



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

CITY OF JEFFERSON

Council Worksession

June 14, 2018

6:30pm

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 at Jefferson City Hall, located at 150 N. 2nd 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. 2nd 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. Resolution #1034, Authorizing a Transfer Within the General Fund to Correct Unanticipated Requirements for Fiscal Year 2017-18
- B. Cemetery Pricing Comparison
- C. Strategic Plan Review – Section D: Planning & Growth

III. APPROVAL OF ACCOUNTS PAYABLE -1st half for June

IV. VISITORS

V. COUNCIL COMMENTS

VI. ADJOURNMENT

Posted: June 8, 2018
Sarah Cook
City Recorder

RESOLUTION #1034

AUTHORIZING A TRANSFER WITHIN THE GENERAL FUND TO CORRECT UNANTICIPATED REQUIREMENTS FOR FISCAL YEAR 17-18

WHEREAS, Oregon Budget Law provides for the transfer of appropriations from one budget category to another, within the same fund, by resolution of the Council; and

WHEREAS, the City Council must anticipate and appropriate revenues and the related expenditures; and

WHEREAS, the City had an opportunity to complete the City Hall's landscaping project in conjunction with the Library project; therefore, the amount appropriated for landscape/maintenance in the Materials & Services category of the General Fund is not sufficient to cover the requirements, thus a transfer from within the fund is necessary to correct the anticipated over expenditure; and

WHEREAS, due to unforeseen election fees in association with a special election for the City of Jefferson in September 2017, the amount appropriated for election fees in the Materials & Services category of the General Fund is not sufficient to cover the requirements, thus a transfer from within the fund is necessary to correct the anticipated over expenditure; and

WHEREAS, these changes do not affect the balance of the General fund,

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Jefferson hereby authorizes the City Recorder to transfer the following:

- From the Operating Contingency line of the General Fund, \$10,000 shall be transferred to the "landscape/maintenance" line item in the Materials & Services category of the General Fund.
- From the Operating Contingency line of the General Fund, \$3,350 shall be transferred to the "election expense" line item in the Materials & Services category of the General Fund.

Resolved and made effective by the City Council this fourteenth day of June in the year two-thousand and eighteen.

Michael D. Myers, Mayor

ATTEST:

Sarah Cook, City Recorder

CEMETERY PRICES

JEFFERSON VS OTHER CEMETERIES

JEFFERSON: FULL PLOT PRICE.....\$700
URN PLOT PRICE.....\$250

MT. UNION CEMETERY IN CORVALLIS/PHILOMATH:
FULL PLOT PRICE.....\$750
URN PLOT PRICE..... \$ 450

CITYVIEW PIONEER CEMETERY IN SALEM:
FULL PLOT PRICE.....\$2000-\$2200 FOR SINGLE BURIAL \$3000-\$3200
FOR DOUBLE BURIAL (PRICE RANGE DEPENDS ON WHERE IN
CEMETERY THE PLACEMENT IS)
URN PLOT PRICE.....\$1300 FOR SINGLE OR \$1700 FOR DOUBLE.

DALLAS CEMETERY:
FULL PLOT PRICE..... \$ 625
URN PLOT PRICE.....\$595 SINGLE OR \$650 DOUBLE

JASON LEE CEMETERY IN SALEM:
FULL PLOT PRICE.... \$2200- \$2400 (DEPENDS ON WHERE PLACEMENT IS)
URN PLOT PRICE..... \$475 - \$500

WILLAMETTE MEMORIAL PARK CEMETERY IN MILLERSBURG/ALBANY:
FULL PLOT PRICE.... \$1500
URN PLOT PRICE..... \$650

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

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Only unpaid invoices included.
Invoice.Payment due date = 06/15/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Airgas USA, LLC							
6902	Airgas USA, LLC	9076060076	Chlorine	05/15/2018	527.74	.00	
6902	Airgas USA, LLC	9954006899	Cylinder Rental	05/31/2018	29.15	.00	
6902	Airgas USA, LLC	9954006899		05/31/2018	29.15	.00	
Total Airgas USA, LLC:					586.04	.00	
ALLSTREAM TELECOM							
2840	ALLSTREAM TELECOM	15353303	Library Phone Service	05/21/2018	80.28	.00	
Total ALLSTREAM TELECOM:					80.28	.00	
ART PLUS ENGRAVING							
420	ART PLUS ENGRAVING	14774	NAME PLATES-Planning	05/21/2018	15.80	.00	
Total ART PLUS ENGRAVING:					15.80	.00	
BERMAN, MELISSA							
580	BERMAN, MELISSA	FOR MAY18	GATEKEEPER SERVICES	06/04/2018	130.20	.00	
Total BERMAN, MELISSA:					130.20	.00	
BI-MART CORPORATION							
610	BI-MART CORPORATION	706460600	LAB SUPPLIES	05/08/2018	70.84	.00	
Total BI-MART CORPORATION:					70.84	.00	
BUCK'S SANITARY SERVICE							
810	BUCK'S SANITARY SERVICE	MAY 2018	BOAT RAMP	05/31/2018	99.59	.00	
Total BUCK'S SANITARY SERVICE:					99.59	.00	
BUSINESS CONNECTIONS							
7307	BUSINESS CONNECTIONS	072305212018	Answering Svc	05/21/2018	44.97	.00	
7307	BUSINESS CONNECTIONS	072305212018		05/21/2018	44.98	.00	
Total BUSINESS CONNECTIONS:					89.95	.00	
CenturyLink							
6942	CenturyLink	MAY18A	Util Phone Alarm Sys	06/01/2018	33.92	.00	
6942	CenturyLink	MAY18A	Util Phone Alarm Sys	06/01/2018	33.91	.00	
6942	CenturyLink	MAY18B	PW Telephone Chgs	06/01/2018	77.55	.00	
6942	CenturyLink	MAY18B		06/01/2018	77.55	.00	
6942	CenturyLink	MAY18C	PW Internet Svc	05/29/2018	46.49	.00	
6942	CenturyLink	MAY18C		05/29/2018	46.48	.00	
Total CenturyLink:					315.90	.00	
D&W Automotive							
3050	D&W Automotive	MAY18 CHGS	Vehicle Parts/Maintenance	06/01/2018	1.25	.00	
3050	D&W Automotive	MAY18 CHGS	Vehicle Parts/Maintenance	06/01/2018	5.61	.00	
3050	D&W Automotive	MAY18 CHGS	Vehicle Parts/Maintenance	06/01/2018	5.61	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total D&W Automotive:					12.47	.00	
EMPLOYEE BENEFITS SERVICES TRU							
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Copay Plan A, Vision, Dental	06/08/2018	2,068.67	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Copay Plan A, Vision, Dental	06/08/2018	426.79	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Copay Plan A, Vision, Dental	06/08/2018	2,743.22	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Copay Plan A, Vision, Dental	06/08/2018	2,743.22	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Copay Plan A, Vision, Dental	06/08/2018	130.00	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Life/LTD	06/08/2018	37.33	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Life/LTD	06/08/2018	11.81	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Life/LTD	06/08/2018	9.60	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Life/LTD	06/08/2018	55.31	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Life/LTD	06/08/2018	55.31	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Life/LTD	06/08/2018	1.43	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Copay Plan A, Vision, Dental	06/08/2018	237.76	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR JUNE18	Life/LTD	06/08/2018	5.77	.00	
Total EMPLOYEE BENEFITS SERVICES TRU:					8,526.22	.00	
Ferguson Enterprises Inc. #3011							
6994	Ferguson Enterprises Inc. #3011	0657160	Wtr misc parts, components	05/15/2018	280.27	.00	
Total Ferguson Enterprises Inc. #3011:					280.27	.00	
FRERES BUILDING SUPPLY							
2080	FRERES BUILDING SUPPLY	MAY18 CHGS	Misc parts,supplies,materials	05/25/2018	25.12	.00	
2080	FRERES BUILDING SUPPLY	MAY18 CHGS		05/25/2018	25.12	.00	
2080	FRERES BUILDING SUPPLY	MAY18 CHGS		05/25/2018	5.59	.00	
Total FRERES BUILDING SUPPLY:					55.83	.00	
Garten Services							
7103	Garten Services	M61390	City Hall Cleaning Svc	05/28/2018	177.23	.00	
Total Garten Services:					177.23	.00	
MARION COUNTY TREASURER							
3700	MARION COUNTY TREASURER	FOR MAY18	FINES & ASSESSMENTS	06/08/2018	155.00	.00	
Total MARION COUNTY TREASURER:					155.00	.00	
MARION COUNTY, SHERIFF OF							
3710	MARION COUNTY, SHERIFF OF	87981	Monthly Law Enforcement Svc	05/15/2018	25,697.93	.00	
Total MARION COUNTY, SHERIFF OF:					25,697.93	.00	
MID-VALLEY NEWSPAPERS							
3860	MID-VALLEY NEWSPAPERS	91807-1	Notice of Budget Mtgs	05/10/2018	222.20	.00	
Total MID-VALLEY NEWSPAPERS:					222.20	.00	
More Ink							
7005	More Ink	54741	CCR Reports	05/23/2018	800.00	.00	
Total More Ink:					800.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
NW NATURAL							
4230	NW NATURAL	MAY18	NATURAL GAS USAGE - GENE	06/01/2018	42.23	.00	
4230	NW NATURAL	MAY18B	NATURAL GAS USAGE-LIBRAR	06/01/2018	86.83	.00	
Total NW NATURAL:					129.06	.00	
OREGON STATE REVENUE - COURT F							
4720	OREGON STATE REVENUE - C	FOR MAY18	FINES & ASSESSMENTS	06/08/2018	725.00	.00	
Total OREGON STATE REVENUE - COURT F:					725.00	.00	
PACIFIC SANITATION, INC.							
4870	PACIFIC SANITATION, INC.	JUNE 2018	Utility Sanitation Svc	05/31/2018	44.55	.00	
4870	PACIFIC SANITATION, INC.	JUNE 2018	Utility Sanitation Svc	05/31/2018	44.55	.00	
Total PACIFIC SANITATION, INC.:					89.10	.00	
PEAK INTERNET							
4990	PEAK INTERNET	2235001	Intrnt/IP Address/Library wifi	06/01/2018	45.95	.00	
4990	PEAK INTERNET	2235001		06/01/2018	27.94	.00	
Total PEAK INTERNET:					73.89	.00	
Pitman, Katherine							
7111	Pitman, Katherine	MAY18	Mileage Reimb	06/01/2018	61.82	.00	
7111	Pitman, Katherine	MAY18	Year-End Reimburse	06/01/2018	43.22	.00	
7111	Pitman, Katherine	MAY18		06/01/2018	4.99	.00	
7111	Pitman, Katherine	MAY18		06/01/2018	43.57	.00	
7111	Pitman, Katherine	MAY18		06/01/2018	44.99	.00	
Total Pitman, Katherine:					198.59	.00	
Red Barn Garden Supply							
8069	Red Barn Garden Supply	MAY 2018	8yds fir - Cem Mem Day	05/23/2018	224.00	.00	
Total Red Barn Garden Supply:					224.00	.00	
STAPLES CREDIT PLAN							
5870	STAPLES CREDIT PLAN	2084831031	Office Expense	05/10/2018	241.28	.00	
5870	STAPLES CREDIT PLAN	2085186831	Office/Toiletry/Kitchen	05/10/2018	64.48	.00	
5870	STAPLES CREDIT PLAN	2085186831		05/10/2018	15.18	.00	
5870	STAPLES CREDIT PLAN	2085186831		05/10/2018	9.99	.00	
5870	STAPLES CREDIT PLAN	2085186831		05/10/2018	93.68	.00	
5870	STAPLES CREDIT PLAN	2085186831		05/10/2018	93.68	.00	
5870	STAPLES CREDIT PLAN	2085186831		05/10/2018	50.44	.00	
Total STAPLES CREDIT PLAN:					568.73	.00	
TRUAX CORPORATION							
6852	TRUAX CORPORATION	MAY18CHGS	Fuel	05/31/2018	12.14	.00	
6852	TRUAX CORPORATION	MAY18CHGS	Fuel	05/31/2018	54.63	.00	
6852	TRUAX CORPORATION	MAY18CHGS	Fuel	05/31/2018	54.62	.00	
Total TRUAX CORPORATION:					121.39	.00	
Ultrex							
7178	Ultrex	INV59767	Copy Count Maint.	05/29/2018	28.56	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Ultrex:					28.56	.00	
USA BLUE BOOK							
6460	USA BLUE BOOK	570318	4-way Valve	05/11/2018	348.49	.00	
Total USA BLUE BOOK:					348.49	.00	
Ward, Kyle							
7106	Ward, Kyle	JUNE 2018	DMV CDL Fees	06/08/2018	59.25	.00	
7106	Ward, Kyle	JUNE 2018		06/08/2018	59.25	.00	
Total Ward, Kyle:					118.50	.00	
Warren, Robert							
8070	Warren, Robert	MAY 2018	Utility Deposit Refund	05/24/2018	14.60	.00	
8070	Warren, Robert	MAY 2018		05/24/2018	60.00	.00	
Total Warren, Robert:					74.60	.00	
WATERLAB CORP.							
6640	WATERLAB CORP.	74758	ROUTINE WATER TESTS	06/04/2018	720.00	.00	
Total WATERLAB CORP.:					720.00	.00	
WESTECH ENGINEERING, INC.							
6680	WESTECH ENGINEERING, INC.	23817	General City Engineering	05/31/2018	495.00	.00	
6680	WESTECH ENGINEERING, INC.	23848	2018 St. Construct Proj	05/31/2018	1,062.50	.00	
6680	WESTECH ENGINEERING, INC.	23902	WTP Imprmnt	05/31/2018	21,250.00	.00	
Total WESTECH ENGINEERING, INC.:					22,807.50	.00	
Wilbur-Ellis Company							
7021	Wilbur-Ellis Company	11755479	Crossbow	05/15/2018	197.75	.00	
7021	Wilbur-Ellis Company	11761955	50lb bg pro bal	05/16/2018	31.16	.00	
Total Wilbur-Ellis Company:					228.91	.00	
Grand Totals:					63,772.07	.00	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 06/15/2018

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 10:						30,298.51	.00	30,298.51	
Total 14:						473.90	.00	473.90	
Total 21:						653.12	.00	653.12	
Total 23:						5,656.06	.00	5,656.06	
Total 24:						3,792.76	.00	3,792.76	
Total 25:						485.63	.00	485.63	
Total 37:						21,250.00	.00	21,250.00	
Total 42:						1,062.50	.00	1,062.50	
Total 48:						99.59	.00	99.59	
Total :						63,772.07	.00	63,772.07	
Grand Totals:						63,772.07	.00	63,772.07	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
Grand Totals:	63,772.07	.00	63,772.07

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
Grand Totals:	63,772.07	.00	