

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, August 26, 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; Acting Chief, Eric Markell; Public Works Director, Jason Knope; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; 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. CHANGES TO THE AGENDA**

Mayor Brunscheon announced that the Public Hearing for the Ivory LLC Rezone would be rescheduled to Tuesday, September 23, 2014 at 6:30 p.m. at City Hall, at the request of the applicant.

**III. STAFF INTRODUCTION – POLICE OFFICER DAN MILLER**

Acting Chief Markell introduced new Police Officer Dan Miller, who served in the Air Force and at the police departments of Oakridge and Newport.

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

Mr. Brian Carrara, 217 Walnut Street, Junction City, expressed concerns that Yellowwood Park was not developed to the level of other parks within the City, and did not have grass, shrubs, trees, benches, and play equipment. He noted that he and his neighbors expected more, especially with the parks fees that each home paid upon development.

The Council consensus was to discuss this under “Other Business.”

**V. GUARANTY RV, INC. LIQUOR LICENSE APPLICATION**

Acting Chief Markell reviewed the application from Guaranty RV for limited on premise sales.

**MOTION:** Councilor K. Leach made a motion to recommend approval of the liquor license application for Guaranty RV Travel Center. The motion was seconded by Councilor DiMarco and passed by a vote of 5 to 1, with Councilors K. Leach, DiMarco, J. Leach, Nelson, and Christensen voting in favor and Councilor Hitchcock voting against.

**VI. PUBLIC HEARING – IVORY, LLC REZONE (RZ-14-03)**

Rescheduled to September 23, 2014.

**VII. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES UPDATE**

Director Crocker reviewed that the City’s auditor had recommended in his management letter that the City update Fiscal Policy #2 to more accurately reflect the City’s current method of accounting, which is on a cash basis. The City’s fiscal policies were approved by the Council in February of 2013, and the recommended change is below:

**Accounting, Auditing and Financial Reporting Policies**

The City will comply with [the modified cash basis of accounting Generally Accepted Accounting Principles](#), Government Finance Officers Association auditing and reporting standards, Oregon state law external audit requirements, and Oregon Revised Statutes relating to municipal finance. The Finance Department will issue [an annual financial report a Comprehensive Annual Financial Report \(CAFR\)](#) each year and file the report with the Secretary of State. The Finance Department will issue monthly financial reports and any other reports necessary to facilitate full and transparent reporting.

**MOTION:** Councilor Christensen made a motion to adopt the updated Accounting, Auditing, and Financial Reporting fiscal policy as brought to the Council by the Finance and Judiciary Committee, replacing the policy previously adopted by Council on February 26, 2013. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**VIII. FIVE YEAR FINANCIAL PLAN UPDATE**

Director Crocker presented an updated timeline for the Five Year Financial Plan, which is still on schedule to be completed by the end of 2014. The Five Year Plan is part of the Long Range Financial Plan that the Council adopted in December of 2013.

**IX. PLANNING COMMISSION APPOINTMENTS**

Mayor Brunscheon appointed Mr. Kenneth Wells to fill the regular member position with a term through October 2016 and Mr. Stuart Holderby to fill the alternate member position through October 2016.

**X. STAFF REPORTS**

Director Knope reported that crews would be out cleaning catch basins and working on hot taping cross walks before school starts.

Acting Chief Markell reported that the first round of interviews for the School Resource Officer position had occurred, with two internal candidates. Staff was working with the School District on a Memorandum of Understanding for the position.

Administrator Bowers reported that the Utility Billing position moving to Public Works was on schedule to occur on September 8<sup>th</sup>. The City has hired Ms. Gina Moore to serve as receptionist at City Hall, and she will begin on September 2<sup>nd</sup>. Notice on the transition has gone out in Utility Bills. A finalist has been selected for the Community Services Director position, and Administrator Bowers will be reviewing with the Community Services Committee for their approval. The Library will be closed for one week in September to get new carpeting. She requested that an Executive Session be scheduled to discuss some leave time that she will be needing.

Attorney Connelly announced that Dianna Moffitt will join their firm in October as a specialist in labor. Attorney Moffitt is currently the Executive Director of the Local Government Personnel Institute in Salem.

**XI. COUNCILOR COMMENTS/QUESTIONS**

Councilor K. Leach commended the Police Department on their presence in the community and on stopping cars on Highway 99.

Councilor Hitchcock thanked staff for their assistance and the Police Department for their work. When collecting petition signatures to be on the ballot, he heard many positive comments on the Junction City Police Department and for what they portray in the community.

Councilor DiMarco expressed appreciation to staff on their efforts to keep things going in the current atmosphere. He commended Planner Cogburn on doing a great job and noted that it was nice to have a planner who was from Oregon.

Councilor Nelson invited Mr. Carrara to attend a Parks Committee meeting on the 4<sup>th</sup> Wednesdays at 6:30 p.m. to talk about his park concerns. Mr. Carrara expressed his appreciation for the invitation.

**XII. MAYOR'S COMMENTS**

Mayor Brunscheon thanked staff for all their hard work and thanked the Council for taking the time to review items and attend meetings. He noted that community members had also expressed their appreciation for the Council's hard work.

**XIII. OTHER BUSINESS****Yellowwood Park Concern**

Mayor Brunscheon asked if the Council was in favor of having Mr. Carrara's parks concerns be discussed at the Parks Committee. The Council consensus was in favor.

**Executive Session**

Mayor Brunscheon asked how the Council would like to address Administrator Bowers' request for an Executive Session.

The Council consensus was in favor of having Mayor Brunscheon and Administrator Bowers come up with some possible dates in the near future and bring back to the Council.

**Subdivision Sign**

Mr. Carrara noted that a drunk driver had damaged their subdivision sign over one and a half years ago. He asked who was responsible to repair the sign.

Councilor Nelson responded that he believed it was the developer, Mr. Murry's responsibility, but they could check into that and provide an answer to Mr. Carrara.

**XIV. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 7:04 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor