



150 N. 2<sup>nd</sup> St./PO Box 83  
Jefferson, OR 97352  
Ph: 541.327.2768  
Fax: 541.327.3120

## **CITY OF JEFFERSON**

Council Worksession

January 11, 2018

6:30pm

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### **RULES OF CONDUCT FOR PUBLIC MEETINGS**

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the meeting.
  2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
  3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
  4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the meeting.
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The above listed meeting will be held at Jefferson City Hall, located at 150 N. 2<sup>nd</sup> St. Street, Jefferson. Meetings listed other than Executive Sessions are open to the public. Individuals needing accommodations to attend a meeting, please contact City Hall during regular business hours at 150 N. 2<sup>nd</sup> Street/PO Box 83, Jefferson, OR, 97352 (541) 327-2768. TT (800) 735-2900. Additional information may be obtained by contacting City Hall.

## **AGENDA**

### **I. COUNCIL MEETING CALL TO ORDER/FLAG SALUTE**

### **II. WORKSESSION TOPICS**

- A. Student Representative Introductions – Riley Davis
- B. Presentation of FY 2016-17 Audit Report – Ryan Pasquarella
- C. Review 2018 Calendar for Worksession Topics
- D. Strategic Plan Review & Assignment of Tasks

### **III. APPROVAL OF ACCOUNTS PAYABLE -1st half for January**

### **IV. VISITORS**

### **V. COUNCIL COMMENTS**

### **VI. ADJOURNMENT**

Posted: January 5, 2018  
Sarah Cook  
City Recorder

PACKET MATERIALS FOR 1/11/18 WORKSESSION TOPICS:

ITEM A: No packet materials necessary

ITEM B: Presented during meeting; hard-copies available for public inspection and will be posted to the website soon

All other materials included herein





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# **STRATEGIC PLAN**

(Items within each category have been re-organized by RDI to reflect  
COMPLETED tasks first)

**Reviewed/Revised by the City Council**

**August 2012**

\*Equal Opportunity Employer & Provider\*

Projects	Complete	In Progress	Delayed	Not Feasible	No Longer Applies	Comments
<b>A. Livability Community and Culture</b>						
A 13. Build a Community Center; continue feasibility study.	<b>X</b>					Completed outside of City Gov't
A4. Encourage cultural diversity and cross-cultural interaction in civic events.		<b>X</b>				
Encourage local officials to attend diversity training workshops.		<b>X</b>				
A8. Broaden community involvement in community-wide clean-up efforts.		<b>X</b>				
A15. Conduct Public Informational Meeting on the Community Strategic Plan.		<b>X</b>				Upon completion a press release will go out notifying the public that copies are available for review and comments.
Monitor effects of housing rehabilitation program.		<b>X</b>				
A1. To Encourage youth involvement in Community affairs and at City Council Meetings.			<b>X</b>			
A14. Restore or redecorate Conser House, or create museum in Conser House.			<b>X</b>			Contingent upon grants, staff time, and others. Museum not feasible until Library vacates.
A2. Youth involvement in the design and implementation of community improvement projects			<b>X</b>			Councilors to speak to students, ask for their input/involvement
A6. Provide two more deputies From Marion County Sheriff's Dept.			<b>X</b>			Will be re-visited when funding allows.
A 12. Develop and distribute a promotional brochure on the benefits of a clean community.			<b>X</b>			
A9. Establish partnerships with Jefferson Together and other Local groups to implement an annual beautification plan for the City.			<b>X</b>			
A10. Develop an inventory of streets suitable for the "adopt-the-street" program; encourage businesses to participate in keeping streets, street islands, & roadside areas clean.				<b>X</b>		
A7. Consider reviving a local police department.				<b>X</b>		Research prior to the Police Levy determined this was not feasible.

<b>B. Recreation and Open Space</b>	<b>Complete</b>	<b>In Progress</b>	<b>Delayed</b>	<b>Not Feasible</b>	<b>No Longer Applies</b>	<b>Comments</b>
Develop a Parks Master Plan	<b>X</b>					
B1. Change existing development codes to require public parks and open spaces in new development.	<b>X</b>					
B2. Identify existing open spaces suitable for park development.	<b>X</b>					Spaces identified in PMP; limited
B5.2. Establish a line item in the annual budget for park maintenance.	<b>X</b>					
B4. Develop a park capital improvement plan and associated SDC to finance park development; explore other funding sources.	<b>X</b>					
B6&7. Develop waterfront park; inventory for suitable properties along river. Develop a trail system along river.		<b>X</b>				Identify in PMP, staff to research available properties during lands inventory.
B8&B9. Acquire waterfront properties for parks & O.S. Identify site for new boat ramp/river access		<b>X</b>				Contingent upon the item above
B5.1. Negotiate with Parks and Rec. District to fund and maintain future parks.			<b>X</b>			
Strengthen relationship between City Council and Parks and Recreation District by appointing liaison to Parks & Rec Board.					<b>X</b>	Council determined no benefit to liaison appointment

<b>C. Infrastructure</b>	Complete	In Progress	Delayed	Not Feasible	No Longer Applies	Comments
Develop a Transportation Master Plan	<b>X</b>					TSP completed and filed with the State.
C2. Construct more through streets to relieve traffic congestion and provide better circulation and interconnectivity.		<b>X</b>				Identified in TSP
C3. Completion or connectivity of 5th St. between Union & Columbia.		<b>X</b>				Identified as a high priority in the TSP.
C6. Develop infrastructure plan for industrial areas including financing strategies.		<b>X</b>				Council adopted the plan in Jan. 2003; staff will continually review
C1. Construct new streets and sidewalks along Main Street.			<b>X</b>			Need for new funding sources for st imprvmnts (grants, low int loans); S. Main a County Rd.
C5. Encourage development of public transportation alternatives.			<b>X</b>			There are private agencies providing transportation alternatives
C7. Coordinate with nearby cities on existing public transportation initiatives.			<b>X</b>			Past Councilor attempted joint efforts; no Jefferson tie in
C4. Develop street and transportation Systems Development Charge (SDC).				<b>X</b>		

<b>D. Planning and Growth</b>	Complete	In Progress	Delayed	Not Feasible	No Longer Applies	Comments
D1. Develop Statement on Growth.	<b>X</b>					Adopted by the City Council Sept. 2002; Reviewed May 2009.
D3. Create a map of developable lands within UGB.	<b>X</b>					Staff to update as needed and make available for public view
D6. Update Zoning Inventory.	<b>X</b>					Continually updated as needed.
D2. Prepare 20-year annexation plan.		<b>X</b>				Continuous work from staff and Planning Commission required.
D5. Determine adequacy of UGB and City limits.		<b>X</b>				This is contingent upon the 20-year annexation plan.



<b>E. Economic Development</b>	Complete	In Progress	Delayed	Not Feasible	No Longer Applies	
Conduct industrial land needs assessment & Inventory.		<b>X</b>				
E5. Conduct commercial land needs assessment and inventory, PC pursue related zoning changes.		<b>X</b>				This is contingent upon the completion of the 20-year annexation plan.
E8. Analyze Development Code for revisions, making them more business friendly.		<b>X</b>				Updates have been made to Dev. Code; Planning Comm. continuously reviews.
E17. Design and paint murals on selected downtown buildings.		<b>X</b>				Hometown Market & La Espiga accomplished this
E1. Conduct meetings with industrial land owners and others to identify realistic industries to attract.			<b>X</b>			
E2. Conduct market analysis for industrial development opportunities.			<b>X</b>			
E3. Initiate campaign to promote downtown retail shopping.			<b>X</b>			Council felt this was for Chamber to work on.
E4. Discuss potential funding for indust. Park with OECDD.			<b>X</b>			
E10. Rezone Waterfront properties for commercial or mixed-use.			<b>X</b>			
E11. Develop marketing strategies for waterfront development.			<b>X</b>			
E12. Target businesses compatible with waterfront development.			<b>X</b>			Chamber of Commerce
E13. Complete Downtown Revitalization planning project & create downtown design theme.			<b>X</b>			
E14. Establish Downtown Revitalization Committee or downtown sub-committee of Business Association.			<b>X</b>			
E15. Develop downtown architectural guidelines booklet & architect referral list.			<b>X</b>			
E16. Establish revolving loan fund for façade improvements.			<b>X</b>			
Create a technical education resource library to assist property owners in the design and renovation of their properties.			<b>X</b>			

## Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.  
Invoice.Payment due date = 01/12/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>ALLSTREAM TELECOM</b>							
2840	ALLSTREAM TELECOM	15075125	Library Phone Service	12/21/2017	75.01	.00	
Total ALLSTREAM TELECOM:					75.01	.00	
<b>ART PLUS ENGRAVING</b>							
420	ART PLUS ENGRAVING	13897	NAME PLATE	12/02/2017	15.00	.00	
Total ART PLUS ENGRAVING:					15.00	.00	
<b>BERMAN, MELISSA</b>							
580	BERMAN, MELISSA	FOR DEC17	GATEKEEPER SERVICES	01/01/2018	130.20	.00	
Total BERMAN, MELISSA:					130.20	.00	
<b>BUCK'S SANITARY SERVICE</b>							
810	BUCK'S SANITARY SERVICE	A-83765	BOAT RAMP	12/29/2017	99.59	.00	
Total BUCK'S SANITARY SERVICE:					99.59	.00	
<b>BUSINESS CONNECTIONS</b>							
7307	BUSINESS CONNECTIONS	072312212017	Answering Svc	01/10/2018	42.47	.00	
7307	BUSINESS CONNECTIONS	072312212017	Answering Svc	01/10/2018	42.48	.00	
Total BUSINESS CONNECTIONS:					84.95	.00	
<b>Cascade Columbia Distribution Co.</b>							
7027	Cascade Columbia Distribution C	711447	Alum Sulfate, Soda Ash	12/27/2017	4,410.50	.00	
Total Cascade Columbia Distribution Co.:					4,410.50	.00	
<b>CenturyLink</b>							
6942	CenturyLink	DEC 2017	City Hall Svc	12/04/2017	355.39	.00	
6942	CenturyLink	DEC 2017	City Hall Svc	12/04/2017	25.01	.00	
6942	CenturyLink	DEC 2017	City Hall Svc	12/04/2017	25.01	.00	
6942	CenturyLink	DEC 2017B	Util Phone Alarm Sys	12/17/2017	33.92	.00	
6942	CenturyLink	DEC 2017B	Util Phone Alarm Sys	12/17/2017	33.91	.00	
6942	CenturyLink	NOV 2017	Public Works Svc	12/07/2017	46.49	.00	
6942	CenturyLink	NOV 2017	Public Works Svc	12/07/2017	46.48	.00	
Total CenturyLink:					566.21	.00	
<b>CONSOLIDATED SUPPLY CO.</b>							
1320	CONSOLIDATED SUPPLY CO.	S8522725.001	Misc Wtr Parts & Components	12/27/2017	163.84	.00	
1320	CONSOLIDATED SUPPLY CO.	S8555839.001	Meter Box Cover	12/27/2017	276.62	.00	
Total CONSOLIDATED SUPPLY CO.:					440.46	.00	
<b>D&amp;W Automotive</b>							
3050	D&W Automotive	DEC17 CHGS	Vehicle Parts/Maintenance	01/02/2018	5.16	.00	
3050	D&W Automotive	DEC17 CHGS	Vehicle Parts/Maintenance	01/02/2018	23.22	.00	
3050	D&W Automotive	DEC17 CHGS	Vehicle Parts/Maintenance	01/02/2018	23.23	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total D&W Automotive:					51.61	.00	
<b>Davis, Lissa</b>							
7172	Davis, Lissa	JAN 2017B	Code Enf Mileage	12/27/2017	281.41	.00	
Total Davis, Lissa:					281.41	.00	
<b>DEMCO, INC.</b>							
1580	DEMCO, INC.	6241764	SUPPLIES	10/26/2017	150.16	.00	
Total DEMCO, INC.:					150.16	.00	
<b>DONATO, DEANNA</b>							
1720	DONATO, DEANNA	JAN 2017B	Cemetery Maps/Printing	01/05/2018	38.25	.00	
Total DONATO, DEANNA:					38.25	.00	
<b>ELLISON</b>							
1800	ELLISON	3162701	Holiday Supplies	12/08/2017	44.23	.00	
Total ELLISON:					44.23	.00	
<b>Emerald Outdoor Living, Inc.</b>							
7186	Emerald Outdoor Living, Inc.	55018-1	Cleaning Granules 50lb	11/14/2017	149.99	.00	
Total Emerald Outdoor Living, Inc.:					149.99	.00	
<b>Engel, Stephanie</b>							
8037	Engel, Stephanie	DEC 2017	Utility Acct Refund	12/21/2017	57.50	.00	
Total Engel, Stephanie:					57.50	.00	
<b>F &amp; S Security Electronics</b>							
7051	F & S Security Electronics	19791	City Hall Alarm Monitoring	12/27/2017	276.00	.00	
Total F & S Security Electronics:					276.00	.00	
<b>F.L. Snyder &amp; Son, Inc.</b>							
8036	F.L. Snyder & Son, Inc.	21415	2005 Ford Maint.	12/28/2017	15.00	.00	
8036	F.L. Snyder & Son, Inc.	21415	2005 Ford Maint.	12/28/2017	15.00	.00	
Total F.L. Snyder & Son, Inc.:					30.00	.00	
<b>GROVE, MUELLER &amp; SWANK, P.C.</b>							
2370	GROVE, MUELLER & SWANK, P	85058	FINAL AUDIT BILL	12/28/2017	1,500.00	.00	
2370	GROVE, MUELLER & SWANK, P	85058	FINAL AUDIT BILL	12/28/2017	1,500.00	.00	
Total GROVE, MUELLER & SWANK, P.C.:					3,000.00	.00	
<b>Hillsman, Heather</b>							
8038	Hillsman, Heather	DEC 2017	Court Refund	12/20/2017	15.00	.00	
Total Hillsman, Heather:					15.00	.00	
<b>KNIFE RIVER</b>							
3200	KNIFE RIVER	1832462	concrete sand	12/21/2017	56.30	.00	
3200	KNIFE RIVER	1832462	concrete sand	12/21/2017	56.31	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total KNIFE RIVER:					112.61	.00	
<b>MARION COUNTY TREASURER</b>							
3700	MARION COUNTY TREASURER	FOR DEC17	FINES & ASSESSMENTS	01/05/2018	181.00	.00	
Total MARION COUNTY TREASURER:					181.00	.00	
<b>MARION COUNTY, SHERIFF OF</b>							
3710	MARION COUNTY, SHERIFF OF	87003	Monthly Law Enforcement Svc	12/15/2017	32,909.42	.00	
Total MARION COUNTY, SHERIFF OF:					32,909.42	.00	
<b>MYERS, CARL</b>							
4030	MYERS, CARL	4409	MUNICIPAL COURT JUDGE	01/02/2018	172.00	.00	
Total MYERS, CARL:					172.00	.00	
<b>NW NATURAL</b>							
4230	NW NATURAL	DEC 2017	NATURAL GAS USAGE - GENE	12/18/2017	177.80	.00	
4230	NW NATURAL	DEC 2017B	NATURAL GAS USAGE-LIBRAR	12/18/2017	382.76	.00	
Total NW NATURAL:					560.56	.00	
<b>OCCMA</b>							
4270	OCCMA	JAN 2018	S. Cook Member Dues	12/21/2017	169.11	.00	
Total OCCMA:					169.11	.00	
<b>ONE CALL CONCEPTS, INC.</b>							
4410	ONE CALL CONCEPTS, INC.	7120398	Locates	12/31/2017	8.93	.00	
4410	ONE CALL CONCEPTS, INC.	7120398	Locates	12/31/2017	8.92	.00	
Total ONE CALL CONCEPTS, INC.:					17.85	.00	
<b>OREGON STATE REVENUE - COURT F</b>							
4720	OREGON STATE REVENUE - C	FOR DEC17	FINES & ASSESSMENTS	01/05/2018	525.00	.00	
Total OREGON STATE REVENUE - COURT F:					525.00	.00	
<b>PACIFIC SANITATION, INC.</b>							
4870	PACIFIC SANITATION, INC.	DEC 2017	Utility Sanitation Svc	12/29/2017	44.55	.00	
4870	PACIFIC SANITATION, INC.	DEC 2017	Utility Sanitation Svc	12/29/2017	44.55	.00	
Total PACIFIC SANITATION, INC.:					89.10	.00	
<b>PEAK INTERNET</b>							
4990	PEAK INTERNET	168579	Internet/IP Address	01/01/2018	26.95	.00	
4990	PEAK INTERNET	168579	Internet/IP Address	01/01/2018	46.94	.00	
Total PEAK INTERNET:					73.89	.00	
<b>PENWORTHY COMPANY</b>							
5010	PENWORTHY COMPANY	0535439-IN	Book Order	12/08/2017	236.85	.00	
Total PENWORTHY COMPANY:					236.85	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>RASMUSSEN SPRAY SERVICE, INC.</b>							
5400	RASMUSSEN SPRAY SERVICE,	DEC 2017	ANNUAL SPRAY	12/19/2017	117.00	.00	
Total RASMUSSEN SPRAY SERVICE, INC.:					117.00	.00	
<b>SPEER HOYT LLC</b>							
5830	SPEER HOYT LLC	43180	LEGAL FEES - Annexation	11/30/2017	3,196.00	.00	
Total SPEER HOYT LLC:					3,196.00	.00	
<b>STAPLES CREDIT PLAN</b>							
5870	STAPLES CREDIT PLAN	1962129991	Office/Toiletry/Kitchen	12/08/2017	191.36	.00	
5870	STAPLES CREDIT PLAN	1962129991	Office/Toiletry/Kitchen	12/08/2017	52.88	.00	
5870	STAPLES CREDIT PLAN	1962129991	Office/Toiletry/Kitchen	12/08/2017	146.03	.00	
5870	STAPLES CREDIT PLAN	1962129991	Office/Toiletry/Kitchen	12/08/2017	146.04	.00	
5870	STAPLES CREDIT PLAN	1962640911	Office/Toiletry/Kitchen	12/08/2017	12.49	.00	
5870	STAPLES CREDIT PLAN	1964273431	Office/Toiletry/Kitchen	12/11/2017	26.97	.00	
5870	STAPLES CREDIT PLAN	78793	Xmas Party Prizes, Gifts, kitchen	12/07/2017	624.68	.00	
Total STAPLES CREDIT PLAN:					1,200.45	.00	
<b>Ultrex</b>							
7178	Ultrex	INV54623	Copy Machine Toner/Ink	12/21/2017	810.00	.00	
Total Ultrex:					810.00	.00	
<b>WATERLAB CORP.</b>							
6640	WATERLAB CORP.	73699	ROUTINE WATER TESTS	01/02/2018	190.00	.00	
Total WATERLAB CORP.:					190.00	.00	
<b>Xylem Water Solutions</b>							
7011	Xylem Water Solutions	3556988969	WW Parts & Svc	12/11/2017	1,540.24	.00	
Total Xylem Water Solutions:					1,540.24	.00	
Grand Totals:					52,017.15	.00	

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 01/12/2018