

CITY OF GERVAIS  
**CITY COUNCIL WORKSHOP AND REGULAR MEETING**  
Thursday, October 5, 2023 – 6:00 PM Workshop 7:00 Regular Meeting  
Gervais City Hall, 592 Fourth Street, Gervais, OR 97026



**Americans with Disabilities Act** – The City of Gervais intends to comply with the A.D.A. The meeting location is accessible for individuals needing special accommodations. To request an accommodation, please contact City Hall at 503-792-4900 at least 48 hours prior to the meeting.

The meeting will be held in person. There will be no Zoom connection. A copy of the full packet is provided on the City's website, <http://www.gervaisoregon.org/meeting-schedule---minutes.html>.

**WORKSHOP AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Discussion of proposed Ordinance and Code Enforcement Oversight Committee

**REGULAR SESSION AGENDA**

1. Call to Order
2. Roll Call
3. Announcements/Additions
  - a. Introduction of Ed Trompke, City Attorney
4. Public Comment: This is a business meeting of the City Council. The City values and welcomes public input on matters of City concern. Please address the Council as a whole rather than individual Council Members or City staff. Council action on items brought up in Public Comment is limited by the Oregon Open Meeting Law. The Council may direct Staff to study the matter and reschedule for further consideration at a later date. Public comment is limited to three minutes per person with an optional two minutes for Council questions and answers. If you wish to address Council please come forward to the podium and identify yourself for the record.
5. Consent Calendar:
  - a. Approval of minutes
    - I. January 5, 2023
  - b. Bills list for September 2023

***Requested action: Motion to accept the consent calendar as presented for October 5, 2023.***

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 20250-9410**

6. Committee Reports
  - a. None
7. Presentations
  - a. None
8. Old Business
  - a. Marion County Economic Development Strategy
  - b. Ordinance Oversight Committee
  - c. School District drainage issue update
9. New Business
  - a. Hiring Committee for City Recorder/Accounting Technician position
  - b. Parade discussion and Christmas tree lighting
10. Staff Reports:
  - a. Police Department
  - b. Public Works
  - c. Administration
11. Business from the Mayor or Council
12. Adjourn

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**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 JANUARY 5, 2023**

**1. Call to Order**

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

**2. Pledge of Allegiance**

Councilor Gonzalez led the Pledge of Allegiance

**3. Roll Call**

Mayor Annie Gilland	Present
Councilor Pamela Foreman	Present
Councilor Baltazar Gonzalez	Present
Council President Micky Wagner	Present
Councilor Michael Gregory	Present
Councilor John Harvey	Present

Staff Present: City Manager Susie Marston, City Recorder Denise Dahlberg, Police Chief Mark Chase, and Public Works Superintendent Kyle Jentzsch

Others Present: None

**4. Council Oaths of Office**

Oaths of Office for Mayor Annie Gilland and Councilors Michael Gregory and John Harvey were administered by City Recorder Denise Dahlberg

**5. Elect Council President**

*Councilor Gregory nominated John Harvey as Council President, seconded by Councilor Harvey. A roll call vote was taken. Gregory-Aye, Harvey-Aye, Gonzalez-Nay, Foreman-Nay, Wagner-Nay. Motion failed with 3 votes against and 2 votes in favor.*

*Councilor Foreman nominated Micky Wagner as Council President, seconded by Councilor Gonzalez. A roll call vote was taken. Harvey – Nay, Gonzalez- Aye, Gregory – Nay, Foreman – Aye, Wagner – Aye. Motion passed with 3 votes in favor and 2 votes against. Micky Wagner was elected as the Council President.*

**6. Announcements/Additions**

Mayor Gilland made a change on the agenda by switching Items 7 and 9.



## 7. Committee Reports

Laura Clifton reported that City Manager Marston was checking into the National Guard website, and she hadn't heard back from her. Clifton explained that there wouldn't be a meeting until she has some information to report.

City Manager Marston noted she would report on this in her staff report.

## 8. Consent Calendar:

- a. Minutes of the December 1, 2022 Regular Session
- b. Bill list for November 23 – December 28, 2022
- c. Treasurers Report for period ending December 28, 2022

*Requested Action: Motion to approve the January 5, 2023 consent calendar as presented.*

Mayor Gilland asked about the bill to Beery, Elsner and Hammond for \$1,704.03 and also noted she had signed an \$11,000 check and wondered why it wasn't on the bill list. City Recorder Denise Dahlberg explained that the check the mayor signed was probably run after the bill list in the current consent calendar was generated. Dahlberg noted the bill list date was October 23<sup>rd</sup> – November 22<sup>nd</sup> and that the check she was referring to would be in the next bill list.

Councilor Harvey asked what the \$11,000 check was for. City Recorder Dahlberg referred the question to City Manager Marston. Marston explained that sometimes there is information on attorney invoices that is attorney-client privilege, meaning it is not subject to disclose to the public, especially in a public meeting. She explained that she wanted to be really careful on what she is allowed to share. Councilor Harvey and Mayor Gilland asked for more information on this bill. Marston said she would follow up with the council appropriately, but not in a public meeting. Mayor Gilland and Councilor Harvey agreed that it would have been nice to have been informed prior to the bill.

Harvey asked Manager Marston about \$13,569 to America Bank & Trust listed on the PD Vehicle Replacement Fund and why the vehicle was replaced. Marston replied that this is the annual lease payment on a police vehicle. Harvey was surprised to learn that the City is leasing a vehicle, but Marston explained that it was approved by the City Council. Councilor Harvey followed up by asking why the vehicle needed to be replaced. Manager Marston recalled a couple of vehicles that were involved in accidents that needed to be replaced. Harvey asked if she could tell him when that happened. He explained that the reason he was asking is because somebody had sent him a picture of one of the City's vehicles in a ditch about a month and a half ago and never heard about it from Marston or Chief Chase. Harvey went on to explain that the council should be informed of everything that goes on in order for them to do their job as councilors.

Councilor Wagner asked if Marston could email the information on the attorney bill to the council after the meeting. Mayor Gilland followed by stating she would like a briefing of what is going on in the City, and Councilor Harvey agreed. Marston responded that she would check with the city attorney on what she can disclose and follow up with an email, unless the city attorney advises

otherwise. Mayor Gilland stated that if Marston has a conversation with the city attorney that she would like to sit in on the meeting and proceeded to ask each councilor if they would like the same. All indicated 'yes'. In summary, Mayor Gilland stated that the council would like to have a briefing. For clarification, Marston asked what the council would like to have a briefing on. In response, Mayor Gilland would like to know why the City is incurring a lot of legal fees.

***Councilor Foreman made a motion to approve the January 5, 2023 consent calendar as presented. Seconded by Council President Wagner. Motion carried and so moved.***

## **9. 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. Mayor Gilland added that council response was optional.

Douglas Lanphere, 940 Winfield Street. Mr. Lanphere shared that he purchased his property in Gervais in November, 2021 and owns several residences elsewhere. He explained that a majority of his time is not primarily spent at his Gervais residence. Mr. Lanphere addressed the council on how his neighbor, Grisel Malstrom, has vilified him as a stalker before the city council, claiming that Mrs. Malstrom has embarked on a campaign to defame, slander and liable him. Mr. Lanphere discussed a protective stalking order that Mrs. Malstrom pursued against him, the related trial and the City's involvement in providing information to Mr. Lanphere's attorney. Mr. Lanphere expressed his claim that Mrs. Malstrom fraudulently ran for Mayor of Gervais. Mr. Lanphere provided the council with a packet of information supporting his public comment.

Mayor Gilland asked Manager Marston if the council could be provided with information on the election process at the February council meeting.

Grisel Malstrom, 960 Winfield Street. [There was a verbal exchange between Malstrom and Lanphere]. Mrs. Malstrom congratulated Mayor Gilland on winning Mayor, and then pursued to ask her about comments she allegedly made against a member of the community, a city employee and Councilor Wagner, to which Mayor Gilland replied "no comment" and Malstrom replied "you did". Malstrom went on to air her grievances against Mayor Gilland and Mr. Lanphere, claiming they were trying to defraud the city and talk nonsense about her. Malstrom spoke about Mayor Gilland's claim that Malstrom committed voter fraud and that Mayor Gilland committed fraud by discouraging Malstrom to run for Mayor. Malstrom claimed that Councilor Harvey attended court and proceeded to talk about her ticket in the community. Malstrom claims they are just trying to smear and harass anyone they don't like. Malstrom displayed an image of Mayor Gilland's husband with feces. Malstrom also talked about a text message exchange she had with Councilor Harvey and how she felt his comments were racist.



## 10. Presentations

### 11. Public Hearing

#### a. SDR Application for the 5th Street Storage Units

- i. Open the hearing – Mayor Gilland opened the hearing at 7:38 pm. Holly Byram, City Planner, Mid-Willamette Valley Council of Governments introduced herself, described her role in helping the city council during a land use public hearing.
- ii. Ex-parte Contact or Declaration of Conflict of Interest – None noted.
- iii. Staff Report – Holly Byram presented her staff report to the city council on the proposed storage unit development on property located on 5<sup>th</sup> Street between Alder and Birch, currently undeveloped. The owner/applicant is Pacific Interiors, Attn: Fred Kasachev. It's a two story building with 146 units. The property is zone for industrial.

Byram included a map of the subject property and surrounding properties in her report. This property received approval a couple of years ago to consolidate the historic lots that were there with a vacated alley on the north side of it. A snapshot of the proposed site plan was included in the staff report and discussed the layout.

Byram reviewed the Light Industrial Zone standards and criteria. All of the public facilities improvements (water, sewer, storm, streets, street lights, fire hydrants, etc.) are required of the developer. The developer has proposed a three-quarter street improvement on 5<sup>th</sup> Street rather than a full street improvement, which the City's code allows leniency for. The developer is proposing half-street improvements on Alder and Birch, which the city engineer is supportive of and the code allows. Byram discussed parking spaces, loading zones and landscaping on the site.

The application was reviewed by Public Works, the City Engineer and Woodburn Fire District. Their comments are included in the staff report. The primary driveway needs to be moved from the corner of Birch and 5<sup>th</sup> to meet the City's access control standards (space between intersections).

Byram reviewed the conditions of approval to this application.

Byram also noted the options available to the council and stated the recommendation of staff to approve this Site Development Review and adopt the findings and recommended conditions in the staff report.

iv. Proponents Presentation

Jeff Bolton, Multi-tech Engineering, is the applicant's representative. They are in agreement with 98% of the staff report, stating there were some good ideas and they had no problem implementing. He asked for consideration of a deferral agreement on the building of half street improvements on Birch and Alder. They can add the parking spaces as needed and adjust loading zones to provide better access to building. He liked the ideas of fencing along Birch Street and putting landscaping on the outside of the fence.

Mayor Gilland asked what he meant by deferring. Bolton explained that depending on what adjacent projects the city was completing at that time, then at that time the applicant would be required to finish their street portion. If they are required to put in curbs and sidewalks, the applicant would do theirs at the same time. So instead of the developer putting up the cost to put half streets in now, Bolton asked for a consideration when the city is developing, then the applicant would be required to develop.

Councilor Wagner asked about parking for people stopping just to check their storage unit. Bolton explained they had an opportunity to add additional parking along the side.

Councilor Foreman asked if the 2% the applicant didn't agree with was the half street improvements. Bolton replied yes. Councilor Harvey did not agree with the deferral because of promises not being kept in the past. He gave an example of the housing development next to Black Walnut that was supposed to have an HOA and it never happened. Bolton explained that one of the conditions prior to any building would require a building permit issuance that would force them to work with city staff to work through it.

Councilor Gregory asked if Byram knew of the new development prior to this meeting because they currently had recommendations of the city engineer and planner to approve for both and now there is a change. Byram explained the last revised plan had ½ street improvements on it. Deferral agreements are not unheard of and the language could potentially say the owner will build the street when the other developer builds their piece. Byram would hesitate to make a decision without the City Engineer's feedback or from Public Works Superintendent Jentszch's feedback.

Lazor Kalugin, 11220 Portland Rd., Salem, OR. Kalugin noted Alder goes nowhere and expressed his interest in the property with Fred Kasachev. He said the side streets were becoming a financial hardship.

Councilor Harvey identified that Birch and Alder would connect in with 6<sup>th</sup> if they went all the way through. Bolton replied he was correct, but the problem



was it was city right-of-way and when the single family homes went in along 6<sup>th</sup> Street, there were improvements done along 6<sup>th</sup> but no improvements on Birch or Alder, even doing a half or three-quarter street. He explained that it was a city cost down the road to have those streets further extended to 6<sup>th</sup> Street. Bolton explained they are paying for the water line down Birch Street to serve their site and bringing water to their property and taking care of some storm drainage on 5<sup>th</sup> street, as well. Bolton explained, in the future the city would be responsible for paving those sections of the road on the half street side adjacent to the single family homes.

Fred Kasachev, 2995 Mollala Rd, Woodburn. Kasachev asked why the residential houses on 6<sup>th</sup> Street didn't have to develop and he has to develop his commercial property. He explained it didn't make sense to develop the half street because it wouldn't do anything. If the residential houses made the street improvements, then he would have connected, but since they didn't have to make the improvements, then he doesn't see why he has to.

Councilor Wagner suggested the applicant may want to have the half streets because otherwise his people going in would have to do a U-turn. Kasachev said they wouldn't be making a U-turn, they would loop around.

Opponents Presentation- None

v. Proponents Rebuttal – None

vi. Staff Summary – Holly Byram, Associate Planner, Mid-Willamette Valley COG

vii. Prior to the close of the hearing, Sandra Foote-Gregory, 680 Douglas Ave., approached the council. Foote-Gregory explained that Alder, between 5<sup>th</sup> and 7<sup>th</sup> wasn't really used unless it's an emergency and only a few houses were over there. She opined that it wasn't something that needed to be developed extensively. She said it could wait for future development, if they wanted to go ahead with this.

Councilor Harvey commented that after looking at the proposed site plan on page 4, he sees now that there wouldn't be a problem in not asking them to pave the streets.

Superintendent Kyle Jentzsch explained that it would be in the City's best interest to have them improved now versus down the road. He would like to see at least one of the streets improved in the event that there is a larger vehicle that cannot turn around without a paved street.

Councilor Harvey changed his mind and opined that maybe at least pave Birch.



Mayor Gilland closed the public hearing at 8:24 pm.

viii. Council Discussion – There was a council discussion about potentially splitting the difference; paving one and not the other. Byram commented that the City Engineer thought that half street was generous. Jentzsch followed by pointing out that he believed the code required three-quarter improvements, supporting that the engineer was being generous with half-street improvements. Councilor Wagner suggested that this be deferred until after the building was built. Byram suggested some very clear and objective criteria on what would trigger the improvement if it was deferred. Jentzsch suggested the Birch improvement for parking and turn around at a minimum. Councilor Gonzalez asked Jentzsch what the fire department was recommending for fire trucks. Based on the plans, the inside radius was 24' and the outside radius was 48'.

ix. Council Motion, second and vote

***Councilor Harvey made a motion to approve the site development file with the changes that have been made here tonight, as to the half street on Birch and site review file number SDR 22-01 and adopt the findings and recommended conditions of approval contained in the staff report to the City Council, as amended by the City Council stating the desired revisions, and that is for the applicant to do a half street on Birch. Seconded by Councilor Wagner. Mayor took a roll call vote. With 5 ayes motion is carried and so moved.***

## 12. Old Business

a. Schedule a worksession for parking

Mayor Gilland has met with some constituents and one lady has submitted some ideas, which Mayor Gilland will submit to Marston and Dahlberg before the meeting. The council discussed possible dates and scheduled the worksession for February 13<sup>th</sup> at 6:00 pm.

b. Activity Tracker

Mayor Gilland asked if there were updates made. Susie asked Mayor Gilland to explain how she would like for it to look and suggested meeting with her about it. Mayor Gilland said she would get with Marston to discuss changes.

Councilor Foreman asked where we were with grant writer and projects. Marston replied there were no projects underway, however there were some small community grant opportunities where the deadlines have passed and we didn't have any projects ready at that time. She explained that in order to pursue grants there needs to be eligible projects such as park lights, skate park, entertainment venue, or gazebo in community park. Marston noted that she had been in contact with PGE about a proposed plan with park lights. She stated that we need projects that are ready in order to pursue grants.

Councilor Foreman asked where we were in regards to the new website and wanted to conclude within the quarter. Marston apologized for the delay, and explained they are still looking at a couple of vendors and she would have something by the end of March.

Councilor Foreman asked if the Love INC contract was being publicized. Marston reported information went out to the public on their water bills, letting them know the resource was available to them.

Councilor Wagner acknowledged CERT Training on the activity tracker and asked for staff to adjust dates to reflect classes starting on February 27<sup>th</sup> for five Mondays, and the final date of April 1<sup>st</sup>.

Douglas Lanphere (from the audience) asked that if someone was previously certified, should they take a refresher course. Wagner said yes, they could come back and would need to attend three refresher courses.

### **13. Staff Reports**

#### **a. City Manager – Susie Marston**

Marston provided a written report.

She mentioned working with the developer about the apartments that are going up between Ivy Woods and Winfield Ranch. They are in the process of submitting permits for getting the infrastructure in the ground and working in the right-of-way.

Marston reported that she logged on to the National Guard website and established an account for the City to start pursuing help from the National Guard with the skate park. She is not yet in meat of it, but she anticipates asking the Ad Hoc committee for more information on what their ideas are.

Councilor Harvey asked if we're having a problem with getting information on the city's website. Harvey indicated that people were looking for some videos, like Zoom. Marston confirmed that the December Zoom was online. There was a suggestion from the audience that perhaps using a different browser would resolve the issue.

#### **b. Police Department – Chief Mark Chase**

Chief Chase provided a written report and clarified there were actually three arrests and not zero.

Councilor Harvey asked Chase if one of the vehicles had an accident, because he had a picture of the vehicle in the ditch. Chase clarified that it was not a reportable accident. It was partially in the ditch. The officer was doing a U-turn, and his tire went into the mud and didn't damage



anything. Councilor Harvey felt it should have been reported to the council. Chase told Councilor Harvey that he reports to the City Manager about City business.

Manager Marston stated that the expectations of what the council would like to be informed of are not clear. Having no damage or injuries, staff didn't understand that this might be a reportable event to the city council. Councilor Harvey read an essential job function from the City Manager job description, which was to oversee day to day operations of the City, keep council apprised of current activities, recent events, changing requirements and fiscal status. By this reading, Councilor Harvey's thoughts are that the council should be notified of anything that happens in the city.

[There was a comment made by Grisel Malstrom from the audience in response to what Councilor Harvey was saying. Mayor Gilland gave a warning that if she does not settle down and be quiet, she is to be removed. Malstrom spoke again, and Mayor Gilland asked that Malstrom be removed. Malstrom left on her own, and upon exiting, she said, "It doesn't matter. You're a piece of shit, both of you."]

Councilor Harvey believes that the council is entitled to the information unless it is prohibited by law. According to him, that hasn't been happening and thinks we need to make some more changes.

Councilor Foreman agreed that if there is something that happened that costs the City money, then the council needs to be apprised of it. She doesn't think that someone turning around in a piece of dirt is something that's of interest to the city council since it didn't cost the City any money and didn't damage anything else. She feels that it's important to let Marston do her job and not get into the minutia of what goes on within the City.

Mayor Gilland agreed with Councilor Foreman somewhat. However, she countered that when they get phone calls about a police car in the ditch, they're not aware that somebody wasn't hurt. Mayor Gilland agreed with Councilor Harvey that they don't get apprised of anything as far as she is concerned.

Manager Marston expressed that it would help staff out if council would contact staff if they are getting concerns from citizens. Oftentimes what staff sees is not seen in the same way that somebody else does, but we can still take it seriously and still care about it. Marston explained that staff is not hiding anything and that sometimes staff needs to be made aware too and not blow it all up in the middle of a council meeting in a public forum. It would be helpful for council to let staff know what they are hearing too in order for staff to help alleviate any concerns.

Councilor Wagner followed what Councilor Foreman and Manager Marston are saying. In her view, if the council wants miniscule things like this to be reported, then it should be in writing. She also said that she's seen enough harassment of city employees, the police department and public works and herself. She reminded the council that they all have taken an oath to follow



the rules, be impartial and to do their jobs. She stated that if council members are being contacted by people, then those people need to be sent to the City Manager or police department. Identities shouldn't be hidden.

Mayor Gilland then spoke about how people are afraid of some individuals and used Gervais Community Progress Team as an example. Mayor Gilland brought to everyone's attention of what is allegedly on Reddit about her and asked Chief Chase if he has seen it. Chief Chase acknowledged that this is not part of his report and that we're going down a rabbit trail. He added that he does not pay attention to Facebook, but they have reports regarding comments made. He suggested that if the Mayor would like an agenda item on those kinds of comments, then he could provide a report to the council, but it should be an agenda item.

Councilor Harvey stated that the council has the right to ask questions and it's not considered abuse. He went back to his question to Chief Chase about why he didn't think he should notify the council, and he told Harvey the answer and Marston followed up. Councilor Harvey's point was that whether or not it cost the City, it is an accident and it needs to be put on record so that if the same thing happens again, then maybe they need to deal with it.

Chief Chase asked Councilor Harvey why he didn't just call him and ask about it. Councilor Harvey would rather deal with anything he wants to know from staff in public forum so that everybody can hear what's going on. He does not want to be talking behind the scenes about things.

Laura Ladd spoke from the audience and gave her opinion on the vehicle.

Doug Lanphere spoke from the audience and gave his opinion on recording incidences.

#### c. Public Works – Superintendent Kyle Jentszch

Jentszch updated the council that the flashing beacons for the crosswalks on Douglas will be installed January 10<sup>th</sup>.

He has an electrician helping work through the issues that they are having with the PLC at the water plant.

Mayor Gilland thanked public works for the basketball hoop.

In response to a question from Councilor Gregory, Jentszch reported how they got through the power outage from the recent ice storm. They were able to use the new generator that was recently delivered installed at the lagoons.

#### **14. Business from the Mayor or Council**

Mayor Gilland opened by stating that for two years, she has been cyber-stalked by two citizens. She has had fake posts put about her, and read into record here; fake ethics charges, noting she

has every right to have her city email checked when she is afraid that there is a virus or a threat. She mentioned to Chief Chase that she is being bullied online. He says it's a civil matter, and has told other citizens they are civil matters. Mayor Gilland says it has progressed to cyber-stalking and bullying beyond her husband was made to be a pedophile by these people. She said it is harassment and she is not here in the City daily. She stated that she is afraid to come in here and utilize her office. She let Manager Marston know on December 13<sup>th</sup> that she is not feeling safe having Heather Lagaso come in here and archive. Mayor Gilland stated that this woman has terrorized her and her family. She has been spit on, called names in public and she knows for a fact that staff was told about Reddit, where the lies have been told. She can prove it. They were sent information and never informed her at all. Secondly, Mayor Gilland stated, she has a right to come in this building and feel safe, and she does not feel safe using her office to meet with constituents or people in other communities. Addressing the council, she said she has every right to feel that way. She also does not like the Gervais Community Progress Team, who the Council President is affiliated with, meeting here; throwing meet-n-greets for the staff. The same people that they know have been harassing her are invited in left to mingle. One or more of them loaded things into her car because her husband didn't realize that the person that painted him as a pedophile was one of them.

Councilor Wagner asked Mayor Gilland not to attack the Gervais Community Progress Team. The Gervais CPT has been around for 30 years and they do not have any issues with the Department of Justice, the Secretary of State, the IRS. They have done nothing but good. Wagner reported that they just recently gave out a \$1,000 grant to a small business. They also gave out a \$500 grant. Councilor Wagner said she sees a lot of what people say on Facebook, but she chooses to disengage because it is not worth her time.

There was an exchange with Councilor Wagner and Mayor Gilland regarding comments said between individuals.

There was a lasting discussion and argument about comments posted on social media.

Chief Chase, acting as Sergeant at Arms, advised Mayor Gilland that the topic is way out of line.

Linda Jensen spoke from the audience about her opinion on the matter.

Brian Wagner spoke from the audience about his opinion on the matter.

JR Lopez spoke from the audience about his opinion on the matter.

Kathy Harvey spoke from the audience about her opinion on the matter.

## **17. Adjourn**

Mayor Gilland adjourned the meeting at 9:28 pm.

**I, DENISE DAHLBERG, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON JANUARY 5, 2023 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.**

ATTESTED:

\_\_\_\_\_  
Susie Marston, City Manager

\_\_\_\_\_  
Annie Gilland, Mayor



CITY OF GERVAIS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

100-General Fund  
General Government

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Personal Services</u>					
100-510-1100 City Manager	0.00	1,869.41	2,498.22	0.00 (	2,498.22)
100-510-1101 Clerk	0.00	851.19	2,442.97	0.00 (	2,442.97)
100-510-1102 City Recorder	0.00	0.00	0.00	0.00	0.00
100-510-1200 Payroll Ded/Taxes - FICA	0.00	212.77	617.30	0.00 (	617.30)
100-510-1201 Payroll Ded/Taxes - SUTA	0.00	19.47	56.48	0.00 (	56.48)
100-510-1202 Payroll Ded/Taxes - W/C	0.00	0.63	1.90	0.00 (	1.90)
100-510-1300 PR Ded/Taxes - Medical/ Dental	0.00	0.00	951.38	0.00 (	951.38)
100-510-1400 PERS	0.00	0.00	0.00	0.00	0.00
TOTAL Personal Services	0.00	2,953.47	6,568.25	0.00 (	6,568.25)
<u>Materials &amp; Services</u>					
100-510-2104 Negotiations	0.00	0.00	0.00	0.00	0.00
100-510-2201 Maintenance & Repair	0.00	0.00	227.17	0.00 (	227.17)
100-510-2205 Software Maintenance	0.00	0.00	114.03	0.00 (	114.03)
100-510-2300 Dues/Mbrshp/Subscriptions	0.00	267.06	3,261.69	0.00 (	3,261.69)
100-510-2302 Insurance & Bonding	0.00	346.67	14,460.56	0.00 (	14,460.56)
100-510-2304 Recovered Expenditures	0.00	0.00	0.00	0.00	0.00
100-510-2306 Conventions & Trainings	0.00	90.04	5,944.49	0.00 (	5,944.49)
100-510-2310 Advertising	0.00	0.00	672.01	0.00 (	672.01)
100-510-2314 Utilities	0.00	0.00	2,558.22	0.00 (	2,558.22)
100-510-2316 Professional Services	0.00	682.75	22,179.04	0.00 (	22,179.04)
100-510-2403 Supplies	0.00	626.17	4,569.49	0.00 (	4,569.49)
100-510-2404 Bank Service Charges	0.00	0.00	413.42	0.00	413.42
100-510-2405 Lease Payments (Copy Machine)	0.00	0.00	0.00	0.00	0.00
100-510-2499 Miscellaneous	0.00	63.19	2,855.92	0.00 (	2,855.92)
TOTAL Materials & Services	0.00	1,949.50	56,429.20	0.00 (	56,429.20)
<u>Capital Outlay</u>					
100-510-5205 Bldg Improvements/ Repair	0.00	0.00	0.00	0.00	0.00
100-510-5331 Equipment/Furniture	0.00	65.00	150.00	0.00 (	150.00)
100-510-5332 Electronic Equip/Programs	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	65.00	150.00	0.00 (	150.00)
<u>Transfers &amp; Contingency</u>					
100-510-7035 Transfer to City Hall Fund	0.00	0.00	0.00	0.00	0.00
100-510-7040 Transfer to Park Fund	0.00	0.00	0.00	0.00	0.00
100-510-7045 Transfer to Water Reserve Fund	0.00	0.00	0.00	0.00	0.00
100-510-7050 Transfer to PD Vehicle Replace	0.00	0.00	0.00	0.00	0.00
100-510-7055 Transfer Out to Water Fund	0.00	0.00	0.00	0.00	0.00
100-510-7060 Transfer to Wastewater Fund	0.00	0.00	0.00	0.00	0.00
100-510-7065 Transfer out-4th of July Fund	0.00	0.00	150.00	0.00 (	150.00)
100-510-7070 Transfer to Storm Drain Fund	0.00	0.00	0.00	0.00	0.00
100-510-7075 Transfer to American Resc Plan	0.00	0.00	0.00	0.00	0.00
100-510-7080 Transfer to PW Vehicle Rplcmnt	0.00	0.00	0.00	0.00	0.00
100-510-7999 Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Transfers & Contingency	0.00	0.00	150.00	0.00 (	150.00)

CITY OF GERSAIS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

100-General Fund  
General Government

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>U/A Ending Fund Balance</u>					
100-510-9999 Unappropriated Ending Balance	0.00	0.00	0.00	0.00	0.00
TOTAL U/A Ending Fund Balance	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL General Government	0.00	4,967.97	63,297.45	0.00 (	63,297.45)

CITY OF GERRAIS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

100-General Fund  
Municipal Court

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Personal Services</u>					
100-515-1100 City Manager	0.00	0.00	0.00	0.00	0.00
100-515-1101 Clerk	0.00	567.46	1,628.64	0.00 (	1,628.64)
100-515-1102 City Recorder	0.00	0.00	0.00	0.00	0.00
100-515-1103 PD Admin Assistant	0.00	0.00	0.00	0.00	0.00
100-515-1104 Chief of Police	0.00	0.00	0.00	0.00	0.00
100-515-1110 Municipal Judge	0.00	360.00	1,080.00	0.00 (	1,080.00)
100-515-1200 FICA	0.00	68.32	199.32	0.00 (	199.32)
100-515-1201 SUTA	0.00	6.25	18.24	0.00 (	18.24)
100-515-1202 w/c	0.00	0.20	0.64	0.00 (	0.64)
100-515-1300 Medical/ Dental	0.00	0.00	601.26	0.00 (	601.26)
100-515-1400 PERS	0.00	0.00	0.00	0.00	0.00
TOTAL Personal Services	0.00	1,002.23	3,528.10	0.00 (	3,528.10)
<u>Materials &amp; Services</u>					
100-515-2205 Software Maintenance	0.00	0.00	0.00	0.00	0.00
100-515-2300 Dues, Memberships, Subscriptio	0.00	0.00	0.00	0.00	0.00
100-515-2302 Insurance & Bonding	0.00	0.00	136.42	0.00 (	136.42)
100-515-2306 Membership/Training/Convention	0.00	0.00	463.28	0.00 (	463.28)
100-515-2314 Utilities	0.00	0.00	0.00	0.00	0.00
100-515-2316 Professional Services	0.00	0.00	160.00	0.00 (	160.00)
100-515-2403 supplies	0.00	0.00	0.00	0.00	0.00
100-515-2431 Small Equipment/Tools	0.00	0.00	0.00	0.00	0.00
100-515-2498 CASCADE COLLECTION FEES (wo)	0.00	0.00	0.00	0.00	0.00
TOTAL Materials & Services	0.00	0.00	759.70	0.00 (	759.70)
<u>Capital Outlay</u>					
100-515-5331 Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
100-515-5332 Electronic Equip/Programs	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL Municipal Court	0.00	1,002.23	4,287.80	0.00 (	4,287.80)



CITY OF GERVASIS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

100-General Fund  
Mayor & City Council

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR-TO-DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Materials &amp; Services</u>					
100-518-2110 Council Stipends	0.00	0.00	0.00	0.00	0.00
100-518-2300 Dues, Memberships, Subscriptio	0.00	0.00	0.00	0.00	0.00
100-518-2302 Insurance & Bonding	0.00	0.00	78.52	0.00 (	78.52)
100-518-2306 Membership/Training/Convention	0.00	0.00	349.14	0.00 (	349.14)
100-518-2316 Professional Services	0.00	0.00	0.00	0.00	0.00
100-518-2403 Supplies	0.00	0.00	0.00	0.00	0.00
TOTAL Materials & Services	0.00	0.00	427.66	0.00 (	427.66)
<u>Capital Outlay</u>					
100-518-5331 Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL Mayor & City Council	0.00	0.00	427.66	0.00 (	427.66)
TOTAL EXPENDITURES	0.00	59,111.27	299,816.62	0.00 (	299,816.62)

CITY OF GERVASIS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

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312-Capital Reserve Fund  
Capital Reserve Fund

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital outlay</u>					
312-510-5100 Capital Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL Capital outlay	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Reserve Fund	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00

CITY OF GERVAYS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

325-City Hall Fund  
City Hall

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Materials &amp; Services</u>					
325-510-2303 Publications/Elections	0.00	0.00	0.00	0.00	0.00
325-510-2314 Utilities	0.00	0.00	0.00	0.00	0.00
325-510-2315 Membership/Training/Convention	0.00	0.00	0.00	0.00	0.00
325-510-2316 Professional Services	0.00	0.00	0.00	0.00	0.00
TOTAL Materials & Services	0.00	0.00	0.00	0.00	0.00
<u>Capital Outlay</u>					
325-510-5000 Land	0.00	0.00	0.00	0.00	0.00
325-510-5100 Community Center/ City Hall	0.00	0.00	0.00	0.00	0.00
325-510-5361 Engineering/Architecture/Plan	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
<u>Transfers &amp; Contingency</u>					
325-510-7030 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
325-510-7999 Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Transfers & Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL City Hall	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00

CITY OF GERVAYS  
EXPENDITURES REPORT (UNAUDITED)  
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345-4th of July  
4th of July

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO-DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Materials &amp; Services</u>					
345-550-2110 Entertainment	0.00	0.00	0.00	0.00	0.00
345-550-2302 Insurance	0.00	0.00	0.00	0.00	0.00
345-550-2313 Licenses & Permits	0.00	0.00	0.00	0.00	0.00
345-550-2316 Professional Services	0.00	0.00	0.00	0.00	0.00
345-550-2403 Supplies	0.00	0.00	0.00	0.00	0.00
345-550-2410 Parade	0.00	0.00	5,768.78	0.00 (	5,768.78)
345-550-2414 Rentals	0.00	0.00	0.00	0.00	0.00
345-550-2499 Miscellaneous	0.00	0.00	0.00	0.00	0.00
TOTAL Materials & Services	0.00	0.00	5,768.78	0.00 (	5,768.78)
<u>Transfers &amp; Contingency</u>					
345-550-7999 Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Transfers & Contingency	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL 4th of July	0.00	0.00	5,768.78	0.00 (	5,768.78)
<hr/>					
TOTAL EXPENDITURES	0.00	0.00	5,768.78	0.00 (	5,768.78)



CITY OF GERVATS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

350-Special Events  
Special Events

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Materials &amp; Services</u>					
350-510-2313 Permits	0.00	0.00	0.00	0.00	0.00
350-510-2403 Supplies	0.00	0.00	0.00	0.00	0.00
350-510-2499 Miscellaneous	0.00	0.00	0.00	0.00	0.00
TOTAL Materials & Services	0.00	0.00	0.00	0.00	0.00
<u>Transfers &amp; Contingency</u>					
350-510-7999 Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Transfers & Contingency	0.00	0.00	0.00	0.00	0.00
<u>U/A Ending Fund Balance</u>					
350-510-9999 Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00
TOTAL U/A Ending Fund Balance	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL Special Events	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00

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CITY OF GERRAIS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

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360-American Rescue Fund  
Capital Outlay

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
360-510-5360 ARP Capital Projects	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
<u>U/A Ending Fund Balance</u>					
360-510-9999 Unappropriated Ending Balance	0.00	0.00	0.00	0.00	0.00
TOTAL U/A Ending Fund Balance	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00

CITY OF GERVAYS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

500-Debt - Water  
Debt - Water

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Bond Payments</u>					
500-531-6100 Bond Payment - Principal	0.00	0.00	0.00	0.00	0.00
500-531-6101 Bond Payment - Interest	0.00	0.00	0.00	0.00	0.00
TOTAL Bond Payments	0.00	0.00	0.00	0.00	0.00
<u>U/A Ending Fund Balance</u>					
500-531-9999 Unappropriated Ending Balance	0.00	0.00	0.00	0.00	0.00
TOTAL U/A Ending Fund Balance	0.00	0.00	0.00	0.00	0.00
 TOTAL Debt - Water	 0.00	 0.00	 0.00	 0.00	 0.00
 TOTAL EXPENDITURES	 0.00	 0.00	 0.00	 0.00	 0.00

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CITY OF GERVAYS  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2023

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510-Debt - Sewer  
Debt - Sewer

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Bond Payments</u>					
510-541-6100 Bond Payment - Principal	0.00	0.00	0.00	0.00	0.00
510-541-6101 Bond Payment - Interest	0.00	0.00	0.00	0.00	0.00
TOTAL Bond Payments	0.00	0.00	0.00	0.00	0.00
<u>U/A Ending Fund Balance</u>					
510-541-9999 Unappropriated Ending Balance	0.00	0.00	0.00	0.00	0.00
TOTAL U/A Ending Fund Balance	0.00	0.00	0.00	0.00	0.00
TOTAL Debt - Sewer	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	General Fund	Internal Revenue Service	FEDERAL W/H	6,175.68
			FICA	4,673.60
		CIS Trust	MEDICARE	1,093.04
			EMPLOYEE/FAM MEDICAL INS	235.78
		Oregon Department of Revenue	MEDICAL/DENTAL B/C COPAY B	566.72
			EMPLOYEE/CHILDREN MED INS	192.86
			EMPLOYEE/FAMILY MED INS	232.18
			EMPLOYEE/FAMILY MED INS	218.64
			ACCIDENT INS	80.52
			CRITICAL ILLNESS	77.40
			IDENTITY	19.90
			HSP/TL INDMTY	64.00
			TRAUMA	25.00
			KAIS/WIL/E&S	167.72
			LIFE INSURANCE	65.04
		Mission Square - 306717	WORKERS COMP	16.83
			OR STATE TRANSIT TAX	77.75
		Fraternal Order of Police	OR Paid Leave	466.59
			STATE W/H	4,436.21
		ASI Flex	457B Contribution	1,230.00
			Roth IRA	125.00
			Union Dues	302.00
			FSA	370.50
			TOTAL:	21,012.96
Admin	General Fund	Internal Revenue Service	FICA	172.44
			MEDICARE	40.33
		Beery, Elsner & Hammond LLP	Attorney Fees	6,361.77
			EMPLOYEE/FAMILY MED INS	295.17
		CIS Trust	LIFE INSURANCE	0.20
			City Planner	3,054.75
		Mid-Willamette Valley COG	Associate Planner Holly By	470.25
			SUTA	19.47
		Oregon Department of Revenue	WORKERS COMP	0.63
			PGE	810.51
		Tyler Technologies Incode Division	Tyler Tutoring	226.67
			Tyler Tutoring	120.00
		Verizon Wireless	Verizon Bill	41.23
			Information Svcs (IT)	212.50
		City of Woodburn	HVAC Service Filter and Un	425.00
			Office Supplies	9.19
		Gagle's Heating AC & Plumbing	Rob and Joel Name Plate	22.44
			Office Supplies	218.71
		Elan Financial Services	Training lunch	24.78
			New Monitor	144.98
			Zoom	13.59
			Elan Financial Services	13.59
			Adobe	239.88
			Vista Print	55.59
			Training Lunch	34.16
			Lunch during Training	3.50
			Lunch during Training	27.60
			John and Abby Meeting	44.86
		HRA VEBA Plan	HRA VEBA Contribution	12.37
			Postage Machine	500.00
		Pitney Bowes		
		Amazon Capital Services	Office supplies	70.14

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Office Supplies	175.26
			Kitchen Supplies	47.28
		Saif Corporation	Saif Policy	5,870.72
		Abiqua Rentals	Generator-Bollards	65.00
			TOTAL:	19,844.56
Police	General Fund	Internal Revenue Service	FICA	2,746.56
			MEDICARE	642.36
		CIS Trust	MEDICAL/DENTAL B/C COPAY B	5,700.40
			EMPLOYEE MEDICAL INSURANCE	768.12
			EMPLOYEE/CHILDREN MED INS	1,388.58
			EMPLOYEE/FAMILY MED INS	2,089.68
			KAIS/WIL/E&S	1,509.45
		Les Schwab	LIFE INSURANCE	19.46
		NW Natural Gas	Tire	105.97
		Oregon Department of Revenue	NW Natural Gas	32.60
			SUTA	111.93
		Tyler Technologies Incode Division	WORKERS COMP	8.15
			Tyler Tutoring	226.66
			Tyler Tutoring	120.00
		Verizon Wireless	Verizon Bill	497.54
		City of Woodburn	Information Svcs (IT)	935.00
		Mission Square - 306717	457B Contribution	107.35
			457B Contribution	572.38
		Elan Financial Services	Mid-Valley SHRM PD Conf.	15.00
		HRA VEBA Plan	HRA VEBA Contribution	71.72
		PowerDMS, Inc.	Digital Management Softwar	550.00
		Amazon Capital Services	Office Supplies	35.47
			TOTAL:	18,254.38
Streets	General Fund	Davison Auto Parts	Replacement Jack for Shop	138.18
		John Deere Financial	PW Clothing and Painting s	49.99
		Little Town Design	Adding Print to Tshirts	30.00
			TOTAL:	218.17
Parks Department	General Fund	Internal Revenue Service	FICA	136.21
			MEDICARE	31.86
		CIS Trust	MEDICAL/DENTAL B/C COPAY B	300.02
			EMPLOYEE/CHILDREN MED INS	347.14
			LIFE INSURANCE	1.73
		Oregon Department of Revenue	SUTA	6.17
			WORKERS COMP	0.62
		PGE	PGE	91.77
		Verizon Wireless	Verizon Bill	44.66
		HRA VEBA Plan	HRA VEBA Contribution	5.25
			TOTAL:	965.43
Court	General Fund	Internal Revenue Service	FICA	55.37
			MEDICARE	12.95
		CIS Trust	EMPLOYEE/FAMILY MED INS	196.78
			LIFE INSURANCE	0.14
		Oregon Department of Revenue	SUTA	6.25
			WORKERS COMP	0.20
		HRA VEBA Plan	HRA VEBA Contribution	3.50
			TOTAL:	275.19

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
Street Improvement	State Tax Street F	Internal Revenue Service	FICA	489.61
			MEDICARE	114.51
		CIS Trust	EMPLOYEE/FAM MEDICAL INS	954.91
			EMPLOYEE MEDICAL INSURANCE	345.65
		Oregon Department of Revenue	EMPLOYEE MED INSURANCE	364.47
			LIFE INSURANCE	1.85
		PGE	SUTA	43.89
			WORKERS COMP	2.39
		HRA VEBA Plan	PGE	2,469.22
			HRA VEBA Contribution	50.73
		Sherwin-Williams	Traffic Marking Paint	2,096.51
			Traffic Marking Paint Whit	521.55
			TOTAL:	7,455.29
Water	Water Fund	Internal Revenue Service	FICA	465.70
			MEDICARE	108.91
		Davison Auto Parts	Replacement Jack for Shop	138.18
			EMPLOYEE/FAM MEDICAL INS	477.46
		CIS Trust	EMPLOYEE MEDICAL INSURANCE	172.83
			EMPLOYEE MED INSURANCE	182.23
		John Deere Financial	EMPLOYEE/FAMILY MED INS	688.73
			LIFE INSURANCE	1.39
		Northstar Chemical	PW Clothing and Painting S	162.16
			Potable Water Chemicals	1,101.15
		Oregon Department of Revenue	SUTA	46.89
			WORKERS COMP	2.09
		PGE	PGE	2,791.59
			Tyler Tutoring	113.33
		Tyler Technologies Incode Division	Tyler Tutoring	60.00
			Verizon Bill	44.65
		Verizon Wireless	APWA Collection systems cl	194.50
			HRA VEBA Contribution	43.73
		Elan Financial Services	Lightning Storm Damage	3,025.00
			Adding Print to Tshirts	30.00
		Gervais Garage Doors LLC	TOTAL:	9,850.52
Backflow	Water Fund	Backflow Management	Backflow Management	600.00
			Letters Mailed	33.00
Sewer	Sewer Fund	Internal Revenue Service	TOTAL:	633.00
		Davison Auto Parts	FICA	465.70
			MEDICARE	108.91
		CIS Trust	Replacement Jack for Shop	138.18
			EMPLOYEE/FAM MEDICAL INS	477.46
		John Deere Financial	EMPLOYEE MEDICAL INSURANCE	172.83
			EMPLOYEE MED INSURANCE	182.23
		Long Bros. Building Supply	EMPLOYEE/FAMILY MED INS	688.73
			LIFE INSURANCE	1.39
		Northstar Chemical	PW Clothing and Painting S	162.17
			Sewer Repair @ 1133. Winfie	108.75
		Oregon Department of Revenue	Wastewater Chemicals	801.55
			SUTA	46.89
		PGE	WORKERS COMP	2.09
			PGE	3,787.28
		Tyler Technologies Incode Division	Tyler Tutoring	113.34
			Tyler Tutoring	60.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		Verizon Wireless	Verizon Bill	44.66
		GT Excavating, LLC	Emergency Sewer Repair	4,935.00
		Elan Financial Services	Masks with Breathing Valve	144.14
			Chemical Resistant Gloves	49.00
			Masks and Disposable Cover	34.20
			APWA Collection Systems C1	194.50
		Cummins Northwest	PM on 3rd Lagoon Gen	379.81
		HRA VEBA Plan	HRA VEBA Contribution	43.73
		Little Town Design	Adding Print to TShirts	30.00
			TOTAL:	13,172.54
Storm Drainage	Storm Drainage	Internal Revenue Service	FICA	142.01
			MEDICARE	33.21
		CIS Trust	EMPLOYEE/FAM MEDICAL INS	212.20
			EMPLOYEE MEDICAL INSURANCE	76.81
			EMPLOYEE MED INSURANCE	81.00
			EMPLOYEE/FAMILY MED INS	98.38
			LIFE INSURANCE	0.48
		Oregon Department of Revenue	SUTA	13.50
			WORKERS COMP	0.66
		Prier Pipe & Supply, Inc.	Storm Repairs @ 980 6th st	231.80
		HRA VEBA Plan	HRA VEBA Contribution	13.97
			TOTAL:	904.02

FUND TOTALS		
100	General Fund	60,570.69
110	State Tax Street Fund	7,455.29
200	Water Fund	10,483.52
210	Sewer Fund	13,172.54
215	Storm Drainage	904.02
GRAND TOTAL:		92,586.06



## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-CITY OF GERVAIS  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 9/01/2023 THRU 9/30/2023  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PAYROLL SELECTION

PAYROLL EXPENSES: NO  
EXPENSE TYPE: N/A  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

PRINT DATE: None  
SEQUENCE: By Department  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: Bill List  
SIGNATURE LINES: 0

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PACKET OPTIONS

INCLUDE REFUNDS: NO  
INCLUDE OPEN ITEM:NO

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# CITY OF GERV AIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329  
503-792-4900 Administration Office; 503-792-3791 Fax  
Text Tel. (TTY) 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

## STAFF REPORT

DATE: October 5, 2023

TO: City Council

FROM: John Morgan, City Manager Pro Tem

SUBJECT: Agenda Item 9.b. Marion County Economic Development Strategy

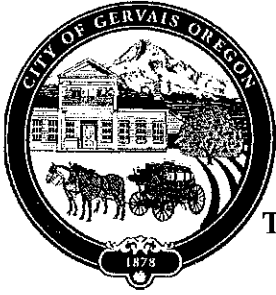
Kelli Weese, Marion County's Economic Development Program Manager, made a presentation to Council at its September meeting. The presentation was an overview of the County's Economic Development Strategy Project.

Ms. Weese asked the Council for any input on what should be in the final strategy to be adopted by the Board of Commissioners. The Council decided to hold the matter over until tonight's meeting for holding a brainstorming session.

## RECOMMENDATION:

It is recommended the Council discusses potential input to the strategy project. Staff will compile the input and transmit it back to Ms. Weese.

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## STAFF REPORT

DATE: October 5, 2023

TO: City Council

FROM: John Morgan, City Manager Pro Tem

SUBJECT: Agenda Item 8.b. Ordinance and Code Enforcement Oversight Committee

At the September meeting, Councilor Harvey brought up the idea of creating an Ordinance and Code Enforcement Oversight Committee. At the Council's direction he and I have discussed the idea. As a result of that discussion I have crafted and Councilor Harvey edited the attached proposed resolution establishing and chartering such a committee.

The Council is holding a worksession on this proposal at the start of the October 5 Council meeting.

## RECOMMENDATION:

It is recommended the Council consider Resolution 2023-10 establishing an Ordinance and Code Enforcement Oversight Committee.

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**CITY OF GERVAIS, OREGON  
RESOLUTION NO. 23-010**

**A RESOLUTION ESTABLISHING AN ORDINANCE AND CODE ENFORCEMENT  
OVERSIGHT COMMITTEE**

**WHEREAS**, it is a responsibility of the City to enforce violations of provisions of the City Code; and

**WHEREAS**, enforcement responsibilities take up a significant amount of Police officer time; and

**WHEREAS**, having citizen to citizen contact for the initial contact with an alleged violator may be more effective than having a police officer make the initial contact;

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

1. An Ordinance and Code Enforcement Oversight Committee, hereafter called Committee, is hereby established. The committee will consist of three members appointed by the Mayor with the concurrence of the City Council. Committee members will be Gervais citizens. The Council will designate a member to serve as liaison to the Committee. The Committee will meet as needed. The Police Department will provide necessary staff services to the Committee.
2. The Committee is charged with receiving citizen complaints about alleged code violations.
3. The Committee will review the alleged violation and determine if it is an actual violation.
4. If so, the Committee will cause a letter to be written to the owner and any tenant of the property with the violation explaining the violation, describing the consequences for not resolving the violation, and ask for voluntary compliance. The letter will be signed by the chair of the committee.
5. The Committee will try through mediation to resolve the alleged violation.
6. If the violation is not resolved, the matter will revert to the Police Department for enforcement in accordance with normal code enforcement procedures.

ADOPTED by the City Council of the City of Gervais this 5<sup>th</sup> day of October, 2023

\_\_\_\_\_  
Annie Gilland, Mayor

ATTEST:



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John Morgan, City Manager Pro Tem



# CITY OF GERVAIS

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## STAFF REPORT

DATE: October 5, 2023  
TO: City Council  
FROM: John Morgan, City Manager Pro Tem  
SUBJECT: Agenda Item 8.c. School District drainage issue update

At the Council's September meeting, Dandy Stevens, Gervais Public School Superintendent, approached the Council for financial participation in resolving a drainage issue on First Street at the Administration offices.

Staff explained the situation and the proposed project, but pointed out the City budget for storm drainage only has sufficient funds for projects in 2024 and 2025 that have already been identified in the Storm Water Masterplan.

Council directed staff to work with Ms. Stevens to see if alternative funding might be available.

One source with good potential is ODOT's Safe Routes to School grant program. Discussions with the ODOT staff proved fruitful, but that staff said they would prefer a larger grant request than the projected \$77,000 cost of this project. Staff has identified two additional projects, the lack of sidewalks in the school bus pick up and drop off area along First Street, and the lack of a sidewalk on First and Alder Streets as being desirable and viable for a larger grant request. Staff intends to develop project scopes and costs information for these projects ready for submission soon.

Kyle Jentzsch, Public Works Superintendent, will be available to answer any Council questions.

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## **September 2023 Council Report**

Reporting period between August 1, 2023 through August 31, 2023	
<b><u>Calls of service/CAD reports</u></b>	168
<b><u>Arrests</u></b>	5
<b><u>Traffic offenses</u></b>	45
<b><u>Traffic written warnings</u></b>	32
<b><u>Assist Agencies outside City limits</u></b>	5
<b><u>Assist Agencies inside City limits</u></b>	0

- **SSO- Student Success Officer-** Officer Carlos Camacho is currently assigned as our SSO- Student Success Officer. Officer Camacho has been a police officer for three years; he graduated from the police academy in April of 2021, and has had previous experience working at Portland State University. Ofc. Camacho is a former United States Marine and recently received his Associates Degree. Officer Camacho has also been coaching the boys High School soccer team.

Officer Camacho has received advanced training in Crisis Intervention, Patrol Tactics, Field Training Officer, Reid Interviewing and Active Threat Response. We have received very positive feedback from the staff and students about his calm, steady, balanced approach and engaging presence at the schools.

The SSO position continues to be funded by collaboration with a grant from the COPS Office and the Gervais School District.

- **Officer Kathy Dryden-** Officer Dryden is in her final stages of completing her FTEP- Field Training and Evaluation Program. She is completing her final steps and waiting for her solo status recommendation.
- **Significant Calls of Service-**

**Probation Violation Warrant-** One male was stopped for driving while suspended. He was also cited for no insurance, which was the reason for his suspension. Subject had a misdemeanor warrant out for his arrest. Subject was cited and released on the Washington County warrant.

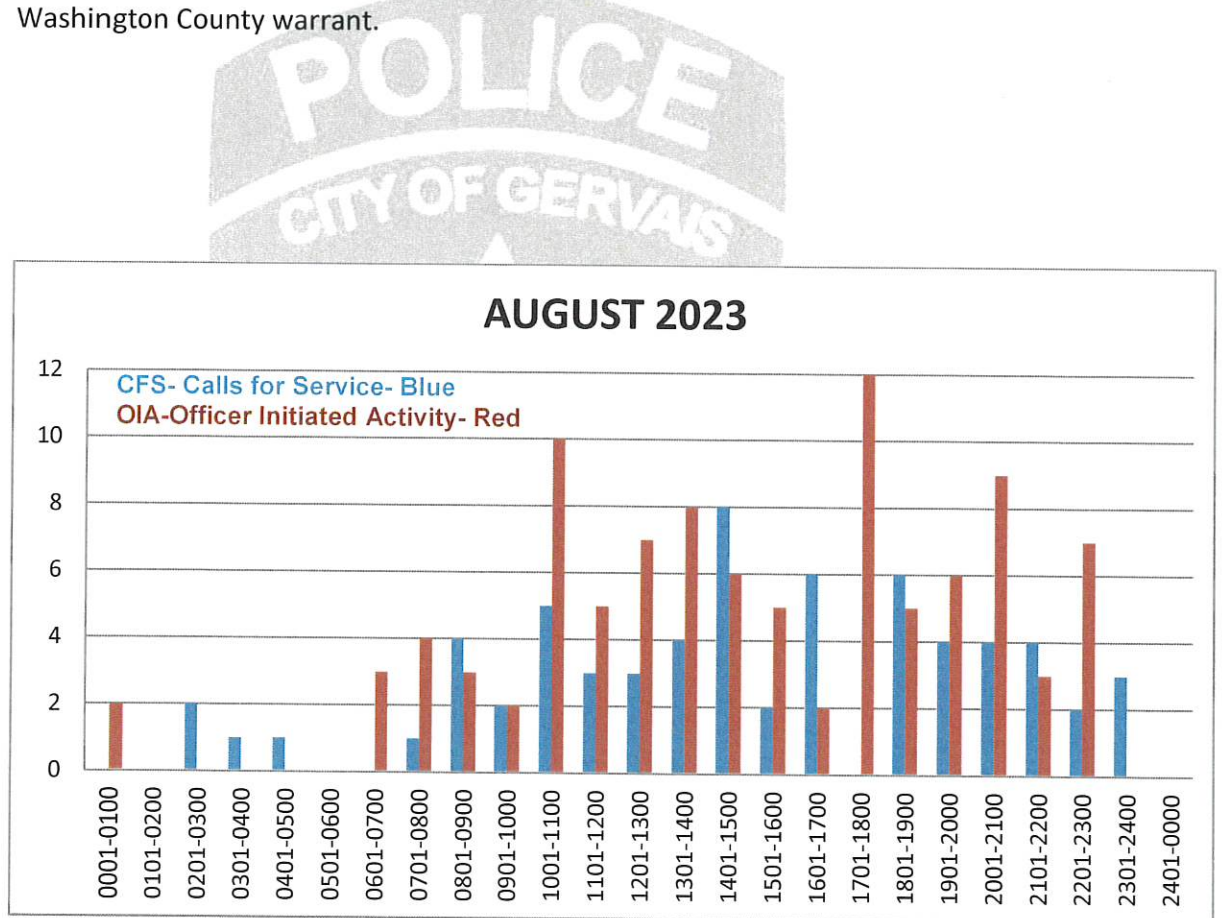
**FTA Warrant-** Identity theft circumstances, where the sister of the warrant subject, had used her identity when she was cited and released by another agency. The sister failed to appear and a warrant was issued. Officers investigated and cited and released the sister on the warrant, and sent a report to the District Attorney's Office detailing the circumstances to clear up the mistaken identity on the original case.

**Assault/Disorderly Conduct/Trespassing-** After an investigation, collecting witness statements, the victims desire to pursue charges and reviewing a video, a female was charged with assault, disorderly conduct and trespassing.

**Trespassing-** A female was charged with trespassing for her involvement in the above incident, when the victim was assaulted, and disorderly behavior occurred.

**FTA Bench Warrant-** A female was stopped for failing to obey the stop sign at 2<sup>nd</sup> and Ivy St. The female had a warrant for Failure to Appear on a cell phone violation. The female was cited and released for another opportunity to appear in court on the cell phone offense.

**FTA Bench Warrant-** A female was stopped for speeding at Ivy/Lantana Ave. She had a Failure to Appear Bench warrant out for her arrest. She was cited and released on the Washington County warrant.



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

- Mark J. Chase, Chief of Police.



## CITY OF GERVAIS

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### Public Works October Council Report

August was a quick month with several challenges that we overcame. The most well-known was the damage to the Water Plant at the beginning of the month as a result of a large lightning storm that was centered over the City. Both backup systems that maintain system pressure sustained damage. We were able to get power transferred from the emergency generator to the plant within an hour and water moving shortly thereafter. As a result of the system pressure loss a boil water notice was issued until testing ensured no contamination entered the system. It was a team effort with many people assisting with the large amount of work necessary involved with the entire situation. Certain parts at this time are still on order but Joe (Public Works) was able to partially rewire the control panel on the natural gas pump, leaving us with at least one backup pump.

The Public Works team was busy painting yellow curbing throughout the City and for the most part has had great reception from the public. There were some concerns about losing parking on the streets near intersections but safety and visibility took precedence. The weather took a turn for the worse so the project had to be placed on hold but should be completed within the next month. We were able to find a paint supplier with the right product and pricing that will put the entire project under budget, which is a good thing considering what the cost of materials has experienced lately.

Lately we have been experiencing a substantial amount of vandalism and graffiti around town, primarily for us at both parks. The bathroom door at Black Walnut Park suffered severe damage including broken welds and substantial bends in it. We were able to bend it back to where it should function once it gets re-welded. The handle on the door has a design that allows a person to damage it once the door gets locked automatically at night and will be modified to prevent this issue going forward. We are very fortunate to have a local fabrication shop who will donate time and materials to perform this modification, as it is made from solid stainless steel. Once the bathroom gets repainted inside from the graffiti and the door gets repaired we will leave it open until the park gets winterized.

On September 27<sup>th</sup>, a crew came out to install the first light pole in the Black Walnut Park. A contractor will be brought in to trench from the nearest transformer to the pole to bring power in. The trench is the responsibility of the City and once the conduit is placed PGE will bring power in and install the remaining poles. As the darker winter months approach, this should aid in patrolling of the area. I will have a map of the light pole locations available if anyone is interested in that information.



As things typically slow down this time of year I will be focusing more on the search for a vac trailer to purchase for the Public Works Department. This very much needed piece of equipment will be very useful as well as eliminating a substantial amount of work that currently gets contracted out now. I have several projects lined out once one has been acquired that will help slow down some of the I&I that has been identified as well as aid in the flow of storm water.

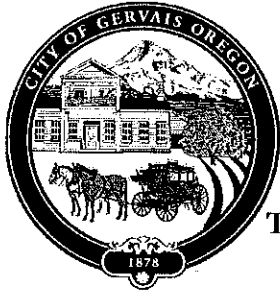
John Morgan and I have been in talks with the Gervais School District looking for a solution to the drainage issue previously presented. We are hopeful to get funding from a grant that will provide funds for that as well as a substantial sidewalk expansion in an area of the city that currently does not have sidewalks. As more information comes along it will be reported.

Over the last month Joe and Hunter have been able to spend time with Abby at the front counter getting training on basic things such as bill payments and phone calls. This has helped eliminate the random/sudden City Hall closures but has been putting a burden on the Public Works workload at the same time. They always eager to learn a new skill but hopefully with the vacant position filled in time will be able to return to their normal schedule. As a team we all pull together here in Gervais and that is what makes this such a great City.

Lastly, after several meetings with the representative from ARPA and the City Engineer, it looks like we are almost ready for the bid process on the Wastewater System Improvement. There were several setbacks over the last few years but I have made a push to get the moving along more rapidly these past few months. The timeline has construction potentially starting in early spring with a completion in late 2024 or early 2025. These improvements will help with the treatment system operations as well as providing a more thorough treatment process. Once these improvements are completed it may be time to consider dredging the lagoons to regain capacity lost due to the accumulating sludge bed. This will potentially very costly undertaking but the first two lagoons are nearing capacity and if allowed to fill past a certain level will be required by the State. With all of these improvements completed, the system will have no issues meeting DEQ permit levels going forward even with the amount of growth and potential growth we are experiencing.

Kyle Jentzsch  
Gervais Public Works





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DATE: October 5, 2023

TO: City Council

FROM: John Morgan, City Manager Pro Tem

SUBJECT: Manager's report for October 5, 2023

We have received word that City/County Insurance Services will cover our losses for the lightning storm damage to the water system.

Staff continues to work with potential funders on grant requests to make system upgrades to the water system, focusing on the reliability of the systems and pumps and also to add capacity.

The draft City Charter amendments have been given to the new City Attorney for review. I will be working with Ed on a draft to bring back to the Council for review at its November meeting.

We have utilized the services and time of four city staff members cross trained in greeting citizens coming to the front counter to pay utility or court bills.

We have received an application for Site Design Review four-plexes in the Ivy Woods area. This is docketed for your November Council meeting. Remember to be careful trying to avoid any ex-parte contact. If you do have any communication about the project be prepare to summarize that information when the public hearing is opened.

A building permit application has been received for the four-plex to be built on the west side of Winfield Street.

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