



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

CITY OF JEFFERSON

Council Worksession

March 14, 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/85470536807?pwd=20q6L0SqXjER2H79gaEi2VB5bmSX6l.1>

Meeting ID: 854 7053 6807 Passcode: 477822

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. Utility Assistance Program – Review & Discuss Draft
- B. Fire District Levy – Discussion on City Council's Role
- C. Class of 2024 Invite – Discuss & Select Dates/Times for JHS Consideration

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

IV. VISITORS

V. COUNCIL/STAFF COMMENTS

VI. EXECUTIVE SESSION*ORS 192.660(2)(e) – Real Property Transactions**

*Note – there will not be a vote of the Council regarding the executive session topic and Council will only reconvene in regular session to adjourn the public meeting.

VII. ADJOURNMENT

Posted: March 8, 2024
Sarah Cook
City Manager/Recorder

Equal Opportunity Employer & Provider

MEMO:

Below are the City's that I reached out to while researching this project. I asked each City if they offered any utility assistance program and if they utilized LIHWA(Low Income Household Water Assistance Program).

Stayton	LIHWA, but no other program is in place.
Sublimity	LIHWA, but no other program is in place.
Aumsville	Senior discount. The resident must be head of the household, retired and 65 years or older. It is a 20% monthly discount from their base rate. An annual analysis is done to calculate the different base rates. Built into their budget, no fee or increase in their base rate to cover the cost of the discount.
Turner	LIHWA, but no other program is in place. Customers are pointed to resources in the area such as their Santiam Integration Team.
Independence	LIHWA, but no other program is in place. They have resource centers in their City that help Polk County Family & Community Outreach. Polk County also offers assistance.
Monmouth	LIHWA, but no other program is in place. There is a resource center that customers are directed to.
Gervis	No Program or assistance
Silverton	An agreement was created between the SACA(Silverton Area Community Aid) where the City gives \$7000 dollars annually for SACA Utility Assistance Program. The program is run separate from the City. Budgeted into their Community Program Budget.
Mt. Angel	LIHWA, but no other program is in place.
Halsey	Payment agreements are offered. Linn County Community Consortium will help customers with Utilities.
Scio	No program or assistance.

CITY OF JEFFERSON

UTILITY ASSISTANCE PROGRAM POLICY

I. PURPOSE

The City recognizes that emergencies arise that may require financial assistance to help with City utilities. In an effort to alleviate some financial strain to the Jefferson community the City hereby creates the Jefferson Utility Assistance Program. The following policy outlines the process and requirements to qualify for this program.

II. DEFFINITION OF TERMS

Extenuating Circumstance: a circumstance or life event that has rendered paying your utility bill extremely difficult, or impossible.

Low or Fixed Income: Determined by the income requirements set forth by the USDA's Emergency Food Assistance Program (TEFAP) or a resident receiving Social Security benefits.

NSF: Non-Sufficient funds.

Person In Charge of Property: legal owner, occupant, lessee, tenant or renter with possession of property deed, or as evidenced on tax rolls of Marion County Assessor, or valid landlord/tenant contract, rental agreement, or similar documentation.

Resident: A utility customer living within the Jefferson City Limits.

Senior Citizen: Someone 65 years of age or older.

Unauthorized Turn On: When a utility customer turns on their water without authorization after being shut off.

III. APPLICATION PROCESS

Upon receipt of a completed application, the City shall make a determination within 3 business days, during which time no further collection actions or penalties will be assessed.

STEP 1: The Resident submits a completed Utility Assistance Application for a utility account in their name.

STEP 2: City staff verifies qualifications are met and forwards to the City Manager for approval.

STEP 3: City staff will notify the resident when a decision has been made. The utility account will be noted, both electronically and in the paper file, of all necessary information related to the request for assistance, and the decision. Residents whose application is denied will be informed of the reason(s) and given an additional 5 business days to make any

corrections or changes to their application. The denied application will be considered null and void if not resubmitted within the 5 days.

IV. PROGRAM QUALIFICATIONS

- All of the following requirements must be met:
 - Must submit a completed application.
 - The resident must provide evidence of an extenuating circumstance, by written explanation, along with any relevant documents that support the claim. Extenuating circumstances may include but are not limited to the following: financial hardship, death in immediate family, health issues, low or fixed income, etc.
 - Applications will only be accepted from the registered owner of record or person in charge of the property who is named on the utility account.
 - The resident must reside within the Jefferson city limits and have an account history of at least 6 months.
 - The utility account on the application has not received funds from the City of Jefferson Utility Assistance Program in the current calendar year.

V. ASSISTANCE DISBURSMENT

- Assistance will only be given once per calendar year to each accepted or approved utility account.
- No delinquent notice or shut-off is required to apply.
- Funds from the Utility Assistance Program will not be allocated to the Public Safety fee nor the Storm Water fee. The Public Safety fee and Storm Water fee must be paid before assistance is applied.
- NSF fees and Unauthorized Turn On fees will not be paid with funds from the Utility Assistance Program.
- Funds will not be disbursed to any account holder who has been approved to receive assistance, but rather it will be processed internally through a credit on the approved account.

VI. OTHER TERMS, CONDITIONS & INFORMATION

- City Staff may occasionally review this policy and make recommendations for revisions to the Jefferson City Council, as needed.
- Amounts approved for utility assistance may or may not cover the full account balance or be equal to the amount requested. Any remaining account balance left due after assistance has been applied is the responsibility of the utility account holder.
- Funding is limited for this program and not guaranteed. Staff will make every effort to efficiently and effectively utilize the funds so that it benefits as many residents requesting assistance as possible, and may refuse or deny applications when assistance funds are depleted.

Adopted by Jefferson City Council this _____ day of _____ 2024,
with the Utility Assistance Program becoming effective July 1, 2024.

Michael D. Myers
Mayor

ATTEST:

Sarah Cook
City Manager



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March 4, 2024

Memo to JHS Principal

From Mayor Myers

Subject: 2024 Senior Graduate Invite to City Council Meeting

Prior to COVID, the Jefferson City Council held a regular Council Meeting tailored to meet the scheduling times of the graduating class. These meetings helped seniors understand more fully the importance of local government. These meetings also helped the City Council more fully understand the issues and concerns of the senior class from a different perspective. The Council would like to restart this tradition.

The City Council is very interested in the opinions of the senior class and seeks their input on our Strategic Plan, which we recently updated. This document identifies the important work of the City, in various different areas from community partnerships, to parks and infrastructure. It serves as a guide for the Council's decision making as the city continues to grow and change, and is also a good reminder of past accomplishments. I have attached a copy of this document for your review and request that it be shared with the senior class for their input and suggestions, which I hope could then be shared with the Council at an upcoming meeting.

Direct civic involvement is at the core of a vibrant democracy. It is my hope that meetings such as this will encourage stronger youth involvement in local government. I respectfully request that time be made available for the Class of 2024's direct involvement in an upcoming City Council meeting, in which the City would adjust the usual 6:30pm time to a daytime meeting to better accommodate their school schedule.

Sincerely,

Michael D. Myers
Mayor

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	5506469035	CYL RENTAL	02/29/2024	73.23	.00	
Total Airgas USA, LLC:					73.23	.00	
ALYRICA NETWORKS							
8469	ALYRICA NETWORKS	55847-2403	City Phone/Internet	03/01/2024	20.00	.00	
8469	ALYRICA NETWORKS	55847-2403	City Phone/Internet	03/01/2024	119.51	.00	
8469	ALYRICA NETWORKS	55847-2403	City Phone/Internet	03/01/2024	119.51	.00	
8469	ALYRICA NETWORKS	55847-2403	City Phone/Internet	03/01/2024	63.92	.00	
8469	ALYRICA NETWORKS	55847-2403	City Phone/Internet	03/01/2024	407.06	.00	
Total ALYRICA NETWORKS:					730.00	.00	
BUCK'S SANITARY SERVICE							
810	BUCK'S SANITARY SERVICE	254462	Rent Monthly-Standard Unit	02/29/2024	55.12	.00	
810	BUCK'S SANITARY SERVICE	254462		02/29/2024	55.13	.00	
Total BUCK'S SANITARY SERVICE:					110.25	.00	
BUSINESS CONNECTIONS							
7307	BUSINESS CONNECTIONS	000031-954-16	PW After-Hrs Emerg Svc	03/01/2024	48.53	.00	
7307	BUSINESS CONNECTIONS	000031-954-16	PW After-Hrs Emerg Svc	03/01/2024	48.52	.00	
Total BUSINESS CONNECTIONS:					97.05	.00	
Butler, Gerry							
6973	Butler, Gerry	FEB 2024 INV	BOOKS	02/27/2024	470.00	.00	
Total Butler, Gerry:					470.00	.00	
CANON FINANCIAL SERVICES							
8466	CANON FINANCIAL SERVICES	32078633	COPIER LEASE AGREEMENT	02/10/2024	270.06	.00	
Total CANON FINANCIAL SERVICES:					270.06	.00	
Cascade Columbia Distribution Co.							
7027	Cascade Columbia Distribution C	889238	CHEMICALS	02/28/2024	2,388.00	.00	
Total Cascade Columbia Distribution Co.:					2,388.00	.00	
CONSOLIDATED SUPPLY CO.							
1320	CONSOLIDATED SUPPLY CO.	S011763227.00	Misc Wtr Parts & Components	02/22/2024	170.22	.00	
Total CONSOLIDATED SUPPLY CO.:					170.22	.00	
D&W Automotive							
3050	D&W Automotive	FEB 2024 CHG	Vehicle Parts/Maintenance	02/29/2024	13.90	.00	
3050	D&W Automotive	FEB 2024 CHG	Vehicle Parts/Maintenance	02/29/2024	62.54	.00	
3050	D&W Automotive	FEB 2024 CHG	Vehicle Parts/Maintenance	02/29/2024	62.54	.00	
Total D&W Automotive:					138.98	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
DEMCO, INC.							
1580	DEMCO, INC.	7442944	Library SUPPLIES	02/22/2024	152.06	.00	
Total DEMCO, INC.:					152.06	.00	
ESCOBAR ALVAREZ, JUANA							
8477	ESCOBAR ALVAREZ, JUANA	240005	COURT REFUND	02/20/2024	20.00	.00	
Total ESCOBAR ALVAREZ, JUANA:					20.00	.00	
FRERES BUILDING SUPPLY							
2080	FRERES BUILDING SUPPLY	2402-137903	CONSER HOUSE	02/25/2024	471.41	.00	
2080	FRERES BUILDING SUPPLY	2402-137903	Misc parts,supplies,materials	02/25/2024	227.22	.00	
2080	FRERES BUILDING SUPPLY	2402-137903	Misc parts,supplies,materials	02/25/2024	11.99	.00	
Total FRERES BUILDING SUPPLY:					710.62	.00	
GONZALES, JOSE							
2240	GONZALES, JOSE	035	COURT INTERPRETER	02/20/2024	140.00	.00	
Total GONZALES, JOSE:					140.00	.00	
HOME DEPOT/Dept 32-2501944775							
2720	HOME DEPOT/Dept 32-2501944	1624187	SHOP SUPPLIES	01/26/2024	16.48	.00	
2720	HOME DEPOT/Dept 32-2501944	1624187		01/26/2024	16.48	.00	
Total HOME DEPOT/Dept 32-2501944775:					32.96	.00	
JANO'S TROPHIES							
8413	JANO'S TROPHIES	29257	MANNING PLAQUE	02/21/2024	325.00	.00	
Total JANO'S TROPHIES:					325.00	.00	
JEFFERSON NURSERY							
8479	JEFFERSON NURSERY	2401	HANGING BASKETS	02/01/2024	700.00	.00	
Total JEFFERSON NURSERY:					700.00	.00	
KNIFE RIVER							
3200	KNIFE RIVER	3086233	CONSER HOUSE	02/13/2024	1,216.63	.00	
Total KNIFE RIVER:					1,216.63	.00	
LOPEZ, ALBERT							
8478	LOPEZ, ALBERT	70094906	UTILITY REFUND	02/29/2024	19.31	.00	
Total LOPEZ, ALBERT:					19.31	.00	
MARION COUNTY TREASURER							
3700	MARION COUNTY TREASURER	FEBRUARY 20	FINES & ASSESSMENTS	03/02/2024	112.00	.00	
Total MARION COUNTY TREASURER:					112.00	.00	
MARION COUNTY, SHERIFF OF							
3710	MARION COUNTY, SHERIFF OF	105630	Monthly Law Enforcement Svc	02/20/2024	71,150.19	.00	
Total MARION COUNTY, SHERIFF OF:					71,150.19	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
MID-WILLAMETTE VALLEY COUNCIL							
3890	MID-WILLAMETTE VALLEY COU	FEBRUARY 20	Contract Planning Services	03/06/2024	224.45	.00	
3890	MID-WILLAMETTE VALLEY COU	FEBRUARY 20	Contract Planning Service	03/06/2024	224.45	.00	
3890	MID-WILLAMETTE VALLEY COU	FEBRUARY 20	Contract Planning Service	03/06/2024	224.45	.00	
3890	MID-WILLAMETTE VALLEY COU	FEBRUARY 20	Contract Planning Service	03/06/2024	224.43	.00	
Total MID-WILLAMETTE VALLEY COUNCIL:					897.78	.00	
MYERS, CARL							
4030	MYERS, CARL	1134	MUNICIPAL COURT JUDGE	03/03/2024	250.00	.00	
Total MYERS, CARL:					250.00	.00	
NW NATURAL							
4230	NW NATURAL	FEB 2024	NATURAL GAS USAGE - GENER	02/19/2024	175.10	.00	
Total NW NATURAL:					175.10	.00	
OREGON STATE REVENUE - COURT F							
4720	OREGON STATE REVENUE - C	FEB 2024	FINES & ASSESSMENTS	03/01/2024	350.00	.00	
Total OREGON STATE REVENUE - COURT F:					350.00	.00	
PACIFIC POWER							
4860	PACIFIC POWER	FEB2024	Wtr Plant/pumps	03/01/2024	3,820.07	.00	
4860	PACIFIC POWER	FEB2024	Swr Plnt/Rest Area	03/01/2024	3,861.91	.00	
4860	PACIFIC POWER	FEB2024	Street Lights	03/01/2024	1,853.96	.00	
4860	PACIFIC POWER	FEB2024	Cemetery	03/01/2024	27.28	.00	
4860	PACIFIC POWER	FEB2024	City Hall	03/01/2024	389.50	.00	
4860	PACIFIC POWER	FEB2024	Library	03/01/2024	389.49	.00	
Total PACIFIC POWER:					10,342.21	.00	
PACIFIC SANITATION, INC.							
4870	PACIFIC SANITATION, INC.	FEB 2024	Utility Sanitation Svc	02/29/2024	49.00	.00	
4870	PACIFIC SANITATION, INC.	FEB 2024	Utility Sanitation Svc	02/29/2024	49.00	.00	
Total PACIFIC SANITATION, INC.:					98.00	.00	
QUALITY CONTROL SERVICES							
5320	QUALITY CONTROL SERVICES	73844	ON SITE SERVICE	02/16/2024	125.00	.00	
Total QUALITY CONTROL SERVICES:					125.00	.00	
TRUAX CORPORATION							
6852	TRUAX CORPORATION	FEB2024	Fuel	02/29/2024	21.09	.00	
6852	TRUAX CORPORATION	FEB2024	Fuel	02/29/2024	94.88	.00	
6852	TRUAX CORPORATION	FEB2024	Fuel	02/29/2024	94.88	.00	
Total TRUAX CORPORATION:					210.85	.00	
WESTECH ENGINEERING, INC.							
6680	WESTECH ENGINEERING, INC.	297957	PWDS	02/29/2024	58.50	.00	
6680	WESTECH ENGINEERING, INC.	297957		02/29/2024	58.50	.00	
6680	WESTECH ENGINEERING, INC.	297957	MAIN ST PARK	02/29/2024	1,844.50	.00	
Total WESTECH ENGINEERING, INC.:					1,961.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Grand Totals:					93,437.00	.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:						74,533.36	.00	74,533.36	
Total 14:						1,075.47	.00	1,075.47	
Total 16:						1,844.50	.00	1,844.50	
Total 21:						259.44	.00	259.44	
Total 23:						7,407.75	.00	7,407.75	
Total 24:						4,747.20	.00	4,747.20	
Total 25:						1,881.24	.00	1,881.24	
Total 54:						1,688.04	.00	1,688.04	
Total :						93,437.00	.00	93,437.00	
Grand Totals:						93,437.00	.00	93,437.00	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
Grand Totals:	93,437.00	.00	93,437.00

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
Grand Totals:	93,437.00	.00	