

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, December 8, 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, and Herb Christensen; (Excused Absence: Councilor Steven Hitchcock); 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**

The Council consensus was to amend the November 10, 2015 minutes, Item 18, to add "former Mayor" before David Brunscheon.

**MOTION:** Councilor Nelson made a motion to approve the bills from November and the November 10, 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**

None.

**5. Personal Services Contract – WHA Insurance Contract**

Director Crocker distributed an updated version of the personal services contract with Wilson-Heirgood Associates (WHA), who is the City's insurance agent of record.

**MOTION:** Councilor K. Leach made a motion to approve the WHA personal services contract as presented and direct the City Administrator to sign the WHA Insurance personal services contract. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**6. Pretreatment Ordinance**

Director Kaping presented the Pretreatment Ordinance, which was previously reviewed by the Council at the November 10<sup>th</sup> meeting.

Ordinance No. 1 – An Ordinance Repealing and Replacing City of Junction City Municipal Code Chapter 13.25, Establishing Sewer Discharge Regulations.

Attorney Connelly read Ordinance No.1 in full.

**MOTION:** Councilor K. Leach made a motion to read Ordinance No. 1 by title only. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

Attorney Connelly read Ordinance No. 1 by title only.

**MOTION:** Councilor K. Leach made a motion to adopt Ordinance No. 1. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**7. Budget Officer Appointment**

**MOTION:** Councilor K. Leach made a motion to appoint and designate the City Administrator to be the Budget Officer for the Fiscal Year 2016-17 budget year. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

**8. Senate Bill 915**

Planner Cogburn reviewed that the Oregon legislature passed Senate Bill 915, which went into effect on January 1, 2010. This established procedures for local jurisdictions to follow when issuing penalties for building code violations, and implementation by the City had

been delayed for a variety of reasons. He presented a draft implementing ordinance and fee setting resolution and noted that the Council would need to initiate a code text amendment that would include notice to Department of Land Conservation and Development and review by the Planning Commission.

The Council was in favor of the City initiating the code text amendment and for Planner Cogburn to proceed with the necessary notification and processing.

**9. Budget Calendar Fiscal Year 2016-17**

Director Crocker presented the draft Budget Calendar for Fiscal Year 2016-17. The Finance and Judiciary Committee reviewed on December 3, 2015, and the dates are similar to last year, with five Budget Committee meetings. The first Budget Committee meeting is set for Thursday, April 14, 2016.

**MOTION:** Councilor Christensen made a motion to approve the Budget Calendar as presented by staff and approved by the Finance and Judiciary Committee. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

**10. Tri-County Chamber of Commerce Funding Request**

Director Crocker reviewed that the Chamber of Commerce had submitted a letter of request for \$4,000 to be used for Tourism Activities. This was budgeted in the General Fund under Tourism, and the City has granted this request over the last five years.

Administrator Knope noted that it would be helpful to have clear guidelines from the Council on how to process these types of requests, as they had previously been processed administratively. The amount was included in the budget and was within staff's spending authority, but he wanted to make sure the Council was aware of the request.

It was noted that the Tri-County Chamber included the cities of Junction City, Harrisburg, and Monroe. It was asked if the Chamber made a similar request of the other cities and how much the other cities contribute. Administrator Knope responded that he would ask Chamber Executive Director Rick Kissock.

**MOTION:** Councilor Nelson made a motion to approve the Tri-County Chamber of Commerce's request and direct staff to issue a payment to the Chamber in the amount of \$4,000. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**11. Council Agenda Forecaster**

The Council consensus was to cancel the December 22<sup>nd</sup> Work Session and have the Budget Goals Work Session follow up at the January 12, 2016 Council meeting.

**12. Staff Reports**

Chief Chase reported: The State Ways and Means Committee approved funding for an additional Police Academy in March, so Officer A.J. Christensen would be attending that academy instead of the one in April.

Director Kaping reported: 11<sup>th</sup> and Elm Well work would move rapidly next Monday, after the Public Works training was completed. Public Works received a complaint about the condition of the sidewalk in front of the Post Office, and staff had been working with the property owner. The trees would be removed and a new sidewalk poured, as well as conduit put in for future lights, water, etc. Pacific Continental Bank had also inquired about having similar revisions done in front of their building.

Director Crocker reported: One application was needed for a remaining Budget Committee vacancy. Budget figures were on track, and \$1,361,785.84 was received last month in property taxes.

Planner Cogburn reported: O'Reilly's had begun construction on their site. The Planning Commission requested that Planner Cogburn present a demonstration of the 3D downtown development model he had created. The Council consensus was in favor of that.

Director Boldon reported: Applications were coming in for the new Community Services Coordinator position and interviews would occur next week. The Sharing Tree went well this year and all tags were taken and gifts returned. The Junction City girls basketball team, some Fire Department members, community members, and Councilor K. Leach assisted with wrapping the 152 gifts. At the same time these gifts are picked up on Sunday, December 13<sup>th</sup>, World of Good would be providing a community wide distribution of free items.

Councilor K. Leach added that the Fire Department volunteers were Brian Rowe, Jason Peterson, Rick Haddy, Rhett Powers, Hans Reeslev, and Chief Carl Perry. She expressed her appreciation to them and the other volunteers who assisted with wrapping gifts.

Attorney Connelly wished everyone happy holidays.

Recorder Vodrup shared a reminder that the Employee Winter Recognition Event would be held at the Senior Center on December 9<sup>th</sup>.

**13. Councilor Comments/Questions**

Councilor Christensen stated that things were good.

Councilor Nelson wished everyone happy holidays. He asked for a follow up email on the Dec. 16<sup>th</sup> School District meeting.

Councilor J. Leach wished everyone a great holiday.

Councilor K. Leach wished everyone a Merry Christmas and Happy New Year. She thanked all staff for the work they do and noted that it was appreciated by her as a Councilor and by community members.

**14. Mayor's Comments**

Mayor Cahill wished everyone a Merry Christmas and thanked the public for attending the meeting.

**15. Other Business**

Councilor J. Leach asked for an update on two people who recently escaped from the mental hospital. Chief Chase provided information and stated that both were back at the facility. Chief Chase would be meeting with the Hospital Public Safety Director on this topic and noted that there were no criminal psychiatric patients at this facility.

Councilor J. Leach asked about the enterprise zone for Winnebago. Administrator Knope responded that he was working with the Attorney Connelly on gathering information and would bring that back.

**16. Adjournment**

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

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Michael J. Cahill, Mayor