CITY OF JEFFERSON
Regular Council Meeting
December 11, 2025
6:30pm

COUNCILORS PRESENT:	Mayor Watkins, David Kellogg, Justin Guinan, Bob Rossiter, Kate Steele, Anna McEwen, Walt Perry
COUNCILORS ABSENT:	None
STAFF PRESENT:	Sarah Cook, CM/R; Jeff Buskirk, PWD; Deputy West, MCSO

I. **CALL TO ORDER/FLAG SALUTE** – Mayor Watkins called the meeting to order at 6:30pm and led in the flag salute. He shared the auditor had rescheduled his presentation of the FY 24-25 audit so he would be moving to the next item on the agenda.

II. OLD BUSINESS

3.1 City Council Emails

The City Manager was absent during the meeting the topic was first discussed and understood there were questions regarding the liability surrounding public records requests, to which she explained the liability would fall on the individual, not the City. She went on to explain the struggle staff already faced with the storage capacity of the existing free service and expressed concern with adding 7 more new email accounts for City Councilors to the mix. Not to mention, the overall user-friendliness provided by Google that the existing system lacked. Open discussion took place with several Councilors providing feedback and discussing costs. Councilor Guinan moved that the City proceed with the upgrade to a Google based email system and include official email addresses for members of the City Council. Councilor Perry seconded. Discussion: brief discussion on the transition and length of time to keep old email history. All in favor: Ayes – 6, Opposed – 0. **APPROVED.**

IV. NEW BUSINESS

4.1 Annual DMV Dismantler Cert - Councilor Kellogg moved to approve, seconded by Councilor Rossiter. All in favor: Ayes – 6, Opposed – 0. **APPROVED.**

4.2 Planning Commission Term Renew – Councilor Rossiter moved to approve the renewal of David Pfundi, seconded by Councilor Kellogg. All in favor: Ayes – 6, Opposed – 0. **APPROVED.**

V. DISCUSSION/INFORMATION

5.1 PSU Population Estimate – FYI, no discussion
5.2 OR Heritage Info – FYI, provided by Councilor McEwen

VI. CONSENT AGENDA – Councilor Rossiter moved to approve, seconded by Councilor Perry. Discussion: clarification on bee spray purchase, OHA for the transfer of water rights process, and Westech Eng for Main St. project. All in favor: Ayes – 6, Opposed – 0. **APPROVED.**

VII. COMMITTEE/DEPARTMENT UPDATES

Chamber – Christmas at the Center 10am – Noon, Parlor Tours 1pm and light parade 5:30pm
Fire Board – seismic project in conjunction with Main St. proj, on schedule with budget, concerns with ambulance demands
School Board – No new info
Library – Winter reading prog; Library closed Christmas to New Years; hiring new Assistant
MWACT – Newberg-Dundee bypass phase II talk; CIP plan coming
Parks Comm – No new info

VIII. VISITORS

Patti Ball provided an update on the Conser House 2nd floor project and all were really enjoying the Christmas lights.

IX. EXECUTIVE SESSION – ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees

Mayor Watkins provided the ORS for which the Council would be meeting and excused the Council and City Manager to the conference room at 7:08pm. The Council reconvened in Chambers at 7:30pm where Councilor Kellogg moved to approve a 1-step merit increase for Sarah Cook. Councilor Perry seconded. All in favor: Ayes – 6, Opposed – 0. **APPROVED.**

X. ADJOURNMENT – Councilor Perry moved, seconded by Councilor Kellogg. All were in favor and the meeting closed at 7:31pm.

MINUTES APPROVED this 22nd day of January, 2026.

David Watkins, Mayor

ATTEST:

Sarah Cook, City Manager/Recorder