

The Sanitation, Recycling, and Water Committee of the City Council for the City of Junction City met on Monday, May 2, 2016, at 6:30 p.m. in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

Present Were: Councilors, Randy Nelson, Steven Hitchcock, and Jim Leach; and Public Works Director, Gary Kaping.

Absent Were: None

1. Call to Order

Councilor Nelson called the meeting to order at 6:33 p.m.

2. Changes to the Agenda

There were no changes to the agenda.

3. Approval of Minutes – April 4, 2016

The consensus of the Committee was to approve the minutes as written.

4. Utility Code Update

The committee reviewed an updated version of the utility customer application discussed previously.

Staff presented a proposed deposit of \$100 for garbage only accounts rather than the \$250 deposit discussed for full service customers. The proposed garbage account deposit was approximately three times the monthly bill for the largest garbage container.

The committee discussed the \$250 deposit and if it was possible to lower that and, shorten the numbers of days between the bill due date and water is shut off for non-payment. According to staff research there were other jurisdictions where water was turned off for non-payment the day after the bill due date. Many jurisdictions charged a deposit. The amount ranged from \$25 to \$275. The average residential water bill in Junction City was \$100.

Councilor Nelson suggested a deposit of \$200 and set the due date to avoid shut off as the last day of the month in which the bill was mailed to the customer.

Director Kaping summarized, if the bill due date was the 10th of the month a customer would have until the last working day of the month to pay.

The committee voiced agreement.

Director Kaping added the water would then be shut off on the last working day of the month, and shut-offs would occur the following working day.

Councilor Hitchcock asked if that language would also be in the application so it was very clear to the customer.

Director Kaping replied he would bold that information.

Action: The consensus of the Committee was for Director Kaping to begin review of the next code section.

5. New Job Description

Director Kaping said the job description before the committee was intended to better reflect the actual job duties of the Public Works Technician.

The Public Works Technician took on additional duties last summer, duties which that had formerly been done by the Special Projects Coordinator. The Special Projects Coordinator was now the Wastewater Treatment Operator. The Public Works Technician also added some Utility Billing duties when the Utility Billing Clerk moved to the Public Works building from City Hall.

Councilor Leach said he did not see much difference in the two job description for Public Works Technician.

Director Kaping responded the Public Works Technician now handled all the recycling educations, water meter reading and sanitation record keeping among other duties formerly performed by the Special Projects Coordinator. As the Special Programs Coordinator became more involved with wastewater treatment, duties where shifted to the Public Works Technician. As proposed the new job description would be a new position, the Senior Public Works Technician. That would leave the Public Works Technician position open. There were no plans to fill that position.

The position was already in the FY 15/16 budget. In order to increase the pay to be commensurate with the duties being performed by the Public Works Technician, a position of Senior Public Works Technician was proposed.

Councilor Leach expressed concern about adding a new position when other departments had vacant positions that would not be filled.

Director Kaping explained there were no plans to hire someone to fill the Public Works Technician position.

Councilor Nelson asked if the union had input.

Director Kaping answered, the union wanted fairness as it related to the job duties being performed.

Action: The consensus of the Committee was to table the discussion to the next Council work session.

6. Agenda Forecast Review

Director Kaping said corrections noted by Councilor Nelson had been made. The new job description was added to the current business items.

Councilor Hitchcock commented under pending business items, Vista Dale was listed. He asked if they received applications for the subcommittee.

Director Kaping said they had received three applications thus far.

The July Sanitation, Recycling and Water Committee meeting fell on the Fourth of July. He asked for direction from the Committee.

Action: The consensus of the Committee was to reschedule the July meeting; staff would coordinate scheduling.

7. Other Business

Director Kaping was contacted by a hauler in Portland. They had a couple trucks that they needed to sell. The hauler said they would sell the trucks for scrap price. It could be used to store office paper and in the event the automated trucks were down, the paper could be removed and the tipper on the side of the truck could be used to pick up garbage. The scrap price for the truck was \$7,000. Some service records were provided. Staff requested direction.

Action: The consensus of the Committee was to send the question to Council work session.

8. Adjournment

As there was no further business, the meeting was adjourned at 7:18p.m.

Respectfully submitted,

Tere Andrews
Secretary