

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, November 10, 2015, 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; City Administrator, Jason Knope; Police Chief, Mark Chase; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; 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 DiMarco made a motion to approve the bills from October and the October 13 and 27, 2015 Council minutes. The motion was seconded by Councilor Christensen 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, asked about the status of taking the old water tower down and if the Council would be supportive of him getting pledges to save the tower.

It was communicated to Mr. Alley that Council had held extensive discussions on topic. The City engineer had provided cost estimates for what it would take to save the tower and costs for removal. To determine if the tower could be saved, the interior and exterior lead paint would first need to be removed and estimates were between \$150,000 to \$300,000. Then a structural assessment would need to be made and any associated repair costs were unknown and could be very high. Repainting the tower would cost between \$50,000 to \$75,000. The Council recognized the historical significance of the tower, but because of the prohibitive costs and safety considerations, it was determined that the tower would need to be taken down, after the current cell tower leases expire (later part of 2016). Water tower removal would then occur in the spring/summer of 2017.

Council members noted that it would be beneficial for Mr. Alley to obtain the documentation on topic.

5. Fiscal Year 2014-15 Audit Presentation

Mr. Gary Iskra, Isler and Co., presented the audit report for the fiscal year July 1, 2014 through June 30, 2015. He shared the overview of the audit process, audit results, financial highlights/trends, and management advisory comments. The audit opinion was clean and there were no disagreements with management.

6. Reserve Officer Program Presentation

Sergeant Dan Miller and Reserve Officer Andrea Ceniga provided information on the Reserve Program:

- There are currently 8 reserves and the department is looking to add 3 more. Current reserves are Erica Read, Andrea Ceniga, Kyle Lakey, Brandon Nicol, Clark Hansen, Andy Keen, Ashley Stuart, and Jeremy Keenan.
- Junction City has had a reserve program for many years and the application process includes completion of a physical agility test, written test, oral board, chief's interview, medical exam, and psychological exam.
- This is a volunteer program which maintains and generates its own funding through donations and services provided at events such as the Lone Pine Corn Maze, Scandinavian Festival, U of O football games, and other local events. Current Reserve Fund has \$6515.46, and the Reserves donated \$200 to buy school supplies for underprivileged children at the beginning of the school year.
- Reserves provide many hours of volunteer service, while holding full time jobs and juggling family or other responsibilities. Many reserves are content to remain as reserves,

while others move on to police officer positions. Many of the current Junction City police officers began their careers as reserves.

- Reserves pay for their own training and are required to attend 6 months of training at the Lane County Regional Police Reserve Academy, which is sponsored by the Lane County Sheriff's office. The academy begins in January and graduation is in June. This includes 312 hours of training that is sanctioned by DPSST (Department of Public Safety Standards and Training).
- Reserves are required to do one training a month and they assist the department with back up on calls, transporting inmates, cleaning police vehicles, code enforcement, investigations, traffic citations, court bailiff functions, search warrants, evidence collection, helping with sector meetings, working high school football games, and additional duties as needed when there are vacancies in police officer positions.
- Reserve Hours Served: 2011 = 1792; 2012 = 2330; 2013 = 2246; 2014 = 2388; and to date in 2015 = 1144.

The Council expressed appreciation for the program and for all the hours of service the reserves provide.

In response to a question on reserves being able to patrol alone, Sergeant Miller responded that the department was in process of updating their policies to allow that.

7. Vista Dale Water and Sewer Improvements

Director Kaping shared that the Council had approved the engineer's report for the water and sewer improvements in the Vista Dale Subdivision, and the next step was to approve a resolution to set the public hearing date on forming a Local Improvement District.

The Council consensus was to set the public hearing date for Tuesday, January 12, 2016 at 6:30 p.m. Exhibit A of Resolution No. 1 was distributed.

A. Resolution No. 1 – A Resolution Designating Proposed Water and Sanitary Sewer Improvements within the Vista Dale Subdivision and Declaring the City's Intention to Form a Local Improvement District to Fund Such Improvements.

MOTION: Councilor Nelson made a motion to approve Resolution No. 1, with the date of the public hearing to be held as discussed on January 12, 2016 and including Exhibit A. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

8. DEQ Mutual Agreement and Order

Director Kaping presented the amendment to the Mutual Agreement and Order with DEQ (Department of Environmental Quality).

MOTION: Councilor Hitchcock made a motion to approve the Mutual Agreement and Order and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

9. Consideration of Hiring Delay

Administrator Knope reviewed that this topic was discussed at the October 27, 2015 Council work session, and the Council consensus was to bring this to a regular meeting. Discussion included:

- Concerns that there was already a revenue shortfall in the current budget year, and the City would need over \$280,000 in cost savings or unanticipated revenue to be able to restore transfers that were cut during the budget process.
- Currently there was an 11th officer police officer vacancy.
- There was a possibility that 2 current officers may either be retiring or transferring to another agency in the next couple of months; thus, Chief Chase would like to hire the current applicant that had gone through the officer application process and begin his training. The January and February police academy's had been filled, and the next one would begin in April; thus, it would be six months before the new officer would be fully trained.
- It was noted that currently there were 10 officers, but one was not working.

MOTION: Councilor Christensen made a motion to fill all current staff vacancies and delay the hiring of any new vacancies between now and the January 21, 2016 Budget Committee meeting. The motion was seconded by Councilor DiMarco and passed by a vote of 4 to 2, with Councilors DiMarco, Nelson, Hitchcock, and Christensen voting in favor and Councilors K. Leach and J. Leach voting against.

10. Community Services Coordinator

Director Boldon presented the resolution to create the new position of Community Services Director. The Council reviewed this topic at the October 27, 2015 work session, and the consensus was to bring the resolution to this meeting. The Community Services Committee reviewed the job description at their October 6, 2015 meeting and recommended approving creation of the position.

Administrator Knope added that he and Director Boldon had used the opportunity of a resignation of the Administrative Aide position to reorganize the department and correct some long standing issues in Community Services and give the department a better structure of support for services to grow in the future. Even though this position would be in a different pay range and full time as opposed to the Admin Aide at 3/4s time, it would be a wash monetarily at the end of the year, due to the amount of time the position has been vacant.

A. Resolution No. 2 – A Resolution to Create the Position of Community Services Coordinator 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. 2. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

11. Pretreatment Ordinance

Director Kaping presented the updated ordinance to amend the City's current pretreatment code. This topic was discussed at the October 13, 2015 Council meeting and the ordinance would be brought back to the Council next month.

12. Library Board Appointment

Mayor Cahill appointed Ms. Chris Vanderline to the Library Board.

MOTION: Councilor Nelson made a motion to approve the Mayor's appointment of Chris Vanderline to a position on the Library Board to fill the unexpired term through July 1, 2017. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

13. The Junction LLC Easement Vacation Request

Planner Cogburn reviewed that Robert Stevens from Metro Planning had submitted an easement vacation request on behalf of The Junction LLC for a property located on Prairie Road. No action was needed from the Council, as this was an Administrative Level request; however, staff wanted to share this as an informational piece with the Council, since this type of request had not been presented before.

A property line adjustment moved a panhandle lot from the southern portion of two parcels to the northern portion of the property, and an easement was created on the north side for fire and emergency services. Then a minor partition created three additional parcels to the west with an easement at the south portion of the property; consequently, the northern easement was no longer needed.

There were no concerns from Council.

14. Pacific Automation Contract

Chief Chase reviewed that the Police Department copier contract had expired and they wanted to upgrade to a color copier.

MOTION: Councilor K. Leach made a motion to approve the Pacific Automation contract and authorize the Police Chief to sign the agreement. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

15. Council Agenda Forecaster

Administrator Knope presented the Council Agenda Forecaster. The Council consensus was to add the Council Budget Goals Work Session to the November 24, 2015 Council Work Session.

16. Staff Reports

Attorney Connelly noted that the court of appeals issued a recent decision that email streams between Council members could constitute a public meeting, so she cautioned the Council on refraining from participating in email discussions where there is a quorum and decision/deliberation.

Director Boldon announced that the Annual Sharing Tree was up at the Community Center. People could pick up tags to buy gifts for needy children and return unwrapped gifts to the center by December 4th. Volunteers would do gift wrapping on December 7th and gifts would be delivered on December 13th.

Planner Cogburn noted that revised findings on the Grain Millers development had been received from Lane County and ODOT, so he would soon be making the final decision on the development. He invited the Council to see the 3D model he had created on design and parking options for downtown.

Director Crocker stated that two applications had been received for the three Budget Committee position terms that would be expiring at the end of December. The City was recently notified that property tax revenue would be approximately \$10,000 higher than what had been budgeted.

Director Kaping shared that the 11th and Elm Well was moving forward and should be completed by early to mid-December. The new Water Treatment Plant was working well and this was evident in the recent waterline flushing. The flushing only took 2 ½ days this year, as opposed to one week last year. Leaf pick up begins November 16th and Clean Sweep would be held on Saturday, November 21st.

Chief Chase thanked Administrator Knope for allowing Police Department staff to share about the Reserve Program. He thanked Public Works for assisting the Police Department on a recent arrest by picking up and securing a bicycle and trailer.

17. Councilor Comments/Questions

Councilor Hitchcock expressed kudos to Officer Jackson, the Police Department, and Public Works on the arrest that Chief Chase had referred to.

Councilor Nelson asked what the status was of the Parks Committee and reiterated that he would like the Council to hold a goals session in January or February.

Councilor J. Leach noted that the 3D model that Planner Cogburn had created for the downtown area was exciting and he encouraged the Council to look at it. He expressed appreciation to staff for doing an excellent job and noted that good things were happening.

Councilor DiMarco congratulated Director Crocker on his work that enabled the City to receive the GFOA Award for Small Government Cash Basis reports in 2014 and for working towards the award in 2015. He encouraged staff to be proactive and provide all the information on the history of the water tower to Mr. Alley.

Councilor K. Leach expressed appreciation to staff on their great work: Planner Cogburn on the 3D model; Administrator Knope on facilitating more work being done in the last few months than what had been done over last 10 years and that his door was always open; Director Crocker on working hard on the budget; Director Boldon on doing extra work with the current vacancy; Director Kaping on the great work downtown and in posting information on Facebook; Chief Chase that it was great to hear about Reserve Program; and Recorder

Vodrup for her great work on minutes. Councilor K. Leach added that she had great respect for the reserves and the Reserve Program.

Councilor Christensen said ditto on everything that had been shared.

18. Mayor's Comments

Mayor Cahill thanked Councilor K. Leach for asking that the Reserve Program be presented to the Council. He thanked Councilor Nelson for leading the October work session in his absence and noted that Don Johnson's retirement party was a good event. He added that former Mayor David Brunscheon would be receiving a distinguished service award at the Chamber Dinner on November 12th.

19. Other Business

None.

20. Adjournment

As there was no further business, the meeting was adjourned at 8:38 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor