

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, June 10, 2014, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, David Brunscheon; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, Steven Hitchcock, and Herb Christensen; City Attorney, Carrie Connelly; City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. BUDGET COMMITTEE CONSIDERATION TO APPROVE THE MAY 8, 2014 MINUTES

A quorum of the Budget Committee briefly convened with citizen members Mr. Jack Sumner, Dr. Dale Rowe, and Ms. Sue Huntley.

MOTION: Committee Member Huntley made a motion to approve the May 8, 2014 Budget Committee minutes. The motion was seconded by Committee Member Sumner and passed by unanimous vote of the Budget Committee.

III. CHANGES TO THE AGENDA

None.

IV. CONSENT AGENDA

MOTION: Councilor Nelson made a motion to approve the Consent Agenda, which consisted of the bills from the month of May and the minutes from May 13, 2014. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

V. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Mr. Dan Alley, President for the Function 4 Junction, thanked the Council for their support and Public Works for patching pot holes and making the streets look nice. They had their largest event ever, with approximately 420 in the Show and Shine and 900 to 1000 in the cruise. For next year, Mr. Alley would like the City to consider allowing a larger area on Greenwood from 8th to 9th to be blocked off for the Show and Shine, as they had to turn people away. He distributed flyers on the upcoming Truck Function on July 19th. Registration so far is 2 to 3 times larger than last year.

VI. STATE MENTAL HOSPITAL UPDATE – JODIE JONES, PROJECT ADMINISTRATOR

Ms. Jones distributed photos and provided updates on the hospital construction. Three cottages are under construction and furniture is being moved into the facility. The last well will be drilled sometime next week.

In response to questions, Mr. Jones stated that the best time for tours was after 2:00 p.m. on Wednesdays and she encouraged people to call in advance to set up a time. She added that the mental hospital would be an adult facility only; the State no longer has a juvenile mental health hospital.

VII. PUBLIC HEARING FISCAL YEAR 2014-2015 BUDGET AND CONSIDERATION OF RESOLUTION

A. PUBLIC HEARING

Mayor Brunscheon opened the public hearing.

Staff Report

Director Crocker reviewed that the Fiscal Year 2014-15 budget was approved by the Budget Committee on May 8, 2014. He noted that the total appropriations had been incorrectly published in the newspaper from what had been approved by the Budget Committee, as it did not capture all of the additional water projects in the amount of \$207,000. He distributed a revised resolution that included the corrected total in appropriations that the Budget Committee had approved and reviewed the budget worksheets.

Public Testimony

None.

Questions/Comments from Council

Councilor DiMarco asked if the Council had a completed budget document before them that they would be voting on. Director Crocker responded that the Council had the approved budget worksheets that the Budget Committee had approved, and after Council approval he would move the approved numbers into the adopted column, as well as update any other related tables and things. He added that this was what had been presented to the Council last year.

Councilor DiMarco asked if there was a reason why a completed budget document was not presented to the Council at this point in the process. Administrator Bowers responded that there may be an answer, but she did not know what that was because this had not come up before.

Mayor Brunscheon closed the public hearing.

B. RESOLUTION NO. 1 – A RESOLUTION ADOPTING THE BUDGET; MAKING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING THE TAXES FOR FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015.

MOTION: Councilor Nelson made a motion to approve the updated Resolution No. 1, adopting the FY 2014-15 approved budget, making appropriations as shown on Schedule A of Resolution No. 1, imposing a tax rate of \$6.0445 per \$1,000 of assessed value, and allocating all the property tax money collected into the General Fund. The motion was seconded by Councilor Christensen and passed by a vote of 4 to 2, with Councilors K. Leach, Nelson, Hitchcock, and Christensen voting in favor and Councilors DiMarco and J. Leach voting against.

VIII. STATE SHARED REVENUE RESOLUTIONS

A. RESOLUTION NO. 2 - A RESOLUTION CERTIFYING THE CITY OF JUNCTION CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES UNDER ORS 221.760.

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

B. RESOLUTION NO. 3 – A RESOLUTION DECLARING THE CITY OF JUNCTION CITY'S ELECTION TO RECEIVE STATE SHARED REVENUE.

MOTION: Councilor Hitchcock made a motion to approve Resolution No. 3. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

IX. CAPITAL IMPROVEMENT PLAN FOR FY 14-15

Director Crocker presented the Capital Improvement Plan (CIP), which was designed to cover the period of July 2014 to June 2019. During the Fiscal Year (FY) 14-15 budget process, the Budget Committee reviewed the CIP for FY 14-15. Approving a CIP separate from the budget process is a tool that improves the tracking and accountability for each project. The CIP is also used to improve the City's ability to forecast future funding needs and allocate resources accordingly. This was the same document that was reviewed during the FY 14-15 budget process, with the addition of the Community Center bathrooms.

Attorney Connelly noted for the record that this was not the System Development Charge (SDC) Capital Improvement Plan and therefore did not need to meet the statutory requirements on which SDCs are based.

Councilor K. Leach asked for clarification that just because a project is in the CIP that did not mean that projects would automatically be done. Administrator Bowers responded that was correct, and the FY 14-15 CIP projects were figured into the budget, but that did not mean that staff automatically had spending authority to proceed with a project.

Councilor DiMarco asked where SDC projects were listed, if they were not included in the CIP. Director Knope responded that those were listed in each facilities master plan, such as the Water Facilities and Parks Master Plans.

Attorney Connelly added that in a SDC CIP, you identify the projects that are SDC eligible and indicate a percentage of the total project costs that can be paid with SDCs; that is a basis then for improvement fees, which are one kind of SDC.

Councilor DiMarco asked for clarification that state law does not require the City to approve the SDC CIP as part of the budget. Attorney Connelly responded that was correct and the City did not base its SDCs on this CIP. She added that she had spoken to staff about renaming the CIP to make this clearer, but this has been an institutional title that the City has used for many years. Not all cities have a non-SDC CIP like this that they approve.

MOTION: Councilor Christensen made a motion to approve the FY 2014-15 Capital Improvement Plan as presented. The motion was seconded by Councilor Nelson 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.

X. SUPPLEMENTAL BUDGET RESOLUTIONS

A. RESOLUTION NO. 4 – A RESOLUTION TRANSFERRING CONTINGENCY AND OTHER APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014 WITHIN THE WATER FUND.

B. RESOLUTION NO. 5 – A RESOLUTION TRANSFERRING CONTINGENCY AND OTHER APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014 WITHIN THE SEWER FUND.

C. RESOLUTION NO. 6 – A RESOLUTION TRANSFERRING CONTINGENCY AND OTHER APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014 WITHIN THE SANITATION FUND.

D. RESOLUTION NO. 7 – A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014 AND MAKING APPROPRIATIONS WITHIN THE GENERAL FUND.

MOTION: Councilor Christensen made a motion to approve Resolutions No. 4, 5, 6, and 7. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

XI. FUND NAME CHANGE AND CREATION OF A NEW FUND

This item was tabled until the next Council meeting.

XII. TRANSPORTATION SYSTEM PLAN DRAFT OVERVIEW

Administrator Bowers presented the draft Transportation System Plan that staff received from DKS, the consultant working on the TSP update. After initial review, staff had identified some questions for Council to consider, which were summarized in the Agenda Item Summary (AIS). It was noted that the Council was in charge of setting whatever timeline for review that they needed and felt comfortable with.

The Council consensus was to have staff schedule a TSP work session in mid-July.

XIII. ADMIN AIDE I: RECEPTIONIST POSITION

Administrator Bowers reviewed the resolution to create an Admin Aide I: Receptionist position at City Hall. A future conversation would be held with Council related to proceeding with the possible transition for Utility Billing, but that would be a separate conversation.

A. RESOLUTION NO. 10 – A RESOLUTION TO CREATE THE POSITION OF ADMINISTRATIVE AIDE I: RECEPTIONIST PURSUANT TO PERSONNEL POLICY SECTION 4.2 AND ESTABLISHING THE RANGE WITHIN THE CITY'S COMPENSATION SCHEDULE.

MOTION: Councilor K. Leach made a motion to approve Resolution No. 10. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

XIV. STAFF REPORTS

Chief Chase commended police staff on the handling of a shooting case in Junction City. Officers Paterson, Markell, Rankin, and Baker will be receiving a DUI Task Force team award from Mothers against Drunk Driving tomorrow.

Director Knope reminded the Council that they would be flushing the water system next week. Construction has begun on the interim improvements at the lagoon, and the air system procurements have gone out to bid.

Director Crocker reported that the adopted budget would be distributed and posted online, as soon as possible.

Administrator Bowers reported that Gina Marchio had accepted the Community Services Director position and was scheduled to begin July 14th. Jordan Cogburn accepted the half time City Planner position and would begin June 23rd. A Curbing Cancer collection would be held at the corner of 10th and Ivy on June 19th from 4:00 p.m. to 6:00 p.m.

Attorney Connelly noted that Councilor DiMarco had asked at the last meeting about when staff was to notify the Council when personnel issues arise. She noted that under the City's Charter, the City Administrator has the authority to discipline, hire, and fire all personnel, except for Council appointments (Municipal Judge and any other appointed officer). If there were to be any kind of personnel issue regarding discipline, hiring, or firing of the Municipal Judge, the Administrator would have a legal duty to inform the Council. Beyond that, there is no legal duty for the Administrator to inform the Council of other personnel matters, but a good manager is always going to strive to keep the Council apprised of significant matters that the Council might be hearing of and she knew that Administrator Bowers worked hard to do that. To date, there has not been any personnel action that invoked the Administrator's legal duty to provide the Council with information.

The City's personnel policies provide for a detailed and fair employee performance review of counseling and the discipline process. That's available to be invoked by City employees and to date there had not been anything that had invoked those rights under personnel policies. She noted that Attorney Monson would be available to meet with the Council to provide more detailed information on Charter authority and the personnel policy overlay. She added that the Charter was the baseline authority and the personnel policy language regarding department head appeals did conflict with the Charter. Attorney Connelly noted that she thought it would be important for the Council to know what their bottom line was, what the options were, and what action they might want to take, either to change the existing framework or just work inside of it.

XV. COUNCILOR COMMENTS/QUESTIONS

Councilor Karen Leach noted that one of her neighbors who has complained about the City's water quality over the last year and half came to her recently and said that the water was wonderful. Councilor Leach's daughter in law spoke with Officer Rankin on a headlight issue and said that he was very professional and polite. Councilor Leach added that she was happy to receive the TSP draft and looked forward to the annexation work sessions. She thanked Administrator Bowers for all her hard work.

Councilor DiMarco referred to a recent newspaper article on the Springfield/Mohawk area getting a call center. He noted that in the past, the City had talked about providing high speed internet to citizens and receiving revenue from the fiber lines that the City owns. The City could prepare and be shovel ready for a business like a call center to come into the City and bring jobs. He added that that he would like more information on this.

Councilor J. Leach thanked Councilor DiMarco and the Garden Club for their hard work on the downtown planters and noted that they looked great.

Councilor Christensen echoed Councilor K. Leach's comments and noted that the City had accomplished a lot of work and had a lot yet to do, but developing procedures had helped them to be better equipped to address those things.

XVI. MAYOR'S COMMENTS

Mayor Brunscheon expressed agreement on the planters looking great and thanked everyone involved for their work on that. He noted that some citizens had been approaching the Council on personnel matters and that the Council needed to receive information on what the City's Charter, Code, and personnel policies were, what the protocol was for personnel matters, and what the Council should or should not do regarding these matters.

Attorney Connelly noted that Attorney Monson could review that information with Council.

The Council consensus was to have the Mayor and Administrator Bowers set a date for a Council Work Session and to have Attorney Monson attend and share information.

XVII. OTHER BUSINESS

Mr. Jack Sumner, 1061 Quince Drive, Junction City, asked if the Citizen Advisory Committee for the TSP was still in existence and if they would be reviewing the draft TSP.

Administrator Bowers responded that the committee was in existence, and the Council would review the TSP draft first before it going to committee. She added that the TSP draft was posted on the City's website.

XVIII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:57 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor