

The City Council for the City of Junction City, met to hold a Work Session at 6:30 p.m. and Regular Session at 7:00 p.m. on Tuesday, August 27, 2013, 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 (attended regular session only); 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 Work Session to order at 6:30 p.m. and led the Pledge of Allegiance.

#### **II. COUNCIL GOALS UPDATE**

Administrator Bowers stated that this was the second Council goals quarterly update and she reviewed the following:

**Council Goal #1:** Conduct joint goal setting sessions with the School District Board and Tri-County Chamber of Commerce by 06-30-14.

1. The Mayor appointed Councilor Christensen and Councilor K. Leach to serve as Council representatives at regular monthly Chamber functions.
2. Administrator Bowers and the Chamber Executive Director continue to meet monthly to discuss Chamber and City items and to plan for a joint meeting.
3. A joint meeting has been scheduled for Tuesday, March 18, 2014.
4. Mayor Brunscheon and Administrator Bowers met with the School District Superintendent and School Board President about a joint meeting and common projects. Planning and discussions are scheduled to resume when school resumes in fall.

**Council Goal #2:** Establish Council Committee structure, including roles, authority, operating rules, etc. by 12-31-13.

1. Council consensus at the May 28, 2013 Work Session was to hold off on moving forward with this goal until after the permanent City Administrator position was filled.

**Council Goal #3:** Build a new Water Treatment Plant by 03-31-14.

1. Director Knope provided Council with a Water Treatment Plant timeline at the May 28, 2013 Council Work Session.

Director Knope distributed and reviewed an updated project timeline document. Still on schedule to meet the deadline.

**Council Goal #4:** Achieve more structured Council meetings, including rules, protocol, and etiquette by 12-31-13.

1. Council consensus at the May 28, 2013 Work Session was to hold off on moving forward with this goal until after the permanent City Administrator position was filled, with no date certain on when to address the goal.

**Council Goal #5:** Complete plan, approval, engineering, and a financial plan for a new Wastewater Treatment Plant by 12-31-14.

1. Director Knope provided two timeline documents at the May 28, 2013 Council Work Session and has continued contact and reporting as required with DEQ.

Director Knope distributed and reviewed an updated project timeline document. The City has met every deadline in the Mutual Agreement Order (MAO) with DEQ. Still on schedule to meet deadline.

**Council Goal #6:** Establish budget policies that the Finance Committee recommends to Council by 12-31-13.

1. Director Crocker provided a timeline for this goal at the May 28, 2013 Work Session.

Director Crocker reviewed the expanded budget policies from the Finance Committee. These will come back to Council for further review and discussion in September.

**Possible Future Goal**

The Council discussed a possible future goal of the City working more closely with the Scandinavian Festival Association or other local groups, similar to the work being done with the School District and Chamber.

**Goals #2 and #4**

Mayor Brunscheon asked the council to think about goals #2 and #4, so they could have discussion and determine how they are going to meet the deadline of December 31, 2013.

**III. WORK SESSION ADJOURNED**

As there was no further work session business, the session was adjourned at 7:00 p.m.

**REGULAR SESSION**

**I. CALL TO ORDER**

Mayor Brunscheon called Regular Session to order at 7:00 p.m.

**II. CHANGES TO THE AGENDA**

None.

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

Ms. Sandra Kowall, 1790 Rose Street, Junction City, stated that there does not seem to be a consequence for when special event applicants do not follow the process. She added that there should be consistency in using defined processes for all special event groups and she thought that the purpose and impact of special events should be analyzed.

**IV. GENERAL FUND ASSETS**

Administrator Bowers shared that staff was looking for Council direction on which Committee should oversee future inquiries related to General Fund Assets.

The Council consensus was to have the Finance and Judiciary Committee review.

**V. PUBLIC RECOGNITION**

Administrator Bowers asked for Council direction on processing two certificates of recognition from the Council or from the Mayor for Mr. Brad Lemhouse, Planning Commission Chair who recently resigned because of moving out of the 97448 zip code and to Mr. Chuck Cook, long time community reader board volunteer.

**MOTION:** Councilor DiMarco made a motion to approve a Certificate of Recognition for Brad Lemhouse as described and direct staff to prepare a Certificate for Council signature. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

**MOTION:** Councilor Christensen made a motion to approve a Certificate of Recognition for Chuck Cook as described and direct staff to prepare a Certificate for Council signature. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**VI. BENCH NAMING REQUEST AT LIBRARY**

Administrator Bowers stated that the Friends of the Library had requested putting a bench in memory of W. Lynn Engel, who served on the Library Board and also volunteered at the Library. The bench would be provided by the Friends of the Library.

**MOTION:** Councilor Nelson made a motion to approve the naming of a bench and the donation, as requested, in memory of W. Lynn Engel and to authorize staff to complete the naming as requested. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**VII. COBURG CONTRACT**

Administrator Bowers reviewed that on July 23, 2013, the Council approved a three year agreement to provide dispatch services to the City of Coburg, conditioned upon Coburg approving and executing the agreement by August 31, 2013. At 4:48 p.m. today, Administrator Bowers was notified by Coburg that their Council would be reviewing the contract, with consideration of changing to a one year agreement.

After discussion, the Council consensus was to wait and see what the Coburg Council decides and to have staff prepare information on financial impacts.

**VIII. STAFF REPORTS**

Director Crocker reported that the auditors were scheduled to be on site for the FY 12-13 audit the last week of October.

**IX. COUNCILOR COMMENTS/QUESTIONS**

Councilor Nelson stated that it was exciting to see the hospital construction. He thanked the Police Department for creating a safe environment in town where kids could play.

Councilor DiMarco thanked staff for working on the Coburg contract. He referred to a recent e-mail from Mr. Gary Crum that suggested the City form its own liaison committee to work directly with the hospital. He added that at the recent PAC meeting it was noted that the state planned on grazing sheep on their property, which is in the City limits.

Councilor K. Leach thanked staff and the Council for their work and expressed appreciation to Administrator Bowers for always having an open door. She thanked the Mayor for his work on the Coburg contract.

**X. MAYOR'S COMMENTS**

Mayor Brunscheon asked the Council to share their thoughts with him on Mr. Crum's suggestion to form a City committee that would work directly with the state. He thanked staff for their hard work and thanked the public for attending the meeting.

**XI. OTHER BUSINESS**

Mr. Jack Sumner, 1061 Quince Drive, Junction City, stated that he did not think the City should allow grazing of sheep at the hospital site. He added that Representative Val Hoyle had recently stated that the prison would not be built in Junction City.

**XII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 7:47 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor