

**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 MAY 5, 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 Mayor Gilland

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

On the Agenda, Mayor Gilland added a discussion about water rates to Item 8, Presentations, with the intent of requesting a workshop.

5. Public Comment

Rocky Sherwood, 2622 Nina Pl., Hubbard, OR, 97032. Rocky is the CEO of the Hubbard Community Events. He talked to a few families about the upcoming circus in Gervais. Rocky praised the community's leaders and added that he always felt welcome. Rocky was invited to join the Parks & Recreation Committee on Tuesday at 6:30 p.m. by Mayor Gilland. They'd be discussing the Fourth of July Parade and other events.

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

Councilor Harvey wanted to know what "test ball plugs" were for, how frequently they were bought, and whether they could be reused because he thought they were bought 3 times. Robinson explained it was a gravity plug on the discharge line so nothing could flow into the

river. He explained the expense was \$200 and the plugs could not be reused. City Manager Marston explained the expense was shared in the Water, Sewer and General Fund. Harvey asked what CIS Trust was. Marston explained it was the medical insurance paid by the City on behalf of the employees. Harvey asked what multiple meters were. Robinson explained they were PGE electrical meters. Harvey asked if the fund totals showed money that was spent every month. Marston said yes. Harvey requested a treasury report of beginning and ending balances of funds.

Mayor Gilland also wanted a treasury report to see beginning and ending balances and to learn why they didn't have money for certain things like lighting. Marston understood and explained that sometimes it wasn't that they didn't have money, but that it wasn't allocated for the current year.

Councilor Bartch made a motion to approve the May 5, 2022 Consent Calendar as presented, seconded by Councilor Harvey. Motion is unanimously carried and so moved.

7. Committee Reports

a. Ad Hoc – Skate Park

Laura Clifton noted the committee bought shirts and wore them at the Gervais City Clean up. They established a budget. Clifton was confused at whether or not she needs to include park lighting in her budget request to Susie. Marston explained it was being reported on the activity tracker and it will be taken care of in the budget. Clifton would talk to Micky for what she needed for the circus. Michael Gregory gave her information on past 4th of July parades and she will try to plan ahead accordingly. Clifton mentioned a permit. Mayor Gilland asked Chase if he had applied for the permit. Chief Chase explained that he, Chief Budge and Michael Gregory had signed the fireworks permit, but in years past the Mayor would sign the permit that went to county to close the streets. Mayor Gilland said if she wasn't available, staff could sign the permit.

8. Presentations

Mayor Gilland explained the language of the 2019 water resolutions and the CPI used was in question and requested a workshop in June. Mayor Gilland was upset when reading an article in the newspaper and suggested the council read the water master plans when discussing affordable housing. Gilland shared her point of view in regards to water being at capacity and future funding. Gilland stated it was a bigger question than "The City needing to look at affordable housing." The council decided on June 13, 2022 at 6:30 pm for the workshop.

9. Action Item

a. Resolution 22-002, Adopting the 2021-22 Supplemental Budget to Make Appropriations in the D.A.R.E Fund

Mayor Gilland asked for an explanation. Marston explained that when the 2021-22 budgets were adopted last June, it did not include the \$5,000 in revenue. Lt. Seibel at the time collected registration fees for a DARE training. Anytime there are unforeseen changes in the budget ,

you can put it back in your budget through the supplemental budget process. When you take in revenue you have to appropriate it back out because the budget has to be balanced. Marston explained \$5,000 of revenue was taken in from fees from training and it was appropriated to the supplies line item because of expenses related to the training.

Gilland asked if council was informed of training. Chief Chase explained the training was planned after budget and the extra money made was placed into the DARE fund. Mayor Gilland asked for the council to be notified of future trainings that cost money. Chief Chase reported that they will be doing a DARE training in February and it will be in the 2022-23 budget. Gilland stated she is a DARE supporter but wanted to be informed if they are going to cost the city money. Chief Chase stated he thought it was mentioned but wasn't sure and he would check previous briefings to the council.

Harvey asked if they were appropriating \$5,000 to the budget that wasn't already in there. Marston said yes and explained it was an adjustment to the budget that had already been adopted. When there are changes to a budget that has already been adopted, the changes are made through the supplemental budget process. Harvey asked if this was the balance that would be in the DARE fund. Marston explained that this is what the revised budget would be for the DARE fund. Marston explained the Supplemental Budget to the council. Harvey asked if that was the total budget. Marston stated it wasn't the total DARE fund budget, just the line items. Harvey asked what the total DARE fund budget was. Marston didn't have that information in front of her. Harvey said maybe she could get that information to him sometime.

Councilor Bartch made a motion to adopt Resolution 22-002, Adopting the 2021-22 Supplemental Budget to Make Appropriations in the D.A.R.E Fund, seconded by Councilor Foreman. Motion is unanimously carried and so moved.

b. Resolution 22-003, A Resolution to Update City of Gervais Council Rules of Procedure

Councilor Bartch made a motion to adopt Resolution 22-003, A Resolution to Update City of Gervais Council Rules of Procedure as presented, seconded by Councilor Harvey. Motion is unanimously carried and so moved.

c. Appoint Budget Committee Members

Mayor Gilland made a recommendation to appoint Laura Clifton and Angelina Peters based on their experience in auditing, budgets, and numbers. She informed the council that Micky Wagner stepped down from the 4th of July committee and she was going to ask Mr. Fernandez to run the 4th of July booth because he has amazing people skills.

Councilor Harvey made a motion to appoint Laura Clifton and Angelina Peters as the new budget committee members, seconded by Councilor Foreman. Motion is unanimously carried and so moved.

10. Old Business

a. See activity tracker

Councilor Bartch noticed Chief Budge wasn't here to provide his update and asked if there was an update available. Marston reported to the council that he was planning on it, but something must have come up. City Manager Marston informed the council the Woodburn Fire Board approved a \$3 million project budget. They are looking at putting a fire station on the north edge of Gervais, potentially outside of city limits. He has some leads and is talking with property owners about the possibility. Last Friday, Fire Chief Budge and City Manager Marston met with Representative Theresa Alonzo Leon to discuss cost-share prospects with the state to help fund the project. Marston agreed to help him in that process for support as it will take a few months to go through.

Mayor Gilland asked if the shared use building was not going to come to fruition with the money they gave. Marston confirmed there was no money given and that the \$50,000 was initially earmarked. She stated the circumstances changed drastically and they would be going in a different direction that didn't include Gervais.

Mayor Gilland asked again if Gervais would be giving the fire station any money. Marston said no.

Mayor Gilland said that Laura Clifton has been asked for estimates on a skate park in different locations. When Clifton calls for a (RFP's) Request for Proposal, they ask for a base budget in order to proceed. Mayor Gilland asked how much money was available for the park.

Gilland said she knew of a consensus or ear marking of the \$71,000 to build a park on the same side of town as Ivy Woods. Gilland stated that skate parks fall under the description of community park and wondered if they could legally use the \$71,000 to fund the skate park.

Marston did not recommend using the \$71,000 just for the skate park and noted the intent was more for a neighborhood park for everyone to use and serve the subdivision that gave the money. Marston would follow up on the requirements.

Gilland asked where they were with skate park money. Marston stated they had the Community Prosperity money and that was the \$15,000 that Marion County gave each city over 3 years for a total 45,000. It's been in the General Fund and she is going to transfer it to the Park Fund in next year's budget. Another \$15,000 is coming in so that makes \$60,000, and anything the 3 on 3 basketball tournament brings in.

Gilland asked if SDC funds could be appropriated for parks. Marston replied they do have SDC funds but a skate park is not identified in the park master plan. Gilland noted they could amend it if they needed to.

Laura Clifton asked about the park master plan and if she could have a copy.

Marston stated it was the methodology the council adopted in 2008 to develop the park SDC funds. Mayor Gilland told Susie she needed \$170,000 - \$200,000 for the park and spoke about ways to get the cost down.

Gilland asked what Marston could do as the City Manager to help them find the money. Marston replied they could look at grants, and use the shared grant writer with the school district. Marston explained that ultimately it would take some time and gave an example of the 9 years it took for Independence to build a skate park.

Backing up a few steps, Marston explained that the RFP was a City function, so if there was a concept design and location for the skate park that was something the City would handle at the staff level. Gilland replied that she was referring to kit that came with skate park plans and it would eliminate the cost of an architect. City Manager Marston asked that the information be sent to her. Gilland noted if they go in this direction the City staff would be included, but she needed to know what they were going to spend on it. Gilland asked the council what they were going to spend on it.

Gilland stated that John Harvey mentioned loaning themselves the money. Harvey said if there was money available in the General Fund they have loaned themselves money before but he wasn't sure they would be able to do that. Marston stated she needed the information so we knew how much money we are aiming for. Harvey said he hoped everyone was in on this, because he wanted to push the skate park ahead for the kids in town.

There was a discussion about the location of the skate park being potentially on the property next to Public Works. Gilland stated that plan from skate park kit place would give Marston the landscape and the details to write the grant. Gilland said the community could do the work and it could end up costing very little, but they would need the budget line to approach them. Marston asked for an explanation of what the kit was. Gilland and Clifton explained showing them the land, they do the design work, they find out materials needed, they contract the workers needed, which is all included in the package. Gilland said they encourage community help to cut cost. Marston asked them to please send her what they had so she could write up a project description and costs in order to look for grants. Clifton said she needed to give them what she had in order to give Marston what she needed so she would give them what she had. Gilland said that if they come out to look at the property City Manager Marston should be there with the team.

Public Works Superintendent Robinson stated that they would be putting an above ground swimming pool there. Gilland stated it wouldn't be above ground. Robinson said it would have to be for drainage. Robinson explained most skate parks are on sloping ground or elevated because when half pipes go in there has to be a floor drain in the bottom of cement pit to drain water off. Robinson stated they are going on a flat piece of ground where there is really no way because the storm drain system is very shallow. All the sidewalls would need to

be elevated to get the pipes to work. Robinson gave examples of other skate parks built along sloping hill sides and not next to residential homes. There was further discussion on how and where the skate park should be built. Robinson clarified that since the company won't talk to her if she doesn't have a budget, what he was trying to say was somebody would need to come out here and learn what needs to be done with our plan or it will be reengineered to fit the site. Marston asked for the name of the people. Clifton stated their name was Dreamland. Clifton clarified they didn't say they wouldn't talk to her they just asked for information. So, she said if she gave them \$500,000, they would give her a kit for a \$500,000 skate park. There was discussion about the skate park, drainage and design of plan and location. Robinson brought up the Police Department getting calls all night if the park is built in a residential area.

11. New Business - none

12. Staff Reports

a. City Manager

A written report was produced by City Manager Marston. Marston reported the circus tickets are being sold at City Hall and can be purchased with cash only. The Circus will sell tickets at the door but they cost more. Adult tickets are \$12 pre-sell and \$15 at the gate. Children tickets are \$7 pre-sell, and \$8 at the gate. Marston noted on circus day greeters from the city were needed and said it would be a good opportunity for the park committee to get involved. Circus big top goes up at 9:30 am and they have a few activities before the first show starts.

Marston added that previously in the meeting, there was a discussion regarding growth and master plans. In response to the newspaper article, City Planner Holly Byram contacted Marston. She explained growth was inevitable to a community and we have an obligation to plan for the growth. The plan is updated every 5 years, it is done in a span of 20 years and we are built out. The UGB is filled up with exception of a couple of acres on the north side of town. Marston noted at some point needing to expand that and she explained the steps to prepare for that. The first step was to update the housing needs analysis and the buildable lands inventory which would tell us the housing need based on looking 20 years out. The buildable lands inventory tells us what we are looking at now and what we would need in the future. The other piece is an economic opportunities analysis. All those pieces are done ahead of time. Marston stated she had not been involved in an urban growth expansion process but she did know it wouldn't happen overnight. Marston will be talking to Holly about updating the three things mentioned. The cost is the City Planners time and there are grants available to help with those costs. City Manager Marston informed the council this would be something they needed to look at in the near future.

Mayor Gilland shared her view point and frustration about boundary growth. She stated they should ask the community before we spend money to do the work and asked the council how they felt.

Councilor Bartch stated she loved having a small city and explained that Woodburn's Urban Growth Boundary goes to Parr Road already. She explained that if Gervais doesn't take

in that land, Woodburn will and they will butt right up against Gervais and we won't have any control over what is up against us. If we slowly start expanding we can control what goes in and how quickly it gets developed, then Woodburn and other areas cannot take that land.

Gilland said if they are doing it then they are paying for the cost of the upgrades, Gervais isn't. Harvey agreed. Gilland says they can absorb the cost as they grow. Gervais doesn't. Gilland said she came here because it was affordable to live in Gervais and now it's not going to be.

Harvey said he is for keeping Gervais a small city and if they want to build right up against Gervais' border let them, and they can pay for it. They can also put in more sewer systems and maybe Gervais can hook up to theirs.

Bartch said when they were talking about Amazon up to Parr Road up to the freeway corner, that is deemed to be all industrial which means they will be building housing right on the other side of that ,where if Gervais thinks about expanding a little, Gervais would have a little more control of being surrounded. Bartch said someone is going to take the farmland and if we get surrounded by Woodburn and the closer they get to 99, our small town no longer becomes a small town. We just become Keizer to Salem. Bartch stated the inevitable piece is if Gervais doesn't grow, they grow.

Gonzalez asked about his two lots that they wanted to build on and if it was an alley because they want to move a manufactured home but they say the alley way is too small. They want to use a partial of the farmland. Marston said they had spoken to her about it and asked Councilor Gonzalez to come in and talk to her next time he is in.

b. Police Department – Chief Mark Chase

Chief Mark Chase mentioned having a lot of fun on career day. It was different this year with smaller groups where each officer got to share the career path they took. Carlos shared going to the marines, Officer Dryden shared going to Chemeketa law enforcement program, Chase shared his and Lt. West shared his. DARE program is continuing at Sacred Heart. Officer Carlos Camacho finished his training completely and is on solo patrol. Zane Rise started his shadow phase of training today. They have some evening coverage and by summer time coverage will look better. Chase mentioned he has a great staff and the officers are easy going and good with kids. He is grateful for the staff he has. He is grateful for relationships with Public works and City Hall and stated it's enjoyable to work with a great team.

Chase shared about a significant increase in ordinance complaints. He explained they have been controversial and they are moving forward from the City trying to get compliance in the past. Hopefully they will be able to mediate a positive resolution.

Mayor Gilland said she hears a lot of it and ignores a lot of it because she has a 40 hour a week job and she hands it over. If she is not saying something it's because she thinks it's being handled. Harvey asked what the ordinance violations were. Chase responded that it is yard parking, using home for business, storage, trailers, equipment, and ladders. Fence line on City

property. Chase states they deal with ordinances violations everyday but they try to be reasonable in gaining compliance.

c. Public Works – Superintendent John Robinson

Superintendent John Robinson provided the council with his written report. The tree farm has 4 zones up and operational. Wettest April on record and 3 zones still have trees taken off and log piles need taking out. They are on schedule.

City of Aumsville is sister City and they did an annual tree swap. They buy us a tree, we buy them a tree. Kyle and Joe delivered it to the City of Aumsville and they brought their tree back. They will be planting it in the Elm St Park where the tree was decimated in the ice storm. The tree planted is a Flaming Maple.

13. Business from the Mayor or Council

14. Adjourn

Mayor Gilland adjourned the meeting at 8:21 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