

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, November 12, 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; City Administrator, Melissa Bowers; Public Works Director, Jason Knope; Finance Director, Mike Crocker; 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

None.

III. CONSENT AGENDA

MOTION: Councilor DiMarco made a motion to approve the consent agenda, consisting of the bills from October and the minutes from October 8 and 22, 2013. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

IV. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Ms. Linda Van Orden, 94073 River Road, Junction City, noted that she took a 5,700 mile train trip on Amtrak last month, and she expressed appreciation to Public Works for their yard looking so good from the train. She added that the trees that are adjacent to the tracks block the view from the upper level of the train. In response to a question on who owns those trees, Director Knope responded that they were owned by the City.

V. DUTIES AND COMMUNITY SERVICES DIRECTOR VACANCY

Administrator Bowers reviewed that she has been serving as Interim Community Services Director for the past 8 months and was directed to create two full time positions to fulfill the duties that were previously assigned to the Community Services Director. In addition, there were other City tasks that need to be assigned.

In preparing these recommendations, Administrator Bowers looked for ways to creatively accomplish the reassignment of tasks and meet immediate needs without adding the cost of an additional full time position and have a neutral impact on the budget. Her recommendations included:

1. **Community Services Director Position:** Reduce the number of duties previously performed and reclassify the position from Range 39 to Range 35, which would result in a savings to the General Fund.
2. **Community Services Department Administrative Aide:** Increase Viking Sal Admin Aide position from .38 FTE (Full Time Equivalent) to a .75 FTE and change the position title to Community Services Department Admin Aide. Eliminate the temporary position of Admin Aide for Afterschool Programs and the Summer Program and assign those duties to the Community Services Department Admin Aide. This position would also take on some of the duties associated with the Community Services Director and provide support to the Community Services Director.
3. **City Planner:** Hire a .5 FTE planner to address the anticipated planning activity related to developments, subdivisions, and annexations. The City could continue to use LCOG for contracted planning services on bigger projects. This would not be a department head position and additional duties could possibly be assigned to the position in the future, primarily related to community development.
4. **Future Discussion:** Discuss the appropriate assignment of tasks for Utility Billing Account Review Project, Probation Supervision, Human Resources, Risk Manager, planning position and its supervision, and duties of the Community Services Director that the City Administrator is currently covering.

Administrator Bowers noted that if the Council approved these recommendations, the next steps would be to update the job descriptions and bring back to the Council for approval. The positions would be reviewed by the union and legal staff and a contracted recruiter could be used to assist with recruitment. The City will continue to contract for planning services with LCOG, until a planner is hired.

MOTION: Councilor Nelson made a motion to direct staff to pursue the following recommendations of 1, 2, 3, and 4. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

VI. TRANSPORTATION SYSTEM PLAN UPDATE

Administrator Bowers reviewed that a Transportation System Plan (TSP) update had been presented at the October 22nd Council meeting and the Council had provided a number of questions for staff to address. Staff addressed the following and included in the Council packet:

- A. How did we get here?** Staff presented a timeline of the TSP process that included the history of discussion from Council and Committee minutes.
- B. What is the legal framework for what the City is required to do and when it is required?** Attorney Connelly and Administrator Bowers highlighted relevant sections from Oregon Administrative Rules, Department of Land Conservation and Development, Division 12, which is the primary framework for Transportation Planning and Transportation System Plans.

Administrator Bowers added that there were other questions that the Council had asked that staff would bring back information on in the future. It was noted that DKS Associates was the consultant contracted by ODOT to prepare the TSP.

In response to questions on the City's legal agreement with Local Government Law Group, Administrator Bowers stated that she would need to do research on the history of the City's arrangement for legal services. She added that she had asked Attorney Connelly to review the legal framework for the City's TSP.

Attorney Connelly stated that there was no requirement for the City to update the TSP at the time of the Urban Growth Boundary expansion or Customized Periodic Review (CPR). There are state requirements to update TSPs for a regular periodic review, but those are no longer required for cities of Junction City's size. In her review of the TSP history, it appeared that the reason the TSP was running in tandem with the CPR was to allow property owners who were anticipated to be brought into the UGB to be able to have a TSP that would allow them to develop in the way they were anticipating.

Mr. Jeff Haag, 27430 8th Street, Junction City, expressed concerns that people chose many great projects from the website to be placed in the TSP, but did not have any idea of how much those projects would cost. He continued that many of those projects would be fantastic, but the City was not made of money. He encouraged the Council to take another look at the projects in the TSP. He added that he was one of the property owners that would like to develop south of town, and his preference would be to have the TSP adopted now to ensure safe access for everyone, instead of each individual property having to do separate traffic analysis.

Mr. William Boresek, 27948 Green Oaks Drive, Eugene, stated that he had been involved in the process since 2005, and the most important thing for Junction City at this point was to update the TSP. He added that DKS needed to roll the findings in for the commercial traffic impacts south of Highway 36 to be consistent with the Comprehensive Plan that everyone worked so hard on. He noted that adopting the updated TSP was a step in the process to assist the property owners south of town in moving forward with annexing and building, so the City could begin receiving revenue.

The Council consensus was to have staff bring back the following information:

- A report and/or TSP plan draft from DKS.
- What is the minimum that Junction City has to do in the TSP, as far as bike paths or other items in a TSP? What is the state requiring and what is the City expected to do, as far as the projects listed in the TSP? How much has to be done in the 20 year plan? Can the City pick the projects that are most important to them?
- What are other cities doing on this and what actions are they taking? What actions should the City take and what actions does the City have to take?
- What is DKS Associates history with the City?

VII. DLCD FINAL SUBMISSION UPDATE

Administrator Bowers stated that she had provided a copy of the August 9th letter from DLCD (Department of Land Conservation and Development) that the final submission materials for the Periodic Review were due by February 9th. Contracted LCOG planning staff compiled those materials and submitted to the City on November 8th. ECO NW will be providing a second review and presenting their findings to the Council before the final documents are forwarded to DLCD. The Council consensus was in favor of this plan.

VIII. DESIGN COMMITTEE GUIDELINES/APPOINTMENTS

Administrator Bowers reviewed that the Community Development Committee had approved Design Committee guidelines revisions, which included removal of a committee member, if necessary, and change in the service terms to alternating two year terms.

Mayor Brunscheon made the following appointments to the Design Committee: Mr. Steve McKinley to serve through October 31, 2014 and Ms. Susan Vineyard to serve through October 31, 2014.

IX. INTERN POSITION

Director Crocker introduced intern Nyssa Rivera, who is assisting the Finance Department with a number of projects. Ms. Rivera is working on her Master's Degree in Public Administration from the University of Oregon.

X. UTILITY BILLING COLLECTION AGENCY CONTRACT

Director Crocker stated that the City currently has a contract with Professional Credit Services for court collections. The Finance and Judiciary Committee reviewed three bids for Utility Billing Collection vendors and recommended that the Council approve a contract with Professional Credit Services.

MOTION: Councilor Christensen made a motion to approve the Utility Billing Collections Contract with Professional Credit Services and direct the City Administrator to sign the agreement. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

XI. ACCOUNTS PAYABLE REPORTING

Director Crocker reviewed a new Accounts Payable check listing report, which was available with the recent upgrade in the Springbrook software.

MOTION: Councilor K. Leach made a motion to approve the new Accounts Payable Report for Council, as presented by staff. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

XII. BUDGET RESOLUTION – POLICE VEHICLES**A. RESOLUTION NO. 1 – A BUDGET RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS FOR POLICE DEPARTMENT VEHICLE REPLACEMENT.**

Director Crocker reviewed that the Council had approved the purchase of two police vehicles at the September 10th Council meeting, in the amount of \$17,000 from the Police Vehicle and Equipment Fund. Upon further staff review after the September 10th meeting, it was discovered that the \$13,000 in the intended line item "Reserved for Future Expenditures" in the Police and Equipment Fund could not be used in this current year, but there was \$3,000 in another line item in that fund that could be used; therefore, staff recommended transferring \$14,000 from Police Personnel Services Unemployment Insurance savings to be able to purchase the police vehicles.

MOTION: Councilor Nelson made a motion to approve Resolution No. 1. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

XIII. CODE ENFORCEMENT PROCESS UPDATE

Administrator Bowers noted that at the September 24th meeting, the Council reviewed initial research and considerations related to code enforcement and directed staff to bring back considerations for a code enforcement policy. Areas to explore included definitions of a complaint, costs associated with code enforcement, ability to apply enforcement consistently and citywide, and instances where the code was outdated. The Executive

Team reviewed the process to date and determined that it would be beneficial to hold a staff work session, so citywide code enforcement could be discussed and current practices documented. Director Knope has assumed responsibility for coordinating the staff work sessions, and Recorder Vodrup provided a review to the Executive Team of the ordinances that were recommended for amendment per legal review through the codification project.

After receiving and reviewing all the information from the staff work sessions, the Executive Team will bring back a timeline for developing a code enforcement policy and ordinances amendments.

The Council consensus was in favor of staff proceeding as reviewed and for this to be accomplished as staff schedules permit.

XIV. PLANNING COMMISSION APPOINTMENTS

Mayor Brunscheon appointed Mr. Jack Sumner and Mr. Jeff Haag to continue their service on the Planning Commission.

MOTION: Councilor DiMarco made a motion to approve the Mayor's appointment of Jack Sumner to a regular position on the Planning Commission with a term through October 2014. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

MOTION: Councilor DiMarco made a motion to approve the Mayor's appointment of Jeff Haag to a regular position on the Planning Commission with a term through October 2017. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

XV. PARKS COMMITTEE APPOINTMENT

Administrator Bowers reviewed that there were four vacancies on the Parks Committee, and one application had been received.

Mayor Brunscheon reappointed Karen Leach to the Parks Committee to serve as a citizen member for a two year term through October 2015.

XVI. COMMUNITY DEVELOPMENT COMMITTEE UPDATE

Administrator Bowers advised the Council that the Community Development Committee had received two applications for the award of Rural Tourism Marketing Program Funds. The Committee awarded \$2,500 to the Tri-County Chamber of Commerce for a Regional Tourism Magazine and \$2,500 to the Junction City Historical Society as a challenge grant, contingent upon them raising the balance of funds necessary to paint the Dr. N.L. Lee House Museum.

XVII. I AND I PROJECT PAY REQUEST

MOTION: Councilor Hitchcock made a motion to approve Pay Request #3 in the amount of \$420,836.43 to Emery and Sons Construction. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

XVIII. BID PACKAGE 5C PAY REQUESTS

A. PAY REQUEST #28

MOTION: Councilor Christensen made a motion to approve Pay Request #28 in the amount of \$19,322.14 to The Automation Group. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

B. PAY REQUEST #29

MOTION: Councilor Nelson made a motion to approve Pay Request #29 in the amount of \$15,142.43 to The Automation Group. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

C. PAY REQUEST #30

MOTION: Councilor K. Leach made a motion to approve Pay Request #30 in the amount of \$12,723.63 to The Automation Group. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

D. PAY REQUEST #31

MOTION: Councilor Hitchcock made a motion to approve Pay Request #31 in the amount of \$33,454.71 to The Automation Group. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

XIX. STAFF REPORTS

Director Knope reported that on November 19th from 9 a.m. to noon, ODOT will be turning on the signal lights at the intersection of Milliron and Highway 99.

Administrator Bowers stated that approximately a year ago, Council reviewed that Design Committee was taking on a project to plant daffodils from 1st to 10th along Front Street. Last year, Design Committee was able to plant bulbs between the blocks of 4th and 5th to between the block of 7th and 8th. Another 2000 bulbs have been donated and it was anticipated that the remainder of the sections between 1st and 10th would be planted on Friday, November 15th at 10 a.m. as a project of the Design Committee, with assistance from Public Works.

XX. COUNCILOR COMMENTS/QUESTIONS

Councilor Hitchcock stated that he was looking forward to receiving new information on the TSP.

Councilor K. Leach expressed appreciation to Director Knope for coordinating the staff code enforcement discussions.

Councilor J. Leach asked if the City could write a letter of thanks to the railroad for their recent repair work on 6th Street.

Councilor DiMarco noted that it would be good to clarify what the City's agreement is with legal counsel, as there was not a written contract on file in the City records.

Attorney Connelly responded that it was a choice of each City that their firm represents whether to have a written contract or not. She continued that the City of Junction City was her firm's client and she was professionally and ethically bound to represent the City to the best of her ability. She believed that Attorney Ken Jones was the City's fist representative from their firm, and he gives each client the option of developing a written contract or not. If there is no contract, the City can always use the services of any legal provider. She stated that the City Attorney was not a Council appointee, and the City had chosen to use their firm to provide services on an as needed basis, per Council direction and through the City Administrator or Mayor. She added that the City also has agreed to fee agreements with their firm, which is renewed on an annual basis via letter.

XXI. MAYOR'S COMMENTS

Mayor Brunscheon thanked staff for their work and Administrator Bowers for her work on the agenda items. He stated that the information in the packet was clear and easy to understand and he appreciated that. He added his appreciation to the Council for doing a good job and specifically commended them on their reading of packet materials and asking great questions.

XXII. OTHER COUNCIL BUSINESS

None.

XXIII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:03 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor