

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, January 28, 2014, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, David Brunscheon; Councilors Karen Leach, Jim Leach, Randy Nelson, Steven Hitchcock, and Herb Christensen; Excused Absence: Councilor Bill DiMarco; City Attorney, Carrie Connelly (attended regular session only); City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

## WORK SESSION

### **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. COUNCIL GOALS UPDATE**

Administrator Bowers reviewed the following Council Goals updates:

#### **Council Goal #1: Conduct joint goal setting sessions with the School District Board and Tri-County Chamber of Commerce by 06-30-14.**

- 1. Joint Meeting with Tri-County Chamber:** A draft meeting agenda for March 18<sup>th</sup> was included in the Council packet.

The Council consensus was to approve the agenda, with addition of "Other Business" and to have staff proceed with scheduling the meeting.

- 2. Joint Meeting with the School District:** The School Board has proposed a joint meeting date of April 28<sup>th</sup> at 5:00 p.m.

The Council consensus was in favor of holding the joint meeting on April 28<sup>th</sup> and for Administrator Bowers to work with Superintendent Rodden-Nord on preparing the agenda.

**Council Goal #2: Establish Council Committee structure, including roles, authority, operating rules, etc. by 12-31-13.** Council decided on September 10, 2013 to list this as a pending item, without a date certain that it will be addressed.

**Council Goal #3: Build a new Water Treatment Plant by 03-31-14.** Director Knope reviewed that the project was on schedule and under budget. Began work on the electrical this week.

**Council Goal #4: Achieve more structured Council meetings, including roles, protocol, and etiquette by 12-31-13.** Council decided on September 10, 2013 to list this as a pending item, without a date certain that it will be addressed.

**Council Goal #5: Complete plan, approval, engineering, and a financial plan for a new Wastewater Treatment Plant by 12-31-14.** Director Knope reviewed that they were currently working on the treatment alternatives and getting that worked through with DEQ (Department of Environmental Quality). They were also working on the interim improvements to make sure the City stays in compliance with the Mutual Agreement Order (MAO) with DEQ.

**Council Goal #6: Establish budget policies that the Finance Committee recommends to the Council by 12-31-13.** Director Crocker reviewed that this was completed when Council adopted the Expanded Budget Policies on November 26, 2013. The Council will see these and the previously adopted Fiscal Policies in the upcoming budget document.

### **III. WORK SESSION ADJOURNMENT**

The work session adjourned at 6:41 p.m.

**REGULAR SESSION****I. CALL TO ORDER**

Mayor Brunscheon called the meeting to order at 6:45 p.m.

**II. CHANGES TO THE AGENDA**

None.

**III. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA**

None.

**IV. STATE MENTAL HOSPITAL UPDATE – JODIE JONES, PROJECT ADMINISTRATOR**

Ms. Jones distributed and reviewed construction photos and said that she could arrange visits to the site for those that were interested. Solar panel brackets have been installed, as the state is required to use 1.5% solar energy for projects built with public funds. The project is on schedule to have construction completed by December 31, 2014. Staff will move into the facility in January/February 2015 and patients will move end of March/early April 2015. Will begin with 125 patients and work up to 174. Another job fair will be held in the summer to provide information and take additional applications.

Ms. Jones asked how often the Council wanted her to provide updates. The Council consensus was to continue with monthly updates at the 1<sup>st</sup> Council meeting of the month. Her next presentation will be on March 11<sup>th</sup>.

**V. DLCD FINAL SUBMISSION**

Administrator Bowers reviewed that before the Council was a staff request for approval to submit documents to DLCD (Department of Land Conservation and Development). At the last meeting, the Council was provided with the summary compilation of the updated Comprehensive Plan. No changes have been made to the compilation, appendices, or GIS data (maps).

**MOTION:** Councilor K. Leach made a motion to direct staff to sign the Certification Form for Updated Documents as attached to the letter dated August 9, 2013 from DLCD and to submit the required documents as presented. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

**VI. PLANNER AND COMMUNITY SERVICES DIRECTOR VACANCY FOLLOW-UP**

Administrator Bowers presented updated job descriptions for the positions of City Planner and Community Services Director. At the November 12<sup>th</sup> meeting, the Council unanimously approved proceeding with a number of steps for posting these positions, which included first making revisions to the job descriptions.

The Council consensus was to approve the revised job descriptions and for staff to proceed with posting these positions.

**VII. PARKS COMMITTEE APPOINTMENTS**

Mayor Brunscheon made the following appointments to the Parks Committee: Ms. Megan Collett and Mr. Chauncey Freeman to serve terms through October 31, 2015 and Ms. Kristan Welsh to serve a term through October 31, 2014.

**VIII. STAFF REPORTS**

Director Crocker stated that with the help of a volunteer and a temporary employee, they were able to complete the court records project. As a result, \$20,000 to \$30,000 dollars of unpaid fines have been sent to collections.

Director Knope reported that NW Kodiak has completed the I and I (Inflow and Infiltration) Improvement project. Water Treatment Plant project is moving forward and they are close to setting up the tanks. A "One Stop" meeting for financing of the Wastewater Treatment project is tentatively scheduled for March 11<sup>th</sup> at 1:00 p.m. He asked that the meeting be held in Junction City, to give the Council the opportunity to attend the meeting.

Chief Chase reported that the Police Department has been recertified through the Oregon Accreditation Alliance for the second time. The department goes through this auditing process every three years, and he complimented Officer Corey Mertz and Dispatch Lead Brandy Smyth for their work on this. Junction City was one of the first

agencies to submit through an electronic format. The Police Department is in process of developing a police officer candidate eligibility list, in the event that the City approves the grant funding match for the 11<sup>th</sup> officer. Twenty-eight applications have been received and testing is underway.

Attorney Connelly stated that staff was doing a fabulous job of organizing projects and filtering the items that come to her, so her tasks and time on projects is minimized. Attorney Lauren Sommers has joined Local Government Law Group as a partner, and Kim Dahlgren has replaced Cheryl Clifton as Attorney Connelly's legal secretary.

Administrator Bowers reviewed that Viking Sal Senior Center would be celebrating its 36 anniversary this Saturday with a Community Breakfast and presentation of volunteer of the year.

**IX. COUNCILOR COMMENTS/QUESTIONS**

Councilor Christensen reflected on how far the Council had come in the last few years in establishing processes and accomplishing tasks. He noted that there was a lot more to do, but the processes they had put in place had made it easier to do things and get things done.

Mayor Brunscheon expressed his agreement.

Councilor Hitchcock expressed his concurrence with Councilor Christensen's comments.

Councilor Nelson asked if a date had been set for a Council goal session. Mayor Brunscheon responded that a date had not been set.

Councilor Nelson asked Director Knope if he could send an email reminder on the March 11<sup>th</sup> One Stop financing meeting.

Councilor J. Leach expressed his concurrence with Councilor Christensen's comments. He thanked staff for all of their hard work.

Councilor K. Leach expressed her happiness and appreciation to everyone for all the work done on the five year long Customized Periodic Review process and final submission to DLCD. She agreed with Councilor Christensen's comments and noted that they had come such a long ways in the last year that a few of the Council goals that were so important at the time were almost non issues now. She referred to the positive way the Council was working together and becoming more open at each meeting. She added that she was in favor of having a Council work/goal session and thanked staff for all of their hard work.

**X. MAYOR'S COMMENTS**

Mayor Brunscheon thanked the Planning Commission, Citizen Comprehensive Planning Committee, Council, staff, Administrator Bowers, and the citizens for the outstanding job on the Customized Periodic Review and updates to the City's Comprehensive Plan. He thanked the Finance and Judiciary Committee, Administrator Bowers, Director Crocker, staff, and others involved for getting the court records up to date and expressed his confidence that the records would be kept up to date. He commended and thanked the Council for doing a great job and stated that it was a pleasure to serve as Mayor with a Council that read through materials and paid attention at Committee meetings.

**XI. OTHER BUSINESS**

None.

**XII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 7:15 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor