fireworks would be picked up just before event because he does not have a place to store them per the requirements.
- Laura was able to pick up a copy of the parade information from previous years and is going thru / organizing the information.
- Michael G gave us a zip drive full of information to copy regarding the previous year's arrangements to help us plan things. Laura will need to copy and return the zip drive. Laura did pick up a copy of the parade information from previous years & now has the registration forms and is going thru / organizing the information. A lot of information / previous arrangements were discussed. Please refer to the audio

RESOLUTION NO. 22-002

**ADOPTING THE 2021-22 SUPPLEMENTAL BUDGET TO MAKE APPROPRIATIONS
IN THE D.A.R.E. FUND**

WHEREAS, the 2021-22 City of Gervais budget was adopted on June 3, 2021; and

WHEREAS, since the time the 2021-22 budget was adopted, the City of Gervais police department hosted a D.A.R.E. training program where registration fees were charges to offset related expenses of hosting; and

WHEREAS, with this supplemental budget, these funds will be appropriated in the D.A.R.E. Fund to the materials and services budget where the related expenses were allocated; and

NOW, THEREFORE, THE CITY OF GERVAIS RESOLVES AS FOLLOWS:

The City Council of the City of Gervais hereby adopts a supplemental budget for fiscal year 2021-22 and hereby makes appropriations as shown below:

	Adopted Budget 2021-22	Supplemental Budget	Revised Budget 2021-22
D.A.R.E. Fund			
Revenues			
Registration Fees	-	5,000	5,000
Total Revenues	\$ -	\$ 5,000	\$ 5,000
Expenditures			
Supplies	4,538	5,000	9,538
Total Expenditures	\$ 4,538	\$ 5,000	\$ 9,538

Duly passed by the Gervais City Council this 5th day of May, 2022.

Annie Gilland, Mayor

ATTEST:

Denise Dahlberg, City Recorder

RESOLUTION NO. 22-003

**A RESOLUTION TO UPDATE CITY OF GERVAIS COUNCIL RULES OF
PROCEDURE**

WHEREAS, the 2012 City of Gervais Charter was voted in by the public on November 6, 2012;

WHEREAS, the 2012 City of Gervais Charter became effective January 1, 2013;

WHEREAS, the 2012 City of Gervais Charter calls for adoption of council rules by resolution to govern its meetings;

WHEREAS, the City of Gervais City Council established its council rules with the adoption of Resolution 13-002 on February 7, 2013;

WHEREAS, amendments to said rules shall be done by Resolution; and

THE CITY OF GERVAIS RESOLVES AS FOLLOWS:

The City of Gervais Council Rules of Procedure shall be updated as presented in Exhibit A (attached).

Duly passed by the Gervais City Council this 5th day of May, 2022.

Annie Gilland, Mayor

ATTEST:

Denise Dahlberg, City Recorder

CITY OF GERVAIS
COUNCIL RULES OF PROCEDURE

Regular meetings.

(1) Time. Regular meetings of the council shall be held at 7:00 p.m. on the First Thursday of each month. When a regular meeting of the council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on a day to be agreed upon by the council. A change of any regular meeting date may be made by motion duly passed at a regular meeting.

(2) Place. All regular meetings of the council shall be held in the council chambers of the City Hall in the City of Gervais unless another facility is needed to accommodate an anticipated increase in attendance or other events.

(3) Quorum. A majority of members of the council shall constitute a quorum for its business, but three members may meet and compel the attendance of absent members .

(4) Adjournment. The council may adjourn upon motion made at any regular meeting as provided in subsection (1) of this section to the next succeeding regular meeting or to some specified time prior thereto, which adjourned meeting will be deemed to be a continuation meeting.

(5) Special Meetings. Special meetings of the council may be called by the mayor upon his/her own motion, or at the request of three members of the council upon compliance with the requirements of the Oregon Open Meetings Statute.

(6) Parliamentary Rules. The conduct of all meetings by the council or any committee shall be governed by those parliamentary rules set forth in Robert's Rules of Order (current edition).

Rules of procedure.

(1) The council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens of the city in general.

(2) In all matters to be heard by the council presiding officer may introduce the subject, after which the presiding officer may first invite those persons and parties who are proponents of any matter to be considered by the council to speak thereon. Then, the opponents of such proposal shall next be afforded an opportunity to speak thereon. Then members of the staff of the city may speak thereon or answer questions from members of the council or the public. Then the members of the council shall discuss the matters and act thereon.

Conduct at council and committee of the whole meetings.

(1) Responsibility for Order. The presiding officer of the council shall be responsible for insuring that order and decorum are maintained during all meetings of the council, and shall be responsible for assigning to the sergeant-at-arms his or her duties and station.

(2) Sergeant-at-Arms. Chief of Police or his designee shall act as sergeant-at-arms and shall be present as directed by the mayor or council at each council meeting. The sergeant-at-arms shall have the responsibility to maintain order, to enforce the rules of conduct, and to enforce orders given by the presiding officer.

(3) Order and Decorum.

(a) Any of the following shall be sufficient cause for the sergeant-at-arms, at the direction of the presiding officer, to remove any person from the council chambers, or meeting hall, for the duration of the meeting:

(i) The use of unreasonably loud or disruptive language;

(ii) The making of loud or disruptive noise;

(iii) The engaging in violent or distracting action;

(iv) The willful injury of furnishings or of the interior of the council chambers or meeting hall;

(v) The refusal to obey any of the rules of conduct provided within this section, including the limitations on occupancy and seating capacity;

(vi) The refusal to obey an order of the presiding officer or an order issued by any council member which has been approved by a majority of the council members present.

(b) Unreasonably loud or disruptive language, noise, or conduct is that which obstructs the work or the conducting of the business of the council. Before the sergeant-at-arms is directed to remove any person from the meeting hall for conduct described in subsection (3a) of this section, that person shall be given a warning by the presiding officer to cease his or her conduct.

(c) If a meeting is disrupted by members of the audience, the presiding officer or a majority of the council members present may order that the council chambers or meeting hall be cleared so that the meeting may continue.

(4) Limitations on Debate. Time for testimony by members of the audience at public hearings or any council meeting at which the public is invited or allowed to address the council, may be limited for each speaker and for each subject by the presiding officer or by majority vote of the council. All questions and discussion by members of the audience shall be directed to the presiding officer. Direct discussion between members of the audience and council members or city employees shall be permitted only at

the discretion of the presiding officer. Every person desiring to speak shall first address the presiding officer and upon recognition, shall give his or her name and address and shall confine his or her comments to the issue under consideration.

(5) Picture-Taking and Filming. The taking of photographs in the council chambers or other meeting hall shall not be allowed except when approved by the presiding officer.

(6) Seating Capacity and Safety Requirements. The safe occupancy and seating capacity of the council chambers as determined by the fire marshal shall be posted within the council chambers. The limitations on occupancy and seating capacity so determined and posted shall be complied with at all times.

Call to order – Presiding officer.

The mayor, or in his/her absence the president of the council, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the council to order. In the absence of the mayor or president of the council, the city manager, or his or her assistant, shall call the council to order, whereupon a temporary chairman shall be elected by the members of the council present. Upon the arrival of the mayor or president of the council, the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the council.

Order of business.

(1) Agenda: The order of business of each meeting shall be as contained in the agenda prepared by the city manager or designee. The agenda shall be a listing by topic of subjects to be considered by the council, and shall be delivered to members of the council at least 48 hours preceding the meeting to which it pertains, except in the case of an emergency. Failure to make a timely delivery shall not invalidate any action by the council;

(2) Order of Business. The order of business on the agenda may be adjusted at the discretion of the presiding officer and the agenda will be as follows:

I. Call Meeting to Order

II. Roll Call

III. Public Comments (maximum of 30 total minutes for the item which may be extended at the mayor's discretion; allows an opportunity to speak for not more than three (3) minutes per speaker)

IV. Consent Calendar

V. Public Hearing (if necessary)

VI. Old Business

VII. New Business

VIII. City Manager's Report

- IX. Police Report
- X. Public Works Report
- XI. Council Business
- XII. Executive Session (if necessary)
- XIII. Adjournment

At the mayor's discretion, the mayor may change the order of the agenda and allow communications concerning items on the agenda or other council business. Minutes of the business meeting will be kept by the city recorder.

(3) Agenda Availability. Copies of the agenda shall be made available to the press, public, and a minimum of one copy shall be posted on the bulletin board at City Hall;

(4) Placing Items on the Agenda. Anyone wishing to place an item on the agenda will advise the City Manager or City Recorder no later than noon on the Thursday a week preceding the meeting at which the item is to be considered.

(5) Non-agenda Items. During a designated period of the agenda, citizens may bring forth issues or questions that are not on the meeting's agenda. Comments may be limited at the presiding officer's discretion. These matters shall not be acted on until a subsequent meeting, unless there is a compelling reason which is decided only upon unanimous vote.

(6) Consent Agenda. Relatively minor items, that presumably require no discussion but which must be approved by the council, may be combined under a "consent agenda" and approved by one motion and vote. Council members or members of the audience may request additions or deletions to the consent agenda without debate. Any item may be removed at the beginning of the meeting for a separate consideration upon request. The action taken on consent agenda items shall be shown in the minutes in the order shown on the agenda; Ordinances and orders will not be placed on the consent calendar. Public comments will be held prior to the approval of the consent calendar to allow the public to address items under consent calendar. Collective comments by an individual under public comments will be limited to three (3) minutes.

(7) Presentation by Members of the Council. The agenda shall provide a time when the mayor or any council member may bring before the council any business that they feel should be deliberated upon by the council. These matters need not be specifically listed on the agenda. These matters shall not be acted on until a subsequent meeting, unless there is a compelling reason which is decided only upon unanimous vote. The council may decline formal action or defer to a subsequent meeting.

Ex-parte' Contact

When the council conducts a quasi-judicial public hearing, the council members should declare any ex-parte' contacts that they may have. When the hearing conducted is a quasi-judicial land use public hearing, the ex-parte' contact is governed by the appropriate state law concerning ex-parte' contacts in quasi-judicial land use matters. When the ex-parte' contact concerns non-land use public hearing, the councilors should attempt to clearly state any ex-parte' contacts. However, failure to state ex-parte' contact will not be grounds to question, appeal, or overturn the decision of the council unless it can be shown that failure to declare the ex-parte' contact constituted substantial prejudice to a party raising the objection.

Public hearing protocol.

The following shall be the order to hear presentations during a public hearing:

- (1). Presiding officer opens the public hearing and notes the time for the record.
- (2). Presiding officer asks for any ex-parte' contact or declaration of conflict of interest
- (3). Staff Report
- (4). Proponents presentation
- (5). Opponents presentation
- (6). Proponents rebuttal
- (7). Staff summary
- (8). Presiding officer closes the public hearing
- (9). Council discussion
- (10). Council motion, second and vote

Reading of minutes, statement of bills and treasurer's report.

Unless a reading of the minutes, statement of bills, and treasurer's report of a council meeting is requested by a member of the council, such minutes, statements, or treasurer's report may be approved without reading if the manager has previously furnished each member of the council with a copy thereof. Such copies of the minutes, statement or treasurer's report shall also be available to any member of the public upon request. The city manager shall furnish to each council member the minutes of the previous meeting and a reminder of unresolved items which have recently been discussed by the council.

Rules of debate.

(1) Getting the Floor. Every member desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine himself to the questions under debate, avoiding all personalities and inappropriate language.

(2) Interruptions. A member, once recognized, shall not be interrupted when speaking unless it is to call him to order, or as herein otherwise provided. If a member, while speaking, be called to order he shall cease speaking until the question of order be determined and, if in order, he/she shall be permitted to proceed.

(3) Privilege of Closing Debate. The council member moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

(4) Motion to Reconsider. A motion to reconsider any action taken by the council may be made. Such motion must be made by one of the prevailing side, but may be seconded by any member. A motion to reconsider may be made at any time and have precedence over all other motions and it shall be debatable. Nothing herein shall be construed to prevent any member of the council from making or remaking the same or any other motion at a subsequent meeting of the council.

(5) Synopsis of Debate – When Entered in Minutes. The clerk may be directed by the presiding officer, with consent of the council, to enter in the minutes a synopsis of the discussion on any question coming regularly before the council.

Silence constitutes affirmative vote.

Unless a member of the council states that he/she is not voting, his/her silence shall be recorded as an affirmative vote.

Recording of proceedings.

A voice recording machine shall be available at all council meetings. Written minutes of all meetings shall be required as per Oregon Revised Statutes. Minutes will be available to the public within a reasonable amount of time after approval of the city council. Minutes of all meetings will be a permanent record. Audio and/or visual recordings of meetings will be retained per the Oregon State Archive City Records Retention Schedule. Such retention and storage shall be in a safe place, and such original recordings shall not be permitted to be taken outside the confines of City Hall. Copies of all such recordings, which can be taken out, shall be available to any member of the public, and any such copies shall be made at the expense of the person requesting them.

Ordinances, resolutions and contracts.

(1) Preparation of Ordinances, Resolutions and Contracts. All ordinances, resolutions and contracts may be prepared by the city manager for presentation to the city council. The city manager, upon advice and

consent of the mayor, may submit such ordinances, resolutions and contracts to the city attorney for approval as to form and legality. The city council shall be advised by the city manager, upon presentation of such ordinances, resolutions and contracts, whether or not said documents have been reviewed and approved by the city attorney.

(2) Reading of Ordinances. Every ordinance shall be read fully and distinctly in open council meetings on two different days before being put upon its final passage, except as hereinafter provided:

(a) An ordinance may be enacted at a single meeting of the council by the unanimous vote of all council members present, provided the proposed ordinance is available in writing to the public at least one week before the meeting;

(b) Any of the readings of an ordinance may be by title only if no council member present requests to have the ordinance read in full and if a copy of the ordinance is provided for each council member and copy is provided for public inspection in the office of the city recorder not later than one week before the first reading of the ordinance, and if notice of their availability is given the public by posting notice thereof or by advertisement.

(4) Recording of Vote. Upon final passage of an ordinance, the ayes and nays of the members shall be recorded.

Procedures For Handling Motions and Voting

(1) To make or move a motion, a Councilor must be recognized by the Chair at a time when there is no other business on the floor. The Councilor then says "I move adoption of an ordinance..." or "I move approval of a resolution..."

(2) Another member seconds the motion. This can be done without being recognized by the Chair. If no member seconds the motion, it does not come before the meeting; it "dies" for lack of a second, and the Chair calls for the next item of business. A second does not necessarily mean that the member favors the motion. It can be that the member simply wants the motion brought on the floor for discussion.

(3) The Chair states the question on the motion. This procedure is necessary for the motion to come before the Council. Prior to this step, the Chair can suggest changes in the motion and the mover can change or withdraw it. No debate can take place until the Chair states the motion is on the floor. At this point, a mover may ask permission to withdraw the motion. It is unnecessary for the Chair to ask the member who seconded the original motion to withdraw the second. Withdrawal of the motion by general consent takes precedence to the second.

(4) Debate then takes place on the motion. The original mover is entitled to the floor first. Each member has the right to speak twice, but should not have the floor the second time until all who wish have spoken once. Unless it is decided otherwise, each speaker is limited to five (5) minutes each time.

(5) The chair then puts the question to a vote. When the debate appears to have closed, the Chair asks "are you ready for the question?". If no one claims the floor, the Chair restates the motion and calls for a vote. The vote is taken in one of two ways, with the Chair deciding the type of vote unless directed otherwise by the Council.

1) Voice Vote: This is the standard method when no more than a majority vote is required. The ayes are called for first and then the nays.

2) Roll call vote: This can be used as an alternative to a voice vote, in verifying an inconclusive voice vote or when a two-thirds vote is required for adoption or if the action requires the vote of each member to be recorded in the minutes.

3) Vote by Written Ballot: This is another method that is normally used only in cases of elections or a matter where initial confidentiality is needed. However, the results must be made public immediately following the vote.

(6) The Chair announces the voting results. This step is always included to insure Council understanding of the outcome and so that the Recorder will be able to accurately reflect it in the minutes.

(7) Any member of the Council may request an alternative method of voting on any issue.

(8) It is considered inappropriate for members to explain their action during any type of voting.

(9) Members absent or Council positions vacant shall not be considered votes for the purpose of invoking the "tie vote" clause enabling the Mayor to vote. Abstaining shall be considered a negative vote for the purpose of invoking the "tie vote" clause.

(10) Unless specifically governed by other provisions of the codes, ordinances, or other regulations of the City, any councilor who voted with the majority may move for reconsideration of an action at the same or the next following regular meeting of the Council. Once a matter has been reconsidered, no motion for further reconsideration thereof shall be made without unanimous consent.

Enactment of Ordinances

Each ordinance passed by the Council shall take effect on the thirtieth day after it has been adopted by the Council; but when the Council desires, or in case of an emergency, an ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause .

Travel expenses.

Any member of the city council shall receive city council approval before any reimbursement will be paid for training, lodging, meals, or mileage.

Council conduct with one another.

(1) Civility and Decorum. Practice civility and decorum in discussion and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate

elements of a free democracy in action. However, this does not allow council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

(2) Chair Maintaining Order. Honor the role of the chair in maintaining order. It is the responsibility of the chair to keep the comments of council members on track during public meetings. Council members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda of the chair's action, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

(3) Personal Comments. Avoid personal comments that could offend other council members. If a council member is personally offended by the remarks of another council member, the offended council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other council member to justify or apologize for the language used. The chair will maintain control of this discussion.

(4) Problem-solving. Demonstrate effective problem-solving approaches. Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

(5) Written Notes, Voice Mail Messages, and E-mail. Be aware of the insecurity of written notes, voice mail messages, and e-mail. Technology allows words written or said without much forethought to be distributed wide and far. Written notes, voice mail messages and e-mail should be treated as potentially "public" communication.

Council conduct with city staff.

(1) Treatment. Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(2) Contact. Limit contact to specific city staff. Questions of city staff and/or requests for additional background information should be directed only to the department heads and/or city manager. When in doubt about what staff contact is appropriate, council members should ask the city manager for direction. Materials supplied to a council member in response to a request will be made available to all members of the council so that all have equal access to information.

(3) Disruptions. Do not disrupt city staff from their jobs. Council members should not disrupt city staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

(4) Criticism. Never publicly criticize an individual employee. Council should never express concerns about the performance of a city employee in public, or to the employee directly. Comments about staff performance should only be made to the city manager through private correspondence or conversation.

(5) Administrative Functions. Do not get involved in administrative functions. Council members must not attempt to influence city staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of city licenses and permits.

(6) Attending Meetings. Do not attend meetings with city staff unless requested by staff. Even if the council member does not say anything, the council member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

(7) Political Support. Do not solicit political support from staff. Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from city staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Council conduct with the public.

(1). Persons speaking to the council from the floor concerning items not on the agenda or items that are on the consent calendar would speak under public comments. Those people will be given the opportunity to speak no more than three (3) minutes. Speakers may share their time at the discretion of the mayor. The maximum time allowed for public comments, including all speakers is thirty (30) minutes. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time. Speakers who wish the council to consider written material are encouraged to submit information in writing at least seven (7) days prior to the council meeting. Speakers may also submit information at the meeting. However, it shall be considered by the council at a subsequent meeting unless there is a need for the council to consider the issue that night.

(2). Speakers. Be welcoming to speakers and treat them with care and gentleness. Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

(3). No speaker will be turned away unless they exhibit inappropriate behavior. Each speaker may only speak once during a public hearing unless the council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the chair reopens the public hearing for a limited and specific purpose.

(4). Listening. Give the appearance of active listening. It is disconcerting to speakers to have council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, or gazing around the room, gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger, or boredom.

(5). Clarification. Ask for clarification, but avoid debate and argument with the public. Only the chair – not individual council members – can interrupt a speaker during a presentation. However, a council

member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the council member finds disturbing. If speakers become flustered or defensive by council questions, it is the responsibility of the chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by council members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members' personal opinions or inclinations about upcoming votes should not be revealed until after a public hearing is closed.

(6). Personal Attacks. No personal attacks of any kind, under any circumstance. Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

(7). Parliamentary Procedure. Follow parliamentary procedure in conducting public meetings. The city attorney serves as advisory parliamentarian for the city and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the chair, subject to the appeal of the full council.

(8). Promises. Make no promise on behalf of the council. Council members will frequently be asked to explain a council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of city policy and to refer to city staff for further information. It is inappropriate to overly or implicitly promise council action, or to promise city staff will do something specific (fix a pothole, plant new flowers in the median, etc.).

Compensation for Attendance at Meetings

Section 1.04.020 of the city code provides that council members will receive compensation at the rate of ten dollars (\$10) per meeting for "each meeting the member attends". The mayor, as a member of the council, is entitled to the meeting compensation.

(1). Compensated Meetings

The meetings for which council members are compensated for attendance are as follows:

Regular or Special Meetings of the Council. Any regular or special meetings of the council, including any work sessions and goal settings that are officially called where a quorum is present and regardless if the member attends in person or by electronic means.

Subcommittees of the Council. Any subcommittee of the council to which the member is appointed or attends in their official capacity or is an ex-officio, voting or non-voting member.

Boards, Commissions, and Committees of the City. City boards, commissions, and committees for which the council member is appointed by the mayor with approval of the council or the member is an ex-officio, voting or non-voting member.

Boards, Commissions, and Committees of Other Entities. Boards, commissions, and committees of governmental or non-governmental or private organization in which the council member is appointed by the mayor with approval of the council or appointed by the council or is an ex-officio, voting or non-voting member.

(2). Non-Compensated Meetings

The meetings for which council members do not receive compensation for attendance are as follows:

Social Meetings. Social meetings in which the main purpose of the meeting is social. Social meetings will include meetings such as annual banquet awards, and other types of celebration meetings.

Budget Meetings . Per ORS 294.336 no compensation applies to city budget committee meetings that are held in accordance with the local budget law, which are held annually to review and approve the budget.

(3). Waiver of Compensation. A council member may waive the meeting compensation that the council member is entitled to receive. The waiver must be in writing and delivered to the city recorder by January 10 of each year. The waiver shall be valid until December 31 of the calendar year. The waiver is subject to other administrative regulations that may be applicable. The city recorder will furnish a form of waiver to the member and retain the signed copy.

(4). Voluntary Attendance. The attendance by the council member may be on a voluntary basis by the council member. The member is not entitled to compensation for this meeting attendance.

(5). Policy. In considering which meetings will be compensated, the purpose of the meeting compensation is to encourage council members and to recognize the sacrifices they make in personal time.

Executive Session Meetings

Council may meet in executive session in accordance with the Oregon Public Meetings Law (OPML). Matters discussed in executive session will be exempt from public disclosure pursuant to OPML. Council members will not disclose matters discussed in executive session. The city manager will attend all executive sessions, unless he/she is excluded by the council or have requested to be excused. City staff persons, as allowed by the council, may attend. Other persons authorized by OPML may attend. The council by rule may define "news media representatives" within the meaning of the OPML statute, which are allowed to attend executive sessions.

Ad-hoc Committees

(1) Structure of Ad-hoc Committees. The mayor will have the authority to form ad-hoc committees and may refer matters to the appropriate committee.

(2) Duty of Ad-hoc Committees. The mayor may form ad-hoc committees to deal with specific tasks within specific timeframes, make recommendations to the council and record minutes of the meeting,

which will be forwarded to the council after approval. The mayor will establish the membership criteria for the ad-hoc committees. Residency may be a required criterion but does not have to be a required criterion.

(3) Appointment of Ad-hoc Members. The mayor will appoint members of the ad hoc committees. The mayor will designate the chair person and the vice chair. Membership on the committees will be appointed as needed to advise the council on specific programs or projects. Members will continue to serve until their mission is accomplished, or they are replaced or reappointment.

(4) Functions of Ad-hoc Committees. Each member of the ad-hoc committee will have an equal vote on the committee. The reports of the ad hoc committee will have only the authority of recommendations to the council. The council has the authority to follow the recommendations, change the recommendations, refer the matter back to the committee or take any other action the Council deems appropriate.

(5) Removal of Members of Ad-hoc Committee. The mayor may remove any member of the ad hoc committee at any time. Members of the committee will be removed if the member fails to attend two (2) consecutive meetings of the committee without being excused prior to the meeting. The mayor has the authority to grant an excused absence and in the mayor's absence, the committee chair has the authority.

(6) Meetings of the Ad-hoc Committees. The meeting time and place of the committees will be decided by the chair with the consent of the committee. The meeting time and place may be changed provided there is adequate notice. The chair will have the authority to cancel any meeting of the committee for lack of business or necessity to meet. However, a majority of the committee, as determined by telephone poll, may request a meeting of the committee. Meetings are public meetings and will be conducted in accordance with the OPML.

(7) Staff Support of Ad-hoc Committee. The city manager will have the responsibility to furnish the necessary staff support for each ad-hoc committee. The city manager will assign the specific duties to the staff supporting and working with the membership of the ad-hoc committees. The committee will not have the authority to assign specific tasks to any staff person of the city but will work through the city manager.

(8) Ex-officio Members of Ad-hoc Committees. The mayor and city manager will be ex-officio, non-voting members of all ad-hoc committees. The ex-officio members may attend any committee meeting. If they attend, they may participate in the discussion as is appropriate but will not have a vote in any decision of the ad-hoc committee. However, they are not required to attend committee meetings.

Amendments to Council Rules

Amendments to these council rules will be by made by resolution.

City of Gervais



Council Rules of Procedure

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SECTION 1 REGULAR MEETINGS

Section 1.1 Time. Regular meetings of the council shall be held at 7:00 p.m. on the first Thursday of each month. When a regular meeting of the council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on a day to be agreed upon by the council. A change of any regular meeting date or time may be made by motion duly passed at a regular meeting.

Section 1.2 Place. All regular meetings of the council shall be held in the council chambers of the City Hall in the City of Gervais unless another facility is needed to accommodate an anticipated increase in attendance or other events.

Section 1.3 Quorum. A majority of members of the council shall constitute a quorum for its business, but three members may meet and compel the attendance of absent members.

Section 1.4 Adjournment. The council may adjourn upon motion made at any regular meeting as provided in subsection (1) of this section to the next succeeding regular meeting or to some specified time prior thereto, which adjourned meeting will be deemed to be a continuation meeting.

Section 1.5 Work Session. The council may hold a work session on the third Thursday of each month in the Gervais City Hall or at another time or place in the city, which the council designates. Such sessions shall allow the council an opportunity to discuss or review such topics as, but not limited to, forthcoming projects of the city, determining goals for the ensuing year, receiving progress reports on current programs or projects, or to hold open discussions on any city-related subject, provided that all discussions thereon shall be informal with no vote or formal action taken. Work sessions shall be open to the public; however, an opportunity for public comment will only be allowed at the discretion of the Presiding Officer or by a majority vote of the council members present.

Section 1.6 Special Meetings. Special meetings of the council may be called by the mayor upon his/her own motion, or at the request of three members of the council upon compliance with the requirements of the Oregon Public Meetings Law. Special meetings of the council may also be held at any time by the consensus of all the members of the council.

Section 1.7 Electronic Meetings. Normally, all council meetings or work sessions will be held in-person and electronically. If during an electronic meeting the connection is lost, a break of fifteen (15) minutes shall be allowed for the staff to attempt to reconnect and broadcast the meeting. If connection cannot be reestablished within fifteen (15) minutes, then the council meeting will be adjourned. An exception to this rule is when a required hearing is scheduled to be held following public notice and

postponement to another date would create scheduling issues. In such instances, additional time to connect beyond fifteen (15) minutes shall be allowed. Notice of this provision will be placed on all meeting notices/agendas.

Section 1.8 Parliamentary Rules. The conduct of all meetings by the council or any committee shall be governed by those parliamentary rules set forth in Robert's Rules of Order (current edition).

SECTION 2 ATTENDANCE

Section 2.1 Attendance. A council member who is not able to attend any meeting of the council shall notify either the Mayor or Council President as soon as practical prior to the start of the meeting.

SECTION 3 RULES OF PROCEDURE

Section 3.1 Council Obligation. The council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens of the city in general.

Section 3.2 Subject Introduction. In all matters to be heard by the council the presiding officer may introduce the subject, after which the presiding officer may first invite those persons and parties who are proponents of any matter to be considered by the council to speak thereon. Then, the opponents of such proposal shall next be afforded an opportunity to speak thereon. Then members of the staff of the city may speak thereon or answer questions from members of the council or the public. Then the members of the council shall discuss the matters and act thereon.

SECTION 4 CONDUCT AT COUNCIL AND COMMITTEE OF THE WHOLE MEETINGS

Section 4.1 Responsibility for Order. The presiding officer of the council shall be responsible for ensuring that order and decorum are maintained during all meetings of the council, and shall be responsible for assigning to the sergeant-at-arms his or her duties and station.

Section 4.2 Sergeant-at-Arms. Chief of Police or his designee shall act as sergeant-at-arms and shall be present as directed by the mayor or council at each council meeting. The sergeant-at-arms shall have the responsibility to maintain order, to enforce the rules of conduct, and to enforce orders given by the presiding officer.

Section 4.3 Order and Decorum.

- (a) Any of the following shall be sufficient cause for the sergeant-at-arms, at the direction of the presiding officer, to remove any person from the council chambers, or meeting hall, for the duration of the meeting:
 - (i) The use of unreasonably loud or disruptive language;
 - (ii) The making of loud or disruptive noise;
 - (iii) The engaging in violent or distracting action;
 - (iv) The willful injury of furnishings or of the interior of the council chambers or meeting hall;
 - (v) The refusal to obey any of the rules of conduct provided within this section, including the limitations on occupancy and seating capacity;
 - (vi) The refusal to obey an order of the presiding officer or an order issued by any council member, which has been approved by a majority of the council members present.
- (b) Unreasonably loud or disruptive language, noise, or conduct is that which obstructs the work or the conducting of the business of the council. Before the sergeant-at-arms is directed to remove any person from the meeting hall for conduct described in subsection (4.3a) of this section, that person shall be given a warning by the presiding officer to cease his or her conduct.
- (c) If a meeting is disrupted by members of the audience, the presiding officer or a majority of the council members present may order that the council chambers or meeting hall be cleared so that the meeting may continue.

Section 4.4 Cell Phone Usage during a Council Meeting. The council recognizes that a member of council or staff may have a cell phone with them at the dais while a meeting is in session. It is the obligation of a council member or staff to have their cell phone on silent mode, turned off, or not in use during a council meeting. Use of a cell phone shall be for emergency use or scheduling on the calendar.

Section 4.5 Limitations on Debate. Time for testimony by members of the audience at public hearings or any council meeting at which the public is invited or allowed to address the council, may be limited for each speaker and for each subject by the presiding officer or by majority vote of the council. All questions and discussion by members of the audience shall be directed to the presiding officer. Direct discussion between members of the audience and council members or city employees shall be permitted only at the discretion of the presiding officer. Every person desiring to speak shall first address the presiding officer and upon recognition, shall give his or her name and address and shall confine his or her comments to the issue under consideration.

Section 4.6 Picture-Taking and Filming. The taking of photographs in the council chambers or other meeting hall shall not be allowed except when approved by the presiding officer.

Section 4.7 Seating Capacity and Safety Requirements. The safe occupancy and seating capacity of the council chambers as determined by the fire marshal shall be posted within the council chambers. The limitations on occupancy and seating capacity so determined and posted shall be complied with at all times.

SECTION 5 CALL TO ORDER

Section 5.1 Presiding officer. The mayor or, in his/her absence, the president of the council shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the council to order. In the absence of the mayor or president of the council, the city manager, or his or her assistant, shall call the council to order, whereupon a temporary chairman shall be elected by the members of the council present. Upon the arrival of the mayor or president of the council, the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the council.

SECTION 6 ORDER OF BUSINESS

Section 6.1 Agenda. The order of business of each meeting shall be as contained in the agenda prepared by the city manager or designee. The agenda shall be a listing by topic of subjects to be considered by the council, and shall be delivered to members of the council at least 48 hours preceding the meeting to which it pertains, except in the case of an emergency. Failure to make a timely delivery shall not invalidate any action by the council;

Section 6.2 Order of Business. The order of business on the agenda may be adjusted at the discretion of the presiding officer and the agenda will be as follows:

- I. Call Meeting to Order
- II. Roll Call
- III. Public Comments (maximum of 30 total minutes for the item which may be extended at the mayor's discretion; allows an opportunity to speak for not more than three (3) minutes per speaker)
- IV. Consent Calendar
- V. Presentations (if necessary)
- VI. Public Hearing (if necessary)
- VII. Old Business
- VIII. New Business
- IX. City Manager's Report
- X. Police Report
- XI. Public Works Report
- XII. Council Business
- XIII. Executive Session (if necessary)
- XIII. Adjournment

At the mayor's discretion, the mayor may change the order of the agenda and allow communications concerning items on the agenda or other council business. Minutes of the business meeting will be kept by the city recorder.

Section 6.3 Agenda Availability. Copies of the agenda shall be made available to the press, public, and a minimum of one copy shall be posted on the bulletin board at City Hall;

Section 6.4 Placing Items on the Agenda. Anyone wishing to place an item on the agenda will advise the City Manager or City Recorder no later than noon on the Thursday a week preceding the meeting at which the item is to be considered.

Section 6.5 Non-agenda Items. During a designated period of the agenda, citizens may bring forth issues or questions that are not on the meeting's agenda. Comments may be limited at the presiding officer's discretion. These matters shall not be acted on until a subsequent meeting, unless there is a compelling reason which is decided only upon unanimous vote.

Section 6.6 Consent Agenda. Relatively minor items, that presumably require no discussion, but which must be approved by the council, may be combined under a "consent agenda" and

approved by one motion and vote. Council members or members of the audience may request additions or deletions to the consent agenda without debate. Any item may be removed at the beginning of the meeting for a separate consideration upon request. The action taken on consent agenda items shall be shown in the minutes in the order shown on the agenda. Ordinances and orders will not be placed on the consent calendar. Public comments will be held prior to the approval of the consent calendar to allow the public to address items under consent calendar. Collective comments by an individual under public comments will be limited to three (3) minutes.

Section 6.7 Presentation from the Public. The agenda shall provide fifteen (15) minutes' time for the public to bring before the council any business that they feel should be deliberated upon by the council. Council by majority may decline formal action or defer discussion and action to a subsequent meeting. All written material must be submitted to the City Manager or City Recorder no later than noon on the Thursday a week preceding the meeting at which the presentation will be made to be distributed with council packet. Written material submitted after the deadline may not be reviewed and/or considered by the council.

Section 6.8 Presentation by Members of the Council. The agenda shall provide a time when the mayor or any council member may bring before the council any business that they feel should be deliberated upon by the council. These matters need not be specifically listed on the agenda. These matters shall not be acted on until a subsequent meeting, unless there is a compelling reason which is decided only upon unanimous vote. The council may decline formal action or defer to a subsequent meeting.

SECTION 7 EX-PARTE' CONTACT

Section 7.1 Declaration of Ex-parte' Contact. When the council conducts a quasi-judicial public hearing, each council member should declare any ex-parte' contacts that they may have. When the hearing conducted is a quasi-judicial land use public hearing, the ex-parte' contact is governed by the appropriate state law concerning ex-parte' contacts in quasi-judicial land use matters. When the ex-parte' contact concerns non-land use public hearing, a councilor should attempt to clearly state any ex-parte' contacts. However, failure to state ex-parte' contact will not be grounds to question, appeal, or overturn the decision of the council unless it can be shown that failure to declare the ex-parte' contact constituted substantial prejudice to a party raising the objection.

SECTION 8 PUBLIC HEARING PROTOCOL

Section 8.1 Order of Presentations. The following shall be the order to hear presentations during a public hearing:

- (1). Presiding officer opens the public hearing and notes the time for the record.
- (2). Presiding officer asks for any ex-parte' contact or declaration of conflict of interest
- (3). Staff Report
- (4). Proponents' presentation
- (5). Opponents' presentation
- (6). Proponents' rebuttal
- (7). Staff summary
- (8). Presiding officer closes the public hearing
- (9). Council discussion
- (10). Council motion, second and vote

SECTION 9 READING OF MINUTES, STATEMENT OF BILLS AND TREASURER'S REPORT

Section 9.1 Approval. Unless a reading of the minutes, statement of bills, and treasurer's report of a council meeting is requested by a member of the council, such minutes, statements, or treasurer's report may be approved without reading if the City Manager has previously furnished each member of the council with a copy thereof. Such copies of the minutes, statement or treasurer's report shall also be available to any member of the public upon request. The city manager shall furnish to each council member the minutes of the previous meeting and a reminder of unresolved items which have recently been discussed by the council.

SECTION 10 RULES OF DEBATE

Section 10.1 Getting the Floor. Every member desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine himself to the questions under debate, avoiding all personalities and inappropriate language.

Section 10.2 Interruptions. A member, once recognized, shall not be interrupted when speaking unless it is to call that member to order, or as herein otherwise provided. If a member, while speaking, be called to order he/she shall cease speaking until the question of order be determined and, if in order, he/she shall be permitted to proceed.

Section 10.3 Privilege of Closing Debate. The council member moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

Section 10.4 Motion to Reconsider. A motion to reconsider any action taken by the council may be made. Such motion must be made by one of the prevailing side, but may be seconded by any member. A motion to reconsider may be made at any time and have precedence over all other motions and it shall be debatable. Nothing herein shall be construed to prevent any member of the council from making or remaking the same or any other motion at a subsequent meeting of the council.

Section 10.5 Synopsis of Debate - When Entered in Minutes. The clerk may be directed by the presiding officer, with consent of the council, to enter in the minutes a synopsis of the discussion on any question coming regularly before the council.

SECTION 11

SILENCE CONSTITUTES AFFIRMATIVE VOTE

Section 11.1 Affirmative Vote. Unless a member of the council states that he/she is not voting, his/her silence shall be recorded as an affirmative vote.

SECTION 12

RECORDING OF PROCEEDINGS

Section 12.1 Minutes and Recordings. A voice recording machine shall be available at all council meetings. Written minutes of all meetings shall be required as per Oregon Revised Statutes. Minutes will be available to the public within a reasonable amount of time after approval of the city council. Minutes of all meetings will be a permanent record. Audio and/or visual recordings of meetings will be retained per the Oregon State Archive City Records Retention Schedule. Such retention and storage shall be in a safe place, and such original recordings shall not be permitted to be taken outside the confines of City Hall. Copies of all such recordings, which can be taken out, shall be available to any member of the public, and any such copies shall be made at the expense of the person requesting them.

SECTION 13 ORDINANCES, RESOLUTIONS AND CONTRACTS

Section 13.1 Preparation of Ordinances, Resolutions and Contracts. All ordinances, resolutions and contracts may be prepared by the city manager for presentation to the city council. The city manager, upon advice and consent of the mayor, may submit such ordinances, resolutions and contracts to the city attorney for approval as to form and legality. The city council shall be advised by the city manager, upon presentation of such ordinances, resolutions and contracts, whether or not said documents have been reviewed and approved by the city attorney.

Section 13.2 Reading of Ordinances. Every ordinance shall be read fully and distinctly in open council meetings on two different days before being put upon its final passage, except as hereinafter provided:

- (a) An ordinance may be enacted at a single meeting of the council by the unanimous vote of all council members present, provided the proposed ordinance is available in writing to the public at least one week before the meeting;
- (b) Any of the readings of an ordinance may be by title only if no council member present requests to have the ordinance read in full and if a copy of the ordinance is provided for each council member and a copy is provided for public inspection in the office of the city recorder not later than one week before the first reading of the ordinance, and if notice of their availability is given the public by posting notice thereof or by advertisement.

Section 13.3 Recording of Vote. Upon final passage of an ordinance, the ayes and nays of the members shall be recorded.

SECTION 14 PROCEDURES FOR HANDLING MOTIONS AND VOTING

Section 14.1 Procedures for Handling Motions and Voting.

- (a) To make or move a motion, a Councilor must be recognized by the Chair at a time when there is no other business on the floor. The Councilor then says "I move adoption of an ordinance..." or "I move approval of a resolution..."

- (b) Another member seconds the motion. This can be done without being recognized by the Chair. If no member seconds the motion, it does not come before the meeting; it “dies” for lack of a second, and the Chair calls for the next item of business. A second does not necessarily mean that the member favors the motion. It can be that the member simply wants the motion brought on the floor for discussion.
- (c) The Chair states the question on the motion. This procedure is necessary for the motion to come before the Council. Prior to this step, the Chair can suggest changes in the motion and the mover can change or withdraw it. No debate can take place until the Chair states the motion is on the floor. At this point, a mover may ask permission to withdraw the motion. It is unnecessary for the Chair to ask the member who seconded the original motion to withdraw the second. Withdrawal of the motion by general consent takes precedence to the second.
- (d) Debate then takes place on the motion. The original mover is entitled to the floor first. Each member has the right to speak twice, but should not have the floor the second time until all who wish have spoken once. Unless it is decided otherwise, each speaker is limited to five (5) minutes each time.
- (e) The chair then puts the question to a vote. When the debate appears to have closed, the Chair asks, “are you ready for the question?” If no one claims the floor, the Chair restates the motion and calls for a vote. The vote is taken in one of two ways, with the Chair deciding the type of vote unless directed otherwise by the Council.

Section 14.2 Methods of Voting

- **Voice Vote:** This is the standard method when no more than a majority vote is required. The ayes are called for first and then the nays.
- **Roll call vote:** This can be used as an alternative to a voice vote, in verifying an inconclusive voice vote or when a two-thirds vote is required for adoption or if the action requires the vote of each member to be recorded in the minutes.
- **Vote by Written Ballot:** This is another method that is normally used only in cases of elections or a matter where initial confidentiality is needed. However, the results must be made public immediately following the vote.

Section 14.3 Voting Results. The Chair announces the voting results. This step is always included to ensure Council understanding of the outcome and so that the Recorder will be able to accurately reflect it in the minutes.

Section 14.4 Alternative Method of voting. Any member of the Council may request an alternative method of voting on any issue.

Section 14.5 Inappropriate action. It is considered inappropriate for members to explain their action during any type of voting.

Section 14.6 Absenteeism or Vacancy. Members absent or Council positions vacant shall not be considered votes for the purpose of invoking the "tie vote" clause enabling the Mayor to vote.

Section 14.7 Abstentions. Abstaining shall be considered a negative vote for the purpose of invoking the "tie vote" clause.

Section 14.8 Reconsideration of an Action. Unless specifically governed by other provisions of the codes, ordinances, or other regulations of the City, any councilor who voted with the majority may move for reconsideration of an action at the same or the next following regular meeting of the Council. Once a matter has been reconsidered, no motion for further reconsideration thereof shall be made without unanimous consent.

SECTION 15 ENACTMENT OF ORDINANCES

Section 15.1 Ordinance Effective Date. Each ordinance passed by the Council shall take effect on the thirtieth day after it has been adopted by the Council; but when the Council desires, or in case of an emergency, an ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

SECTION 16 TRAVEL EXPENSES

Section 16.1 Travel expenses. Any member of the city council shall receive city council approval before any reimbursement will be paid for training, lodging, meals, or mileage.

SECTION 17

COUNCIL CONDUCT WITH ONE ANOTHER

Section 17.1 Civility and Decorum. Practice civility and decorum in discussion and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. However, this does not allow council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Section 17.2 Chair Maintaining Order. Honor the role of the chair in maintaining order. It is the responsibility of the chair to keep the comments of council members on track during public meetings. Council members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda of the chair's action, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Section 17.3 Personal Comments. Avoid personal comments that could offend other council members. If a council member is personally offended by the remarks of another council member, the offended council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other council member to justify or apologize for the language used. The chair will maintain control of this discussion.

Section 17.4 Problem-solving. Demonstrate effective problem-solving approaches. Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

Section 17.5 Written Notes, Voice Mail Messages, and E-mail. Be aware of the insecurity of written notes, voice mail messages, and e-mail. Technology allows words written or said without much forethought to be distributed wide and far. Written notes, voice mail messages and e-mail should be treated as potentially "public" communication.

SECTION 18

COUNCIL CONDUCT WITH CITY STAFF

Section 18.1 Treatment. Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Section 18.2 Contact. Limit contact to specific city staff. Questions of city staff and/or requests for additional background information should be directed only to the department heads and/or city manager. When in doubt about what staff contact is appropriate, council members should ask the city manager for direction. Materials supplied to a council member in response to a request will be made available to all members of the council so that all have equal access to information.

Section 18.3 Disruptions. Do not disrupt city staff from their jobs. Council members should not disrupt city staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

Section 18.4 Criticism. Never publicly criticize an individual employee. Council should never express concerns about the performance of a city employee in public, or to the employee directly. Comments about staff performance should only be made to the city manager through private correspondence or conversation.

Section 18.5 Administrative Functions. Do not get involved in administrative functions. Council members must not attempt to influence city staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of city licenses and permits.

Section 18.6 Attending Meetings. Do not attend meetings with city staff unless requested by staff. Even if the council member does not say anything, the council member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Section 18.7 Political Support. Do not solicit political support from staff. Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from city staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

SECTION 19 COUNCIL CONDUCT WITH THE PUBLIC

Section 19.1 Public Comments. Persons speaking to the council from the floor concerning items not on the agenda or items that are on the consent calendar would speak under public comments. Those people will be given the opportunity to speak no more than three (3) minutes. Speakers may share their time at the discretion of the mayor. The maximum time allowed for public comments, including all speakers is thirty (30) minutes. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time. Speakers who wish the council to consider written material are encouraged to submit information in writing at least seven (7) days prior to the council meeting. Speakers may also submit information at the meeting. However, it shall be considered by the council at a subsequent meeting unless there is a need for the council to consider the issue that night.

Section 19.2 Speakers. Be welcoming to speakers and treat them with care and gentleness. Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

No speaker will be turned away unless they exhibit inappropriate behavior. Each speaker may only speak once during a public hearing unless the council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the chair reopens the public hearing for a limited and specific purpose.

Section 19.3 Listening. Give the appearance of active listening. It is disconcerting to speakers to have council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, or gazing around the room, gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as “smirking,” disbelief, anger, or boredom.

Section 19.4 Clarification. Ask for clarification, but avoid debate and argument with the public. Only the chair – not individual council members – can interrupt a speaker during a presentation. However, a council member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the council member finds disturbing. If speakers become flustered or defensive by council questions, it is the responsibility of the chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by council members to members of the public testifying should seek to clarify or

expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members' personal opinions or inclinations about upcoming votes should not be revealed until after a public hearing is closed.

Section 19.5 Personal Attacks. No personal attacks of any kind, under any circumstance. Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

Section 19.6 Parliamentary Procedure. Follow parliamentary procedure in conducting public meetings. The city attorney serves as advisory parliamentarian for the city and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the chair, subject to the appeal of the full council.

Section 19.7 Promises. Make no promise on behalf of the council. Council members will frequently be asked to explain a council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of city policy and to refer to city staff for further information. It is inappropriate to overly or implicitly promise council action, or to promise city staff will do something specific (fix a pothole, plant new flowers in the median, etc.).

Section 19.8 Prohibition of Lobbying. Because it is important for appointed or advisory bodies to make objective recommendations on items to the council free of influence, councilors/city staff shall not attempt to lobby any board committee, task force or commission member on any item that is or could be under consideration.

Section 19.9 Prohibition of Drugs and Alcohol. The council acts as a body with the intent to conduct city business in a fair and appropriate manner while maintaining the respect and trust of the community. No council member will give discussion and/or vote at a council meeting while impaired or under the influence of alcohol or legal and/or illegal drugs.

Section 19.10 Statements to the Media and Other Organizations

A. Representing City. If a member of the council, to include the mayor, and staff appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.

B. Personal Opinions. If a member of the council, to include the mayor, and staff appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

SECTION 20

STIPEND FOR ATTENDANCE AT MEETINGS

Section 20.1 Stipend. Section 1.04.010 of the city code provides that council members will receive a stipend for their service(s) at the rate of ten dollars (\$10) per meeting for “each meeting of the council the member attends”. The mayor, as a member of the council, is entitled to receive the meeting stipend.

Section 20.2 Compensated Meetings. The meetings for which council members are compensated by stipend for attendance are as follows:

- (a) Regular or Special Meetings of the Council. Any regular or special meetings of the council, including any work sessions and goal settings that are officially called where a quorum is present and regardless of if the member attends in person or by electronic means.
- (b) Subcommittees of the Council. Any subcommittee of the council to which the member is appointed or attends in their official capacity or is ex-officio, voting or non-voting member.
- (c) Boards, Commissions, and Committees of the City. City boards, commissions, and committees for which the council member is appointed by the mayor with approval of the council, or the member is ex-officio, voting or non-voting member.
- (d) Boards, Commissions, and Committees of Other Entities. Boards, commissions, and committees of governmental or non-governmental or private organization in which the council member is appointed by the mayor with approval of the council or appointed by the council or is ex-officio, voting or non-voting member.

Section 20.3 Non-Compensated Meetings. The meetings for which council members do not receive a stipend as compensation for attendance are as follows:

- (a) Social Meetings. Social meetings in which the main purpose of the meeting is social. Social meetings will include meetings such as annual banquet awards, and other types of celebration meetings.
- (b) Budget Meetings. Per ORS 294.336 no compensation applies to city budget committee meetings that are held in accordance with the local budget law, which are held annually to review and approve the budget.

Section 20.4 Waiver of Stipend. A council member may waive the meeting stipend that the council member is entitled to receive. The waiver of a member then sitting on the council must be in writing and delivered to the city recorder by January 10 of a year. The waiver shall be valid

until December 31 of the calendar year. The waiver is subject to other administrative regulations that may be applicable. The city recorder will furnish a form of waiver to the member and retain the signed copy. In the event a council position becomes vacant during the year, section 1.04.020 B. of the city code applies.

Section 20.5 Voluntary Attendance. The attendance by the council member at a non-compensated meeting may be on a voluntary basis by the council member. The member is not entitled to a stipend for this meeting attendance.

Section 20.6 Policy. In considering which meetings will be compensated, the purpose of the meeting stipend is to encourage council members' participation and to recognize the sacrifices they make in personal time.

SECTION 21 EXECUTIVE SESSION MEETINGS

Section 21.1 Executive Session Meetings. Council may meet in executive session in accordance with the Oregon Public Meetings Law (OPML). Matters discussed in executive session will be exempt from public disclosure pursuant to OPML. Council members will not disclose matters discussed in executive session. The city manager will attend all executive sessions, unless he/she is excluded by the council or have requested to be excused. City staff persons, as allowed by the council, may attend. Other persons authorized by OPML may attend. The council by rule may define "news media representatives" within the meaning of the OPML statute, which are allowed to attend executive sessions.

SECTION 22 AD-HOC COMMITTEES

Section 22.1 Structure of Ad-hoc Committees. The mayor will have the authority to form ad-hoc committees and may refer matters to the appropriate committee.

Section 22.2 Duty of Ad-hoc Committees. The mayor may form ad-hoc committees to deal with specific tasks within specific timeframes, make recommendations to the council and record minutes of the meeting, which will be forwarded to the council after approval. The mayor will establish the membership criteria for the ad-hoc committees. Residency may be a required criterion but does not have to be a required criterion.

Section 22.3 Appointment of Ad-hoc Members. The mayor will appoint members of the ad hoc committees. The mayor will designate the chairperson and the vice chair. Membership on the committees will be appointed as needed to advise the council on specific programs or projects. Members will continue to serve until their mission is accomplished, or they are removed, replaced or reappointment.

Section 22.4 Functions of Ad-hoc Committees. Each member of the ad-hoc committee will have an equal vote on the committee. The reports of the ad hoc committee will have only the authority of recommendations to the council. The council has the authority to follow the recommendations, change the recommendations, refer the matter back to the committee or take any other action the council deems appropriate.

Section 22.5 Removal of Members of Ad-hoc Committee. The mayor may remove any member of an ad hoc committee at any time. Members of the committee will be removed if the member fails to attend two (2) consecutive meetings of the committee without being excused prior to the meeting. The mayor has the authority to grant an excused absence, and, in the mayor's absence, the committee chair has the authority.

Section 22.6 Meetings of the Ad-hoc Committees. The meeting time and place of the committees will be decided by the chair with the consent of the committee. The meeting time and place may be changed provided there is adequate notice. The chair will have the authority to cancel any meeting of the committee for lack of business or necessity to meet. However, a majority of the committee, as determined by telephone poll, may request a meeting of the committee. Meetings are public meetings and will be conducted in accordance with the OPML.

Section 22.7 Staff Support of Ad-hoc Committee. The city manager will have the responsibility to furnish the necessary staff support for each ad-hoc committee. The city manager will assign the specific duties to the staff supporting and working with the membership of the ad-hoc committees. The committee will not have the authority to assign specific tasks to any staff person of the city but will work through the city manager.

Section 22.8 Ex-officio Members of Ad-hoc Committees. The mayor and city manager will be ex-officio, non-voting members of all ad-hoc committees. The ex-officio members may attend any committee meeting. If they attend, they may participate in the discussion as is appropriate but will not have a vote in any decision of the ad-hoc committee. However, they are not required to attend committee meetings.

SECTION 23
AMENDMENTS TO COUNCIL RULES

Section 23.1 Amendments to Council rules. Amendments to these council rules will be made by resolution.

DRAFT

q.c.

RECEIVED
FEB 25 2022

City of Gervais
2022 Budget Committee Appointment
Application Due 5:00 pm on March 25, 2022

Applicant: Hugo Fernandez Date: 02/25/2022

Address: 640 Alder Ave, Gervais, OR 97026

Phone No.: (971) 273-9068 Email: clear.interpreting@gmail.com

☒ I am a voter in the State of Oregon ☐ I am not a voter in the State of Oregon

I have resided within the Gervais city limits since: July 2011

My interest in running for the vacant position is as follows:

My family and I have loved living in Gervais. We have
seen the growth and see the potential. I do not plan to
move and would like nothing more than the best for the town. I
have children attending GES, GMS, and GHS.

What qualifications do you believe you can bring to the position you are applying for?

I have a background in social work including ^{working with} migrant
families, homeless, low-income, and seniors and people with disabilities.
As mentioned previously, I want nothing but the best for Gervais
and its residents. I believe I'd be a valuable asset as far as
evaluating funds are spent appropriately and identifying needs that
are not being met in town.

If selected and appointed to the City of Gervais Budget Committee, your term will end December 31, 2024 with an option to renew. An appointment for this position will be made at the April 7, 2022 Gervais City Council Meeting. Thank you for your interest in serving the City of Gervais!


Applicant's signature

2/25/2022
Date

RECEIVED

MAR 25 2022

City of Gervais
2022 Budget Committee Appointment
Application Due 5:00 pm on March 25, 2022

Applicant: Laura Clifton Date: March 23, 22

Address: 1065 6th ST, Gervais

Phone No.: 971.207.4699 Email: lauraclifton@gmail.com

☒ I am a voter in the State of Oregon ☐ I am not a voter in the State of Oregon

I have resided within the Gervais city limits since: 2005

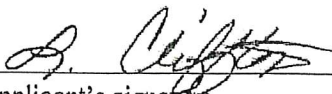
My interest in running for the vacant position is as follows:

To assist standing members of the committee to maintain a good working budget of the city I have
resided in for many years. I can bring a new perspective to the table and help in making the most
informed decisions.

What qualifications do you believe you can bring to the position you are applying for?

Understanding of financial aspects of a business
I have been an active participant in yearly company ISO 9001 audits & external audits
I am a certified ISO 9001 Auditor. I have the time to devote to what the committee needs
5 years reconciling the end of day records in a busy restaurant (cash, check, credit cards & receipts)

If selected and appointed to the City of Gervais Budget Committee, your term will end December 31, 2024 with an option to renew. An appointment for this position will be made at the April 7, 2022 Gervais City Council Meeting. Thank you for your interest in serving the City of Gervais!


Applicant's signature

3/23/22
Date

S:/Shared Admin/Forms/Application for Budget Committee

RECEIVED
MAR 25 2022

City of Gervais
2022 Budget Committee Appointment
Application Due 5:00 pm on March 25, 2022

Applicant: Angelina (Angie) Peters Date: 03/17/2022

Address: 935 Ivy Ave, Gervais, OR 97026

Phone No.: (971) 340-9656 Email: anmpeter@gmail.com

☒ I am a voter in the State of Oregon ☐ I am not a voter in the State of Oregon

I have resided within the Gervais city limits since: August 2021

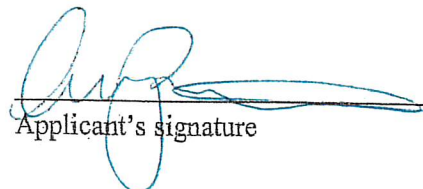
My interest in running for the vacant position is as follows:

I am interested in becoming more involved in my city and as someone who has worked in finance for over 25 years,
I thought this would be a wonderful way to become involved as I am comfortable working with numbers and budgets.

What qualifications do you believe you can bring to the position you are applying for?

I have worked in finance, operations, and administration for both for-profit and non-profit for over 25 years professionally.
I have worked with budgets ranging from \$50,000 to \$25 million - cost account, procurement, and working with board of
directors, as well as, state/federal auditors in regulatory industries such as telecommunication and insurance.

If selected and appointed to the City of Gervais Budget Committee, your term will end December 31, 2024 with an option to renew. An appointment for this position will be made at the April 7, 2022 Gervais City Council Meeting. Thank you for your interest in serving the City of Gervais!


Applicant's signature

03/25/2022

Date

City of Gervais
Activity Tracker
Last Updated: April 28, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
1	10/07/21	Park Lighting	Need deterrent for vandalism.	John	Researching pricing and options. John R will report at 12/2/21 council meeting. Susie to look at budget once approximate costs are known. John will provide lighting options and pricing on 1/6. Estimate is \$5000 and should be budgeted for next year.
2	10/21/21	Ordinance updates: Parking, noise, livestock	Need updates for yard parking, noise and livestock.	Susie and Mark	Council reviewed relevant ordinances at 10/21/21 worksession. Suggested revisions will be sent to city attorney for review. Staff will bring back to council for approval by March. Draft sent to City Attorney's office. Will be delayed a couple of months due to extra workload with one attorney on extended leave. Ordinance to adopt updates will be 4/7 agenda. Yard parking updates take a different process because it's part of the development code. Will work with City planner. Ordinances 22-001 and 22-002 were adopted for updates to include livestock and cats and also updates for discarded vehicles.
3	11/04/21	Look into costs of expanding concrete pad on Hemlock (east of 5 th) to provide for another basketball hoop	Provide more hoops in town.	John	Researching pricing and options. John R will report at 12/2/21 council meeting. Susie to look at budget once approximate costs are known. Not sufficient room to expand. Council asked for additional hoop. Cost estimate @ \$3,000 plus equipment rental to install. Budget for this in FY 2022-2023?
4	3/4/21	Generator for City Hall	Need power at City Hall to operate Emergency Operation Center during emergencies in times of power	Mark	Council approved grant agreement with OEM to award funding for the purchase of a generator on 11/04/21. Researching installation options and final costs. Wait will be about 40 weeks once it is ordered, unless another option is available. Received fully executed grant award. Quarterly reports are required. Waiting for cost information on some portable generators from Cummins. Electrical work is expected to be completed

City of Gervais
Activity Tracker
Last Updated: April 28, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
5	12/3/2020	Shared use building with Woodburn Fire	outages. Provide fire apparatus in Gervais to decrease response times.	Susie/John/Mark	by summer. Waiting for bids for the generator and electrical work. Waiting on one electrical bid. Chief Joe Budge made multiple presentations to city council. Bond was passed in May, 2021. Plans to use some of that bond renewal revenue to begin construction process after July, 2022. Chief Budge will work with city staff. On 3/3, Chief Budge provided an update to the city council letting them know the application to Marion County ARPA Program was not approved. Woodburn Fire is looking at other options. WFD Board approved \$3.1 million project cost to purchase land and construct fire station on Butteville north of town. Due to a change in circumstances, building will not be shared with public works.
6	02/2021	WWTP Poplar Tree Crop Restoration (Part of City's natural infrastructure, integral to the wastewater treatment system)	February, 2021 ice storm damaged poplar tree farm at wastewater lagoons. Near complete loss.	Susie/John	Bid opening was 10/27/21. Council gave intent to award contract to Advanced Land Management on 11/4/21 for \$228,000. Funding provided by FEMA and Business Oregon. Onsite FEMA inspection 11/18/21. An insurance claim has been submitted to CIS. The claim was approved. The contract was signed and work is expected to begin in the next 3-4 weeks. Work began on 2/22 and 8 of the 10 zones have trees cleared away. Zones 2-5 are operational, trees are planted and new irrigation is installed.
7	11/4/21	Share grant writer services with Gervais School District.	Find community development opportunities and funding in response to growth.	Susie	Council moved to partner with Gervais SD on grant writing services of Lisa Leslie 11/4/21 and contribute \$5,000. Susie & Dandy were notified on 11/30 that she cannot commit to the work. Susie is checking with COG for same services. Susie and Dandy met with a new potential grant writer who will provide a proposal for her work. Hilda Rosselli presented at the joint

City of Gervais
Activity Tracker
Last Updated: April 28, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
					meeting with the SD. She has access to grant programs, but City needs to identify projects and have plans such as park lighting. SD working on contract for services, Hilda researching T-Mobile grant for park lighting, lighting on SD walking trail, garbage cans, cameras, etc. T-Mobile grant deadline is June.
8	11/4/21	Grove/7 th Sidewalk and Street Improvements	Improve accessibility near Ivy Woods Subdivision	Susie/John	Notified that the City was awarded \$100,000 SCA Grant for this project. Grant award was approved, executed agreement from ODOT was received 12/8, along with Notice to Proceed. City engineer will start design soon. Design has begun – city addressing property owner plants in right-of-way to properly design sidewalk.
9	11/4/21	Update council rules	Review council rules for possible changes	Susie	Susie gave the council a copy of LOC's model rules and current rules for council to compare/contrast. Think about what should be added/deleted. City attorney can return in January during a worksession for assistance in drafting new rules. City council would like Bill Monahan from COG to assist. Mr. Monahan will be here for January 20 th worksession to assist. Contract needs to be approved at 1/6 council meeting. Bill Monahan provided draft rules with his edits and suggestions for council to review at March council meeting. Susie, will provide the council with draft that went to Bill Monahan. Worksession 3/31/22 to continue work on updates. Resolution 22-003 to update council rules will be considered for adoption at May 5th council meeting.
10	10/2021	Skate Park	Youth requested council to build a skate park	Ad Hoc Committee	Assigned to Ad Hoc Committee at the October council meeting. Laura Clifton provided an update on 12/2 council meeting on location possibilities. She will be attending a meeting with Sacred Heart on 1/18.

City of Gervais
Activity Tracker
Last Updated: April 28, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
					Waiting for response from Sacred Heart meeting on 01/18. Ad Hoc committee continues to provide updates to council. Ad Hoc committee to report progress on 3 on 3 basketball fundraiser. Tournament registration and flyer are on city's website and also available at City Hall. John cancelled fence rental for 4th St because the tournament has been moved to Sacred Heart.
11	08/2020	Douglas Crosswalks/Elementary Sidewalk (Safe Routes to School 2020)	Student safety	Susie/John	Marion County is currently reviewing the project as of 10/21/21. Final design is in progress. Bidding anticipated in the spring. Final design wrapping up, delay in getting comments back from County.
12	12/2020	Juniper/7 th Street-Close 8th St entry/exit to Ivy (SCA 2020)	Traffic safety	Susie/John	Marion County is currently reviewing the project as of 10/21/21. Final design is in progress. Bidding anticipated in the spring. Final design wrapping up, delay in getting comments back from County.
13	Summer 2020	Sam Brown House	Relocate house inside Gervais city limits	Susie/John	Waiting to hear back from owner and to figure out funding options for moving and restoration. Susie received email from somebody on restoration. John talked with house owner. Owner will make a request for extension to move. Have not heard from owner. This has been on the back burner with so many other active projects happening.
14	11/04/21	Circus	Community entertainment	Susie/Council	Tabled to December council meeting for discussion. Council approved to sponsor 12/2. Susie signed contract 12/7. Circus is May 22, shows at 2:00 pm and 4:30 pm behind Gervais Elementary. Confirmed with Dandy on 12/7. Need a decision on where to direct ticket sale proceeds – previous discussion was for DARE program or parks. Ticket proceeds will be split

City of Gervais
Activity Tracker
Last Updated: April 28, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
					between parks and police community activities and DARE. Tickets are selling at city hall.
15	Ongoing	CERT Training	Emergency Preparedness	Council	In progress. Training TBD.
16	2020	Partnership with Sacred Heart	Opportunities for park land	TBD	City staff met with Sacred Heart in 2020 to discuss a possible partnership with the Church on providing land for a park. Waiting for response from Sacred Heart meeting on 01/18. Parks and Rec meeting with Sacred Heart March 15 th at 6:30 to hear their decision on leasing the property on the corner of 5 th St. Mayor Gilland received advance notice that they did not want anything that permanent on the property. The committee decided to present the other options to city council. Committee report on April 7th indicated a “no go” for skate park, but would be open to other ideas not involving permanent park implements.
17	05/2021	New city website	Update city's website	Denise/Susie	Introduced at 5/6/21 council meeting. Should pick this back up and research more costs/companies for follow-up discussion. Will budget for new website in 2022-23.
18	04/2021	Discussion on using ARPA Funds	American Rescue Plan Act	Susie/Council	Introduced at 4/1/21 council meeting. Received \$306,568 on 8/23/21 (first tranche). Total expected is \$562,000. Council needs to have a discussion on how funds should be used in accordance with US Treasury Guidance. Funds to be allocated by 12/31/24. https://www.orcities.org/resources/reference/arp/arp-webinar
19	12/2/21	Veterans Memorial Wall	Honor Veterans	Council	Councilor Gonzalez researching. Mayor Gilland and Laura Clifton watched a webinar. There have been discussions on locations. Mayor Gilland and Councilor Gonzalez gave a presentation on bricks at March

City of Gervais
Activity Tracker
Last Updated: April 28, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
20	3/19/2022	Wastewater Transfer Pump, Forced Main and Aeration Upgrades	Upgrade wastewater treatment	Susie/John	council meeting. Mayor Gilland indicated a committee would be formed and Councilor Foreman volunteered for the committee. Councilor Gonzalez to give an update on May council meeting. City awarded \$1 million from Marion County ARPA Round 1 to use for this project. Marion County is working on award contract so that City can begin project design.

Completed Items

Date Initiated	Issue/Task	Summary	Staff	Completion Date
08/19/21	Pay equity analysis	Compliance with Equity Act	Susie	12/02/2021
05/06/21	Fencing around Ivy Woods retention pond	Presents a danger to children.	John	12/08/2021
11/04/21	Putting audio on website	Availability of audio to the public.	Denise	12/03/2021
2020-21 Budget	Generator for lagoon	Replace old generator that doesn't operate	John	Ordered 10/2021
Ongoing	Railroad Crossing on Ivy	Crossing is hazardous and in disrepair.	John	John R. reported to council on October 7, 2021 that he contacted Marion County Public Works, who has been in contact with UPRR. UPRR has no date for repair. John contacted UPRR again on 1/11. UPRR has reissued a new report #2022-01-11-159BEH. UPRR repaired crossing on 3/24 and 3/25/22.

City of Gervais
Activity Tracker
Last Updated: April 28, 2022

Date Initiated	Issue/Task	Summary	Staff	Completion Date
12/2/21	Dial-a-Ride/Cherriots for senior citizens	Assisting seniors with transportation	Council	Councilor Harvey offered to check on this for Gervais. John checked with several people and found that this is cost prohibitive for the City. Recommendation is to keep what we have. Some insurance companies can cover a taxi service.

12.a.



CITY OF GERVAIS

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

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

Date: April 28, 2022
To: Mayor and City Council
From: Susie Marston, City Manager
Re: City Manager Staff Report for May 5, 2022

Wastewater Rates

At the April 7th council meeting, Laura Clifton approached the city council with her opinion on the use of the CPI to adjust the wastewater rate and then sent the attached document in an email to all councilors and included me. At the council meeting, Mayor Gilland asked that I check on this.

It is not accurate to say that the wrong percentage was used. The resolution says that the base rate should be increased annually in accordance with the Portland Area CPI to account for inflation. (As a note, the Portland Area CPI has been phased out since the adoption of this resolution and replaced with what I've provided in the attached.) At the time the resolution was adopted, I informed the council that we would use the CPI at December of the preceding year. Consistent with past years, we've raised the rate by what the percentage is at December of the preceding year. There is nothing that indicates to raise it by the annual average for the preceding year. If the intent is to keep up with inflation, then it makes sense to use the percentage at the end of the preceding year. The intent of rate increases is to keep up with current costs while also providing for capital projects in the future. If we used an average, then that seems to be behind what current costs are.

This is just for the wastewater rate. I think it's important to understand that the City's wastewater rate had gone unchanged from 2001 to 2020. Before the rates were increased in 2020, expenditures exceeded revenues. This shows that over time, as revenues stayed about the same for 20 years, expenditures were climbing at a much higher rate, which has taken away the ability to save adequately for future capital improvements. The revenue the City was collecting for user fees couldn't even keep up with basic operating costs. When rates go unchanged for a long time like this, it often means steeper hikes in rates to play catch up.

I have asked our city engineer to review the current rate and see if it would be feasible for us to do something different. He is in the process of reviewing now.

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

While I can empathize with concerns of the high increase this year, there was no mistake in using the percentage we did. It was done in accordance with the resolution. We are in an unfortunate inflationary period that nobody likely predicted at the time the resolution was adopted.

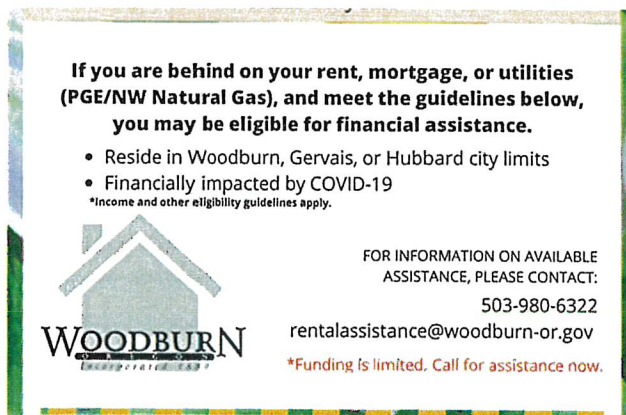
Please see the attached: Resolution 19-012 and a summary of wastewater rate increases since January, 2020.

Gervais Fire Station Update

Chief Budge will give an update to the council on where they're at with a fire station in Gervais. The Woodburn Fire District Board approved a project budget of \$3.1 million for the purchase of land and construction of a new fire station on Butteville Road north of town. Chief Budge invited Mayor Gilland, Chief Chase and I to a meeting on the 29th with Rep. Teresa Alonso-Leon, where he will be asking for partnership funds from the State on this project. Chief Budge will share more at next week's meeting.

Rent, Mortgage and Utilities Assistance

Assistance is available to Gervais residents who need help with rent, mortgage or PGE/NW Natural Gas utilities. Information is below and we have this posted at the front counter.



Budget Training Recordings

As a reminder, the Oregon Department of Revenue has Budget Law Recordings available at the following links. The Budget Committee meeting is scheduled for May 19th.

<https://vimeo.com/685670861> - Proposing the Budget

<https://vimeo.com/685927113> - Approving and Adopting the Budget

<https://vimeo.com/693236042> - Changes after Budget Adoption

My focus in the last month has been working on the budget for fiscal year 2022-23. With other things that I need to tend to during the day, it does not get 100% of my attention every day. However, it will be ready and out for delivery to you and the rest of the budget committee on May 12th.

Please feel free to contact me for any reason outside of council meetings. I am always happy to talk with any of you outside of council meetings.

Denise Dahlberg

From: Laura Clifton <lauraclifton@gmail.com>
Sent: Friday, April 8, 2022 7:29 AM
To: Susie Marston
Cc: Annie Gilland; harvey@cityofgervais.com; Micki Wagner; Baltazar Gonzalez; Pamela Foreman; Diana Bartch
Subject: re: Follow up on Council meeting for water rates
Attachments: April city council water update.docx

All -

I apologize for not having this for your review last night but here is what I was talking about during open comments.

Regards,

Laura

Data that was sent to me: [Consumer Price Index \(CPI\) | Lane Council of Governments Oregon \(lcog.org\)](#)

	2022	2021	2022	2021	2022	2021
Jan	7.5%	1.4%	8.1%	1.6%	7.3%	1.5%
Feb		1.7%		1.8%		1.6%
Mar		2.6%		2.6%		2.4%
Apr		4.2%		3.9%		3.8%
May		5.0%		5.4%		4.5%
Jun		5.4%		6.0%		5.2%
Jul		5.4%		6.0%		5.0%
Aug		5.3%		5.6%		4.8%
Sep		5.4%		5.7%		5.0%
Oct		6.2%		6.3%		5.6%
Nov		6.8%		6.9%		6.1%
Dec		7.0%		7.4%		6.5%



The data pulls from the U.S Bureau of Labor Statistics also but the confusing part is that it does not list the “annual” average for 2021 CPI but 6.5% for December.

The CPI chart I downloaded lists the only difference is that it lists the annual, first half & second half of last year.

[Bureau of Labor Statistics Data \(bls.gov\)](#)

CPI for All Urban Consumers (CPI-U)

12-Month Percent Change

Series Id: CUUR0490SA0

Not Seasonally Adjusted

Series Title: All items in Pacific, all urban consumers, not seasonally adjusted

Area: Pacific

Item: All items

Base Period: DECEMBER 2017=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2021	1.5	1.6	2.4	3.8	4.5	5.2	5.0	4.8	5.0	5.6	6.1	6.5	4.3	3.1	5.5



Resolution 19-012 & 19-013:

WHEREAS, to account for inflation, the base rate per EDU should be increased annually in accordance with the Portland Area Consumer Price Index for the preceding year; and,

It is my opinion that the increase % was incorrectly looked at & we are being overcharged 2.2% for our water according to my research.

RESOLUTION 19-012

A RESOLUTION ESTABLISHING RATES FOR WASTEWATER SERVICE IN THE CITY OF GERVAIS, OREGON

WHEREAS, Ordinance 287-81 established the rules and regulations for the wastewater system for the City of Gervais, and;

WHEREAS, as a result of the newly updated Wastewater Master Plan, it has been determined an increase in wastewater rates is necessary to keep up with operating costs and aide in reserve funding to meet the furture capital improvement and repair needs of the water system, and;

WHEREAS, Section VI of Ordinance 287-81 (Gervais Municipal Code 13.08.060) provides that the sewer user charges established in Section 13.08.050 shall, at a minimum, be reviewed biennially and revised periodically by resolution of the city council, to reflect actual costs of operation, maintenance and repair of the sewerage system, administration costs, expenses of collection of charges imposed by this chapter and payment of principal and interest on any debts of the sewerage system of this city with respect to the users proportional contribution to the loading of the system, and;

WHEREAS, the wastewater rates will be adjusted in accordance with the recommended wastewater rates as reported in the updated 2019 Wastewater Master Plan, and;

WHEREAS, the wastewater service connection fee will also be adjusted and is included in the wastewater rate schedule, and;

WHEREAS, to account for inflation, the base rate per EDU should be increased annually in accordance with the Portland Area Consumer Price Index for the preceding year; and,

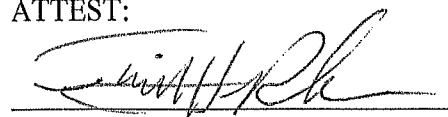
NOW, THEREFORE, be it resolved by The City of Gervais as follows:

Section 1. Wastewater Rate Schedule: The City of Gervais shall charge for wastewater services according to the rate schedule as shown in Appendix A to this resolution.

Section 2. Effective Date: This Resolution shall become effective January 1, 2020 and supersedes all prior resolutions establishing wastewater rates for the City.

Duly passed by the Gervais City Council this 7th day of November, 2019.

ATTEST:


Tim Rhyne, City Recorder


Shanti M. Platt, Mayor

Wastewater Rate Schedule
Effective January 1, 2020

Appendix A - Resolution 19-012

Service Class	Rate
Residential Zoning	\$43.50 per EDU for up to 750 cubic feet of water usage, plus the equivalent portion per EDU for each add'tl cf of water used.
Commercial/Industrial	\$43.50 per EDU for up to 1500 cubic feet of water usage, plus the equivalent portion per EDU for each add'tl cf of water used.

Wastewater Connection Fee \$275 per connection

November 7, 2019: Council adopted Resolution 19-012 (attached). This set the rate at \$43.50, effective January 1, 2020. This was an increase from \$37.00. For years following, the rate increases by the CPI of the preceding year. I informed the council that we would use the CPI at December for the preceding year.

At December 2020, the CPI was at 1.6%, as shown below. This increased the wastewater rate from \$43.50 to \$44.20, effective January 1, 2021.

At December 2021, the CPI was at 6.5%, as shown below. This increased the wastewater rate from \$44.20 to \$47.07, which is the current rate effective January 1, 2022.

CPI-U						
	U.S. City Average		West – Size Class B/C		Pacific Size Class B/C	
	2021	2020	2021	2020	2021	2020
Jan.	1.4%	2.5%	1.6%	2.8%	1.5%	2.6%
Feb.	1.7%	2.3%	1.8%	2.9%	1.6%	2.8%
March	2.6%	1.5%	2.6%	2.5%	2.4%	2.2%
April	4.2%	0.3%	3.9%	1.5%	3.8%	0.9%
May	5.0%	0.1%	5.4%	0.5%	4.5%	0.6%
June	5.4%	0.6%	6.0%	0.8%	5.2%	0.9%
July	5.4%	1.0%	6.0%	1.5%	5.0%	1.4%
Aug.	5.3%	1.3%	5.6%	1.8%	4.8%	1.8%
Sept.	5.4%	1.4%	5.7%	2.0%	5.0%	1.5%
Oct.	6.2%	1.2%	6.3%	1.6%	5.6%	1.2%
Nov.	6.8%	1.2%	6.9%	1.6%	6.1%	1.4%
Dec.	7.0%	1.4%	7.4%	1.5%	6.5%	1.6%

In Summary

Effective Date	Current Rate	% Increase	New Rate
January, 2020	\$37.00	Resolution 19-012	\$43.50
January, 2021	\$43.50	1.6%	\$44.20
January, 2022	\$44.20	6.5%	\$47.07

Prior to 2020, the last wastewater rate increase was in 2001 and went unchanged from \$37.00 until the adoption of Resolution 19-012.



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

May 2022 Council Report

Reporting period between March 1, 2022 through March 31, 2022	
<u>Calls of service/CAD reports</u>	232
<u>Arrests</u>	3
<u>Traffic offenses</u>	43
<u>Traffic written warnings</u>	36
<u>Assist Agencies outside City limits</u>	7
<u>Assist Agencies inside City limits</u>	14

- **Gervais Middle School**- We participated in the career exploration day at the Middle School. This event was cancelled during COVID. We enjoyed being able to discuss with the students our career path and how we enjoy our profession.
- **Sacred Heart Parochial School**- We are half way through our **D.A.R.E.** lessons for the students. We have also made other classroom visits building relationships with the students. Graduation is expected to be in mid-June.
- **New officer training**- Our new officers continue to progress in their Field Training and Evaluation Program (FTEP). Officer Camacho has completed his FTEP training. Officer Rise is in the final phase of his FTEP training. Officer Estrada-Ascencio has been receiving training, assisting both in the office and field in preparation for attending the police academy in June.
- **Pre-Academy training**- Aumsville, Silverton, Stayton and Gervais Police Departments have come together and will be conducting a two week training course for our new recruit officers. The training is expected to start in May.
- **Ordinance violations**- We continue see an increase in complaints regarding ordinance violation cases. As time and priorities allow, we follow-up on each case.

Thank you for your support; it is our pleasure to serve the community.

- Mark J. Chase, Chief of Police.



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
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Gervais Public Works Council Report For the Month of April 2022

Tree Farm Update: As of this time zones 2,3,4 and five have been planted and the new irrigation system has been installed. ALM is continuing to install the remaining zones. There is still some logging to be completed at the southern end of the tree farm.

The city spring cleanup is scheduled for the end of the month. The banner has been placed at the corner of 5th and Douglas.

With the arrival of spring Kyle and Joe are trying to get a jump on seasonal mowing. With the wettest April on record it has been a challenge.

Next month two more trees are scheduled to be removed. One behind the 5th St. apartments and Elm St. between 2nd and 3rd. These trees are in city alleys and are too large for public works to remove.

John Robinson
Public Works Superintendent