

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, August 9, 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; Administrator, Jason Knope; Interim Police Chief, Ken Summers; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Coordinator, Gina Moore; 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 July and the July 12 and 26, 2016 Council minutes. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

4. Public Comment on Items not Listed on the Agenda

Mr. Dan Alley, 29306 Dane Lane, Junction City, President for Function 4 Junction and Coordinator for Truck Function asked for Council input on:

1. Function 4 Junction – Adding a Friday night cruise for cars 1975 and newer. Those cars could join the Show and Shine on Saturday. The Saturday night cruise would remain for 1974 and older cars only. Mr. Alley noted that there were 400 cars in the Show and Shine this last year and he estimated an additional 100 to 200 cars could be added.
2. Truck Function in Junction – Using the property next to the City lagoons for a concert, in conjunction with the event. Mr. Alley had heard about the concept of this area being used for fairgrounds in the future. The area could be mowed and the concert held on grass for a start. Then gravel could be brought in the next year and slowly develop from there, if desired by the Council.
3. Motorcycle Event – Adding a motorcycle Show and Shine and Cruise event. Mr. Alley has had conversations with Rip City Riders, who assist with fundraising events. He provided Rip City Riders information to Chief Summers.

After discussion, the Council consensus was to have staff meet with Mr. Alley to gather additional information and take to the Sewer and Street Committee.

5. Jim Rauschert Parking Request

Director Kaping reviewed the annual parking request from Mr. Rauschert for 12 parking spaces (8 apartments and 4 businesses) and for Public Works to install permit only parking signs on Holy Street and 5th Street. It was noted that this was a separate request than the regular parking program that was managed during the festival, as it was a different type of request. Future discussions to review the parking program could include revising the parameters to include Mr. Rauschert's annual request. It was noted that over 200 parking permits had been issued for use during the festival this year.

Councilor Nelson stated that it would be helpful to have this annual request be presented much earlier, so there would be time to make changes, if needed. Director Kaping responded that he would communicate that to Mr. Rauschert.

MOTION: Councilor K. Leach made a motion to approve Jim Rauschert's Parking Request and to authorize the Public Works Director to process the request. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

6. Marijuana Facilities Referral

Administrator Knope stated that before the Council was the revised resolution to place a referral of whether Junction City should prohibit commercial marijuana facilities within Junction City to the voters at the November 8, 2016 General Election. The Council had reviewed the

resolution language at their last Work Session, and Attorney Sommers had made the recommended changes. Attorney Sommers also received confirmation that an explanatory statement was not needed, as Lane County would not be publishing a voter's pamphlet.

A. Resolution No. 1 – A Resolution Calling an Election on November 8, 2016, to Refer to the Voters of the City of Junction City, Oregon, a Ban on Commercial Marijuana Facilities (Medical Marijuana Processing Sites, Medical Marijuana Dispensaries, Recreational Marijuana Producers, Recreational Marijuana Processors, Recreational Marijuana Wholesalers, and Recreational Marijuana Retailers) within the City and Adopting a Ballot Title.

Motion: Councilor Christensen made a motion to adopt Resolution No. 1. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

7. Budget Discussion

Administrator Knope asked for Council direction, so staff would know what type of information to bring forward for the budget discussion at the next Work Session. He reviewed that there was approximately \$500,000 in General Revenue (Franchise Fees, Liquor and Cigarette taxes, etc.) It was noted that percentage allocations had been applied in the current budget to divide the General Fund property taxes, i.e., 74% for Police Department, 22% Community Services, 2% Planning, and 2% Court, but those percentages had not been applied to the General Revenue.

1. Would the Council like to apply the approved percentages for division of property taxes to the General Revenue? The Council consensus was they would like to see what those allocations would look like.
2. Would the Council like to see the impact to departments with part of the franchise fees going back to the Street Fund? The Council consensus was they would like to see what these numbers would look like by showing various percentages, including 10, 20, and 100, and also including what it would look like to gradually move towards a certain goal within 5 years.
3. In what order would the Council like to approach the departments to work on? The Council consensus was to begin with the largest users of the General Fund - Police Department and then Community Services.

8. City Engineer Contract Renewal

Director Kaping shared that in 2013, the City went through a process to select HBH Engineering as the City Engineer, per the City's Procurement Rules. The contract allowed for yearly renewals and it was time for review. The Sanitation, Recycling, and Water Committee and Sewer and Street Committee reviewed on August 1, 2016 and recommended renewing the contract for an additional year.

MOTION: Councilor J. Leach made a motion to direct staff to prepare the necessary documents to extend the Engineer of Record Contract with HBH Engineering and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

9. Police Chief Recruitment Consulting Contract

Administrator Knope reviewed the request for authorization to enter into a contract with Mr. David Bishop for Police Chief Recruitment Consulting Services.

MOTION: Councilor Hitchcock made a motion to approve the personal services contract with David Bishop to assist with the Chief of Police Recruitment process as presented 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.

10. Revolving Loan Fund Committee Appointment

Mayor Cahill appointed Kara McDaniel to the regular member position on the Revolving Loan Fund Committee.

MOTION: Councilor Christensen made a motion to approve the Mayor's appointment of Kara McDaniel to a regular member position on the Revolving Loan Fund Committee with a term

through August 31, 2018. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

11. **Computer Replacement Program**

Director Kaping presented the draft Computer Replacement Program for Public Works. The Department uses a wide variety of computers and computer related equipment as part of day to day operations, and in an effort to update the department's Capital Expenditure Plan, the department created a replacement program for the various computer equipment.

MOTION: Councilor Nelson made a motion to adopt the Public Works Computer Replacement Program. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

12. **Administrative Lieutenant Job Description**

Chief Summers shared the request to create the position of Administrative Lieutenant and hire Mr. Bob Morris to fill this temporary position to assist the department with the City's Emergency Plan, documenting compliance with Oregon Accreditation Alliance, bringing the evidence room up to current standards, etc. This would greatly assist the department, as well as benefit Mr. Morris by enabling him to maintain his executive certification with the Department of Public Safety Standards and Training.

MOTION: Councilor Christensen made a motion to approve the Administrative Lieutenant Job Description. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

13. **Garbage Truck Purchase**

Director Kaping reviewed the request and opportunity to purchase a 2008 Peterbilt automated garbage truck. The cost of a new truck would be a minimum of \$250,000 and there was \$150,000 in the budget for such a purchase. If approved by the Council, staff would take a look at the truck and have it inspected, before purchasing.

MOTION: Councilor J. Leach made a motion to approve the purchase of the 2008 Peterbilt Automated Garbage Truck for \$75,000, plus shipping cost, and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

14. **Council Agenda Forecaster**

Administrator Knope presented the forecaster. The Budget Discussion for the Police Department review would be added to the next Work Session.

15. **Staff Reports**

Coordinator Moore reported that things were going great in the Community Services Department and they were in the final weeks of Camp Sunshine and pool operations.

Planner Cogburn reminded the Council of the St. Vincent DePaul Alona Place Apartments open house on August 24th. The apartments would receive their temporary certificate of occupancy by tomorrow.

Director Crocker announced that the City had received the Small Government Cash Basis Reports award from GFOA (Government Finance Officers Association) for the third year running. He added that this year's audit was beginning and the auditors would be at City Hall the second week of September. The monthly July finance report was the first one using the new budget format where each General Fund department has their own beginning and ending fund balances.

Director Kaping reported that Public Works was working on maintenance projects to get ready for winter. They completed the bike path refurbishment at Tequendama Park today. This project opened conversations with the vendor about doing future slurry seal work on some City streets rather than overlaying.

Chief Summers reported that Reserve Officer testing was held on Sunday for seven individuals, of whom two had been former full time officers. He added that they were ready for the Scandinavian Festival and would be bringing in Junction City Reserve Officers, as well as some Lane County Reserves.

Recorder Vodrup provided reminder information on filing for the positions of Mayor and City Councilor for the November 8, 2016 election. Mayor Cahill noted that as a person who has been through that process, Recorder Vodrup had done a wonderful job educating prospective people.

16. Councilor Comments/Questions

Councilor K. Leach shared that she was very happy with staff and noted that Director Kaping and Councilor Nelson had done a super job at the Vista Dale Stakeholders Subcommittee. She thanked Planner Cogburn for his work with the Revolving Loan Fund Committee, Director Boldon and Coordinator Moore for their helpfulness to the Soroptimists on the Wine Terrace set up, Administrator Knope for immediately addressing an issue, Director Crocker for doing a great job on the numbers and his reports, Chief Summers on his work, and the Council for all they do.

Councilor DiMarco expressed agreement with Councilor K. Leach's comments.

Councilor J. Leach thanked all staff for working hard. He added appreciation to Administrator Knope, Director Kaping, and Councilor Nelson for thinking outside the box for the Vista Dale Subdivision.

Councilor Christensen said "ditto."

Councilor Hitchcock stated that he was very appreciative of the efforts of all the staff in making changes and having the tenacity to stick with it and see things through. He added that when you look back a year ago to the muck and mire that they had been in, things were night and day different now and he thanked staff for all their efforts in making that happen and making everything easier for the Council.

Councilor Nelson thanked everybody for their work and expressed appreciation for the comments on Vista Dale. He added that he hoped to get a 14 year problem resolved in about three or four months.

17. Mayor's Comments

Mayor Cahill thanked the Police Department, Sheriff's Department, and local agencies that assisted with the recent incident on Greenwood/9th Street area and noted that he was thankful no one had been hurt. He expressed appreciation to Chief Summers for his work and for moving forward with the Police Chief recruitment. He invited everyone to the Scandinavian Festival grand opening, where he would be performing the customary festival welcoming and ribbon cutting while dressed in coat tails and top hat. He thanked everyone for all the work they had done and expressed appreciation to the Councilors for reaching out to the community.

18. Other Business

Councilor J. Leach asked if the City needed to have a contract with legal counsel. Attorney Connelly took a seat in the audience.

Administrator Knope responded that in accordance with the procurement rules, the Council could award the work without having a formal contract. The City would still go through the RFP (Request for Proposal), but would not necessarily have to have a personal services contract.

Attorney Connelly added that it was best practices to go through a RFP process periodically and it had been a long time since that had been done. Administrator Knope noted that he would prefer to have a contract that would make things clear and lay out the specifics, such as being able to use other attorneys for certain projects, etc.

19. Adjournment

As there was no further business, the meeting was adjourned at 7:55 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor