

The City Council for the City of Junction City, held a work session at 6:30 p.m. on Tuesday, January 27, 2015, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Michael Cahill; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, Steven Hitchcock, and Herb Christensen; City Administrator, Melissa Bowers; Public Works Director, Jason Knope; and City Recorder, Kitty Vodrup.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Cahill called the meeting to order at 6:30 p.m. and asked Councilor J. Leach to lead the Pledge of Allegiance.

II. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Mr. Ron Gates, 248 Walnut Street, Junction City, asked what the City’s policy was addressing code violations. He noted that he had called the City on various types of issues, such as tall grass, bad sidewalks, trees overhanging sidewalks, and a person living in a 5th wheel trailer. He added that he often had to keep calling on items that were not addressed or were reoccurring. Mayor Cahill noted that the City did not have a code enforcement officer. Administrator Bowers added that the Council had discussed this issue in the past and provided direction to staff that code enforcement would be done on a complaint basis.

III. PROJECT LIST REVIEW

Administrator Bowers presented the project list of 69 outstanding items that had been identified or tracked at the Administrator level. These items were her recommendations and observations as outgoing Administrator and were for the Council’s consideration on possible assignment of projects and project priorities.

The Council reviewed Projects 1 through 30. They identified projects that were a top priority or “low hanging fruit” (LHF), and if projects should be addressed by the entire Council in a Work Session (Council W.S.), in committee (Cmte), or by Administration (Admin).

Number/Project	Priority	Council WS/Cmte/Admin
#1: Marijuana Policy <ul style="list-style-type: none"> • Moratorium until 05-01-15. • Legislature discussing recreational and medical marijuana. • Planner Cogburn working on this. • City could look at land use options. 	Top	Cmte: Community Development
#2: Annexation Process <ul style="list-style-type: none"> • Planner Cogburn preparing ordinance amendment. 	Top	Cmte: Finance/Judiciary
#3: Legal Services <ul style="list-style-type: none"> • F/J reviewed and alternate legal or LOC will prepare RFQ. 	Top	Cmte: Finance/Judiciary
#4: City Hall Reception/Greeter	LHF	Cmte: Community Services
#5: Water Tower Removal	LHF	Admin
#6: PD Policies/Procedures	LHF	Admin
#7: Resolutions Online <ul style="list-style-type: none"> • All resolutions scanned, archived, Indexed and sent to Code Publishing. 	LHF	Admin
#8: Comment Tracking	LHF	Admin
#9: Annual Budget Process	LHF	Cmte: Finance/Judiciary
#10: Internal Services Fund	LHF	Cmte: Finance/Judiciary

Number/Project	Priority	Recommended WS/Cmte/Admin
#11: Contract Review Plan	LHF	Council W.S.
#12: IT	LHF	Council W.S.
#13: Citywide Records	Top	Cmte: Fin/Jud & then Council W.S.
#14: Judge Supervision <ul style="list-style-type: none"> • Mayor will call LOC and find out What other cities do and take to F/J. 	LHF	Cmte. Finance/Judiciary
#15: Resources for Council	LHF	Council W.S.
#16: Committee Project Tracking	LHF	Council W.S.
#17: Personnel Manual Update <ul style="list-style-type: none"> • 17, 18, and 30 (Risk Management) can be combined. 	Top	Cmte: Fin/Jud & then Council W.S.
#18: Formalized HR	Top	Council W.S.
#19: Franchise Receipts <ul style="list-style-type: none"> • Can tie into #51 Stormwater and Also add #28 Blachly Franchise 	LHF	Cmte: Sewer and Street
# 20: Purchasing/Procurement Manual	Top	Cmte: Finance/Judiciary
#21: Long Range Financial Plan	LHF	Cmte: Finance/Judiciary
#22: Reorganization	LHF	Admin
#23: Wastewater Treatment Financing	LHF	Admin
#24: Council – Chamber/School District Mtg. Follow up	LHF	Council W.S.
#25: Staff Compensation Schedule Review for Council	LHF	Cmte: Finance/Judiciary
#26: Probation Service Determination/Evaluation	LHF	Cmte: Finance/Judiciary
#27: TSP	LHF	Council W.S.
#28: Blachly Lane Franchise <ul style="list-style-type: none"> • Can be reviewed with #19. 	LHF	Cmte: Sewer and Street
#29: Documented Payroll Procedures	LHF	Admin
#30: Risk Manager Duties <ul style="list-style-type: none"> • Combine with 17 and 18 	Top	Council W.S.

Staff will update the project list, and the Council will continue review of the projects list at the next Council Work Session.

IV. BUDGET PROCESS: CAPITAL EXPENDITURES

Tabled to future meeting.

V. OTHER BUSINESS

Mr. Mike Kelly, consultant for the City Administrator recruitment, provided an update on the hiring status.

VI. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:44 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor