

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 14, 2015, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Acting Mayor, Randy Nelson; Councilors Karen Leach, Bill DiMarco, Jim Leach, and Steven Hitchcock; (Excused Absences: Mayor Michael Cahill and Councilor Herb Christensen); City Attorney, Carrie Connelly; City Administrator Pro Tem, Jason Knope; Acting Public Works Director, Gary Kaping; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; and City Recorder, Kitty Vodrup.

**1. Call to Order and Pledge of Allegiance**

Acting Mayor Nelson 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**

Acting Mayor Nelson noted a change to the March 24, 2015 minutes: "Mr." Van Orden to "Ms." Van Orden.

**MOTION:** Councilor DiMarco made a motion to approve the bills from March and the March 10 and 24, 2015 Council minutes. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

**4. Public Comment on Items not Listed on the Agenda**

None.

**5. Lane Workforce Presentation**

Ms. Kristina Payne, Executive Director for the Local Workforce Board for Lane County, provided information on recent legislative requirements for workforce boards, which included having cities with populations of 5,000 or more be involved in providing direction on board appointments, work plans, etc. In Lane County, the cities that would be added are Cottage Grove, Florence, and Junction City. The City's legal staff is currently reviewing an intergovernmental agreement (IGA).

The Council consensus was to have the IGA come back directly to the Council for review.

**6. Public Hearing – Code Text Amendment on Annexation Agreements**

**A. Public Hearing**

Acting Mayor Nelson asked if there were any actual or potential conflicts of interest. There were none. He opened the public hearing at 6:48 p.m.

**Staff Report**

Planner Cogburn stated that before the Council was the Council initiated code text amendments to the Junction City Municipal Code (JCMC), Chapter 17.165. This was based on months of research and outside legal counsel input. On March 18, 2015, the Planning Commission voted unanimously to recommend these changes to the Council. Applicable criteria to initiate code amendments are in Chapter 17.145-010 and Goals 1 and 2 of the Oregon Statewide Planning goals. The procedures for public hearings were followed, as required by JCMC. Goal 2 of the Comprehensive Plan currently serves as the controlling document, and per Chapter 17.145 the City is within the land use planning goals as well. Per legal counsel direction, Exhibit A to the proposed ordinance has been revised with no tracked changes. (He distributed copies of revised Exhibit A).

**Testimony**

None.

**Questions from Council**

None.

Acting Mayor Nelson closed the public hearing at 6:52 p.m.

**Council Deliberation and Decision**

Councilor DiMarco asked that the ordinance be read in full.

- B. Ordinance No. 1** – An Ordinance Amending City of Junction City Municipal Code Chapter 17.165 Annexation, Withdrawal from Special Districts after Annexation, and Extraterritorial Extensions to Remove Language Requiring a Signed Annexation Agreement Prior to Annexation.

Planner Cogburn read Ordinance No. 1 in full.

**MOTION:** Councilor DiMarco made a motion to read Ordinance No. 1 by title only. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

Planner Cogburn read Ordinance No. 1 by title only.

**MOTION:** Councilor DiMarco made a motion to adopt Ordinance No. 1 with the revised Exhibit A, as presented. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**7. Bus Rod-E-O Street Closure Request**

Planner Cogburn presented the request and noted that the Community Development Committee had reviewed and recommended approval.

**MOTION:** Councilor K. Leach made a motion to approve the street closure request for the Annual Bus Rod-E-O on April 25, 2015 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 6:00 a.m. to 7:00 p.m. The use of City streets will apply to the route shown in Attachment A. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**8. Pet Parade Street Closure Request**

Planner Cogburn presented the request and noted that the Community Development Committee had reviewed and recommended approval.

**MOTION:** Councilor K. Leach made a motion to approve the street closure request for the Annual Pet Parade on May 2, 2015 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.

**9. JC3.1 Street Closure Request**

Planner Cogburn presented the request and stated that the Community Development Committee had reviewed the 1<sup>st</sup> Annual Community Center fundraising run/walk event and recommended approval.

**MOTION:** Councilor Hitchcock made a motion to approve the street closure request for the First Annual JC3.1 Run/Walk on June 6, 2015 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 8:00 a.m. to 11:00 a.m. The use of City streets will apply to the route shown in Attachment A. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**10. Budget Resolutions**

Director Crocker reviewed the resolutions. Resolution No. 2 transfers \$9600 from contingency to cover the full time Planner position.

- a. **Resolution No. 1** – A Resolution Transferring Contingency and Other Appropriations for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015 within the Water, Sewer, and Sanitation Funds.
- b. **Resolution No. 2** – A Resolution Transferring Contingency and Other Appropriations for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015 within the General Fund.

**MOTION:** Councilor Hitchcock made a motion to approve Resolutions No. 1 and 2. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**11. Hiring Approvals – Seasonal Positions**

Administrator Pro Tem Knope presented the request for authorization to hire the following seasonal positions: Summer Program Day Camp Leaders – 4; Library Summer Reading Program – 1; Parks Seasonal Help – 1; Pool Manager – 1; Pool Supervisors – 3; and Pool Lifeguards – 10.

**MOTION:** Councilor K. Leach made a motion to authorize the City Administrator Pro Tem to hire the seasonal worker positions as listed above. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**12. Senior Meals Intergovernmental Agreement Fiscal Year 15-16**

Director Boldon presented the option to renew the one year Intergovernmental Agreement with Lane Council of Governments Senior and Disabled Services for Viking Sal to provide project management of the Senior Meals Program (Café 60 – dining room and Meals on Wheels) for the Junction City area. The reimbursement rate increased from \$13,160 to \$13,500.

**MOTION:** Councilor DiMarco 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 K. Leach and passed by unanimous vote of the Council.

**13. Audit Engagement Letter**

Director Crocker reviewed the audit engagement letter of agreement for Isler and Co. to provide audit services to the City for Fiscal Year 2014-2015.

**MOTION:** Councilor K. Leach made a motion to direct the Interim City Administrator to sign the engagement letter with Isler CPAs for Fiscal Year 14/15. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**14. 1<sup>st</sup> Street Water Line Project Bid Results**

Acting Director Kaping reviewed the bids for the 1<sup>st</sup> Street Water Line project, which came in over the engineer's estimate. The Sanitation, Recycling, and Water Committee reviewed and recommended the bid from H and J Construction and to work with the contractor to reduce the cost of the job; reductions could be made by changing pipe types and other items.

**MOTION:** Councilor Hitchcock made a motion to award the 1<sup>st</sup> Street Water Line Project to H and J Construction in the amount of \$159,420.00. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

The Council consensus was to have Acting Director Kaping work with the contractor to try and reduce the cost.

**15. 17<sup>th</sup> Street Sewer Line Project Bid Results**

Acting Director Kaping presented the bids for the 17<sup>th</sup> Street Sewer Line project. The Sanitation, Recycling, and Water Committee reviewed and recommended the bid from H and J Construction.

**MOTION:** Councilor J. Leach made a motion to award the 17<sup>th</sup> Avenue Sewer Project to H and J Construction in the amount of \$37,667.50. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**16. Loading Zone Request – Kidz Child Development Center**

Acting Director Kaping reviewed the request from Kidz Child Development Center for a loading zone in front of their new facility on Juniper Street. It was noted that on October 21, 2014, the Planning Commission approved a conditional use permit for this facility, and one of the conditions of approval was to provide a loading zone for pick up/drop off and one handicapped parking space. The applicant will pay for all signs installed, as they are specific to that business and options include two loading zone spaces in front of the building and one ADA space behind the building.

Councilor DiMarco noted that he was at the Planning Commission meeting when this conditional use permit was granted and there was a lot of discussion about the traffic on Juniper Street and requiring some kind of traffic calming devices. He asked if any follow up had occurred on that.

Administrator Pro Tem Knope responded that traffic calming had been rolled into a bigger project to look at all of Juniper Street, because there had been several concerns raised along Juniper from 10<sup>th</sup> to Safeway. Planner Cogburn added that the City could not require that the applicant install traffic calming devices to serve that community, but the requirement was to work with Public Works in seeking additional measures for traffic calming. Director Kaping added that there were also some stop signs issues to address in that area, as some were north/south and some east/west and they should all be in one direction.

**MOTION:** Councilor J. Leach made a motion to approve the loading zone for Kidz Child Development Center with the hours of the zone to be 6:00 a.m. to 7:00 p.m., Monday through Friday. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

The Council consensus was to have two loading zones in front and one ADA in back.

#### 17. **City of Coburg Intergovernmental Agreement**

Administrator Pro Tem Knope reviewed the one year renewal agreement for the City to provide dispatch services to the City of Coburg. Only change in the contract was to increase the fee by 4% to \$49,018.

**MOTION:** Councilor DiMarco made a motion to approve the Intergovernmental Agreement and authorize the City Administrator Pro Tem to sign the agreement. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

#### 18. **Staff Reports**

Director Crocker provided a General Fund Update: Ending Fund Balance as of March 31<sup>st</sup> was \$2,302,000. Property taxes were coming in well at 96.7%. Franchise fees were looking good at 87%. No change in building permits or court fees. Plan review fees were on budget and land use fees were double the budgeted amount. 3.5 million was budgeted for operating revenue and the estimated actual was \$3,408,000, with a good share of the shortfall being in court revenue; however, the budgeted projections show a slight gain in the General Fund Ending Fund Balance. Director Crocker also reviewed a volunteer roster report for 2014 which showed that volunteer hours were 18,900, which is equal to 9 full time employees.

Planner Cogburn reported that the TSP Task Force was meeting weekly to review the draft Transportation System Plan and currently working on access management and soon to review trip counts. St. Vincent submitted their development review and building permits for the 40 unit housing project off of 1<sup>st</sup> Avenue, which will be a 4 to 5 million dollar project; they will be connecting their sidewalk system to the existing bicycle trail that is south and west of the high school, as well as keeping the giant Oak tree. The Planning Commission will be reviewing the proposed Planned Unit Development for Rolling Meadows, which is a 355 unit development with 349 lots and 6 parcels dedicated as land use tracks, open space, and a proposed half acre park.

Director Boldon announced two events: April 15<sup>th</sup> Viking Sal Volunteer Appreciation Dinner and April 18<sup>th</sup> Parks open house/tour from 1:00 p.m. to 3:00 p.m. at the Reserve site at 18<sup>th</sup> and Oaklea to provide information and answer citizen questions on developing the first community park in the City.

Councilor Hitchcock noted that the City of Eugene Library offers online magazines and asked if the Junction City Library offered this as well. Director Boldon responded that he would check into this.

Attorney Connelly reported that Speer Hoyt was reviewing the Lane Workforce agreement on behalf of the 3 cities.

Administrator Pro Tem Knope noted that the Public Works Utility crew would soon be working on the water line project at the intersection of High Pass and Kalmia.

**19. Councilor Comments/Questions**

Councilor Hitchcock thanked everyone for their hard work.

Councilor K. Leach thanked staff for their great work and Director Boldon for allowing “Once upon a Prom” to use the Community Center. She expressed appreciation to Council President Nelson for stepping up and doing a great job.

Councilor DiMarco expressed appreciation to staff and committees for all their good work.

Councilor J. Leach thanked everyone for their hard work.

Acting Mayor Nelson thanked everyone for their hard work and extra efforts.

**20. Mayor’s Comments**

None.

**21. Executive Session Per ORS 192.660(2)(a) to Consider the Employment of the City Administrator**

Acting Mayor Nelson announced Executive Session at 8:04 p.m. Regular session reconvened at 9:13 p.m.

**22. Other Business**

None.

**23. Adjournment**

As there was no further business, the meeting was adjourned at 9:14 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Michael J. Cahill, Mayor