

The Sanitation, Recycling, and Water Committee of the City Council for the City of Junction City met on Monday, March 2<sup>nd</sup>, 2015, at 6:30 p.m. in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT WERE:** Councilors Jim Leach, Steven Hitchcock, and Randy Nelson; Interim City Administrator Jason Knope and Interim Public Works Director Gary Kaping.

**ABSENT WERE:** None.

**I. CALL TO ORDER**

Councilor Jim Leach called the meeting to order at 6:30 p.m.

**II. CHANGES TO THE AGENDA**

There were no changes to the agenda.

**III. APPROVAL OF MINUTES – February 2<sup>nd</sup>, 2015**

The consensus of the Committee was to approve the minutes.

**IV. UPDATE ON RECYCLING OPTIONS**

Interim Director Kaping informed the Committee that City staff is still researching recycling options. He noted that currently the City gets a flat rate fee for what is turned in. In our research we have found another option that runs a little bit differently than what the City currently does. This option would have the City pay a flat handling fee for each ton of commingle and cardboard that is brought in; glass would be accepted for free. The company would then rebate the City back the current market value of the product at the end of the month.

Interim Director Kaping added that there is still more information that is needed before making any decision. He would like to see at least a two year history on what the market value has been for commingle and cardboard. He would also like to know what the typical turnaround time is for a truck at their facility. Discussion followed

Councilor Hitchcock would like to see a chart that compares Source's market value data with what we paid for recyclables over the past few years.

Councilor Hitchcock then asked if this was a contract that the City was going to negotiate.

Interim Director Kaping responded that we have asked them what a potential contract might look like and what our options would be in that contract. Items like if it is snowy or icy are we able to take our stuff to Eugene without being penalized would need to be covered in the contract.

## V. BUDGET REVIEW

Interim Kaping stated that before the Committee was a rough draft of the budget. He then informed the Committee that Interim City Administrator Knope would like reviewing the document with them.

Interim City Administrator Jason Knope began reviewing the budget documents with the Committee. He stated that he wanted to go over a few items with the Committee in general and then leave them to review it on their own.

Interim Administrator Knope pointed out that the first two sheets are the administrative services and internal services breakdown that was discussed at the Council work session. The key in the budget worksheets is that the blue highlights are where something used to be coded, while the orange highlights are where they moved it.

Interim Administrator Knope stated that being proposed this year is taking anything over the 25% ending fund balance and transferring it over to the Sanitation System Improvement fund and the Sanitation Equipment Reserve fund. This money would then be used to buy more containers and replace rusting dumpsters. There is no vehicle replacement planned in this year's budget for Sanitation. Discussion followed.

Interim Administrator Knope then informed the Committee that on the water side of the budget there is the change in the Internal Services fund that is highlighted in orange and blue, just like in the Sanitation fund. The Capital Improvement Plan is still moving forward and there is an Utility Worker FTE being proposed for the Water and Wastewater Treatment Division. Interim Administrator Knope explained that he tried to fill the position in house by borrowing from the Utility Crew and it left them shorthanded. He would like to add the FTE without robbing from the Utility side so that we can keep up on the treatment and the Utility Crew doesn't fall behind in maintenance.

Interim Administrator Knope noted that another change that the Committee will see is in the Capital Improvement Plan (CIP). Last year, the Capital Improvement Plan included staff documents, Committee projects, and regular CIP items. This year all of the master plans will be combined to make the Capital Improvement Plan. All of the other projects will be put together to create a Capital Expenditure Plan. The intent in separating them out is to make them a little clearer and to formalize an adoption process.

Interim Administrator Knope would like the Committee to consider having an additional meeting before the end of March to really focus in and talk about what they would like to see, or not see, in the budget so they can be reflected in before the April Budget Committee meeting. Discussion followed.

**ACTION:** The consensus of the Committee is to approve having another meeting before the end of the month. Interim Administrator Knope will email them with the meeting time and day.

## VI. AGENDA FORECASTER REVIEW

There was nothing new on this item to present.

**VII. OTHER BUSINESS**

Councilor Hitchcock would like to see the Vista Dale Subdivision finished.  
Discussion followed.

Councilor Leach asked about the samples on the old elevated tank.  
Interim Administrator Knope stated that we had to get new samples because the first samples had too much rust.

Councilor Nelson nominated Councilor Hitchcock as Vice Chair. Councilor Hitchcock accepted the nomination.

**ACTION:** Councilor Hitchcock was voted Vice Chair of the Sanitation, Recycling, and Water Committee.

**VIII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 6:55p.m.

Respectfully submitted,

Tiffany Shafer  
Public Works Technician