

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, December 9, 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; Public Works Director, Jason Knope; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; 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 Nelson made a motion to approve the consent agenda, which consisted of the November bills and the September 23, 2014 minutes. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

IV. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Mr. Tony Anton asked when he could provide comments on the Lane County tax. Mayor Brunscheon responded under "Other Business."

V. PRESENTATION LANE COUNTY VEHICLE REGISTRATION FEE

Commissioner Jay Bozievich stated that in response to declining roads funding and a projected 9 million dollar deficit, the county would like to place a county vehicle registration fee (\$35 for passenger vehicles and \$20 for motorcycles) on the May 2015 ballot. 60% would go to the county and 40% to cities in the county, split by population. Junction City's estimate was \$93,500, and the county was seeking support of Junction City to put on the ballot (not necessarily to support the fee).

The Council voted unanimously to not support putting on the ballot.

VI. STATE MENTAL HOSPITAL UPDATE – JODIE JONES, PROJECT ADMINISTRATOR

Ms. Jones provided her last update and thanked the Council for their support. Fifty to one hundred interviews would be conducted this Friday in Junction City for positions at the hospital. Hospital staff would arrive at the facility on January 6th, an open house/tour would be held on January 29th, and the first 75 patients would arrive on March 11th.

VII. LEGAL SERVICES

Administrator Bowers noted that the City did not have a contract with Speer Hoyt for legal services, and the Council had asked staff to find out what other cities do for legal services and what options were. Options include in house attorney, contracted attorney, or some combination of the two. Request for Proposal (RFP) examples for legal services were included in the Council packet.

The Council consensus was to have finance staff prepare a spreadsheet of what the City's legal costs have been over the last 10 years and to break down by year and category and to have the Finance and Judiciary Committee work on a RFP for legal services. Both items to be brought back to the Council.

VIII. STATE – CITY RECORDS RETENTION

Administrator Bowers presented the State Retention Schedule for cities, which is the guideline the City of Junction City defaults to, minus a separate records policy which could be more restrictive but must still fall within state mandates.

The Council consensus was to have a citywide records retention policy developed and to have the Finance and Judiciary Committee review and work on this with staff. When the Committee needs input on longer retention than state minimums or other policy direction, they could defer to Council for input.

IX. APPOINTMENT OF BUDGET OFFICER

Director Crocker reviewed that a Budget Officer must be appointed each year, per Oregon Budget Law. He noted that the appointment could be delayed until the second meeting in February.

The Council consensus was to delay appointment until a later date.

X. BUDGET CALENDAR FY 15-16

Director Crocker presented the Fiscal Year 2015-2016 budget calendar, which had been reviewed by the Finance and Judiciary Committee.

MOTION: Councilor Nelson 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 Christensen and passed by unanimous vote of the Council.

XI. GENERAL FUND MONTHLY UPDATE AND MONTHLY REPORT

Director Crocker reviewed that the General Fund (GF) balance was just under \$2,280,000, and property taxes had begun to be received from Lane County. GF Personnel Services and Materials and Services were in line. Court revenue was still behind schedule and if the trend continues, would be \$59,000 short on June 30, 2015.

Mayor Brunscheon asked why the court revenue was down and asked Director Crocker to bring back comparisons from the last few years to the next Council meeting.

XII. PARKS COMMITTEE APPOINTMENT

Mayor Brunscheon reappointed Kristan Welsh to the Parks Committee, with a term through October 31, 2015.

XIII. CERTIFIED ELECTION RESULTS

Recorder Vodrup presented the Certified Election Results from Lane County Elections. Oaths of Office will be administered at the January 13, 2015 Council meeting.

| Position | Name | Term |
|-----------------|------------------|-------------|
| Mayor | Mike Cahill | 2 years |
| Councilor | Herb Christensen | 4 years |
| Councilor | Jim Leach | 4 years |
| Councilor | Steven Hitchcock | 4 years |
| Councilor | Bill DiMarco | 2 years |

XIV. COMMUNICATIONS OFFICERS FULL TIME EQUIVALENTS

Acting Chief Markell noted that the Public Safety Committee had reviewed the request to combine two .5 Full Time Equivalent Communications Officer positions into one full time position and were in favor of doing so.

MOTION: Councilor K. Leach made a motion to accept the staff proposal to combine the two part time Communications Officer positions into one full time position. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

XV. HR/RISK MANAGER UPDATE

Administrator Bowers presented the job description and salary range for the management team. LGPI (Local Government Personnel Institute) recommended 35c or d or 39a or b. Administrator Bowers' recommendation was 35d or e and felt it would be important for the Council to have future discussions on whether to increase the City Planner position hours, establish the HR/Risk Manager position, do both, or do neither.

XVI. MOA BUILDING CODES DIVISION FOLLOW-UP

Planner Cogburn provided follow up from the November 25th Council direction on the Building Codes Division (BCD) wanting cities to enter into a Mutual Order and Agreement (MOA) to formalize the delegation of authority from the state to jurisdictions choosing to operate a building inspection program. Planner Cogburn found out from Clair Company that Junction City was at the end of its four year reporting cycle at the end of December. Cottage Grove signed the MOA and the City of Creswell knew nothing about it. Mayor Elect Cahill received some information from state representatives, and the League of Oregon Cities provided a response. Attorney Connelly added that she had submitted a

letter of request for an extension to BCD the day before Thanksgiving, and the extension had been approved into January.

The Council consensus was to have staff prepare a report that included all the information gathered on topic and to bring back to the Council for review.

XVII. DISCUSSION OF PROCESS AND TIMELINE FOR HIRING A CITY ADMINISTRATOR

Administrator Bowers shared the following with the Council: "I am just informing the Council that by February 13th, I plan to leave the role of City Administrator for the City of Junction City. My current employment agreement, which I'm happy to provide you with a copy of, calls for a 30 day notice; however, I wanted to give the City as much time as possible to prepare for the transition. Beginning in August 2014, I advised the Council that I would need to take some time off for family issues. In September, I reviewed with the Council that I would need to work a modified schedule and possibly take an extended leave for family matters. I have now come to the determination that I need to resign my role as City Administrator, as my family circumstances require my attention. I have made this personal decision of my initiative and I have not come to it lightly. Life happens and I have important matters to take care of that will leave me in the long term with insufficient time to fulfill my duties as Administrator for the City. I have great respect for Council, community, and the organization of the City of Junction City and its people. I believe in this community and its people. Council, community members and staff have demonstrated an overwhelming commitment to this community, and so I plan this transition with great confidence the City will continue to do great things as it is made up of great people. I want to personally thank the City for the amazing opportunities I have experienced over the last 15 years. Please know that I have enjoyed working with each of you, staff included, and have learned so much from everyone. I hope you too have found value in working with me. The Council and I, hopefully, will be working together as the Council sees fit to assist the City in the work of finding a replacement and/or transition. I will work to the best of my abilities to make sure that my responsibilities will be taken care of in the interim and that projects will be fully transitioned."

The Council discussed and the consensus was to have a work session on Wednesday, December 17, 2014 at 6:30 p.m. to discuss the process and timeline for hiring a City Administrator.

XVIII. STAFF REPORTS

Acting Chief Markell reported that there had been two recent, unrelated bank robberies; one suspect had been caught. The Light Parade would be on Friday and Shop with a Cop on Saturday.

Director Knope reported that the City received an Outstanding Performance award from the Oregon Health Authority for meeting the criteria during the last Water System Survey, which is conducted every three years. In 2003, the list of deficiencies the City had to correct was over 12 pages long. In 2006 when he came on board, it had dropped to 11 ½ pages. As of 2011, the list was knocked down to one item, and this year there were no items on the list. Out of 1500 drinking facilities in the state, Junction City was now one of 50 to receive this award and would now go to a five year reporting cycle.

Director Crocker reported that two applications had been received for two Budget Committee terms that would be expiring on December 31, 2014.

Planner Cogburn reported that a property line adjustment had been approved for the Grain Millers site and development review should soon be received. St. Vincent DePaul received funding for their multi-family project and development review should be received soon.

Director Boldon thanked everyone that participated in the Sharing Tree and noted that all individuals had been taken care of and no one was turned away.

Administrator Bowers commended Director Knope and his staff on their extraordinary accomplishment and receipt of the Outstanding Performance award. She noted that this was something that Director Knope and Public Works could be very proud of.

Attorney Connelly noted that if she was not able to attend the December 23rd Council meeting, Attorney Christy Monson would likely attend in her place.

XIX. COUNCILOR COMMENTS/QUESTIONS

Councilor Christensen stated that Administrator Bowers' resignation would leave a big hole and that the Council appreciated all the work that she had done. She had put the Council on a path that they could continue on into the future.

Councilor Nelson thanked the Council for their cohesiveness on the Lane County fees and encouraged the Council to look at the marijuana issue. He added that he could not say enough about Administrator Bowers.

Councilor J. Leach thanked Administrator Bowers for all she had done and noted that he had learned a lot from her.

Councilor DiMarco thanked staff for their work and acknowledged the great accomplishment that Director Knope and his staff had achieved. He noted that staff had a solid Council and a great current and incoming Mayor. He added that Planner Cogburn was valued by the Planning Commission, Council, and citizens, and he encouraged him to hang in there while the Council discusses the planner position. He stated that Administrator Bowers had stepped into a situation where there was a lack of procedures and had turned them into written policies. He added that no one could have helped them through the transition like she had and that any future successes the City had would look back at this time and her involvement as the turning point.

Councilor K. Leach stated that Administrator Bowers leaving was one of the hardest things, as she had worked so hard and taught them all so much. Councilor Leach continued that Administrator would be greatly missed. She was wished nothing but the best, and she would succeed at whatever she chose to do. Councilor Leach thanked Administrator Bowers and Director Knope for providing information about the old Water Tower future to the Soroptimists and thanked Planner Cogburn, Department Heads, and staff for their great work. She added that it was important that the Council support the staff and recognize what they do.

XX. MAYOR'S COMMENTS

Mayor Brunscheon thanked the Council for their cohesiveness and added that he was glad there would be the same group of Councilors working together over the next two years, which would help the City tremendously. He stated that the staff was wonderful and commended Public Works on their award. He recognized Planner Cogburn and the Department Heads for their great work and noted that to accept anyone's resignation was not easy, but accepting Administrator Bowers' was very difficult, as she had done so much for the City, through working in all the positions she had held. She had educated the Council and helped them tremendously. They would be able to look back and see all the things that Administrator Bowers had done and the way the City was able to move forward because of her service.

XXI. OTHER BUSINESS

Mr. Tony Anton noted that it was a shame that more community members were not in attendance at the Council meeting. He thanked the Council for taking a stand against the County fee and added that he would be back at future meetings.

Mr. Jeff Haag commended the Council for taking a stand on the County fee.

XXII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:53 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor