

**CITY OF GERVAIS
CITY COUNCIL SPECIAL MEETING
Tuesday July 18th 12:00 pm
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 accommodation, please contact City Hall at 503-792-4900 at least 48 hours prior to the meeting.

The meeting will be held in person and electronically using Zoom. If you wish to participate through the Zoom platform, see meeting information below. A copy of the full packet and the link are provided on the City's website, <http://www.gervaisoregon.org/meeting-schedule---minutes.html>.

Zoom Meeting Link:

<https://us06web.zoom.us/j/86981373775?pwd=Mm50MXJqMDFkNmppbXFLaVh5MGVldz09>

Meeting ID:869 8137 3775

Passcode: 789724

Telephone: 1-253-215-8782

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Action Item
 - a. Resolution 23-009, Authorizing Pro Tem City Manager as Agent, and Signer on Financial Accounts.
5. New Business
 - a. Discuss process to fill vacant council positions.

(The council need to take consensus to begin the process.)
6. Adjourn

Gervais is a charming dynamic rural community with a rich culture 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

12/2021

CITY OF GERVAIS, OREGON
RESOLUTION NO. 23-009

A RESOLUTION AUTHORIZING CITY MANAGER PRO TEM
AS AGENT AND SIGNER ON FINANCIAL ACCOUNTS

WHEREAS the City has hired John Morgan as City Manager Pro Tem; and

WHEREAS, the City Manager Pro Tem needs to access and have authority over the City's various financial accounts; and

WHEREAS the City Manager Pro Tem needs to be an authorized signer on checks and other forms

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

1. John Morgan, City Manager Pro Tem, is designated an authorized agent for the purpose of accessing and managing the City's various financial accounts.
2. John Morgan, City Manager Pro Tem is designated an authorized signer 'on checks and other financial forms.

ADOPTED by the City Council of the City of Gervais this 18th day of July 2023

Annie Gilland, Mayor

ATTEST:

John Morgan, City Manager Pro Tern

- (a) Upon the incumbent's:
 - (1) Death,
 - (2) Adjudicated incompetence, or
 - (3) Recall from the office.
- (b) Upon declaration by the council after the incumbent's:
 - (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
 - (2) Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period without council consent,
 - (3) Ceasing to reside in the city,
 - (4) Ceasing to be a qualified elector under the state law,
 - (5) Conviction of a public offense punishable by loss of liberty,
 - (6) Resignation from the office, or
 - (7) Violation of Section 33(i).

Section 32. Filling Vacancies. A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members. The appointee's term of office shall begin immediately upon appointment and shall continue until the first council meeting of the year immediately after the next general election; and if the term of office does not then expire the remainder of the term shall be filled by election at such general election. If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.

Chapter VIII - APPOINTIVE OFFICERS

Section 33. City Manager. (a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinance or resolutions.

- (b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.
- (c) The manager need not reside in the city.
- (d) The manager may be appointed for a definite or indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.
- (e) The manager must:

- Nelson Financial, known now as Active Tax in Woodburn. Angela Chapman has been very helpful and her team is ready and willing to take over our payroll. We would need to supply each employees and the GPA CBA info to them to start, which will take some staff time on our part.
- Merina & Co out of Tigard. Emailed, completed a questionnaire. Still waiting to hear back.
- Rob Moody, the Interim Finance Director for Independence, used to run his own company, Plan B, which was bought out by Merina. He is familiar with Incode, and recommended getting Abby trained up on Incode. Rob or an associate, could help offer assistance, at minimal cost, if we needed, to review Abby's work. Rob says hello.
- Mid-Valley Council of Government Director- Scott Dadson- provided several resources and is helping gather more possibilities. He recommended contacting Scott Derickson, City Manager of Woodburn as Woodburn uses the same Tyler Tech company for their financial software, but use, Springbrook, vs Incode (Incode is now called ERP Pro). We use Incode
- Mid-Valley Council of Government Amber Mathieson- an option is to have the COG set us up using Quick Books. COG would charge the setup fee for the hours they would spend, plus the quick book fee. We would need to supply each employees and the GPA CBA info to them to start which will take some staff time on our part.
- Scott Derickson, City Manager of Woodburn- Scott was very helpful, and his insight and experience managing these issue is a great resource. Abby and I will be connecting with Woodburn's Finance Director in the next couple of days, to compare software and see about Woodburn helping. In the long term, an option may be to enter into an IGA with Woodburn to process our payroll. That will not help us for August 1, but may be something to consider in the future. (Only an option). Scott also recommended not to use QuickBooks and we discussed several options. I trust his advice and insight. Training Abby seemed to be the best option.
- Valley Fab has an IT and Financial person whom is familiar with payroll and may be able to help. I have not contacted him yet.
- Incode/ERP Pro- Our current software. Our software is fairly robust and does all our financials, is used for payroll, utility billing, court, and our budget. They have been very responsive to my calls and provided Abby with some hands on assistance this morning. This will enable us to conduct payroll if we choose to continue our internal process.