



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

CITY OF JEFFERSON
Council Worksession via teleconference
May 14, 2020
3:30pm

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.

The above listed meeting will be held via teleconference and is open to the public to call in. Call 978.990.5000 from a landline or cell phone. Enter the access code, plus the pound sign (#) when prompted, to join the meeting. The access code is 979858, then #. Callers will be muted until the Visitor section of the meeting to eliminate background noises, chatter, or other distractions. Individuals needing further accommodations to join the teleconference should contact City Hall in advance of the meeting and during regular business hours (541) 327-2768. Materials for the Council meeting are available on the City's website: jeffersonoregon.org or can be provided by other means, upon request. Additional information may be obtained by contacting the City.

AGENDA

- I. CITY MANAGER INSTRUCTIONS/VERBAL ROLL CALL/CALL TO ORDER**
- II. WORKSESSION TOPICS**
 - A. Volunteer Application – Budget Committee
 - B. Cost of Living Allowance – Discussion
 - C. Update on 7th St. Park & Well
- III. APPROVAL OF ACCOUNTS PAYABLE** - 1st half for May
- IV. VISITORS** - Please be patient and respectful as we work through conducting the meeting via teleconference by not talking over others and stating your name for proper record keeping.
- V. COUNCIL/STAFF COMMENTS**
- VI. ADJOURNMENT**

Posted: May 8, 2020
Sarah Cook
City Manager/Recorder

Equal Opportunity Employer & Provider



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VOLUNTEER APPLICATION

REQUESTING APPOINTMENT TO A BOARD, COMMISSION, OR COMMITTEE

Thank you for your interest in serving your community!

You may use this form or submit a typed letter including the requested information and answering the questions below.

Name Rod Beckner Date 5-4-20

Address 484 Cemetery Hill Rd. ← Mailing _____

City Jefferson State OR Zip Code 97352

Telephone 541-327-1133 Occupation self-employed

Email Address rod6351@yahoo.com

I am requesting appointment to Budget
Name of board, commission, or committee

Explain below why you are applying for this appointment.

I heard there is a spot available.

List your qualifications for this appointment below. Include appropriate skills, activities, training and education relevant to this appointment.

*Long time Jeff. resident / bus. owner
Auto Tech degree LBCC 1985
SAHS 1983*

(Please see additional questions on the back side)

What personal or professional interests prompted you to apply for this appointment?

Business has slowed a bit so want to donate some time/energy.

What are your community interests? (e.g., committees, organizations, special activities)

I'm mostly interested in the goings on at the Cemetery at this time. I'm up there twice a day.

List below any other City Boards, Commissions, Committees, Council, or Task Forces you have served on.

Loan Committee. This was back in the Peter Gutowsky era 1997-99.

Please provide three personal references below.

David Kellogg	724 Salamander	503.602.0702
Name	Address	Phone

Jayann Kellogg	"	"
Name	Address	Phone

Kara Krantz	746 Marion Rd	503 877-0400
Name	Address	Phone

Applicant Signature



Applications without a signature will not be considered

Equal Opportunity Employer & Provider

MEMO:

TO: Mayor & Councilors
FROM: Sarah Cook, CM/R
DATE: May 8, 2020
RE: Cost of Living Allowance

Water/Sewer Rates:

Many people have experienced financial struggle during this pandemic. In a recent review of the utility accounts we determined roughly 15% to be more than a month past due. As you know, we have not applied late fees to accounts since the emergency declaration took place in March, nor have we terminated services for non-payment. Over these few months, these measures have cost the City approximately \$7,500 in lost revenue. To me, this is a small token of compassion and understanding for what so many are going through during this time, and it is important for the City to be flexible. I believe we should take it a step farther and forego implementing cost of living adjustment to the water and sewer rates this July. At this time, the estimated COLA is looking to be about 2.5%, with final numbers not known until late June. In speaking with our Public Works Director, we agree the amount of money that would be generated through the increased rate is not so significant that it would be detrimental to future projects in those funds.

Salary/Wages:

In the midst of this pandemic, our staff, at every level, have shown up to work and have kept the City going strong. Some have been fearful, others taking necessary precautions, and some not worried at all; but nonetheless, every employee has continued to work, even in modified capacities (from home, digital/electronic programs, staggering schedules, etc.) In the private sector, I'm aware of many businesses and corporations that have provided their essential workers with varying degrees of recognition, whether by providing weekly employee & family meals, 1-time hazard pay bonuses, increased wages, etc. Where our public sector operation is funded primarily by tax and rate payers, it would undoubtedly be frowned upon to use similar methods, and nobody is seeking extra pay outs here. However, I *would* like to maintain the annual COLA that our staff anticipates each July.

These topics are brought to you for conversation at the worksession; your feedback will help me in preparing the upcoming proposed budget.

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ADAPTIVE BROADBAND							
8173	ADAPTIVE BROADBAND	JUNE2020	CITY PHONES & INTERNET	05/06/2020	404.22	.00	
8173	ADAPTIVE BROADBAND	JUNE2020	CITY PHONES & INTERNET	05/06/2020	101.05	.00	
8173	ADAPTIVE BROADBAND	JUNE2020	CITY PHONES & INTERNET	05/06/2020	146.64	.00	
8173	ADAPTIVE BROADBAND	JUNE2020	CITY PHONES & INTERNET	05/06/2020	146.64	.00	
Total ADAPTIVE BROADBAND:					798.55	.00	
BERMAN, MELISSA							
580	BERMAN, MELISSA	APRIL2020	GATEKEEPER SERVICES	05/04/2020	126.00	.00	
Total BERMAN, MELISSA:					126.00	.00	
BUCK'S SANITARY SERVICE							
810	BUCK'S SANITARY SERVICE	A-137141	Rent Monthly-Standard Unit	04/30/2020	99.59	.00	
Total BUCK'S SANITARY SERVICE:					99.59	.00	
BUSINESS CONNECTIONS							
7307	BUSINESS CONNECTIONS	072304212020	PW After-Hrs Emerg Svc	04/21/2020	46.48	.00	
7307	BUSINESS CONNECTIONS	072304212020	PW After-Hrs Emerg Svc	04/21/2020	46.47	.00	
Total BUSINESS CONNECTIONS:					92.95	.00	
CenturyLink							
6942	CenturyLink	APR2020CHG	Util Phone Alarm Sys	04/17/2020	33.92	.00	
6942	CenturyLink	APR2020CHG	Util Phone Alarm Sys	04/17/2020	33.91	.00	
Total CenturyLink:					67.83	.00	
DEQ							
1610	DEQ	APR2020	V. Bathke WW Op Cert	04/27/2020	160.00	.00	
Total DEQ:					160.00	.00	
Emerald Outdoor Living, Inc.							
7186	Emerald Outdoor Living, Inc.	95047-1	CHEMICALS	04/21/2020	132.63	.00	
Total Emerald Outdoor Living, Inc.:					132.63	.00	
F & S Security Electronics							
7051	F & S Security Electronics	22539	ANNUAL ALARM FOR LIBRARY	12/17/2019	300.00	.00	
7051	F & S Security Electronics	22671	INTERNET INTERFACE MODUL	02/28/2020	425.00	.00	
Total F & S Security Electronics:					725.00	.00	
FRERES BUILDING SUPPLY							
2080	FRERES BUILDING SUPPLY	APRIL2020CH	Misc parts,supplies,materials	04/30/2020	142.32	.00	
Total FRERES BUILDING SUPPLY:					142.32	.00	
GONZALES, JOSE							
2240	GONZALES, JOSE	026	INTERPRETER SERVICES	04/29/2020	195.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total GONZALES, JOSE:					195.00	.00	
GRICE INDUSTRIES							
8191	GRICE INDUSTRIES	G3316	CABLE & CABLE GRIP	05/01/2020	548.00	.00	
Total GRICE INDUSTRIES:					548.00	.00	
HOPKINS, AMBER & JUSTIN							
8188	HOPKINS, AMBER & JUSTIN	APR2020	OVERPMT OF FINAL BILL	04/29/2020	21.54	.00	
Total HOPKINS, AMBER & JUSTIN:					21.54	.00	
Kemmer, Alex							
8151	Kemmer, Alex	MAY2020	WTP OP ENROLL	05/01/2020	50.00	.00	
Total Kemmer, Alex:					50.00	.00	
KNIFE RIVER							
3200	KNIFE RIVER	2323608	3/4" Crushed	04/29/2020	78.03	.00	
3200	KNIFE RIVER	2325094	3/4" Crushed	04/30/2020	93.09	.00	
Total KNIFE RIVER:					171.12	.00	
MARION COUNTY BUILDING							
3600	MARION COUNTY BUILDING	APRIL2020	MONTHLY BUILDING PERMITS,	04/30/2020	134.52	.00	
Total MARION COUNTY BUILDING:					134.52	.00	
MARION COUNTY TREASURER							
3700	MARION COUNTY TREASURER	53313871	Disposal Fees-CARPET	05/01/2020	50.00	.00	
3700	MARION COUNTY TREASURER	APRIL 2020	FINES & ASSESSMENTS	05/05/2020	96.00	.00	
Total MARION COUNTY TREASURER:					146.00	.00	
MARION COUNTY, SHERIFF OF							
3710	MARION COUNTY, SHERIFF OF	93541	Monthly Law Enforcement Svc	04/24/2020	37,922.10	.00	
Total MARION COUNTY, SHERIFF OF:					37,922.10	.00	
MID-WILLAMETTE VALLEY COUNCIL							
3890	MID-WILLAMETTE VALLEY COU	1920409	WTP P/R CERTS	04/28/2020	1,190.00	.00	
3890	MID-WILLAMETTE VALLEY COU	1920422	Contract Planning Services	05/04/2020	781.53	.00	
3890	MID-WILLAMETTE VALLEY COU	1920422	Contract Planning Service	05/04/2020	781.53	.00	
3890	MID-WILLAMETTE VALLEY COU	1920422	Contract Planning Service	05/04/2020	781.53	.00	
3890	MID-WILLAMETTE VALLEY COU	1920422	Contract Planning Service	05/04/2020	781.51	.00	
Total MID-WILLAMETTE VALLEY COUNCIL:					4,316.10	.00	
NW NATURAL							
4230	NW NATURAL	APR2020CHG	CONSER HOUSE	04/16/2020	56.63	.00	
4230	NW NATURAL	APR2020CHG	NATURAL GAS USAGE - GENER	04/16/2020	62.29	.00	
Total NW NATURAL:					118.92	.00	
ONE CALL CONCEPTS, INC.							
4410	ONE CALL CONCEPTS, INC.	0040402	Locates	04/30/2020	38.40	.00	
4410	ONE CALL CONCEPTS, INC.	0040402	Locates	04/30/2020	38.40	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total ONE CALL CONCEPTS, INC.:					76.80	.00	
OREGON LIBRARY ASSOCIATION							
4630	OREGON LIBRARY ASSOCIATI	11961	D. PECK MEMBERSHIP	02/29/2020	80.00	.00	
Total OREGON LIBRARY ASSOCIATION:					80.00	.00	
OREGON STATE REVENUE - COURT F							
4720	OREGON STATE REVENUE - C	APRIL 2020	FINES & ASSESSMENTS	05/05/2020	596.00	.00	
Total OREGON STATE REVENUE - COURT F:					596.00	.00	
PACIFIC POWER							
4860	PACIFIC POWER	APRIL2020	7TH ST PARK	04/29/2020	27.70	.00	
4860	PACIFIC POWER	APRIL2020	Cemetery	04/29/2020	19.28	.00	
4860	PACIFIC POWER	APRIL2020	City Hall	04/29/2020	213.61	.00	
4860	PACIFIC POWER	APRIL2020	Conser House	04/29/2020	21.01	.00	
4860	PACIFIC POWER	APRIL2020	Library	04/29/2020	213.61	.00	
4860	PACIFIC POWER	APRIL2020	Street Lights	04/29/2020	2,122.32	.00	
4860	PACIFIC POWER	APRIL2020	Swr Plnt/Rest Area	04/29/2020	2,852.40	.00	
4860	PACIFIC POWER	APRIL2020	Wtr Plant/pumps	04/29/2020	1,691.67	.00	
Total PACIFIC POWER:					7,161.60	.00	
PACIFIC SANITATION, INC.							
4870	PACIFIC SANITATION, INC.	APRIL 2020 C	Utility Sanitation Svc	04/30/2020	49.00	.00	
4870	PACIFIC SANITATION, INC.	APRIL 2020 C	Utility Sanitation Svc	04/30/2020	49.00	.00	
Total PACIFIC SANITATION, INC.:					98.00	.00	
PAYNE, THOMAS							
8190	PAYNE, THOMAS	40056101	UTILITY DEPOSIT REFUND	04/20/2020	9.07	.00	
8190	PAYNE, THOMAS	40056101		04/20/2020	60.00	.00	
Total PAYNE, THOMAS:					69.07	.00	
QUILL CORPORATION							
5340	QUILL CORPORATION	6116842	Office/Kitchen/Toiletries	04/08/2020	11.49	.00	
5340	QUILL CORPORATION	6116842	Kitchen, toiletry, office supply	04/08/2020	14.99	.00	
5340	QUILL CORPORATION	6116842		04/08/2020	15.00	.00	
Total QUILL CORPORATION:					41.48	.00	
Specialty Controls Inc.							
7308	Specialty Controls Inc.	6115	SWRTRT Plant	04/20/2020	1,139.03	.00	
Total Specialty Controls Inc.:					1,139.03	.00	
STAPLES CREDIT PLAN							
5870	STAPLES CREDIT PLAN	2489839261	Office/Toiletry/Kitchen	04/10/2020	34.41	.00	
5870	STAPLES CREDIT PLAN	53916	Office/Toiletry/Kitchen	04/13/2020	38.43	.00	
5870	STAPLES CREDIT PLAN	53916		04/13/2020	289.98	.00	
Total STAPLES CREDIT PLAN:					362.82	.00	
STATON COMPANY							
8189	STATON COMPANY	140002020	DEPOSIT REFUND	04/24/2020	4.18	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
8189	STATON COMPANY	140002020		04/24/2020	60.00	.00	
	Total STATON COMPANY:				64.18	.00	
Ultrex							
7178	Ultrex	INV83971	Copy Count Maint.	04/25/2020	89.47	.00	
	Total Ultrex:				89.47	.00	
VALLEY FIRE CONTROL							
6500	VALLEY FIRE CONTROL	89224	Parts+Annual Inspection	04/23/2020	203.60	.00	
	Total VALLEY FIRE CONTROL:				203.60	.00	
WATERLAB CORP.							
6640	WATERLAB CORP.	79752	ROUTINE WATER TESTS	05/01/2020	185.00	.00	
	Total WATERLAB CORP.:				185.00	.00	
WESTECH ENGINEERING, INC.							
6680	WESTECH ENGINEERING, INC.	246614	WTP Imprmnt	04/30/2020	34,272.61	.00	
	Total WESTECH ENGINEERING, INC.:				34,272.61	.00	
Wilbur-Ellis Company							
7021	Wilbur-Ellis Company	APRIL2020CH	CROSSBOW	04/30/2020	251.75	.00	
	Total Wilbur-Ellis Company:				251.75	.00	
	Grand Totals:				90,659.58	.00	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 10:						40,946.69	.00	40,946.69	
Total 14:						1,119.66	.00	1,119.66	
Total 16:						27.70	.00	27.70	
Total 21:						3,297.92	.00	3,297.92	
Total 23:						4,127.77	.00	4,127.77	
Total 24:						5,382.36	.00	5,382.36	
Total 25:						145.28	.00	145.28	
Total 37:						35,462.61	.00	35,462.61	
Total 48:						99.59	.00	99.59	
Total 54:						50.00	.00	50.00	
Total :						90,659.58	.00	90,659.58	
Grand Totals:						90,659.58	.00	90,659.58	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
Grand Totals:	90,659.58	.00	90,659.58

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
Grand Totals:	90,659.58	.00	