

CITY OF JEFFERSON
Council Worksession
January 11, 2018
6:30pm

COUNCILORS PRESENT: Walt Perry, Edna Campau, Audrey Webster, Mayor Michael Myers, David Watkins, Bob Rossiter

COUNCILORS ABSENT: Dave Beyerl

STAFF PRESENT: Sarah Cook, City Recorder

I. COUNCIL MEETING CALL TO ORDER/FLAG SALUTE – Mayor Michael Myers called the meeting to order at 6:30pm and led in the flag salute. He then made some changes to the agenda. The student was unable to be present so that item would be postponed. A late addition had been requested in the form of a presentation from Adaptive Broadband, which was added behind the audit presentation, and finally item C and D were reversed.

II. WORKSESSION TOPICS

A. Student Representative Intro – postponed

B. Present FY 2016-17 Audit – Ryan Pasquarella

Mayor Myers introduced Mr. Pasquarella, who came forward and offered a brief bio about himself and Grove, Mueller & Swank P.C. He noted they should all have a letter describing how the audit went, as well as the full bound report, which he indicated was boring and that was a good thing, as there was nothing really negative to report, he indicated. He spoke briefly on the delays with the process, due to significant changes in staff and Council in the prior year, but was pleased that by the time they arrived to perform their duties things were prepared and ready, as usual. There were no difficulties and no adjustments and all accounts were reconciled, though he did point out that a slight over-expenditure had occurred in both the Library fund and Water fund, which he noted was not significant, but he was required to make a notation of it.

Ryan Pasquarella explained the farther into the document they looked, more detail was provided. He spoke on the management discussion and analysis, which was really a summarization of the audit. Page 10 was the meat of the financial statements, where the City's cash was spelled out and money spent and received was described. He spoke on the many restrictions on the City's money, noting the bottom line was not necessarily what was available to spend, in addition to explanations on the City's modified cash basis of accounting they operated under, which was allowed by Oregon Budget Law. Going to the last letter in the report, Mr. Pasquarella spoke briefly on the compliance section and state requirements, which was where the noted over expenditure was recorded, as well as the need to modify the format of the City's resolution that adopts the budget to better layout the departments within the General Fund. He further explained capital asset reporting, which the City, nor many other cities, maintained. The amount of work it would take for small cities to create those records was not cost effective and since Oregon allowed the method of reporting the City utilized they were in the clear.

Going on to his handout, Ryan Pasquarella, explained the difference in government funds and business type funds. As for governmental funds, he explained how cities did not receive property tax money until November, so the importance to maintain reserves was very high, as often times those funds must be utilized to carry a City forward until revenues began rolling in. A good rule of thumb, he indicated, was to have 6+ months available to carry over; the City fell below that mark in the year audited and were it not for the funds coming in from the water and sewer funds, there would not have had enough. As for the business type funds of the City, Ryan explained they were maintaining a good and steady trend. He complimented the city's track record in saving for future capital projects, noting the more that was saved ahead of time, the less loans they would have to take out later for necessary projects, and Jefferson should be commended for their great efforts in that regard.

Mayor Myers questioned the City's long term solvency in terms of PERS. Mr. Pasquarella explained the regulations that came down, which required auditors to include the page long statement about PERS in the report. He briefly explained the unfunded liability and the states movement for increased rates; however, the City's liability was currently zero and had been for a number of years. Mayor Myers asked the City Recorder to follow up with the Council on any potential increases before budget cycle.

With no other questions, Ryan complimented the City Recorder and Clerk for their great efforts in having everything prepared and ready for them, and was excused.

C. Adaptive Broadband

Jordan Reed approached the front and thanked Council for adding him to their agenda. Mr. Reed spoke about his company's plans for over the next several months and expressed an interest in placing a tower at Cemetery Hill, which would allow them to move their equipment off the Jensen Seed tower and provide a better vantage over the town. He was also interested in any other City buildings that could be available with a lease option for them to install equipment upon, in addition to their consideration of putting up a 4G network. He spoke on the wi-fiber network he was establishing already and hoped to cover 75% of Jefferson by the end of the year.

Councilor Watkins asked him to expand on his business, to which Mr. Reed explained Adaptive Broadband was owned by his father in law, who lived in Scio. He owned several different companies, all having to do with media, one of which was formerly known as Speedpal. Jordan explained, while they were primarily a multi-media company, his main focus was broadband internet. He also indicated they had a franchise for cable television and would like to expand on that in Jefferson as well. To Councilor Webster's question of a backup, Jordan Reed explained the backup fiber line that came from Albany, as well as a line owned by Wave that came in from a different area, so there were other options should the need arise. Mayor Myers complimented him on his presentation and looked forward to him getting his application in to the City.

D. Strategic Plan Review & Assignment of Tasks

Mayor Myers explained this had come about as the Council kicked around discussions about long term planning and visioning, and there had been concerns expressed about moving forward right away with that, so he thought the strategic plan update would be a good place the Council could start, noting it

was the real work of the Council. He thought the plan best served the City and community as a living document, with continuous reviews and updates, and was disappointed there hadn't been one since 2012.

Councilor Watkins thought it was very good as well and wondered why the City would need RDI again, since they participated in the creation of the document they had before them. Mayor Myers noted they also assisted with a lot of identification of things in the community, what they considered priorities, needs, etc, and had the expertise in those areas. He added while he didn't understand what the motivation behind some of the comments was, he still felt it was a very good start and thought they should focus on updating it since all the work had already been done. Councilor Webster commented on the summarized comments within the boxes and wondered if there was an expanded version or supplemental documents to go along with the plan. The City Recorder explained there were several documents referenced in the Strat Plan, such as the City's TSP, design standards, Parks Plan, etc, but no other expanded version of the strategic plan itself, and that the comments on the side were meant to be short statements that would serve as reminders later.

Councilor Campau commented that one of the main points was infrastructure and they didn't need RDI to tell them some things needed to be improved. Councilor Rossiter added that if a grant works out and RDI comes along that would be great, but didn't feel like they should wait for word on that before getting started on the Strategic Plan review; he felt there were advantages in both directions.

Mayor Myers suggested that if Council opted to work from the Strategic Plan before them, that they reviewed a section at each regular meeting, or at least take a chunk out of it once per month. He realized there were things that needed to be removed altogether and others that simply needed updated and maybe reclassified as to what stage they were in, such as the need for a 3rd deputy, and also noted as priorities and opportunities came about for the City, things would need changed, but the overall idea being the document should never be completed and put away, but always reviewed, refreshed and updated, and to have an action plan behind every strategy. All agreed to begin the review with page 1, Section A.

Councilor Campau noted she did not want to lose citizen input during the reviews, to which Councilor Watkins agreed and expressed concern with the methods of communicating things to the public. There were comments and clarification from members of the audience in understanding Council's plan to review the document section by section during Council meetings going forward, and when public input time would play into it. Mayor Myers clarified the document will be reviewed continuously so if somebody missed an opportunity to participate in discussions about any part or section, it would come back around again. He also confirmed with staff that they would put the sections to be discussed out on social media, the City's website, reader board, agendas and, when possible include it in mailers and to reach out to the newspaper.

E. 2018 Council Calendar

Mayor Myers requested the Strategic Plan review be added at every opportunity and Sarah Cook added that some meetings could have more than one or two items on the agenda, depending on the subject. Councilor Perry warned about putting too much on the calendar for the summer months because many people weren't available, to which the Mayor reminded him, the review would be continuous and he

didn't want to allow things to stall. In addition to the Strategic Plan review, other upcoming topics added to the calendar included: ethics training, MC State of the County Report, Clean Up Day, Review of the City's Mission Statement, Update from Technology Committee, and Student Representative Presentation.

- III. APPROVAL OF ACCOUNTS PAYABLE** – Councilor Webster moved to approve. Councilor Watkins seconded. Discussion: Councilor Rossiter confirmed DEMCO was a Library vendor. Councilor Perry requested Sarah Cook to provide an update on legal expense fees and where the budget stood in relation to it, which she did. All in favor: Ayes – 5, Opposed - 0.
APPROVED.

IV. VISITORS

Ron Kress, Cottonwood Pl - discussed the wild turkey population at length, sharing information he'd obtained about hazing, harming or killing the turkeys from ODFW, in addition to concerns of all the people feeding them. He offered remedies for people that didn't like the turkeys on their property, which included spraying them with water or hanging reflective items around your property. He hoped the City would provide education to people complaining about them on the facebook page and also enforce the "no feeding" ordinance. The City Recorder provided an update on the mapping and documenting that was taking place with code enforcement and that the City had also been in touch with ODFW.

David Kellogg, Salamander Rd. – inquired about the City's relationship with Viser and the status of their franchise application, noting that he was told the City had refused to work with them. Sarah Cook provided a brief update and assured him the City was in fact working with them, negotiations had gone on for 6+ months and there were things neither party was willing to budge on, which has delayed matters.

Laura Brown questioned if a date had been set for a clean-up day yet, to which the Mayor indicated they had just set the topic for discussion at the April worksession and no date had been set yet.

V. COUNCIL COMMENTS

Bob Rossiter expressed an interest in a tour of the public works facilities, and Jeff Buskirk agreed to get it on his schedule.

Audrey Webster announced a couple dates for informational meetings regarding the school bond. The Bond Committee would be meeting Jan. 31 at 6:30pm. Then, on Feb. 2nd at 6pm, in Middle School gym, a meeting was arranged where they would be talking about the bond with renderings of what the school might look like, and their planning and design folks would be present.

Edna Campau attended her first LAC meeting as the liaison and really liked the direction they were headed.

Mayor Myers indicated Deputy Garrett Olson had an announcement. Deputy Olson announced the interviews had been done for the 2 Jefferson positions, which 3 people applied for. He would be staying

on as Jefferson's deputy, and Deputy Aaron West was selected for the second position, though he wouldn't be assigned until his contract ended with Chemawa in June. Deputy Olson's goal was to get a 3rd deputy for Jefferson and planned to continue to show the need for one through his stats, which had reached 50 arrests in the 3+ months he'd been assigned to Jefferson.

Mayor Myers would be attending Senator Merkley's town hall that Saturday and hadn't decided whether or not he'd attend the COG annual dinner. He thanked the Council for grasping the strategic plan review idea and appreciated their open mindedness to it.

VI. ADJOURNMENT – Councilor Rossiter moved to adjourn. Councilor Campau seconded. All were in favor and the meeting closed at 8:10pm.

MINUTES APPROVED this 25th day of January, 2018.



Michael D. Myers, Mayor

ATTEST:



Sarah Cook, City Recorder