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CITY OF JEFFERSON

Council Worksession
January 11, 2024
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 in person at City Hall and virtually on Zoom. To join the meeting on a PC, laptop, or other device, click the link and enter the password provided.

To join by phone/audio, dial (253) 215 8782 and enter the same password.

<https://us06web.zoom.us/j/83945203615?pwd=DAQ1fF1IU9KXWWQSboJIVvWgR8v2Nn.1>

Meeting ID: 839 4520 3615 Passcode: 542970

Further accommodation requests should be made to City Hall in advance of the meeting. Meeting materials 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 City Hall.

AGENDA

I. CALL TO ORDER/FLAG SALUTE

II. WORKSESSION TOPICS

- A. 2023 Year In Review From Each Councilor
- B. Election of 2024 City Council President
- C. 2024 Council Liaison Appointments
- D. 2024 Council Calendar

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

IV. VISITORS

V. COUNCIL/STAFF COMMENTS

VI. ADJOURNMENT

Posted: January 5, 2024
Sarah Cook
City Manager/Recorder

Equal Opportunity Employer & Provider

Worksession Topic A: 2023 Year In Review

The City Council is made up of a variety of individuals, elected by the citizens of Jefferson to serve the citizens and community. These individuals are all volunteers and give their time to research, learn, and formulate decisions that are in the best interest of the City, which sometimes requires them to overlook their own opinions on certain topics. The commitment to serve on the City Council, while not overly time consuming by itself, also comes with other expectations of each Councilor. These include participation/attendance at the many City functions or events throughout the year, serving as a liaison to one or more of the many other organizations within the City, attending educational opportunities in the form of webinars, in-meeting trainings, or off-site conferences, as well as being a member of the City's Budget Committee.

Currently, we have a mix of members that have served on the Council for 1 *or more* full terms, or for another government body (Planning, School Board, etc.), and some that are first time volunteers of a public entity.

No matter how "seasoned" one is, every year brings forth new projects, challenges, successes, and opportunities to learn about and decide upon. For this agenda item, City Councilors will be asked to share what their experience has been like while serving on the Jefferson City Council over this last year.

Current Liaison Appointments (2023)

<u>Committee</u>	<u>Liaison</u>
Historical Society	Mayor Myers
Planning Comm	Charles Vickery
Fire Board	Keonali Hutley
Parks & Rec	Bob Rossiter
School Board	Bob Rossiter
Library	Chandra Cruikshank
Landmarks	Staff
MWACT	David Watkins
TAC	David Watkins
City Parks Comm	D. Watkins & B. Rossiter

*Walt Perry (Planning Comm) kept MPO & LOC

Considerations:
 What is the value in maintaining the liaison appointment?
 Should any new organization/comm/board be added for assignment?
 Should any be removed from the list?

INPUT NEW 2024 LIAISON APPOINTMENTS

<u>Committee</u>	<u>Liaison</u>
Historical Society	
Planning Comm	
Fire Board	
Parks & Rec	
School Board	
Library	
Landmarks	
MWACT	
TAC	
City Parks Comm	

**2024 CALENDAR
COJ City Council**

January

11 Worksession 6:30pm
25 Regular Council 6:30pm

Liaison & Prez appt; Year-In-Review

February

8 Worksession 6:30pm
22 Regular Council 6:30pm

Annual Rate Review:

March

14 Worksession 6:30pm
28 Regular Council 6:30pm

April

11 Worksession 6:30pm
25 Regular Council 6:30pm

Host Class of 2024?

May

9 Worksession 6:30pm
23 Regular Council 6:30pm

June

13 Worksession 6:30pm
27 Regular Council 6:30pm

Budget Adoption Hearing - tentative

July

11 Worksession 6:30pm
25 Regular Council 6:30pm

August

8 Worksession 6:30pm
22 Regular Council 6:30pm

September

12 Worksession 6:30pm
26 Regular Council 6:30pm

October

10 Worksession 6:30pm
17-19 LOC Annual Conf. – Bend
24 Regular Council 6:30pm

November

14 Regular Council 6:30pm

No wksn due to holiday; reg meeting moved up

December

12 Regular Council 6:30pm
13 Holiday Dinner 5:30pm *Tentative*

No wksn due to holiday; reg meeting moved up

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
Airgas USA, LLC							
6902	Airgas USA, LLC	5505039916	CYLINDER RENTAL	12/31/2023	110.66	.00	
6902	Airgas USA, LLC	9145472165	CHLORINE	12/28/2023	1,120.72	.00	
Total Airgas USA, LLC:					1,231.38	.00	
ALYRICA NETWORKS							
8469	ALYRICA NETWORKS	55874-2401	City Phone/Internet	01/01/2024	20.00	.00	
8469	ALYRICA NETWORKS	55874-2401	City Phone/Internet	01/01/2024	119.51	.00	
8469	ALYRICA NETWORKS	55874-2401	City Phone/Internet	01/01/2024	119.51	.00	
8469	ALYRICA NETWORKS	55874-2401	City Phone/Internet	01/01/2024	63.92	.00	
8469	ALYRICA NETWORKS	55874-2401	City Phone/Internet	01/01/2024	367.06	.00	
Total ALYRICA NETWORKS:					690.00	.00	
ASEBEDO, REBECCA							
8472	ASEBEDO, REBECCA	70120304	UTILITY REFUND	01/02/2024	11.80	.00	
8472	ASEBEDO, REBECCA	70120304		01/02/2024	30.58	.00	
Total ASEBEDO, REBECCA:					42.38	.00	
BATTERY X CHANGE							
7317	BATTERY X CHANGE	394112152314	CH BATTERY BACK UP	12/15/2023	32.99	.00	
Total BATTERY X CHANGE:					32.99	.00	
BERMAN, MELISSA							
580	BERMAN, MELISSA	DECEMBER 2	GATEKEEPER SERVICES	01/04/2024	186.00	.00	
Total BERMAN, MELISSA:					186.00	.00	
BUCK'S SANITARY SERVICE							
810	BUCK'S SANITARY SERVICE	250332	Rent Monthly-Standard Unit	12/29/2023	55.12	.00	
810	BUCK'S SANITARY SERVICE	250332		12/29/2023	55.13	.00	
Total BUCK'S SANITARY SERVICE:					110.25	.00	
BUSINESS CONNECTIONS							
7307	BUSINESS CONNECTIONS	000031-496-31	PW After-Hrs Emerg Svc	01/01/2024	48.54	.00	
7307	BUSINESS CONNECTIONS	000031-496-31	PW After-Hrs Emerg Svc	01/01/2024	48.53	.00	
Total BUSINESS CONNECTIONS:					97.07	.00	
CANON FINANCIAL SERVICES							
8466	CANON FINANCIAL SERVICES	31748120	COPIER LEASE PMT	12/12/2023	270.06	.00	
Total CANON FINANCIAL SERVICES:					270.06	.00	
D&W Automotive							
3050	D&W Automotive	DEC 2023	Vehicle Parts/Maintenance	12/31/2023	15.81	.00	
3050	D&W Automotive	DEC 2023	Vehicle Parts/Maintenance	12/31/2023	71.14	.00	
3050	D&W Automotive	DEC 2023	Vehicle Parts/Maintenance	12/31/2023	71.14	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total D&W Automotive:					158.09	.00	
DEMCO, INC.							
1580	DEMCO, INC.	7414766	Library SUPPLIES	12/21/2023	59.84	.00	
Total DEMCO, INC.:					59.84	.00	
FRERES BUILDING SUPPLY							
2080	FRERES BUILDING SUPPLY	DEC 2023	Misc parts,supplies,materials	12/25/2023	4.68	.00	
2080	FRERES BUILDING SUPPLY	DEC 2023	Misc parts,supplies,materials	12/25/2023	4.69	.00	
2080	FRERES BUILDING SUPPLY	DEC 2023	PARKS PARTS & CONDUIT	12/25/2023	13.66	.00	
Total FRERES BUILDING SUPPLY:					23.03	.00	
GARCIA JR., MARTIN							
8473	GARCIA JR., MARTIN	230096	COURT REFUND	12/19/2023	20.00	.00	
Total GARCIA JR., MARTIN:					20.00	.00	
IDEXX LABORATORIES							
2790	IDEXX LABORATORIES	3143019489	Tray, Vessel, Dispos	12/26/2023	439.72	.00	
Total IDEXX LABORATORIES:					439.72	.00	
JONES, ZAID							
8474	JONES, ZAID	230089	COURT REFUND	12/19/2023	40.00	.00	
Total JONES, ZAID:					40.00	.00	
LES SCHWAB TIRE CENTER							
3360	LES SCHWAB TIRE CENTER	DEC 2023	Tire Service	12/21/2023	824.49	.00	
3360	LES SCHWAB TIRE CENTER	DEC 2023		12/21/2023	824.49	.00	
3360	LES SCHWAB TIRE CENTER	DEC 2023		12/21/2023	183.22	.00	
Total LES SCHWAB TIRE CENTER:					1,832.20	.00	
MARION COUNTY BUILDING							
3600	MARION COUNTY BUILDING	104983	MONTHLY BUILDING PERMITS,	11/30/2023	7,774.64	.00	
Total MARION COUNTY BUILDING:					7,774.64	.00	
MARION COUNTY TREASURER							
3700	MARION COUNTY TREASURER	DECEMBER 2	FINES & ASSESSMENTS	01/04/2024	96.00	.00	
Total MARION COUNTY TREASURER:					96.00	.00	
MARION COUNTY, SHERIFF OF							
3710	MARION COUNTY, SHERIFF OF	105079	Monthly Law Enforcement Svc	12/20/2023	55,968.15	.00	
Total MARION COUNTY, SHERIFF OF:					55,968.15	.00	
MID-WILLAMETTE VALLEY COUNCIL							
3890	MID-WILLAMETTE VALLEY COU	NOV 2023	Contract Planning Services	12/15/2023	300.18	.00	
3890	MID-WILLAMETTE VALLEY COU	NOV 2023	Contract Planning Service	12/15/2023	300.18	.00	
3890	MID-WILLAMETTE VALLEY COU	NOV 2023	Contract Planning Service	12/15/2023	300.18	.00	
3890	MID-WILLAMETTE VALLEY COU	NOV 2023	Contract Planning Service	12/15/2023	300.19	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total MID-WILLAMETTE VALLEY COUNCIL:					1,200.73	.00	
MYERS, CARL							
4030	MYERS, CARL	DECEMBER 2	MUNICIPAL COURT JUDGE	12/31/2023	250.00	.00	
4030	MYERS, CARL	DECEMBER 2	MUNICIPAL COURT JUDGE	12/31/2023	37.50	.00	
Total MYERS, CARL:					287.50	.00	
NW NATURAL							
4230	NW NATURAL	DECEMBER 2	NATURAL GAS USAGE - GENER	12/18/2023	310.91	.00	
Total NW NATURAL:					310.91	.00	
OCCMA							
4270	OCCMA	JANUARY 202	S. Cook Member Dues 2024	01/05/2024	255.38	.00	
Total OCCMA:					255.38	.00	
ONE CALL CONCEPTS, INC.							
4410	ONE CALL CONCEPTS, INC.	3120401	Locates	12/31/2023	6.30	.00	
4410	ONE CALL CONCEPTS, INC.	3120401	Locates	12/31/2023	6.30	.00	
Total ONE CALL CONCEPTS, INC.:					12.60	.00	
OREGON ASSOC. OF WATER UTILITI							
4540	OREGON ASSOC. OF WATER U	2024 JANUAR	K WARD WW TRAINING	01/04/2024	445.00	.00	
4540	OREGON ASSOC. OF WATER U	JANUARY 202	AGULERA, NICOLAS TRAINING	01/04/2024	445.00	.00	
Total OREGON ASSOC. OF WATER UTILITI:					890.00	.00	
OREGON STATE REVENUE - COURT F							
4720	OREGON STATE REVENUE - C	DECEMBER 2	FINES & ASSESSMENTS	01/04/2024	250.00	.00	
Total OREGON STATE REVENUE - COURT F:					250.00	.00	
PACIFIC POWER							
4860	PACIFIC POWER	DECEMBER 2	Street Lights	12/01/2023	18.22	.00	
Total PACIFIC POWER:					18.22	.00	
PACIFIC SANITATION, INC.							
4870	PACIFIC SANITATION, INC.	DECEMBER 2	Utility Sanitation Svc	12/29/2023	49.00	.00	
4870	PACIFIC SANITATION, INC.	DECEMBER 2	Utility Sanitation Svc	12/29/2023	49.00	.00	
Total PACIFIC SANITATION, INC.:					98.00	.00	
PEAK INTERNET							
4990	PEAK INTERNET	JANUARY 202	HOSTED EMAIL	01/01/2024	5.00	.00	
Total PEAK INTERNET:					5.00	.00	
PRINTING SOLUTIONS							
6866	PRINTING SOLUTIONS	35620 35621	ENVELOPES	12/14/2023	460.00	.00	
6866	PRINTING SOLUTIONS	35620 35621		12/14/2023	460.00	.00	
6866	PRINTING SOLUTIONS	35620 35621		12/14/2023	575.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PRINTING SOLUTIONS:					1,495.00	.00	
QUILL CORPORATION							
5340	QUILL CORPORATION	36214732	Office/Kitchen/Toiletries	12/15/2023	59.58	.00	
5340	QUILL CORPORATION	36214732		12/15/2023	59.58	.00	
Total QUILL CORPORATION:					119.16	.00	
RASMUSSEN SPRAY SERVICE, INC.							
5400	RASMUSSEN SPRAY SERVICE,	94005	ANNUAL SPRAY	01/03/2024	117.00	.00	
Total RASMUSSEN SPRAY SERVICE, INC.:					117.00	.00	
SUNBELT RENTALS INC							
8157	SUNBELT RENTALS INC	148273378-00	STUMP GRINDER/TRENCHER R	12/12/2023	266.76	.00	
Total SUNBELT RENTALS INC:					266.76	.00	
WATERLAB CORP.							
6640	WATERLAB CORP.	89503	ROUTINE WATER TESTS	12/06/2023	140.00	.00	
Total WATERLAB CORP.:					140.00	.00	
WESTECH ENGINEERING, INC.							
6680	WESTECH ENGINEERING, INC.	DECEMBER 2	PARK DESIGNS	12/31/2023	719.50	.00	
6680	WESTECH ENGINEERING, INC.	DECEMBER 2	5TH ST SCA	12/31/2023	723.75	.00	
6680	WESTECH ENGINEERING, INC.	DECEMBER 2	WTP Imprmnt	12/31/2023	156.00	.00	
6680	WESTECH ENGINEERING, INC.	DECEMBER 2	PWDS	12/31/2023	70.20	.00	
6680	WESTECH ENGINEERING, INC.	DECEMBER 2		12/31/2023	70.20	.00	
6680	WESTECH ENGINEERING, INC.	DECEMBER 2		12/31/2023	15.60	.00	
6680	WESTECH ENGINEERING, INC.	DECEMBER 2	General City Engineering	12/31/2023	338.00	.00	
6680	WESTECH ENGINEERING, INC.	DECEMBER 2	General City Engineering	12/31/2023	338.00	.00	
Total WESTECH ENGINEERING, INC.:					2,431.25	.00	
WORLD CONCRETE COMPANY LLC							
8414	WORLD CONCRETE COMPANY	069157	WTP CONCRETE PAD DEPOSIT	01/03/2024	4,150.00	.00	
Total WORLD CONCRETE COMPANY LLC:					4,150.00	.00	
Grand Totals:					81,119.31	.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:						67,365.87	.00	67,365.87	
Total 14:						123.76	.00	123.76	
Total 16:						999.92	.00	999.92	
Total 21:						514.81	.00	514.81	
Total 23:						3,896.92	.00	3,896.92	
Total 24:						2,984.06	.00	2,984.06	
Total 25:						204.22	.00	204.22	
Total 37:						156.00	.00	156.00	
Total 42:						723.75	.00	723.75	
Total 56:						4,150.00	.00	4,150.00	
Total :						81,119.31	.00	81,119.31	
Grand Totals:						81,119.31	.00	81,119.31	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
Grand Totals:	81,119.31	.00	81,119.31

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
Grand Totals:	81,119.31	.00	