

The City Council for the City of Junction City, met in special session at 9:00 a.m. on Saturday, March 2, 2013, in the Conference Room of Les Schwab, 222 W. 1<sup>st</sup>, Junction City, Oregon.

**PRESENT:** Mayor, David Brunscheon; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, Herb Christensen, and Laurel Crenshaw; Interim City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; Facilitator Stan Biles; and City Recorder, Kitty Vodrup.

**I. CALL TO ORDER**

Mayor Brunscheon called the meeting to order at 9:00 a.m.

**II. GOALS SESSION**

**2013 Planning Commission Work Plan**

The City Council discussed the 2013 draft Planning Commission Work Plan and staff needs in planning (full time, part time, contracted, etc.). It was noted that Planner Clauson had been doing a great job and that no changes in planning should be made related to the UGB Expansion process.

**ACTION:** The Finance Committee will review the 2013 draft Planning Commission Work Plan and bring back to the Council.

**ACTION:** The Finance Committee will work with the City Administrator to review the staff needs in planning and determine what would be the best use of financial resources.

**Process for Council Committee Agenda Development**

Mayor Brunscheon noted that there had been some concern on how committee agendas were finalized and he asked that the following process occur:

1. Staff lead for the Committee will review/discuss draft Committee agenda with the City Administrator.
2. Once approval is given from the City Administrator, the agenda will be sent to the Committee Chair for review.
3. If the Committee Chair makes any changes, the staff lead will let the City Administrator know about those changes.

Mayor Brunscheon asked Interim Administrator Bowers to let him know, if this process was not followed.

**Council Goals**

Facilitator Stan Biles reviewed the objectives of the Goals Session: Set one to two year goals that were specific, measurable, and aggressive/doable. The Council added - are the goals internal to the City or external/public goals that would be visible to the community.

17 Goals Were Nominated for Consideration by the Council:

- **Build a new Water Treatment Plant** – Purchase equipment/filters that were once used by the City of Veneta and are for sale by The Automation Group, if feasible.
- **Create a sustainable budget with Reserves** – This would require focused work over a long period of time and could be addressed through quarterly work sessions with the Finance Committee. A place to start would be to create a long range budget forecast.
- **Committee agendas go through City Administrator and Department Head** – Involve City Administrator in agenda creation and Committee work. Previously addressed through Mayor's direction in Goals Session. Could merge this into establish a Council Committee structure, including roles, authority, operating rules, etc.
- **Budget policies determined by the Finance Committee and Council**
- **All Committee projects be directed by the Council through a vote or discussion-** Merge this into establish a Council Committee structure, including roles, authority, operating rules, etc.

- **Assign someone to manage the Revolving Loan Fund and not a committee.** – This person would process and manage the loans and would not be the City Administrator.
- **Establish a Police Vehicle Replacement Fund**
- **Council to give the Committees direction and include the City Administrator in the process.** Merge into establish a Council Committee structure, including roles, authority, operating rules, etc. and achieve more structured Council meetings, including rules, protocol, and etiquette.
- **Secure funding for the new Wastewater Treatment Plant** – It would be a multi-year process to secure funding, and DEQ had not yet approved the Facilities Plan. After approval will be engineering pre-design. These and a financial plan could be written on how funding would be obtained.
- **Holiday lighting for monthly holidays** – To promote tourism. Example: St. Patrick's Day lights in a green Shamrock pattern. New lights each month. Merge with "Grow the Christmas holiday events" goal.
- **More structured Council meetings, rules, protocols, etiquette** – Would provide guidelines that promote consistency on things like time allotment for public speaking and more respectful dialogue during meetings.
- **New City Hall and Police Station** – it was noted that the Facilities Task Force Ad Hoc Committee would begin meeting on March 14<sup>th</sup> to discuss City facility needs and include City Hall and the Police Department.
- **Grow the Christmas holiday events** – Have residents and businesses place lights all over town. This could be another event for Junction City. Merge with Holiday lighting for monthly holidays.
- **Better Communication/Relationship with School District** – Work together on projects such as land acquisitions, facilities, Parks and Recreation District, etc. Could hold annual goal setting session. Merge with better relationship with Chamber.
- **Better Communication/Relationship with the Chamber of Commerce** – Work on building communication to benefit not only downtown businesses, but businesses in other areas of the City. City is a member of the Chamber and would be positive for Council members to attend Chamber meetings. Staff should order Council name badges. Could hold annual goal setting session. Merge with better relationship with School District.
- **Ensure police staffing meets national goals**
- **Add Council member to Planning Commission, subject to legal review.**

#### **Top Six Goals Voted on by Council**

1. **Conduct joint goal setting sessions with School District Board and Tri-County Chamber of Commerce by 06-30-14** (7 votes)
  - a. Internal or Public Goal: Public
  - b. Action Steps: (Within the next 60 days)
    1. Council will attend the March 11, 2013 School District meeting.
    2. Councilors Christensen and K. Leach will attend the next 2 Chamber meetings.
    3. Mayor Brunscheon will appoint a Council-liaison to the Chamber of Commerce.
    4. Interim Administrator Bowers will schedule preliminary meeting with each organization's representative, and the Mayor to plan the two goal setting sessions.
2. **Establish Council Committee structure, including roles, authority, operating rules, etc. by 12-31-13.** (7 votes)
  - a. Internal or Public Goal: Internal
  - b. Action Steps: (Within the next 60 days)
    1. Interim Administrator Bowers will propose a plan and schedule for the year.
3. **Build a new Water Treatment Plant by 03-31-14.** (6 votes)
  - a. Internal or Public Goal: Public
  - b. Action Steps: (Within the next 60 days)
    1. Director Knope will complete filter feasibility determination.
    2. Director Knope will create budget resolution to make funds available.
    3. Director Knope will present a purchase agreement for Council consideration and approval.

4. **Achieve more structured Council meetings, including rules, protocol, and etiquette by 12-31-13.** (6 votes)
  - a. Internal or Public Goal: Internal
  - b. Action Steps: (Within the next 60 days)
    1. Interim Administrator Bowers or designee will prepare and present a plan and a schedule on how to proceed.
5. **Complete plan, approval, engineering, and a financial plan for a new Wastewater Treatment Plant by 12-31-14.** (5 votes)
  - a. Internal or Public Goal: Public
  - b. Action Steps: (Within the next 60 days)
    1. Director Knope will complete weekly contact with DEQ to determine status of City's facility plan.
6. **Establish budget policies that the Finance Committee recommends to Council by 12-31-13.** (5 votes)
  - a. Internal or Public Goal: Internal
  - b. Action Steps: (Within the next 60 days)
    1. Director Crocker will collect examples of budget policies from other municipalities and present to the Finance Committee.
    2. Director Crocker will put on Finance Committee agenda to review the examples and prepare a plan to develop policies.

**Other Goals to be considered at a later time or as part of ongoing city management (7 – 13). These seven goals were considered, but not tentatively approved by the Council.**

7. **Monthly Holiday Lighting and Growing Christmas Holiday Events.** (4 votes)
  - a. Internal or Public Goal: Public
8. **First Key Steps to build a New City Hall and Police Station.** (4 votes)
  - a. Internal or Public Goal: Public/Internal
9. **Ensure Police Staffing Levels Meet National Goals** (3 votes)
  - a. Internal or Public Goal: Public/Internal
10. **Prepare a 10 year Budget Forecast.** (2 votes)
  - a. Internal or Public Goal: Internal
11. **Establish a Police Vehicle Reserve Fund.** (2 votes)
  - a. Internal or Public Goal: Internal
12. **Assign one staff person to manage the development of the Revolving Loan Fund.** (2 votes)
  - a. Internal or Public Goal: Internal
13. **Add Council member to Planning Commission, subject to legal review.** (1 vote)
  - a. Internal or Public Goal: Internal

Mr. Biles noted that after the Council adopts the top six goals, they should develop a communication strategy to get these out to the public and to report status of goals on a regular basis. Make sure to celebrate the achievements.

Mayor Brunscheon expressed appreciation to the Council for their good work.

### **III. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 2:26 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor