

**CITY OF JEFFERSON**  
Council Worksession  
September 14, 2017  
6:30 pm

Council Present: Mike Myers, Walt Perry, Edna Campau, Dave Beyerl  
Council Absent: Cyndie Hightower  
Staff Present: Greg Ellis, Deanna Donato, Jeff Buskirk, Katherine Pitman  
Guests: Mary Camarata, Mary Bosch

- I. **CALL TO ORDER/FLAG SALUTE:** Council President Mike Myers called meeting to order at 6:30 pm. He announced that Mayor Hightower had an emergency with her mother and would not be attending. He then led in the flag salute.
- II. **NEW BUSINESS:**
  - a. **Vacant Council Seat Appointments:**

Councilor Myers stated that there is one applicant (Bob Rossiter) that he would need to recuse himself from voting on as the applicant's spouse is his boss and he finds that to be a conflict of interest. Councilor Myers asked each applicant individually to come up to the table and give a brief background and answer any questions the Council may have for them.

Applicants appeared in the following order: David Watkins, Bob Rossiter, Tyler Webster, Tim Groome, and Audrey Webster. Questions to each individual applicant from the Council ensued, followed by nominations.

Councilor Campau nominated David Watkins and Councilor Perry seconded. Councilor Myers nominated Tim Groome and Councilor Perry seconded. Councilor Perry nominated Audrey Webster and Councilor Beyerl seconded.

Hearing no other nominations, Councilor Myers then called for a vote on applicant David Watkins. All Councilors were in favor and his nomination passed unanimously.

Councilor Myers called for vote on applicant Tim Groome. Councilors Beyerl, Campau and Myers voted yes and Councilor Perry voted no. Councilor Myers called for vote on applicant Audrey Webster. Councilors Beyerl, Campau and Perry voted yes. Councilor Myers voted no.

Councilor Myers stated that David Watkins would be sworn in as a new Councilor tonight as he was unanimously approved. Since there was a tie with the remaining two applicants, Council decided to swear in David Watkins and then re-vote.

Councilor Myers swore in David Watkins as Councilor and he took his seat with the Council.

Councilor Myers then stated Council would re-vote on the two remaining applicants. He asked that each Councilor state the name of the applicant they wished to choose. Councilors Beyerl, Watkins, Campau and Perry all selected Audrey Webster and Councilor Myers selected Tim Groome. With the vote being 4-1 in favor of Audrey

Webster, she was then sworn in by Councilor Myers and took her seat with the Council.

Councilor Myers then announced that there was another item of new business tonight that was not on the agenda. He introduced the new MCSO Deputy that would be filling in until at least December. Deputy Garret Olson introduced himself to Council and audience and then updated them on some of his recent arrests in town and traffic team update.

**III. WORKSESSION TOPICS:**

**a. Library Presentation-Katherine Pitman:**

Katherine updated the Council about some of the things the Library has been doing over the summer and some of the programs they are looking forward to implementing when the new library opens.

Currently the librarians are working hard at making the library a safe and neutral ground for the patrons, especially the kids that come in. With a wide range in the kids and different schools she has seen many new friendships blossom over the summer and plans on encouraging this type of environment in the future. Katherine also informed Council of the various fundraisers the Library has coming up to help raise money for the new library including a costume exchange, Tupperware fundraiser, purchase of bricks, and in November they plan on a "Fines for Furniture" event where if library patrons have outstanding library fines, all money collected will go towards the purchase of new furniture.

Councilor Beyerl mentioned again that he is putting the challenge out there for everyone to meet or beat his contribution. Smaller amounts are also welcome as anything will help get the library funded. A few community members have met his challenge and he is hoping for more.

**b. DEQ Presentation-Mary Camarata:**

Councilor Myers introduced Mary Camarata from DEQ. He also stated that any members from the audience and/or Council that may have questions for Ms. Camarata to please feel free and raise their hands to ask questions after her presentation as this is an important conversation that Council and the community need to have.

Mary Camarata also encouraged questions from all. She then gave a brief background about herself and some of the areas that she works with in the DEQ. One of these areas is called a brown field coordinator; this is where underutilized properties or even contaminated properties can be put back to use after some work. She was asked to come to Council and speak about a potential project within the City of Jefferson. The property is located at Old Pacific Hwy and formerly known as Oberson Oil. She stated that most of the cleanup on this property has already been done as tanks were removed years ago and the majority of contaminated soil was removed as well; only a little residual of the contaminated soil left. There is opportunity for the City to get this property, but before she went into that she spoke about another town with a similar situation; she then used Rouge River as the example.

Mary then explained that the Oberson property is currently in foreclosure, and will come off of foreclosure sometime in November.

The City has an opportunity for that property to be given to them; however, that does not happen until after the DEQ has made sure that the property is “clean”. DEQ has some funds that could be used to have them come in and make the assessment of what needs to be completed in order for property to be considered “clean”. The assessment would need done prior to the City taking it over so that there would be no liability on the City’s part.

Mary stated that DEQ would need to work with Marion County as well as the City in order to make this work. She stated that Greg has been speaking with Marion County on getting the necessary steps to implement this process.

Mary stated that if the City wants, DEQ would hire the contractor to do the work to get the assessment and put a report together and then the report would be given to the City. If the report shows a need for any cleanup, DEQ has partners such as Business Oregon, which could be approached for help in this matter. Under Business Oregon, the City would have the option of hiring their own contractor or use DEQ people. What the City decides to do with the property once it is cleaned is up to them, but it may take some fundraising, donations, or even grants depending on what the vision for it is. She does caution Council that this may take some time, so don’t expect it to be completed overnight. She urges Council to include the community in the discussions about what everyone would like to see done with this property. She is willing to work with the City and be a partner with them on this project.

Councilor Beyerl: He was very excited to hear that most of the cleanup has been done as they have been wondering for years how to go about fixing the situation without it costing a ton of money. His understanding is that the City could get this property AFTER cleanup at no cost if Marion County is agreeable. Mary: the property itself is pretty much clean; just some residual left in the right of way and DEQ just wants to make sure everything is stable. The last report done on the property was about 2000, so an updated one would be good.

Councilor Perry: How soon could this be done? Mary: All depends on what you work out with Marion County once the property comes out of foreclosure and how fast Council wants the work done.

Councilor Beyerl: Asked Greg how the conversations with Marion County are going and what does he think the chances are that Marion County will give the property to the City? Greg: Stated the conversations are going in the right direction and he thinks the chances are very favorable that the City will be given the property. He has spoken with Jeff White from Marion County, and Jeff has not yet taken it to the Commission and no decision on the property has been made as of yet. Greg also stated the Marion County tends to give these types of properties to the more disadvantaged communities. He has offered to speak to the Commission when the property comes before them so he can “testify” on Jefferson’s behalf and plead the City’s case. Councilor Beyerl then asked Greg if he thought it would help to have some Council members go also and Greg said that would be great. Councilors Beyerl, Myers and Perry all volunteered to go with Greg before the Commission.

Greg asked Mary Camarata if it was better to use DEQ funds and who handles the money. Mary stated if the City uses DEQ funds then she/DEQ would manage the funds and do all the work and if more funds were needed they could help get those funds and either continue to manage funds or the City could manage that, however, if the City chooses to manage the funds then they will need to do the work and hire the contractors and all that. It can be done either way. Councilor Myers asked for any other questions from Council and from the audience. Hearing none, he then made a statement.

Councilor Myers: That piece of property is an eye sore as you enter the community and he sees this as a tremendous opportunity to correct that. He then asked a question of Mary about another property in Jefferson. It is located off of 5<sup>th</sup> St; it is designated wetlands and attempts to develop it over the last 30 years by the various owners have failed. The property is in foreclosure and Marion County is currently the owner. This is a wooded wetland and also the home to the turkey population. He wanted to know if this was something DEQ would be able to help the City develop into a wetland conservation of some type or if the City should be looking elsewhere for help with this.

Mary: She believes that she and Council were to talk to the Department of State Lands and ask them what could be done there might be a way to develop it. She of course would need to see the property first and think about what the possibilities for it might fall under. She would be willing to work with her team that she works with to come up with some ideas for the City to look at if they wish.

Councilor Myers: Asked Greg to follow up with Mary to get her a time to view the property and any information the City has on this so she can get started and Greg said he would.

Councilor Myers had one more question for Mary. He asked if they were to use the middle and high school students involved in 4-H and FFA for help with the floral/fauna and design, would that count as in-kind donation from the City. Mary: Assuming Jefferson was to go for a parks grant, and then the City would need to get letters of support from these groups. She offered an example for them to look at, which was a park in Portland in a very low income area. She will send some information on this so they can see what was done. In this area, they involved the students in helping with the design. They wanted to see community garden and then they brought in Women's Workforce to help build the community garden. Once Jefferson has a vision, then she will know more on how and where to direct them for support to get the vision to reality.

c. **Visioning—Mary Bosch:**

Greg introduced Mary Bosch from RDI (Rural Development Initiatives) Mary gave brief background on herself and then a little about RDI. RDI is non-profit. She works all over the state on behalf of RDI and only in rural communities. She recognized some of the Council and audience members from a leadership program that RDI and Ford Family Foundation had put together a few years ago.

Mary started her slide show presentation stating the reason for community visioning and why it's important. Some of the key elements are who are we now; where do we want to go and how are we going

to get there. She had three other Oregon cities to use as examples, City of Sisters, Illinois Valley, and the City of Coburg. She went through her slide show explaining how to go about visioning and getting the community involved and making sure that everyone is heard. The biggest issue is to ensure that the whole community is engaged. After her presentation, she asked for questions from Council and the audience.

Councilor Myers: He asked Mary if she was the contact person for Jefferson and she said yes. Mary: Stated it would be good if the City could put together some sort of an idea as to what the vision is or will be so she has some sort of idea as to what direction to take and to put a budget together for the vision. Ford Family is an excellent supporter of these types of things and has supported many communities. Greg: Added that he had just completed a Ford Family event and that there is more than one way to get this going and that funding is out there. Councilor Beyerl: We did some of these years ago and some of it was never completed; now it is not really relevant. It is definitely time to update it but to do this for 20 years out is a bit too long as things get outdated quickly. When putting this together, we also need to consider resources and that isn't just about money it's about people resources also.

Audrey Webster: Two very good examples were given showing difference between visioning and implementing and asked if more details could be given on this. Mary gave a few more examples of how this can happen.

Councilor Perry: Asked who decides how to get the ball rolling. Mary: In Illinois Valley for example, they made a vision champion team that made up all aspects of the community. RDI provides guidance to help get the ball rolling and stay rolling.

More general discussion and information shared. Councilor Myers asked for any other questions; hearing none he thanked Mary Bosch for coming. Mary: Thanked Council for their time and stated she would be willing to come back anytime.

Councilor Myers: He recommended to Council that at the October worksession meeting, all the information that was discussed tonight in both presentations be brought back as a single worksession topic to focus on. Greg interjects and informs Council that he was informed this afternoon that the BiMart Country Music Festival is coming to Jefferson as early as 2018 if they can get Marion County to approve their plans. Greg believes this would also be a good time to get the community involved in some sort of project to accommodate this event. With this coming into Jefferson, there are lots of opportunities for schools and libraries and Teen Connection to name a few to be able to find funding for their cause. Greg also mentioned that Laura Brown came in with an idea tonight that would be another great idea for community project and he let Ms. Brown share her idea.

Laura Brown: Stated she is the property manager for the apartments located at 351 S Main St in Jefferson. She has been in the community for a little over three years and the one thing she sees is deterioration, as what we have is not being maintained. The Welcome to Jefferson sign needs to be maintained better, the Oberson property has rocks

that have slid off and are on the sidewalk which is unsafe, pot holes, weeds, furniture sitting on sidewalks etc. Some of the communities she has lived in before have done city wide clean-up days and she would like to see this done as soon as possible.

Councilor Myers: About every 2-3 years the City does do a city wide clean up. We don't do it every year as we found that people were stockpiling their garbage and waiting for the City to have clean-up day. He does like her idea of people going out into neighborhoods to help those that can't bring their stuff to the dumpsters. Laura: She believes the vision statement should have community pride included. Councilor Perry: Tonight's meeting was one of the most informative meetings in months. One thing to remember is we can't do it all and it won't happen overnight.

Councilor Webster: Another woman on the facebook page was already talking about doing something similar only in smaller litter patrols which would also be a great idea.

Councilor Beyerl: The City also has code enforcement and they can push to get some of it cleaned up. Some of the problem is that there are properties that are owned by out of state banks and they are the hardest ones to get to comply.

Laura: Wanted a date set and Councilor Myers stated it would not happen until the spring and would need to be coordinated with Pacific Sanitation and incorporated into the next budget year.

**d. Administration Reorganization-City Manager/City Recorder:**

Councilor Myers: Greg's time with Jefferson is coming to an end soon so we need to look at advertising, interviewing/selecting and training for this position. He then asked the Council for their thoughts on this topic before presenting his thoughts on it.

Councilor Beyerl: He thought it should have been advertised already.

Councilor Webster: Asked if they were discussing replacing Greg's position as it was or all options for the position and Councilor Myers stated all options would be discussed. Hearing no discussion

Councilor Myers presented his thoughts.

Councilor Myers: He reviewed all job descriptions and came up with three options to choose from. Option 1: Keep the city manager position and make it permanent as he does see the value of a city manager; however subordinate staff is not trained up on many things so the subordinate element needs brought up to speed and the funding needs to be determined. Option 2: Return to the city recorder system, but then that would limit the networking options and other things that would add value to the City as a city manager position would be able to do. Option 3: Return to the city recorder position with the option of city manager AFTER city clerk has been trained and upgraded to deputy recorder position. In addition, the assistant planner/code enforcement position would stay the same except that all major planning would go to COG as it has been intended. The assistant planner position was designed to handle small planning and single permit issues; opens this position up to be able to do more vigorous code enforcement along with supporting the deputy recorder position/clerk with day to day functions. The long range plan for this option and this is assuming that the current public works director

position has retired is to move the city manager as a single supervisory position over all staff. In tandem with this change, Council will also need to understand that after years of being involved to some degree on one end or the other of this subject that once it all moves to a city manager being the single point of contact, Council's involvement ends. We would then be a city manager form of government. He believes that by taking the incremental steps as he has presented them, then this will be a successful transition. This is his recommendation. He then asked for other Councilors to add their thoughts.

Councilor Webster: She likes the succession planning but has concerns that option 3 would be more costly than option 2.

Councilor Watkins: Option 3 has a growth option and he is in favor of that.

Councilor Beyerl: His only concern is that there are two people on the money side- one on accounts payable and one on accounts receivable in order to stay in compliance with audits and keep auditors happy. He believes that is number one priority in any of the options they choose.

Deanna: Asked where does the clerk position go if current clerk is moved to deputy recorder? Councilor Myers: Clerk would retain part of it and the assistant planner/code enforcement position would be stepping up to pick up some of the clerk duties as all major planning and development code changes would be going back to COG.

Councilor Perry: City Hall will need some training between levels.

Councilor Myers: He believes it would be money wisely spent to have Greg stay on during the city recorder/manager position training so that job descriptions can be rewritten and majority of training can be completed.

Councilor Webster asked what is the time frame for Greg to stay on and Councilor Myers thought at least 2-3 months at the most would be sufficient.

Councilor Perry asked if the City could afford it and Councilor Myers stated that for the short term, it is fundable. Most of the cost functions are going to happen at the city manager level once the others are trained up.

Councilor Watkins: He believed they should have a job description before they attempt to advertise.

Councilor Beyerl: He believed the financial situation needs to be in order first otherwise this will not work. He would like to see them move back and cover the financials soundly first then move forward.

Councilor Webster asked if the meeting needed to be extended as time limit was coming up and Councilor Myers confirmed.

Councilor Webster made a motion at 9:00 pm to extend the meeting for 30 minutes and Councilor Beyerl seconded. All were in favor.

Councilor Myers: He wanted to make it clear for the potential applicants that this position does have the option to be promotable as long as the subordinate staff is properly trained up.

Councilor Beyerl: We can't wait any longer to get this job description out there. He suggests that they get one written and hold a special meeting to approve the description.

Councilor Myers: He stated they should hand it over to Greg so he can put the description together and then they can have a special meeting on September 20 at 6:30 pm to discuss and approve it. General consensus of the Council was to agree with the special meeting on September 20.

**IV. APPROVAL OF ACCOUNTS PAYABLE- 1<sup>st</sup> half of September:**

Councilor Beyerl moved to approve accounts payable and Councilor Perry seconded. All were in favor.

**V. VISITORS:** None

**VI. COUNCIL COMMENTS:**

Councilor Campau: The city clerk has taken on additional duties since the former city recorder left and she feels the clerk needs compensated. She would like for this to come back at the September 28 meeting. She has no idea of what the percentage should be but feels that something should be given for the above and beyond clerk duties she has been doing.

Councilor Beyerl asked if this would be a one-time compensation and Councilor Campau said yes until she quits doing these additional duties.

Councilor Perry: He has started a "Let's Chat" time and has a sandwich board sign that he will be placing outside of the location on the day he is there. He plans on the second Saturday of every month. The idea is to hear what the community wants and seeing as how we have liaisons to all the boards but nothing for the community to come and voice their concerns and questions. He put out a challenge to the other Council members and Mayor to pick another day and time and location to meet with the community as well as business owners to see what they have to say. His next "Let's Chat" will be October 14<sup>th</sup> at a location yet to be determined. He also stated he would not be at the September 28<sup>th</sup> meeting as he will be at the LOC conference in Portland.

Councilor Watkins: He liked Councilor Perry's idea and would be happy to take him up on the challenge.

Councilor Webster: Also liked Councilor Perry's idea and plans on doing her own "Let's Chat".

**VII. ADJOURNMENT:** Councilor Beyerl moved to adjourn and Councilor Perry seconded. All were in favor and meeting ended at 9:15 pm.

**MINUTES APPROVED** this 26<sup>th</sup> day of October 2017.

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Michael D. Myers, Mayor

**ATTEST:**

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Greg Ellis, Interim City Administrator

