

The Sanitation, Recycling, and Water Committee of the City Council for the City of Junction City met on Monday, April 4th, 2016, at 6:30 p.m. in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Councilors Randy Nelson and Jim Leach; and Public Works Director Gary Kaping.

ABSENT WERE: Councilor Steven Hitchcock.

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 – March 7, 2016

The consensus of the Committee was to approve the minutes.

IV. UTILITY CODE UPDATE

Director Kaping stated that back before the Committee tonight is the discussion of the Utility Code Update. At the last meeting the Committee wanted to know what the Finance Director Mike Crocker had to say about the deposit process.

Finance Director Crocker informed Director Kaping that Springbrook, our current software, has the ability to track deposits but that they would need to be held in a separate fund.

Director Kaping informed the Committee that with the change and adding an application and deposit that it would increase staff time.

Councilor Leach asked Utility Billing Clerk Jessica Paull how long it takes a customer to sign up for service.

UB Clerk Paull informed the Committee that currently the average time is 5 minutes. That does not include if the customer has questions.

Councilor Nelson would like to see an application fee assessed along with a deposit.

Director Kaping asked when the Committee would like to return the customer's deposit. Discussion followed.

The Committee liked the idea of returning the deposit on the customer's final bill.

Discussion then followed on applying liens to a property making the property owner responsible for a renter's bill.

ACTION: The consensus of the Committee was for Director Kaping to create a draft application and bring it back to the next Committee meeting for review. The application will include the \$250 deposit discussed at the meeting.

V. RECYCLE ELEMENT

Director Kaping brought back before the Committee the 4th recycling element that will be required by Senate Bill 263. Director Kaping asked if the Committee was still interested in creating a City Ordinance requiring all commercial customers to recycle. Discussion followed.

ACTION: The consensus of the Committee was to forward the information to the next Council work session.

VI. BUDGET

Director Kaping then reviewed the Budget with the Committee. He pointed out any major updates to the Water and Sanitation Funds from last year. Discussion followed.

Director Kaping then stated that the beginning fund balance and the ending fund balance are exactly the same in the budget. He then asked if the Committee had any changes that they wanted to make.

The Committee did not request any changes.

VII. AGENDA FORECAST REVIEW

Director Kaping updated the current business items.

Councilor Nelson asked for Vista Dale's last date at Committee to be updated.

Director Kaping will update the information.

VIII. OTHER BUSINESS

There was no other business.

IX. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:14p.m.

Respectfully submitted,

Tiffany Shafer
Public Works Technician