

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 12, 2016, 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 Attorney, Carrie Connelly; City Administrator, Jason Knope; Police Sergeant, Dan Miller; Public Works Director, Gary Kaping, Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; and City Recorder, Kitty Vodrup.

1. Call to Order and Pledge of Allegiance

Mayor Cahill called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

2. Changes to the Agenda

None.

3. Consent Agenda

MOTION: Councilor Nelson made a motion to approve the bills from March and the March 8 and 22, 2016 Council minutes. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

4. Public Comment on Items not Listed on the Agenda

None.

5. Proclamation – Child Abuse Awareness

Mayor Cahill read the proclamation declaring April as Child Abuse Prevention Month. He thanked the Police Department and Community Services Department for the work they do to curb Child Abuse in the community.

6. Public Hearing on Supplemental Budget

A. Public Hearing

Mayor Cahill opened the public hearing.

Staff Report

Director Crocker reviewed the four supplemental budget resolutions:

Water Fund – Increase in appropriations of \$43,200 and transfer of appropriations from contingency to Materials and Services of \$15,000.

Sewer Fund – Increase in appropriations of \$5,000 and transfer of appropriations from contingency to Materials and Services of \$30,000.

Sanitation Fund – Increase in appropriations of \$28,500 and transfer of appropriations from contingency to Materials and Services of \$15,000.

Community Center Fund – Increase in appropriations of \$23,000 and transfers of appropriations from General Fund contingency to Community Center Fund of \$23,000.

March reports for each of those funds were provided in the packet.

Mayor Cahill asked what Professional Services represented in the Water Fund. Administrator Knope responded that Professional Services in the Enterprise Funds included engineering and other contracted services, other than legal. Legal services were split out a few years ago for better tracking.

It was noted that Public Works had some unanticipated projects that came up and the Community Center transfer was similar to what was done last year around this time.

Public Comment

None.

Council Comment/Questions

None.

Mayor Cahill closed the public hearing.

B. Resolutions

- i. Resolution No. 1 – A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2015 and Ending June 30, 2016 and Making Appropriations within the Water Fund.
- ii. Resolution No. 2 – A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2015 and Ending June 30, 2016 and Making Appropriations within the Sewer Fund.
- iii. Resolution No. 3 – A Resolution Adopting a Supplemental Budget for the Fiscal year Commencing July 1, 2015 and Ending June 30, 2016 and Making Appropriations within the Sanitation Fund.
- iv. Resolution No. 4 – A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2015 and Ending June 30, 2016, Making Appropriations within the Community Center Fund and moving Contingency within the General Fund.

MOTION: Councilor K. Leach made a motion to approve Resolutions 1, 2, 3, and 4. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

7. Public Comments on Bus Road-E-O

Planner Cogburn shared that as part of the conditions of approval for the April 23, 2016 Bus Road-E-O, the adjacent property owners were to be given notice that they could provide public comments on the event at this Council meeting.

There were no public comments.

8. New Liquor License – United Grocery

Sergeant Miller reviewed that the City had received a liquor license application from a new business, United Grocery, which would be located at 930 Ivy Street. The Police Department had no concerns with recommendation for approval.

MOTION: Councilor Hitchcock made a motion to recommend approval of the liquor license application for United Grocery. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

9. Vista Dale Stakeholder Subcommittee

Director Kaping presented the Vista Dale Stakeholder Subcommittee guidelines, which provided for 6 members, of which one would be a City Councilor and five Vista Dale property owners. This would be a subcommittee of the Sewer and Street Committee, tasked with identifying and prioritizing the development of infrastructure and what would be included in a Local Improvement District for the Vista Dale Subdivision.

MOTION: Councilor DiMarco made a motion to approve the Vista Dale Stakeholders Subcommittee Guidelines, with the first meeting on June 16, 2016 at 6:30 p.m. and to waive the 60 day requirement for posting to 30 days. The Motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

Mayor Cahill appointed Councilor Randy Nelson as chair of this Subcommittee.

10. Special Citywide Records Retention Schedule

Recorder Vodrup presented the resolution to adopt the Special Citywide Records Retention Schedule for the City. At the March 22, 2016 Work Session, the Council reviewed the state retention schedule and the City's current retention practices and selected a few records to have longer retention times than what the state requires.

A. Resolution No. 5 – A Resolution Adopting a Special Citywide Records Retention Schedule for the City of Junction City.

MOTION: Councilor K. Leach made a motion to approve Resolution No. 5. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

MOTION: Councilor Hitchcock made a motion to rescind the records destruction moratorium. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

11. **Eliminating Ratepayer Assistance Program**

Director Kaping reviewed that the Council had read this ordinance to eliminate the Ratepayer Assistance Program in full at the March 8, 2016 Council meeting.

Ms. Shirley Kaping, 260 Crona Street, Junction City, shared that she was on the Council when this program was created and it was established to assist those at poverty level and seniors. She noted that most other cities had a similar type of program, and seniors did not receive an increase in their income this year; she encouraged the Council not to eliminate the program.

Councilor DiMarco stated that he would like to leave the program in place, until another program was possibly developed to replace it.

It was noted that the current eligibility criteria allowed a household making \$58,000 to be in the program and 80% of participants lived in an apartment where vouchers went to the landlord and not to the applicants. These and other factors led to the consensus that the program needed to be revamped.

A. Ordinance No. 1 – An Ordinance Repealing JCMC 13.15, Establishing a Sewer Debt Ratepayer Assistance Program.

Attorney Connelly read Ordinance No. 1 by title only.

MOTION: Councilor K. Leach made a motion to adopt Ordinance No. 1. The motion was seconded by Councilor J. Leach and passed by a vote of 5 to 1, with Councilors K. Leach, J. Leach, Nelson, Hitchcock, and Christensen voting in favor and Councilor DiMarco voting against.

It was noted that the Street and Sewer Committee would be discussing development of a new assistance program at their next meeting.

12. **Street Closure Requests**

Planner Cogburn prevented the following street closure requests. No staff concerns and Community Development Committee recommended approval of both requests.

A. **Pet Parade**

This was the first year the event was being sponsored by the Junction City Lion's Club.

MOTION: Councilor K. Leach made a motion to approve the street closure request for the Annual Pet Parade on May 7, 2016 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 11:45 a.m. to 2:00 p.m. The use of City streets will apply to the route shown in Attachment A. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

B. **JCHS Color Fun Run**

New event for students and the colored corn starch would only be dispersed on school property.

MOTION: Councilor Hitchcock made a motion to approve the street closure request for the 1st Annual Color Fun Run on May 5, 2016 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 11:45 a.m. to 2:00 p.m. The use of City streets will apply to the route shown in Attachment A. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

13. Lane Council of Governments Senior Meals IGA

Director Boldon presented the annual renewal agreement for the project management of the Senior Meals program in the Junction City area. The reimbursement rate increased from \$13,500 to \$15,000 for fiscal year 2016-17. Community Services Committee reviewed and recommended approval.

MOTION: Councilor K. Leach made a motion to approve the Intergovernmental Agreement as presented and authorize the mayor to sign the necessary documents. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

14. Lane Small Business Development Center MOU

Planner Cogburn reviewed the revision to the current Memorandum of Understanding (MOU) on the City referring City Business Development Loan applicants to Lane Small Business Development Center for business advising and educational opportunities. The goal would be to make sure loan applicants have the tools to succeed as a business and be able to repay any potential loan that the City might offer.

MOTION: Councilor Nelson made a motion to approve the Revised Memorandum of Understanding between the City of Junction City and Lane Small Business Development Center and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

15. JC Historical Society Grant Request

Councilor DiMarco noted that he was the President of the Historical Society and took a seat in the audience as a citizen.

Director Crocker reviewed the request from the Historical Society for the Fiscal Year 2015-16 grant. The Council has granted this same request over the last number of years.

MOTION: Councilor K. Leach made a motion to approve the Junction City Historical Society Grant Conditions and Agreement, direct the City Administrator to sign the document, and initiate a payment in the amount of \$2,000. The motion was seconded by Councilor J. Leach and passed by unanimous vote of Councilors K. Leach, J. Leach, Nelson, Hitchcock, and Christensen.

Councilor DiMarco returned to his seat on the Council.

Dr. Dale Rowe, 1824 W. 10th, Junction City, Vice-President of the Historical Society, thanked the Council for their continued support and invited the Council to visit the museums within the next six months.

16. Council Agenda Forecaster

Administrator Knope presented the forecaster.

17. Monthly Financial Statements

Director Crocker reviewed the newly formatted March financial statement, which included operations organized by department to align with the proposed budget document and "bucket concept."

18. Staff Reports

Sergeant Miller reported that Officer A. J. Christensen was currently attending the Police Academy and new reserve officer David Holmes was attending the Lane County Regional Reserve Academy. The department was within 10 hours of having two reserves being able to do solo patrols and within 24 hours of making a third one solo. The department had discussed offering some agency assistance to the City of Oakridge by the reserves, as supervised by Sergeant Miller, all in volunteer roles with no cost to the City. Then in the future, there could be opportunities for Oakridge to assist Junction City.

The Council consensus was to support the agency assistance with Oakridge.

Director Kaping reported that Public Works had received the temporary water rights for 11th and Elm. The well was scheduled to be placed in service on April 25th. The sidewalk

replacement work was continuing in front of the Post Office. The abatement for 488 Deal Street would be going before the City's judge on Thursday for an administrative warrant.

Director Crocker reported that the first Budget Committee meeting would be held on Thursday, April 14th at 6:30 p.m. The quarterly Court report had been included in the packet.

Planner Cogburn reported that the Transportation System Plan Task Force met last week to review the TSP draft. There were a number of concerns discussed. The appendices for the draft had not yet been submitted and once received by the consultant, the Task Force would hold another meeting to review. Staff met with a potential applicant regarding a vacant lot at the southeast corner of 9th and Ivy. The Community Development Committee was working on developing a Special Event application and process that would include fees to assist with covering staff time. Currently the City does not charge for processing special events.

Director Boldon reported that over 450 individuals had received assistance from AARP Tax Aide. The prom dress give away was recently held at the Community Center and 31 girls participated. He thanked the Community Services Committee, Councilors K. Leach and J. Leach, and all who had donated.

Administrator Knope reported that the Requests for Proposal for City Attorney and City Auditor services would be published this week.

19. Other Business

Ms. Leslie Cromer, 467 SW Quince, Junction City, expressed concerns about the area behind her house, which was City property that had been donated to the City by Ross Murry and was in the Urban Growth Boundary but not in the City limits. Her concerns included that trees, shrubs, and grass were not being kept up after the City had told her when they purchased their home that it would be; kids were trespassing and smoking pot, and people were putting stolen bicycles in that area.

Mayor Cahill noted that they could ask Administrator Knope to speak with staff and see if they could come up with some ideas on addressing these concerns.

20. Councilor Comments/Questions

Councilor Nelson asked if the Council would be in favor of adding the Stop Sign discussion at the next work session. The Council consensus was in favor.

Councilor DiMarco asked if staff and the Council could identify the facts around the donated property behind Ms. Cromer's home and come up with a strategy and options for addressing that area, such as moving forward to annex or other.

Planner Cogburn responded that he could prepare a staff report or memo and bring back to the Council.

Councilor DiMarco noted that the Oregon Supreme Court had recently ruled that two City employees were personally liable for an injury at a park, because the recreational immunity protections for City employees had been removed. He added concerns about City exposure by not holding the School District to City standards and people driving over safety crosswalks and fire access to park in the field across from Oaklea Middle School for sporting events on school property.

Attorney Connelly responded that it was anticipated that the Legislature would reverse this ruling in the upcoming session, but in the meantime, City County Insurance had some recommendations and she would be happy to discuss options with staff and the Council.

Councilor J. Leach referred to the new O'Reilly's Auto Parts store and noted that Public Works staff did a great job on the new sidewalks, etc. in front of Pacific Continental bank.

Councilor K. Leach added that the new sidewalk from Pacific Continental Bank to the train at Founders Park looked great.

21. Mayor's Comments

Mayor Cahill noted that Junction City lost a really good person and philanthropist with the recent passing of Herb Nill. He referred to the legacy that Mr. Nill left to his children and grandchildren and the tremendous work he had done in the community and county. Mayor Cahill added that it was his honor to have known and worked with Mr. Nill, and he expressed condolences and appreciation to the Nill family.

22. Executive Session per ORS 192.660(2)(f) to Consider Information or Records that are exempt by law from public inspection.

Mayor Cahill called back to back Executive Sessions at 8:19 p.m.

23. Executive Session per ORS 192.660(2)(h) to Consult with Legal Counsel Concerning Legal Rights and Duties Regarding Current Litigation or Litigation Likely to be Filed.

Regular session convened at 9:16 p.m.

24. Other Business

MOTION: Councilor Nelson made a motion to approve the separation agreement and full waiver and release of claims and authorize the City Administrator to sign on behalf of the City. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

25. Adjournment

As there was no further business, the meeting was adjourned at 9:28 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor