

The City Council for the City of Junction City, met in special session at 6:30 p.m. on Tuesday, December 11, 2012, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, David Brunscheon; Councilors Jack Sumner, Bill DiMarco, Jim Leach, Randy Nelson, Herb Christensen, and Laurel Crenshaw; City Attorney, Carrie Connelly; City Administrator, Kevin Watson; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; Community Services Director, Melissa Bowers; 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

The Audit Presentation will be tabled until January 8, 2013.

III. APPRECIATION TO DONNA BERNARDY FOR SERVICE ON PLANNING COMMISSION

Mayor Brunscheon presented Donna Bernardy with a plaque of appreciation for her dedicated service as a Planning Commissioner from October 1996 through October 2012.

IV. CONSENT AGENDA

MOTION: Councilor DiMarco made a motion to approve the consent agenda, consisting of the bills from November and the minutes from November 13 and 27, 2012. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

V. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Mr. Steve Balderston, 1720 W. 15th Avenue, Junction City, read a letter that he had submitted to Lane County Commissioner Jay Bozievich regarding the ongoing blockage and potential for flooding in a small drainage ditch that is adjacent to his property. He noted that the City allowed development of new homes that send runoff into this ditch, yet the City was not taking steps to improve the water flow to make sure flooding does not occur.

VI. PLANNING COMMISSION APPOINTMENTS

Mayor Brunscheon appointed Mr. James Hukill as a Planning Commission Alternate. He added the appointment of Alternate Member Kenneth Weaver to fill the unexpired Regular Member term of Councilor Elect Karen Leach, upon her resignation.

MOTION: Councilor Nelson made a motion to approve the Mayor's appointments to the Planning Commission. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

VII. SKATEPARK COMMITTEE APPOINTMENTS

Director Bowers stated that the Skatepark Committee requested that their terms be extended through June 2013. The Community Services Committee reviewed and recommended that the Council approve the request.

MOTION: Councilor Crenshaw made a motion that the Skatepark Development Committee terms be extended through June 30, 2013. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

Mayor Brunscheon reappointed the following members to the Skatepark Committee, with the understanding that the Committee would sunset on June 30, 2013: Councilor Randy Nelson (Chair), Nicholas Harrington, Larry Larson, Karen Leach, Hank Muller, and Pat

Straube. He noted that there was still one vacant position that would remain open until filled.

Discussion occurred on if two Councilors could serve on this Committee. Attorney Connelly noted that the Skatepark Committee Bylaws do not prohibit this, but one of the two would be serving in a community member capacity. Mayor Brunscheon stated that he would like Ms. Leach to continue her service on this Committee, after her Council appointment.

VIII. BUDGET OFFICER APPOINTMENT

MOTION: Councilor Christensen made a motion to appoint and designate the City Administrator to be the budget officer for the Fiscal Year 2013-2014 budget year. The motion was seconded by Councilor Crenshaw and passed by unanimous vote of the Council.

IX. BUDGET CALENDAR APPROVAL

Director Crocker presented a proposed Fiscal Year 2013-2014 Budget Calendar that included four meetings, with the first meeting on April 25, 2013.

MOTION: Councilor Christensen made a motion to approve the Budget Calendar, as presented by staff. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

X. LAND DONATION

Director Bowers reviewed that before the Council was consideration of a land donation at the southeast corner of SW Oleander Street and Prairie Meadows Avenue. The conditions of the donation include that it be completed by December 31, 2012. The Parks Committee reviewed and recommended that the Council accept the donation, with the possibility of development as a low maintenance park use area in the future. It was noted that an environmental analysis was conducted at nearby Raintree Park and there were no issues. The City could conduct an environmental, at the time of development.

MOTION: Councilor Nelson made a motion to accept the property donation of Tax Lot 7000 and to direct staff to work with the property owner to complete the property donation. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

XI. JUNCTION CITY ATHLETICS DIRECTION

Administrator Watson stated that staff was seeking direction from the Council on how to proceed in its partnership with Junction City Athletics (JCA). The current agreement between JCA and the City was created in 2005, and water and garbage services are provided free of charge to JCA at the estimated value of \$15,000 to \$20,000 each year. It was noted that collaboration between the City, School District, and JCA was crucial to the success of the youth program.

After discussion, the Council consensus was to have the Community Services Committee review and to bring back recommendations on this issue.

XII. CERTIFIED ELECTION RESULTS

Recorder Vodrup presented the certified election results and congratulated Mayor Brunscheon and Councilors DiMarco, Nelson, and Crenshaw for being re-elected and Ms. Karen Leach for being newly elected as a City Councilor. The oaths of offices will be administered on January 8, 2013.

XIII. FISCAL POLICIES FOR FUTURE BUDGETARY ACTION

Director Crocker reviewed two fiscal policies that had been forwarded by the Finance Committee to the Council:

1. Budget Policy – The City will annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures in all operating funds.
2. Fund Balance Policy – The minimum fund balance in all operating funds shall be 25% of next year's budgeted operating expenditures. The purpose of the unreserved fund balance is to allow for significant unanticipated budget shortfalls and to ensure the orderly provision of services.

MOTION: Councilor DiMarco made a motion to adopt the budget policy as presented, "The City will annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures in all operating funds. Any year end operating surpluses will be calculated as ending fund balance and become part of the beginning balance in the following year." The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

The Council consensus was to have Mayor Brunscheon work with staff to find a work session date in January or February to further discuss the Fund Balance Policy and other fiscal policies.

XIV. STAFF REPORTS

Director Bowers stated that she often uses the term "staffs' recommendation" and would be working to better clarify in the future who the staff members are, so there are no misunderstandings or assumptions that this is representative of the entire management team.

Director Crocker reported that he had received three applications for the four vacant Budget Committee positions.

Chief Chase reported that the department had been working with the School District over the last six months on a truancy project to keep kids from skipping school.

Attorney Connelly noted that the December 4th Lane County Planning Commission public hearing on the City's Urban Growth Boundary and Comp Plan Co-Adoption went well and she was doing limited development review on the hospital site.

Administrator Watson provided updates on the City Hall remodel work. Planner Clauson is developing a Transportation System Plan next steps memo and it is anticipated that an open town meeting will occur early next year. Administrator Watson participated on a committee to discuss wastewater facility impacts on small cities and will present the State Transportation Improvement Project grant project to the Lane ACT Committee tomorrow.

XV. COUNCILOR COMMENTS/QUESTIONS

Councilor DiMarco asked if the Council wanted to have further discussions on condensing the Sanitation Committee into the Water, Sewer, and Street Committee and elevating Parks to a 6th committee in its place.

Councilor Nelson thanked Public Works for doing a great job on the recent sewer mainline break and to the Police Department for all their good work. He thanked Attorney Connelly for her assistance at the recent Treatment Stakeholder Subcommittee and asked if the Council would be holding an annual retreat or work session where they could talk about things like condensing committees, etc.

Councilor Christensen expressed agreement with Councilor Nelson's comments.

Councilor Crenshaw stated that she was glad that Council members and staff were collaborating more with the School District on projects and issues. She added that anyone, whether a volunteer or an employee, could do a better job if he or she received training and she would talk more about this under "Other Business."

XVI. MAYOR'S COMMENTS

Mayor Brunscheon thanked the people of Junction City for re-electing him as Mayor and congratulated the Councilors who were re-elected and newly elected Councilor Karen Leach. He expressed appreciation to Councilor Jack Sumner for his service to the City, thanked Public Works for the sewer clean up, and the Police Department for working with the School District. He wished everyone a Merry Christmas and Happy Holidays.

XVII. OTHER BUSINESS

Council Retreat or Work Session

Councilor Crenshaw referred to the recent training that she, Councilor Jim Leach, and Councilor Elect Karen Leach attended at Portland State University for Newly Elected Officials. She reviewed highlights of the training and stated that she would like to see the Council adopt policies, goals, and ground rules that are placed in a notebook and available at each meeting. She added that she would like to see this discussion at a Council retreat or work session and possibly use a facilitator to provide assistance on this task and also on clearly outlining the roles and operating protocols for the Council and City Administrator.

Wetlands Work Session

Councilor DiMarco asked about the status of the City holding a work session to discuss wetlands. Administrator Watson responded that staff planned on scheduling a public work session and noted that Planner Clauson had created a Frequently Asked Questions sheet that was posted on the City's website.

Drainage Ditch Concern

Councilor DiMarco asked if the Council wanted to initiate taking the lead in coordinating a solution to Mr. Balderston's drainage ditch concern.

After a brief discussion, the Council consensus was to obtain more information and to have Administrator Watson prepare a memo with the history of this issue and what the City had done to date.

XVIII. 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