

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, January 14, 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; Police Chief, Mark Chase; Public Works Director, Jason Knope; 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

Administrator Bowers would be presenting agenda items for Director Crocker, as he was unable to attend the meeting.

III. CONSENT AGENDA

MOTION: Councilor Nelson made a motion to approve the consent agenda, consisting of the bills from December and the minutes from December 5 and 10, 2013. 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

None.

V. SCANDINAVIAN FESTIVAL ASSOCIATION OREGON HERITAGE TRADITION PRESENTATION AND PROCLAMATION

Mr. Kyle Jansson, Coordinator for the Oregon Heritage Commission and Ms. Irene Zeney, member of the Oregon Heritage Commission, presented the Scandinavian Festival Association with the designation of an "Oregon Heritage Tradition." The Scandinavian Festival joins four other designated events in the state: The Oregon State Fair, Pendleton Roundup, Linn County Pioneer Picnic, and the Astoria Regatta.

An Oregon Heritage Tradition is an annual, local, regional, or statewide event with at least 50 years of continuous operations that:

1. Is associated with Oregon people, places, events, and activities that characterize the heritage of the state, its positive accomplishments, and its enduring qualities and traditions.
2. Has a demonstrated appeal to a broad spectrum of the public.
3. Has a demonstrated public profile and reputation that distinguishes it from more routine events.
4. Provides participatory activities for the public beyond simply the observation of showcase performances.
5. Adds to the livability and identity of the state, volunteerism, community building, economic and tourism development, and community giving are among the livability and identity factors that will be considered.
6. Has free or paid admission and has no membership, age, racial, religious, gender, family or other exclusionary requirements.

Mayor Brunscheon read a proclamation of support and recognition of the Scandinavian Festival's designation as an "Oregon Heritage Tradition."

VI. TRANSPORTATION SYSTEM PLAN UPDATE

Administrator Bowers reviewed that on December 10, 2013, Council had given her the authority to spend funds for the remaining tasks on the Transportation System Plan (TSP) update and asked her to find out the process/timeline for when the draft TSP would be ready for review. DKS and ODOT provided an updated timeline with various options and indicated that they would defer to Council direction on how to proceed.

The Council consensus was to have DKS finish the draft TSP and to bring back to the Council for first review. It was requested that the Council receive the draft TSP at least a week prior to the Council meeting where it will be reviewed. After first review, Council will

provide direction on further review and comments by the Citizen Advisory Committee, Planning Commission, and the public.

VII. REVIEW OF REVISIONS TO JUNCTION CITY MUNICIPAL CODE 15.05 SPECIALTY CODES

Mr. Dave Flemings, Clair Company, distributed copies of a Power Point and reviewed proposed amendments to the City's Specialty Codes, which provide for the issuance of building department permits and collection of fees. The amendments provide corrections and updated language to conform with State adopted Specialty Codes and list City fee schedules. The Finance and Judiciary Committee previously reviewed this information and recommended that the amendments be made.

The Council consensus was for staff to draft an amending ordinance and to bring back for Council consideration.

VIII. AGENDA ITEM SUMMARY TEMPLATE REVIEW

Administrator Bowers presented and reviewed an updated Agenda Item Summary template which was prepared by the Executive Team, in an effort to provide more useful information to the Council. Changes included: Background – can include a narrative or bulleted list of past history, including Council or Committee action; addition of Committee review and/or recommendation; addition of legal review as part of the packet review or prior to the packet distribution; change “City Administrator Recommendation” to “City Administrator Comment”; and add a suggested motion for each Council option.

The Council expressed appreciation for the revisions, and the consensus was for staff to proceed with using the revised template.

IX. DLCD FINAL SUBMISSION UPDATE

Administrator Bowers stated that before the Council was a tracked changes version of the revised Comprehensive Plan, which was updated through the Customized Periodic Review process. ECO NW and staff have reviewed the document for sufficiency, and ECO NW has determined that it is ready for final submission to DLCD (due by February 9th). The intent is to give time for review and to bring back to the Council on January 28th for approval to submit to DLCD.

X. ADMINISTRATIVE VEHICLE SURPLUS

Administrator Bowers reviewed the request to declare the 2004 Pontiac Vibe as surplus property. This vehicle was purchased in 2006 and previously used by the City Administrator. Use ceased in March of 2013, and the City does not anticipate needing this vehicle. If approved by the Council via resolution, Public Works will sell the vehicle.

A. RESOLUTION NO. 1 – A RESOLUTION DECLARING A CITY ITEM AS SURPLUS PROPERTY AND INDICATING INTENT AND METHOD OF DISPOSAL OF SUCH PROPERTY.

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

XI. BUDGET CALENDAR FY 2014/15

Administrator Bowers presented the Fiscal Year 2014/2015 draft Budget Calendar, which was recommended for approval by the Finance and Judiciary Committee.

MOTION: Councilor Hitchcock 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.

XII. BUDGET COMMITTEE APPOINTMENTS

Mayor Brunscheon made the following appointments to the Budget Committee: Mr. Jack Sumner - Position #6 and Mr. Jason Thiesfeld - Position #7 with 3 year terms through December 31, 2016; and Mr. Kenneth Wells - Position #5 to fill the remainder of an unexpired term through December 31, 2014.

MOTION: Councilor Hitchcock made a motion to approve the Mayor's appointments to the Budget Committee as follows: Mr. Kenneth Wells to Position 5, Mr. Jack Sumner to Position 6, and Mr. Jason Thiesfeld to Position #7. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

XIII. DESIGN COMMITTEE APPOINTMENTS

Mayor Brunscheon made the following appointments to the Design Committee: Ms. Jeanie Cuthertson, Ms. Sandra Dunn, Mr. Cary Claar, Mr. Jeff Greenwald, Ms. Debi Tucker, and Dr. Dale Rowe. All terms are through October 31, 2015.

XIV. PLANNING COMMISSION APPOINTMENT

Administrator Bowers reviewed that two applications had been received for this vacancy, and the Planning Commission had recommended appointment of Mr. Robert Solberg.

Mayor Brunscheon appointed Mr. Robert Solberg to fill the unexpired regular member position of Commissioner Kenneth Weaver through October 2016.

XV. BID PACKAGE 5C PAY REQUEST #33

MOTION: Councilor Nelson made a motion to approve Pay Request #33 in the amount of \$4,416.55 to The Automation Group. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

XVI. JUNCTION CITY PUBLIC LIBRARY BOARD APPOINTMENT

Administrator Bowers reviewed that two applications had been received, and the Library Board had recommended the appointment of Susan Goracke.

Mayor Brunscheon appointed Ms. Susan Goracke to fill the remaining term of Carmen Getz through July 2015.

MOTION: Councilor K. Leach made a motion to approve the Mayor's appointment of Sarah Goracke to a position on the Library Board with a term through July 2015. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

XVII. STAFF REPORTS

Chief Chase reported that Reserve Officer Johnny Mager, who has been serving as court bailiff and doing code abatement and temporary probation officer work, had been hired full time by Northwest Christian University as the Criminal Justice Academic Advisor; he will remain on as a volunteer reserve officer. Another reserve officer has stepped up to fill the bailiff position. Shop with a Cop went well, and Chief Chase expressed appreciation to Sergeant Salsbury and the school for their work on this event. Dispatcher Megan Thompson was part of the first academy out of 88 to receive academic honors for the entire graduating class.

Administrator Bowers reported that contract planner Nicole Peterson, had resigned from LCOG, and Administrator Bowers would be working on options to fill the position. Administrator Bowers would be bringing an updated City Planner job description to the January 28th Council meeting. Recorder Vodrup has sent out announcements for a volunteer to do the Community Reader Board postings.

XVIII. COUNCILOR COMMENTS/QUESTIONS

Councilor K. Leach asked about the status of the Water Treatment project. Director Knope responded that the project was still on schedule and under budget.

Councilor K. Leach wished everyone a happy 2014. She stated that she had been working in the City Hall front office on a records project and expressed appreciation and commendations to each front office staff member. She noted that they often do not receive accolades, but work so very hard and handle difficult situations, with a smile on their faces, to take care of the City.

Councilor Hitchcock asked if headings could be inserted above the two columns on the monthly Library Report. He added that he was excited to serve for another year, having a couple of notches under his belt.

Councilor Nelson stated that they were looking for volunteers for the Parks Committee. Councilor K. Leach responded that she had recently brought in two applications to City Hall.

Councilor Nelson asked if the Council would be holding a Council work shop on setting goals, as it was that time of the year.

XIX. MAYOR'S COMMENTS

Mayor Brunscheon wished everyone a Happy New Year. He expressed appreciation for all of staff's work on the agenda. He noted that Administrator Bowers had presented most of the items on the agenda and they needed to work on that.

XX. OTHER BUSINESS

Ms. Sandra Kowall commended Public Works on doing a good job of cleaning up after the recent wind storm.

XXI. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:38 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor