

**CITY OF JEFFERSON**  
Regular Council Meeting  
November 9, 2017  
6:30pm

**COUNCILORS PRESENT:** Walt Perry, Edna Campau, David Watkins, Mayor Michael Myers, Audrey Webster, Dave Beyerl, Bob Rossiter

**COUNCILORS ABSENT:** None

**STAFF PRESENT:** Sarah Cook, City Recorder; Jeff Buskirk, Public Works Director

I. **COUNCIL MEETING CALL TO ORDER** – Mayor Myers called the meeting to order at 6:30pm and led in the flag salute.

II. **OLD BUSINESS**

2.1 Jefferson Technology Committee, Resolution# 1025

Mayor Myers noted Councilors Webster and Watkins had expressed interest in starting a technology committee and asked to hear from them. Councilor Webster indicated a topic she heard repeatedly at Saturday's City Council meet and greet was communication. She added that people liked the idea of social media and suggested including that. Councilor Watkins agreed, noting there had been a lot of work done on the City website but he thought there was still a hole in it as far as getting word out about what went on at council meetings and they needed to somehow establish a better communication link. Councilor Webster suggested adding another bullet point to the resolution, making a broad statement to include language about digital communications. In the end, all agreed to adding "Evaluate and improve digital communication in the City" as the final point in the proposed resolution. Councilor Beyerl moved to approve Resolution 1025 as amended. Councilor Perry seconded. All in favor: Ayes – 6, Opposed –

0. **APPROVED.**

2.2 Jefferson Visioning Facilitation Proposal from RDI

Mayor Myers began with a summary of the recent presentation that was made at a previous meeting and understood some Councilors had expressed concern about the cost to the City; however, he noted Greg Ellis was looking into a grant that could keep the City's cost below \$4k. City Recorder, Sarah Cook added that she'd spoke to Greg earlier in the day and he explained the possibility of a second smaller grant that could cover the cost to the City entirely. Councilor Campau expressed concern over where the money would come from if the grant(s) were not awarded. Mayor Myers was under the impression that the project costs would be split over two budget cycles, making it easier for the City to fund, if need be. Alternatively, he added, they could delay the project until the next budget cycle and then look at funding for the full amount in the next fiscal year; however, he, nor staff, was aware of what the funding cycle for the specific grants were.

Councilor Webster confirmed who and how the visioning process and topic came about to begin with, with Mayor Myers noting Greg Ellis had brought it forward and Council had given the go-ahead to pursue obtaining a proposal. Councilor Webster was happy to see the proposal, but thought the City had a great amount of unknowns looming over them, with the lawsuit still unresolved, recent approval of staff pay increases, absorbing the expense of having an interim City Manager, and extra costs of contracting out accounting services, so she was nervous about even the \$3,900 and hoped they would be very cautious. In addition to the financial concerns, Councilor Webster also expressed social concerns about visioning because the City had a very public, stressful year and she didn't know if they were at a point where they could bring everybody, from all parts, together yet. Last, there was a music festival considering coming to the community and she thought perhaps it was not a good time for that combination; or maybe it was. Councilor Beyerl agreed in part, noting his biggest concern was the cost, but added, if there were

grants to cover the cost entirely, he would be more inclined to go forward. He said the City's contingency had been cut so short already that they'd be feeling the pain into the next year and did not want to tax the budget further. Councilor Rossiter agreed with the social and financial concerns, but was encouraged by Saturday's meet and greet, as he thought they made great strides; however, he was uncertain if they had enough support from the community just yet. Councilor Watkins thought it should be put off until next year, and questioned how to get more people involved, pointing out it was always the same people. He thought citizens should be given the time and opportunity to get comfortable with the new Council, gain a level of trust, engage schools and other organizations. Councilor Campau agreed that lines of communication would make it more feasible and that it was going to take time.

Mayor Myers suggested staff research what the grant cycle was; if it was something they needed to act quickly on or not and report back to the Council. He heard the other concerns expressed from Council, much of which were unknown and he felt if they allowed the unknown to stop them, they'd never get anything done. As to the social concerns, he noted the visioning process was designed to identify what the community wanted, what they felt was vital, not the council so much. Those things would come out during the sessions and they would then try to build a plan to make them happen. He wasn't sure there was any community that was totally united when they embarked on something like this, but they surely knew they needed to do something. He suggested deferring the topic another month or two to allow staff to research real possibilities and the opportunity for a complete grant, noting that if they could get it fully funded, he encouraged them to get started on it, as it was a project that would take more than a year to get through. All agreed it was reasonable to re-visit the subject in January.

### III. NEW BUSINESS

#### 3.1 Hamby Family Parking Lot Lease Rate Increase

Councilor Beyerl pointed out the rate had not been raised since 2005 and he was fine with the proposed agreement and increase. With no other comments, Councilor Beyerl moved to approve the new lease agreement with Hamby Family Limited Partnership for the parking lot at the boat ramp. Councilor Rossiter seconded. All in favor: Ayes – 6, Opposed – 0. **APPROVED.**

#### 3.2 WTP – Engineering Service Proposal

Councilor Webster confirmed the proposal was for the new plant and asked Public Works Director, Jeff Buskirk, to summarize the difference in the filtration process from the existing plant. Jeff explained, besides microfiltration, it was the best filtration system you could buy. He explained the process taken now to shut down the plant when the river got too dirty and explained the new membrane plant, saying there was no comparison in the two plants; they were completely different. Councilor Perry encouraged the new members to visit the plant and see the operations now to get a better insight on what they would be moving toward. He added his amazement at what 3 people were doing to keep Jefferson water one of the safest qualities in the state, and how well they maintained the equipment they had, making it last years beyond its expected lifecycle. In regards to location, Jeff Buskirk explained the new plant would sit where the current burn pile was and once it was online they would take all the components out of the old plant and turn it into a storage area. The capacity of the new plant was 2 million gallons per day and could serve a population of about 6,000 – 8,000, depending on peak daily flows. Councilor Beyerl moved to approve the Westech Engineering contract for the new WTP. Walt Perry seconded. All in favor: Ayes- 6, Opposed – 0. **APPROVED.**

#### 3.3 Authorizing Mayor to Sign WTP Contract Docs

Jeff Buskirk explained the process when federal monies were used and how the City would have had to go out for bid for an engineer; however, since the City had their own engineer there were specific documents and federal clauses that needed to be completed, which IFA would attach for signature. Councilor Beyerl moved to authorize the Mayor to sign all necessary docs for the WTP. Councilor Campau seconded. All in favor: Ayes – 6, Opposed -0. **APPROVED.**

### 3.4 Updating Signing Authorities

Councilor Beyerl offered some background on the need for two signatures and how authorized signers had been changed so the interim manager could continue with day to day business, and the need to put it back the way it was. With that he moved to change signing authority on all City accounts to include the current Mayor, Mike Myers and Sarah Cook, putting it back the way it was. Councilor Rossiter seconded. All in favor: Ayes – 6, Opposed – 0.

**APPROVED.**

Councilor Campau added, moving that any and all other previously named signers be removed from all City bank accounts immediately, leaving only the active signers named as Mayor Michael Myers, Sarah Cook and Jeff Buskirk. Councilor Perry seconded. All in favor: Ayes – 6, Opposed - 0. **APPROVED.**

## IV. DISCUSSION/INFORMATION

### 4.1 Follow-up on November 4, 2017 Meet & Greet

Councilor Beyerl indicated he heard some legitimate concerns brought up, but his biggest concern was the turnout, noting there were more City officials than there were citizens at the start, though a few others showed up later, but overall it was not well attended. He hoped to hear from more people in the community as to what they thought the City should strive toward and pointed out that during controversial topics at Council there wasn't a seat left and he wished more people would stay involved. Councilor Perry spoke on the value of word of mouth, especially in a small town, and encouraged people at the meeting to tell just two people and those people would tell two other people, and so on. Councilor Watkins heard that some thought it applied to people living in town only and he'd hoped to hear from a variety of people in the area. He also heard of a few people that were disappointed they'd missed it. Councilor Rossiter added his concern about getting the word out to people in the whole Jefferson area and that there was the idea that nothing good would come of it. He thought that was part of the social problem Councilor Webster spoke of earlier and he felt the only way to break through that was to demonstrate the good things and seek the community's involvement hoping to get better in time. There was brief conversation about the time there was a local newspaper in town, which was one avenue for advertisement, but unfortunately the move to the digital world left less and less people paying for newspaper space and they closed. Mayor Myers thought some good things came out of the Saturday gathering and he felt they should pursue some of them, such as getting publication of the meetings out and utilizing other forms of communication to assist with that, which Councilor Watkins hoped the technology committee would do. Councilor Webster thought it was good and said usually when you do something the first time it might start small, but if they kept doing it, perhaps it could grow in time and as the word got out. She too hoped one of their priorities would be better communication and talked on ways of doing so, such as utilizing the community newsletter and working with the technology committee to determine other useful tools, and maybe holding another gathering in the spring. Councilor Watkins had concerns about the website; the lack of staffing or time to dedicate to it, as well as the limitations of what was included on it, and wondered if a second website was feasible. Councilor Webster thought they should have tools available that people were already using, such as an official City page where they could include a Q & A section, noting with a second website they'd still have the trouble of getting people to go look at it.

### 4.2 City Clean-Up Day

This item was to be kept on agenda as a reminder, as Council hoped to plan for a clean-up day in the spring. Councilor Beyerl suggested they work on getting a date in advance so public works could work with the sanitation company and figure out budgetary needs. Mayor Myers was interested in getting input from other communities to see what they were doing that worked or didn't work, who was charging and who wasn't, did they hold the event annually, etc.

### 4.3 Holiday Dinner Planning

Councilor Perry noted it was that time of year again and offered to prepare the meal for the annual volunteer recognition holiday dinner. He would prepare turkey, ham and deviled eggs. Councilor Beyerl offered to take on the mashed potatoes and gravy. After some discussion on what date worked, the Council ultimately chose Sunday, December 10<sup>th</sup>. Sarah Cook said staff would get on handling all the other arrangements.

### V. CONSENT AGENDA

Councilor Perry moved to approve the consent agenda. Dave Beyerl seconded. Discussion: Councilor Rossiter pointed out on page 2 of the Oct. 12<sup>th</sup> minutes reflected the wrong fiscal year. Mayor Myers commented on the City's emergency management plan, to which the City Recorder explained the past process in building the plan, which involved the school district, fire district and Marion County Emergency Management. She noted it was probably time for a review and update of the plan and that could be something the City focuses some time on next year. In response to Councilor Webster's question regarding the payables report, Sarah Cook explained the break down in various departments where bills were split amongst several funds. All in favor: Ayes – 6, Opposed – 0.  
**APPROVED.**

### VI. COMMITTEE/DEPARTMENT UPDATES

Library – no new info

Planning – no new info

Chamber – no new info

LAC – grant opportunity for RARE intern to look into next year; Christmas at the Conser with tree lighting, cocoa and elementary students singing on Monday Dec 4<sup>th</sup> 6pm.

MPO – no new info

FOL – no new info

Parks & Rec – meeting that evening; just started winter sports program registration and sign-ups.

MWACT – no new info

Councilor Webster suggested they review committee liaison appointments in December; staff would include it on the agenda.

### VII. VISITORS

Linda Baker expressed her happiness in having Sarah Cook back. 😊

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Chris Giffin, 207 Main St. – spoke about the housing rehabilitation loan program through COG and that there were funds available for Jefferson area homes with loans up to \$25k. She had utilized the loan for structural needs at her house and emphasized how great a program it was and would love for the word to get out.

Nancy Hamby 664 Alder Ct. – took a moment to brag about the work deputy, Garrett Olson was doing in town, making 29 arrests in 6 weeks, and hoped the City could keep him on longer. She also requested an update on the pending lawsuit, to which the Mayor noted the attorney was preparing a response to the appellate court, which was due by the end of the month, because the motion to dismiss had been denied.

Michelle Nunes, Jefferson Station Cafe – asked for information on what Rural Development Initiatives was, to which Mayor Myers provided further information, explaining it began through legislative creation in the late 80's in response to timber foreclosures and had been in business ever since. Amongst other things that they do, they also go into cities and identify strengths, needs and develop a strategic plan to move cities and towns out of lower income

to a more robust economic situation. They were partially funded by federal dollars, the state and each community that they get involved in. RDI was a non-profit organization and had their own board of directors and do their own fundraising. One of their focuses was to come in and get a community to empower themselves, and when they left, the hope was the community learned from it and moves toward self-sustainment.

**VIII. COUNCIL COMMENTS**

Councilor Perry suggested adding LOC as an additional liaison appointment, as he regularly attended their small cities gatherings around the region and found them to be quite beneficial.

Councilor Webster also suggested bringing back liaison appointments to the School Board and Fire Board, as she'd heard people mention they wanted to become more involved. She also asked for the status of the youth liaison, to which Councilor Beyerl noted he and the City Recorder would be setting up a meeting with the student soon.

Councilor Rossiter said he was feeling really good about how things were working in Jefferson and that it was looking a lot better than how it was a year ago.

Councilor Campau, directed a question to Jeff Buskirk regarding any communication from ODOT about 2<sup>nd</sup> Street improvements. Shawn Martin, who works for ODOT was in the audience and said it was due for a chip seal in the summer, but nothing before then.

Mayor Myers spoke about the City's performance review process, noting it was something he'd wrestled with for years. He would like to see staff look at the current personnel policy with an eye toward eliminating annual performance reviews or at least eliminating the portion that talks about establishing goals, whether or not they were met, why or why not, etc. He felt it was an old outdated concept and if the City was going to move into a cooperative relationship with staff, he'd like to see that thrown out. Staff explained the current process and Mayor Myers summarized, stating the department heads would do away with the forms and evaluate their own people, while Jeff Buskirk and Sarah Cook would still be evaluated by the City Council though their monthly reports to Council, community comments, and their own interactions with them. Mayor Myers also announced a community visioning and strategic planning workshop in Sherwood on Dec. 8<sup>th</sup> that he recommended newest Councilors Watkins and Webster attended if they were able. Councilor Beyerl agreed with his suggestion, as did the other Councilors. Sarah Cook would get then registered. In one last comment, the Mayor said the grand opening for Dollar General was very successful.

Sarah Cook thanked the Council and community for having her back. She also passed around a card for Council to sign expressing condolences to Lissa Davis for the loss of her husband.

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**IX. ADJOURNMENT** - Dave Beyerl moved; Councilor Perry seconded. All were in favor and the meeting closed at 8pm.

**MINUTES APPROVED** this 14<sup>th</sup> day of December, 2017.

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Michael D. Myers, Mayor

ATTEST:

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Sarah Cook, City Recorder