

**CITY OF JEFFERSON**  
Regular Council Meeting  
February 22, 2024  
6:30pm

**COUNCILORS PRESENT:** David Watkins, David Kellogg, Chandra Cruikshank, Bob Rossiter, Charles Vickery, Keonali Hutley (zoom)  
**COUNCILORS ABSENT:** Mayor Myers  
**STAFF PRESENT:** Sarah Cook, CM/R; Jeff Buskirk, PWD

**I. CALL TO ORDER/FLAG SALUTE** – In the absence of Mayor Myers, Council President David Watkins called the meeting to order at 6:30pm and led in the flag salute.

**II. OLD BUSINESS**

City Manager, Sarah Cook explained the resolutions on the agenda were prepared following the Council’s direction at the last meeting where they went through the annual rate review process.

- 2.1 Resolution# 1094, To Update, Unify, and Consolidate Policies for Use at the Jefferson Public Library, Repealing Resolution# 1059 – Councilor Rossiter moved to approve; Councilor Vickery seconded. All in favor: Ayes – 5, Opposed – 0. **APPROVED.**
- 2.2 Resolution# 1095, Setting Fees and Policies for Development Applications, Repealing Resolution# 1061 – Councilor Rossiter moved to approve, seconded by Councilor Vickery. All in favor: Ayes – 5, Opposed – 0. **APPROVED.**
- 2.3 Recommendation to VOID Resolutions #833 and #859 – Councilor Rossiter moved to VOID said resolutions, and Councilor Vickery seconded. All in favor: Ayes – 5, Opposed – 0. **APPROVED.**
- 2.4 Updated Strategic Plan – David Watkins suggested removing the company name “Alyrica” from comments in C8; all agreed. Councilor Vickery moved to approve the Strategic Plan with the change and Councilor Rossiter seconded. All in favor: Ayes – 5, Opposed – 0. **APPROVED.**

**III. NEW BUSINESS** – None

**IV. DISCUSSION/INFORMATION**

- 4.1 2024 SEI Reminder – FYI – Sarah Cook notified them of the mandatory reporting coming soon that they should all receive an email about from the Ethics Commission.
- 4.2 Financial Report: Half-way through FY 23-24 – FYI – Sarah Cook provided a brief overview of the report, noting things were on track with the budget for the time of year, and pointed out that many other cities were struggling with their financial stability. Councilor Vickery noted he was very impressed with the City’s budget management.

- V. **CONSENT AGENDA** – Jeff Buskirk clarified the Knife River invoice was for the sand/gravel storage area at the public works facility. Councilor Kellogg moved to approve the consent agenda. Councilor Vickery seconded. All in favor: Ayes – 5, Opposed – 0. **APPROVED.**

VI. **COMMITTEE/DEPT UPDATES**

Chamber – no new info

Planning – met last month to review code updates, next meeting 3/7

Fire Board – Coffee w/Chief; community outreach re: levy; meeting time changed to 5:30pm; budget committee members needed

School Board – weapons ban repealed; concealed carry allowed

Library – ancestry access coming soon; cultural passes

MWACT – no new info

TAC – no quorum

City Parks – Updated draft lease w/JES and City Attorney comments, awaiting comments from insurance before returning to JES; reviewed plans and ideas for phase I of highway/intersection park, which includes ground work, sign, irrigation, cement, etc.

VII. **VISITORS**

Patti Ball – 17 people present at Chamber meeting and website is updated; 15 businesses had responded they would attend the Trade Fair on April 19<sup>th</sup> and more to come; Chamber preparing swag bags for high school kids that will attend; work on 2024 Hero's Day has begun; Christmas parade will happen; considering a Saturday celebration in the summer; next meeting 3/15, 5:30pm at the bakery.

Kate Gurley – provided an update about the hanging baskets that are on order from Jefferson Nursery, noting the Chamber paid \$1,000 and the City would cover the remaining \$700.

VIII. **COUNCIL/STAFF COMMENTS**

Sarah Cook shared COG had assigned a new contract Planner who would be starting in March and the City intended on having a booth at the Trade Fair in April, representing a career in Public Works. Jeff Buskirk was working on a contract for an Integrator of Record for the wastewater SCADA System, which would allow the City to utilize the company that provided the system at the time the plant was built for the updates and repairs it required.

- IX. **ADJOURNMENT** – Councilor Kellogg moved to adjourn, seconded by Councilor Rossiter. All were in favor and the meeting closed at 7:09pm.

**MINUTES APPROVED** this 28<sup>th</sup> day of March, 2024.



Michael D. Myers, Mayor

ATTEST:



Sarah Cook, City Manager/Recorder