



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

CITY OF JEFFERSON

Council Worksession

August 9, 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. Bid Award for 2018 Construction Projects
- B. Resolution# 1042, Referring to the Voters of the City of Jefferson, Oregon, a Measure for Adopting Amendments to the City Charter
- C. Land Lease Agreement - Adaptive Broadband

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

IV. VISITORS

V. COUNCIL COMMENTS

VI. ADJOURNMENT

Posted: August 3, 2018

Sarah Cook
City Recorder



WESTECH ENGINEERING, INC.
CONSULTING ENGINEERS & PLANNERS

August 2, 2018

The Honorable Mayor and City Council
City of Jefferson
150 N Second Street
Jefferson, OR 97352

RE: Recommendation for Award for 2018 Construction Projects
JO 949.1116.0

Ladies and Gentlemen:

Bids for the above referenced project were received and opened at our office at 2:00 p.m. on July 31, 2018. A total of three (3) bids were received from qualified bidders. We are pleased with the level of interest the project generated among contractors and with the bid response.

The low bid was submitted by North Santiam Paving Co. Complete bid tabulations are attached for your review and records.

Per Jeff Buskirk's request and subject to the attached Notice of Intent to Award, we recommend the City authorize award of a contract for \$468,500.00 (base bid, excluding Schedule C) to North Santiam Paving Co. at this time.

Upon authorization to award by the City Council, we will send out the Notice of Award to North Santiam Paving Co. The Notice of Intent to Award as required by OAR 137-049-0395(1) was sent on August 2, 2018 to start the statutory time period for any bid protest, which expires on August 9, 2018.

We hope this information is useful and will assist the City Council in making a final decision on the award of this project. We are happy to attend the City Council meeting and to answer questions or to discuss the project in more detail if you desire.

If you have any questions or need additional information regarding this matter, please contact us at (503) 585-2474.

Sincerely,

WESTECH ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Steven A. Ward', is written over a horizontal line.

Steven A. Ward, PE

aat

encl.

cc: Jeff Buskirk, City of Jefferson Public Works Director

City of Jefferson, Oregon

2018 Construction Projects

949.1116

July 31, 2018

Bid Tabulations

Description	Engineers Estimate	North Santiam Paving	Pacific Excavation	Turney Excavating
	Total Price	Total Price	Total Price	Total Price
Schedule A				
Hazel Street Improvements				
1. Mobilization, Bonds, Permits & Insurance		\$23,000.00	\$24,000.00	\$23,000.00
2. Materials Testing and Quality Control		\$1,000.00	\$3,000.00	\$8,000.00
3. Traffic Control		\$1,200.00	\$1,500.00	\$25,000.00
4. Clear, Grubbing, Removal/Relocation		\$6,000.00	\$7,500.00	\$9,500.00
5. Stormwater Improvements		\$29,000.00	\$25,000.00	\$51,500.00
6. Street Improvements		\$60,000.00	\$55,000.00	\$65,000.00
7. Sidewalks		\$31,000.00	\$35,000.00	\$50,000.00
	Subtotal Schedule A	\$151,200.00	\$151,000.00	\$232,000.00
Schedule B				
5th Street Drainage Improvements				
1. Mobilization, Bonds, Permits & Insurance		\$11,500.00	\$20,500.00	\$11,000.00
2. Materials Testing and Quality Control		\$1,600.00	\$1,500.00	\$12,000.00
3. Stormwater Improvements - Pipe Bursting		\$22,000.00	\$20,000.00	\$23,700.00
4. Stormwater Improvements - Open Cut		\$48,000.00	\$40,000.00	\$49,000.00
5. Surface Restoration		\$12,000.00	\$4,500.00	\$15,000.00
	Subtotal Schedule B	\$95,100.00	\$86,500.00	\$110,700.00
Schedule C				
Greenwood St & Sunruse Dr - Drainage Improvements				
1. Mobilization, Bonds, Permits & Insurance		\$9,000.00	\$7,000.00	\$5,000.00
2. Materials Testing and Quality Control		\$1,000.00	\$1,500.00	\$3,000.00
3. Stormwater Improvements		\$10,000.00	\$10,000.00	\$17,500.00
4. Surface Restoration		\$12,000.00	\$10,000.00	\$17,500.00
5. Sidewalks		\$3,500.00	\$5,000.00	\$11,000.00
	Subtotal Schedule C	\$35,500.00	\$33,500.00	\$54,000.00
Schedule D				
Sunrise Drive Overlay				
1. Mobilization, Bonds, Permits & Insurance		\$15,300.00	\$7,500.00	\$19,000.00
2. Materials Testing and Quality Control		\$2,000.00	\$1,500.00	\$4,000.00
3. AC Overlay		\$125,000.00	\$150,000.00	\$132,000.00
4. Sidewalks		\$37,000.00	\$45,000.00	\$36,000.00
	Subtotal Schedule D	\$179,300.00	\$204,000.00	\$191,000.00

City of Jefferson, Oregon
2018 Construction Projects

949.1116

July 31, 2018

Bid Tabulations

Description	Engineers Estimate	North Santiam Paving	Pacific Excavation	Turney Excavating
	Total Price	Total Price	Total Price	Total Price
Schedule E				
City Hall Alley Improvements				
1. Mobilization, Bonds, Permits & Insurance		\$11,400.00	\$9,000.00	\$5,900.00
2. Materials Testing and Quality Control		\$500.00	\$1,500.00	\$2,000.00
3. Sidewalks		\$7,000.00	\$5,500.00	\$28,200.00
4. Stormwater Improvements		\$8,000.00	\$6,500.00	\$13,000.00
5. Surface Restoration		\$16,000.00	\$10,000.00	\$10,000.00
		\$42,900.00	\$32,500.00	\$59,100.00
<i>Subtotal Schedule E</i>	<i>\$80,000.00</i>			
	\$450,000.00	\$504,000.00	\$507,500.00	\$646,800.00
	GRAND TOTAL			

City of Jefferson, Oregon
2018 Construction Projects
NOTICE OF INTENT TO AWARD

OWNER: City of Jefferson, Oregon

TO: All Bidders

DATE: August 2, 2018

Pursuant with ORS 279C.375 and OAR 137-049-0395(1), this document constitutes the Owner's notice that it intends to award a contract for the above referenced work to **North Santiam Paving Co.**, contingent upon authorization and approval of this award by the City Council. A copy of project bid tabulations are enclosed. Issuance of the Notice of Award is subject to receipt of all required documents and approvals as applicable. Owner's issuance of the Notice of Award will not occur sooner than seven (7) calendar days following the issuance of this Notice, or after Owner affirms this award in the event of a timely filed protest, whichever is later (*ORS 279C.375 and OAR 137-049-0395(3) and 137-049-0395(8)*).

Bidder list:

- North Santiam Paving Co.
- Turney Excavating, Inc.
- Pacific Excavation, Inc.

cc:

- Mr. Jeff Buskirk, City of Jefferson Public Works Director

RESOLUTION #1042

A RESOLUTION REFERRING TO THE VOTERS OF THE CITY OF JEFFERSON, OREGON, A MEASURE FOR ADOPTING AMENDMENTS TO THE CITY CHARTER

WHEREAS, the Jefferson City Council has determined that certain revisions should be made to the Jefferson City Charter of 2010; and

WHEREAS, with the amendments, the City Council wishes to clarify the City's annexation procedures, the authority of the Mayor, and how the Council President is selected; and

WHEREAS, the City Council wishes to refer the proposed City Charter amendments to the voters of the City,

NOW, THEREFORE, the City of Jefferson resolves as follows:

Section 1. The amendments to the specific sections of the Jefferson City Charter of 2010, attached as Exhibit A, are approved for submission to the voters of the City, and the Council hereby directs and authorizes that a City election be held and that the proposed amendments to the City Charter be submitted to the legal voters of the City at the election to be held on November 6, 2018. A version of the amended sections of the Jefferson City Charter showing the proposed changes in comparison to the current Jefferson City Charter of 2010 is attached as Exhibit B.

Section 2. Ballots from the election shall be counted and tabulated and the results certified as provided by law, and if a majority of the legal voters of the City of Jefferson voting in the election approve the measure, the amendments set out in Exhibit A to Sections 3, 17, 18 and 20 of the Jefferson City Charter shall become effective January 1, 2019.

Section 3. The election will be conducted by Marion County. The County Clerk for Marion County is hereby instructed to prepare the ballots and to take other actions necessary to conduct the election.

Section 4. The proposed ballot title for the measure is attached as Exhibit C.

Section 5. This Resolution, including the proposed ballot title, shall be filed with the City Recorder at the City of Jefferson City Hall.

Section 6. The City Recorder is directed to give notice of the election as required by law. The City Recorder is directed to create an impartial explanatory statement for publishing in the voter's pamphlet as required by ORS 251.345 and shall follow any requirements of the Marion County Clerk in preparing such statement. The City

Recorder shall take such other actions and otherwise proceed with the election as provided in state law.

Section 7. This Resolution shall become effective immediately upon its adoption.

Adopted this 9th day of August, 2018.

Michael D. Myers, Mayor

Attest:

Sarah Cook, City Recorder

Exhibit A

Jefferson City Charter

Section 3. **BOUNDARIES.** The corporate limits of the city shall include all territory encompassed by its boundaries as they now exist or hereafter are modified as provided herein. Annexation, delayed or otherwise, to the City of Jefferson, shall be approved by a prior majority vote among the electorate, except when state law expressly directs for processing an annexation without submitting it to a vote. The city recorder shall keep in the offices of city hall at least two copies of the charter in each of which the city recorder shall maintain an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at any time during regular office hours of the city recorder.

Section 17. **MAYOR'S FUNCTIONS AT COUNCIL MEETINGS.** The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall not vote on questions before the council except to resolve a tie. The mayor shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council.

Section 18. **PRESIDENT OF THE COUNCIL.** At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council by vote shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside. Whenever the mayor is unable to perform the functions of the office, the president shall act as mayor. Vacancies in the position of president shall be filled as with other vacancies as provided in Section 33 of this charter.

Section 20. **MAYOR.** The mayor, with the consent of council, shall appoint the boards, commissions and committees provided by ordinance, resolution and the rules of the council. The mayor shall sign all records of proceedings approved by the council, and may countersign all orders on the treasury. The mayor shall have no veto power and shall sign all ordinances passed by the council within ten days after their passage. After the council approves a bond of a city officer or a bond for a license, contract, or proposal, the mayor shall endorse the bond. The mayor serves as the political head of the city government.

Exhibit B

Jefferson City Charter

Section 3. BOUNDARIES. The corporate limits of the city shall include all territory encompassed by its boundaries as they now exist or hereafter are modified as provided herein. ~~Unless mandated by state law, annexation~~Annexation, delayed or otherwise, to the City of Jefferson, ~~may only~~shall be approved by a prior majority vote among the electorate, except when state law expressly directs for processing an annexation without submitting it to a vote. The city recorder shall keep in the offices of city hall at least two copies of the charter in each of which the city recorder shall maintain an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at any time during regular office hours of the city recorder.

Section 17. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall not vote on questions before the council except to resolve a tie, ~~or to create a tie.~~ The mayor shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council.

Section 18. PRESIDENT OF THE COUNCIL. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council by ballot~~vote~~ shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall ~~preside over it.~~ Whenever the mayor is unable to perform the functions of the office, the president shall act as mayor. Vacancies in the position of president shall be filled as with other vacancies as provided in Section 33 of this charter.

Section 20. MAYOR. The mayor, with the consent of council, shall appoint the boards, commissions and committees provided by ordinance, resolution and the rules of the council. The mayor shall sign all records of proceedings approved by the council, and may countersign all orders on the treasury. The mayor shall have no veto power and shall sign all ordinances passed by the council within ten days after their passage. After the council approves a bond of a city officer or a bond for a license, contract, or proposal, the mayor shall endorse the bond. The mayor serves as the political head of the city government.

Exhibit C

Ballot Title

Caption (10 words max)

Measure proposing amendments to the City of Jefferson Charter

Question (20 words max)

Shall amendments be adopted to the City of Jefferson Charter?

Summary (175 words max)

Approving this measure would adopt amendments to the City's Charter. The City's Charter was last updated in 2010. If approved, the Charter amendments to Sections 3, 17, 18, and 20 would take effect January 1, 2019.

The proposed amendments address annexation by clarifying that annexation proposals shall be put to a popular vote of the electorate unless state law specifically directs to the contrary. The amendments also address the role of the Mayor by deleting the Mayor's authority to create a tie vote on questions before the Council and revising the requirement that the Mayor countersign all City checks. Lastly, the amendments clarify the procedure the Council uses to select the Council President. The City Council's intent in proposing these amendments is to modernize these Charter provisions and ensure the Charter conforms to state law.

Adoption of the proposed City Charter amendments requires a vote of the people. A complete copy of the proposed City Charter amendments is available for review at City of Jefferson City Hall, 150 North 2nd Street.

Report Criteria:

Detail report.
 Invoices with totals above \$0.00 included.
 Only unpaid invoices included.
 Invoice.Payment due date = 08/10/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ALLSTREAM TELECOM							
2840	ALLSTREAM TELECOM	15459224	Library Phone Service	07/21/2018	80.41	.00	
Total ALLSTREAM TELECOM:					80.41	.00	
AMERICAN PLANNING ASSOCIATION							
330	AMERICAN PLANNING ASSOCI	316799-1871	L. Davis Membership	07/25/2018	225.00	.00	
Total AMERICAN PLANNING ASSOCIATION:					225.00	.00	
Atkin, Alan							
8074	Atkin, Alan	669952	Stump Removal	07/17/2018	300.00	.00	
Total Atkin, Alan:					300.00	.00	
Barker Surveying							
6982	Barker Surveying	11228	Maps & MC Survey	07/30/2018	290.00	.00	
Total Barker Surveying:					290.00	.00	
BUCK'S SANITARY SERVICE							
810	BUCK'S SANITARY SERVICE	A-95377	BOAT RAMP	07/31/2018	99.59	.00	
Total BUCK'S SANITARY SERVICE:					99.59	.00	
Butler, Gerry							
6973	Butler, Gerry	JULY 2018	Books	07/24/2018	530.00	.00	
Total Butler, Gerry:					530.00	.00	
Cascade Columbia Distribution Co.							
7027	Cascade Columbia Distribution C	726874	Alum Sulfate	07/18/2018	4,410.50	.00	
Total Cascade Columbia Distribution Co.:					4,410.50	.00	
CenturyLink							
6942	CenturyLink	JUL2018	Util Phone Alarm Sys	07/17/2018	33.92	.00	
6942	CenturyLink	JUL2018	Util Phone Alarm Sys	07/17/2018	33.91	.00	
Total CenturyLink:					67.83	.00	
CONSOLIDATED SUPPLY CO.							
1320	CONSOLIDATED SUPPLY CO.	S8821150.001	Misc Wtr Parts & Components	07/17/2018	42.80	.00	
1320	CONSOLIDATED SUPPLY CO.	S8840546.001	Misc Wtr Parts & Components	07/17/2018	14.46	.00	
Total CONSOLIDATED SUPPLY CO.:					57.26	.00	
DAILY JOURNAL OF COMMERCE							
1490	DAILY JOURNAL OF COMMERC	743868768	PW 2018 Const Proj Ad	07/20/2018	370.50	.00	
Total DAILY JOURNAL OF COMMERCE:					370.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
EMPLOYEE BENEFITS SERVICES TRU							
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Copay Plan A, Vision, Dental	08/03/2018	2,068.67	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Copay Plan A, Vision, Dental	08/03/2018	426.79	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Copay Plan A, Vision, Dental	08/03/2018	2,743.22	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Copay Plan A, Vision, Dental	08/03/2018	2,743.22	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Copay Plan A, Vision, Dental	08/03/2018	130.00	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Life/LTD	08/03/2018	37.33	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Life/LTD	08/03/2018	11.81	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Life/LTD	08/03/2018	9.60	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Life/LTD	08/03/2018	55.31	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Life/LTD	08/03/2018	55.31	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Life/LTD	08/03/2018	1.43	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Copay Plan A, Vision, Dental	08/03/2018	237.76	.00	
1820	EMPLOYEE BENEFITS SERVIC	FOR AUG18	Life/LTD	08/03/2018	5.77	.00	
Total EMPLOYEE BENEFITS SERVICES TRU:					8,526.22	.00	
FRERES BUILDING SUPPLY							
2080	FRERES BUILDING SUPPLY	JULY18 CHGS	Misc parts,supplies,materials	07/25/2018	114.57	.00	
2080	FRERES BUILDING SUPPLY	JULY18 CHGS		07/25/2018	114.57	.00	
2080	FRERES BUILDING SUPPLY	JULY18 CHGS		07/25/2018	25.47	.00	
Total FRERES BUILDING SUPPLY:					254.61	.00	
Garten Services							
7103	Garten Services	M61781	City Cleaning Svc	07/28/2018	187.88	.00	
Total Garten Services:					187.88	.00	
MARION COUNTY, SHERIFF OF							
3710	MARION COUNTY, SHERIFF OF	88655	Monthly Law Enforcement Svc	07/20/2018	38,167.40	.00	
Total MARION COUNTY, SHERIFF OF:					38,167.40	.00	
MYERS, CARL							
4030	MYERS, CARL	4434	MUNICIPAL COURT JUDGE	07/31/2018	172.00	.00	
Total MYERS, CARL:					172.00	.00	
ONE CALL CONCEPTS, INC.							
4410	ONE CALL CONCEPTS, INC.	8070402	Locates	07/31/2018	10.50	.00	
4410	ONE CALL CONCEPTS, INC.	8070402	Locates	07/31/2018	10.50	.00	
Total ONE CALL CONCEPTS, INC.:					21.00	.00	
PACIFIC SANITATION, INC.							
4870	PACIFIC SANITATION, INC.	JULY 2018B	Clean Up Day Disposal	07/23/2018	828.00	.00	
4870	PACIFIC SANITATION, INC.	JULY 2018C	Boat Ramp	07/31/2018	117.60	.00	
Total PACIFIC SANITATION, INC.:					945.60	.00	
PEAK INTERNET							
4990	PEAK INTERNET	2262265	Intrnt/IP Address/Library wifi	08/01/2018	45.95	.00	
4990	PEAK INTERNET	2262265		08/01/2018	27.94	.00	
Total PEAK INTERNET:					73.89	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Professional Security Alarm							
7247	Professional Security Alarm	87299	WTP Annual Monitoring	07/20/2018	121.00	.00	
7247	Professional Security Alarm	87299		07/20/2018	121.00	.00	
Total Professional Security Alarm:					242.00	.00	
Ultrex							
7178	Ultrex	INV61838	Copy Count Maint.	07/27/2018	43.95	.00	
Total Ultrex:					43.95	.00	
ZUMAR INDUSTRIES, INC							
6840	ZUMAR INDUSTRIES, INC	23634	Various Street Signs	07/25/2018	103.00	.00	
6840	ZUMAR INDUSTRIES, INC	23634		07/25/2018	70.00	.00	
Total ZUMAR INDUSTRIES, INC:					173.00	.00	
Grand Totals:					55,238.64	.00	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 08/10/2018

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 10:						42,001.70	.00	42,001.70	
Total 14:						668.17	.00	668.17	
Total 21:						1,154.86	.00	1,154.86	
Total 23:						7,546.28	.00	7,546.28	
Total 24:						3,078.51	.00	3,078.51	
Total 25:						201.43	.00	201.43	
Total 42:						370.50	.00	370.50	
Total 48:						217.19	.00	217.19	
Total :						55,238.64	.00	55,238.64	
Grand Totals:						55,238.64	.00	55,238.64	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
Grand Totals:	55,238.64	.00	55,238.64

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
Grand Totals:	55,238.64	.00	