

The City Council for the City of Junction City, met for a work session at 6:30 p.m. and regular session at 7:00 p.m. on Tuesday, July 8, 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 (arrived at 7:00 p.m.); 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.

## **WORK SESSION**

### **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. STANDARD ANNEXATION AGREEMENTS**

Administrator Bowers reviewed that this was part one of two work sessions to discuss the topic of annexation and to review a simplified annexation agreement for any current annexation applications that are submitted under existing City Code. The second work session would be to discuss the City's current annexation process, state requirements, and what other cities do, should the Council wish to make any modifications to the existing code. City Planner Jordan Cogburn has begun research on the annexation process in other communities. The City currently has received an annexation application from Guaranty.

Administrator Bowers and Director Knope reviewed two draft Standard Annexation agreements: one was in a general format and the other in a format specifically for Prairie Road properties that abut existing City water and sewer service. Council members commended staff for their work on paring down the agreement to simplify the process.

The Council consensus was to wait on providing direction on the standard agreements, until after the second work session.

### **III. WORK SESSION ADJOURNMENT**

The work session adjourned at 6:50 p.m.

## **REGULAR SESSION**

### **I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Brunscheon called the meeting to order at 7:00 p.m.

### **II. CHANGES TO THE AGENDA**

None.

### **III. CONSENT AGENDA**

**MOTION:** Councilor Nelson made a motion to approve the Consent Agenda, which consisted of the bills from the month of June and the May 19 and 27, 2014 Council minutes. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

### **IV. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA**

Mr. Chauncey Freeman, 75 Chick Lane, Junction City, asked about the follow-up on a letter he had sent the Council three weeks ago. The Mayor noted that he was going to bring this up under Mayor's comments. It was noted that if this were to go to a Committee, it could go to the Sewer and Street Committee.

### **V. STATE MENTAL HOSPITAL UPDATE – JODIE JONES, PROJECT ADMINISTRATOR**

Ms. Jones distributed photos and provided updates on the hospital construction. Councilor Nelson asked about the conduit use to the hospital. Ms. Jones responded that she would check into what the fiber would be used for and report back to the Council.

### **VI. SCANDIA RUN STREET CLOSURE REQUEST**

Administrator Bowers reviewed the request for the 40<sup>th</sup> Annual Scandia Run. No staff concerns and Community Development Committee recommended approval.

**MOTION:** Councilor K. Leach made a motion to approve the street closure conditions as presented for the Scandia Run on August 9, 2014. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

## **VII. SEWER INTERIM IMPROVEMENT PURCHASE REQUEST**

### **A. Electrical Service Modification Work**

Director Knope reviewed the modification of electrical services at the lagoon, as part of the Interim Sewer Improvements and installation of the aeration system. Staff has worked with EPUD on a plan to make the necessary adjustments. The City's anticipated cost was \$34,783 and EPUD to split cost for \$36,000.

**MOTION:** Councilor Hitchcock made a motion to approve the work for the electrical service as outlined by EPUD and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

### **B. Lagoon Roadway Modification Work**

Director Knope reviewed that the current roadway on the north and south ends of the lagoons were not wide enough to install the new aeration system and still maintain vehicle access, so modification to the roadway was necessary. Three bids were received, and Skip Tracer and Lads was the lowest bidder.

Discussion occurred on what the bid asked for and wanting vendors to supply more professional responses to bids. Mayor Brunscheon asked if the bid request information could be included in the Council packet, along with the bid documents. Director Knope responded that he could do that and would make sure it was included in the future.

Attorney Connelly added that there were two different tiers of procurement for solicitations, intermediate and formal. This particular procurement fell under intermediate (up to \$100,000), and legally Director Knope could have orally asked for competitive quotes without requesting in writing. The City is able to do a written procurement on intermediate procurements, but is not legally required to.

**MOTION:** Councilor Christensen made a motion to approve the work to the lagoon roadway and award the work to Skip Tracer and Lads in the amount of \$37,174.50 and authorize the City Administrator to sign the necessary documents.

## **VIII. STAFF REPORTS**

Chief Chase reported that Police Officer Dan Miller began employment with the City today. He has 11 years experience and comes from the City of Newport. The department is getting ready for the Truck Function on July 19<sup>th</sup>.

Administrator Bowers reminded Council about the July 16<sup>th</sup> work session on the Transportation System Plan draft.

## **IX. COUNCILOR COMMENTS/QUESTIONS**

Councilor K. Leach thanked Administrator Bowers for her hard work at the Community Development Committee meeting and thanked Director Knope for presenting straightforward information on the lagoon project. She thanked Mayor Brunscheon for all the time he gives to the City and suggested that the City begin to look at the marijuana issue and not wait until the moratorium lapses in April of 2015. It was noted that this could be added to the goal setting discussion.

Councilor DiMarco welcomed new City Planner Jordan Cogburn. He noted that a few years ago the City had purchased 40 acres adjacent to the lagoon, in anticipation of needing that ground for wastewater treatment. Since the ground will not be needed for that purpose, he had been having discussions with Chamber Executive Director Rick Kissock on potential uses of that property as a fairground and/or other agricultural based use area and wanted to give the Council a heads up on this.

Councilor J. Leach noted that Energizing Junction City had done a great job painting the Buckles building at 6<sup>th</sup> and Ivy, and he suggested that the City send them a thank you note.

Councilor Nelson stated that the City of Eugene was considering approval of an ordinance that would require businesses that provide services within the City of Eugene to offer sick time to their employees on an annual basis. He asked Administrator Bowers to please monitor this issue for the Council.

**X. MAYOR'S COMMENTS**

Mayor Brunscheon welcomed Planner Cogburn and thanked the Council and staff for all of their hard work.

**XI. EXECUTIVE SESSION PER ORS 192.660(2)(I) TO REVIEW AND EVALUATE THE JOB PERFORMANCE OF THE CITY ADMINISTRATOR.**

Mayor Brunscheon called Executive Session at 7:44 p.m. Regular session reconvened at 8:23 p.m.

**XII. OTHER BUSINESS**

**MOTION:** Councilor Nelson made a motion to continually support the open contract of the City Administrator. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**MOTION:** Councilor DiMarco made a motion to raise the Administrator's pay for the coming year by 5% above the Cost of Living Adjustment increase. The motion died, for lack of a second.

**MOTION:** Councilor Hitchcock made a motion to increase the Administrator's pay by 4% above the Cost of Living Adjustment. The motion was seconded by Councilor K. Leach and passed by a vote of 5 to 1, with Councilors K. Leach, DiMarco, J. Leach, Hitchcock, and Christensen voting in favor and Councilor Nelson voting against.

**MOTION:** Councilor DiMarco made a motion to place this year's Administrator Performance evaluation 2014 in the City Administrator's personnel file, signed by the entire Council. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

Administrator Bowers responded that she appreciated the Council's review and input, as well as the gesture of the pay increase above the COLA increase, but she respectfully declined the pay increase and did so because she believed there were a number of issues to be resolved with the budget and because there were staff whose compensation still needed to be reviewed.

The Council noted that they would respect Administrator Bowers' decision, but would be discussing the City Administrator's salary in the future, as they wanted it to be above the Police Chief's salary and in line with retaining someone of her caliber.

**XIII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 8:35 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor