

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, March 8, 2016, 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, Steven Hitchcock, and Herb Christensen; City Attorney, Carrie Connelly; City Administrator, Jason Knope; Police Chief, Mark Chase; Public Works Director, Gary Kaping, City Planner, Jordan Cogburn; Community Services Coordinator, Gina Moore; 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

Add School District presentation after Item 5.

3. Consent Agenda

MOTION: Councilor Nelson made a motion to approve the bills from February and the January 26 and February 9 and 23, 2016 Council minutes. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

4. Public Comment on Items not Listed on the Agenda

None.

5. Winnebago Presentation – General Manager John Millis

Mr. John Millis shared information on the Winnebago Company and operations. Winnebago was founded in 1958 and is headquartered in Forest City, Iowa. They employ approximately 3000 employees and had \$966 million dollars in sales last year.

They recently purchased all the property and brand name from Country Coach; this included 34 acres south of 1st Avenue, of which 14 acres is undeveloped and 7 ½ acres north of 1st Avenue. They located in Junction City to expand their operations, build the larger 45 feet diesel pusher, offer service to west coast customers, and take advantage of the skilled motorhome workforce that is in the area.

They are in a start-up phase and will be hiring and training over the next 5 to 6 months. They anticipate that their manufacturing operations will be up and running in August, with full production anticipated in June of 2017. There will be 200 plus manufacturing jobs at this Junction City location and they plan on manufacturing up to 1000 coaches a year.

6. School District Presentation

Superintendent Kathleen Rodden-Nord and School Board Chair Denise Pratt distributed and reviewed an updated report on the School District's facility needs over the next 20 to 25 years and the districts intention to place a bond measure on the May 17, 2016 ballot.

7. Nuisance Abatement Protest – 488 Deal Street

Director Kaping reviewed that the abatement discussion was tabled at the February Council meeting to allow staff time to contact the resident at 488 Deal Street on appearing before the Council. The resident provided a letter of response, but it appeared that no abatement had been done. It was noted that there had been many complaints on the property in the last 10 years; however, no abatement had occurred as the City did not have the authority to enter onto the property until the recent update to the City Code, which allowed abatement through property owner permission or an administrative warrant.

MOTION: Councilor Nelson made a motion to approve the request by staff to abate 488 Deal Street. The motion was seconded by Councilor Christensen and passed by a vote of 5 to 1 with Councilors K. Leach, DiMarco, Nelson, Hitchcock, and Christensen voting in favor and Councilor J. Leach voting against.

8. Street Closure Requests

Planner Cogburn presented information on the following Street Closure Requests. The Community Development Committee reviewed each and recommended approval:

A. Junction City 3.1 Run/Walk

It was noted that the Bus Road-E-O was also scheduled on April 23rd, and Director Boldon and Coordinator Moore would be meeting with Road-E-O organizers next week.

MOTION: Councilor K. Leach made a motion to approve the street closure request for the 2nd Annual JC 3.1 Run/Walk on April 23, 2016 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 8:00 a.m. to 11:00 a.m. The use of City streets will apply to the route attached. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

B. Function 4 Junction

MOTION: Councilor K. Leach made a motion to approve the street closure request for the Annual Function 4 Junction on June 4, 2016 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 5:00 p.m. to 10:00 p.m. The use of City streets will apply to the route shown in Attachment A, contingent upon approval from the Oregon Department of Transportation. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

C. Truck Function 4 Junction

MOTION: Councilor K. Leach made a motion to approve the street closure request for the Annual Truck Function in Junction on July 16, 2016 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 5:00 p.m. to 10:00 p.m. The use of City streets will apply to the route shown in Attachment A, contingent upon approval from the Oregon Department of Transportation. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

D. First Student Bus Road-E-O

MOTION: Councilor K. Leach made a motion to approve the street closure request for the Annual Bus Road-E-O on April 23, 2016 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 6:00 a.m. to 7:00 p.m. The use of City streets will apply to the route shown in Attachment A. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

9. Code Publishing Follow-up**A. Code Publishing Role**

Recorder Vodrup provided information on the role of Code Publishing. They provide codification services (proofread and convert approved ordinances into the Code), provide website hosting of the code, ordinances, and resolutions, provide back up of previous code versions, and provide an updated hard copy version of the code each year.

B. Pretreatment Ordinance Housekeeping Amendment – Attorney Connelly

- i. Ordinance No.1 – An Ordinance Repealing and Replacing City of Junction City Municipal Code Chapter 13.25, Pretreatment Ordinance.

Attorney Connelly reviewed the housekeeping changes to eliminate two cross references that Code Publishing had flagged.

Attorney Connelly read Ordinance No. 1 in full.

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

Attorney Connelly read Ordinance No. 1 by title only.

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

10. Enterprise Zone Discussion

Administrator Knope stated that the City of Harrisburg shares an Enterprise Zone with the City of Junction City and it was time to renew the zone. He asked if the Council wanted to do any modifications to the existing zone boundaries in Junction City. Council members noted that they were interested in possibly changing the zone boundaries, staying in the same zone as Harrisburg, and appointing a Junction City staff member as the zone co-manager for the next renewal cycle.

The Council consensus was that the Planning Commission should review the zone boundaries and provide recommendations to the Council.

11. Eliminating Ratepayer Assistance Program

Director Kaping reviewed that the Ratepayer Assistance Program was implemented when a surcharge fee was created after the City borrowed money for lagoon upgrades. The Sewer and Street Committee reviewed at their December 7, 2015 meeting and were not in favor of keeping the program.

Attorney Connelly noted that there were some other references to the program in the City's Code that would be amended when the utility code update was adopted.

Director Kaping added that the current program would continue until completed, which would be through June 1st.

Councilor Nelson noted that the Council could always look at implementing a different type of assistance program in the future.

Councilor DiMarco shared that his preference would be to have another program in place, before eliminating this one.

A. Ordinance No. 2 – An Ordinance Repealing JCMC 13.15, Establishing a Sewer Debt Ratepayer Assistance Program.

Attorney Connelly read Ordinance No. 2 in full.

MOTION: Councilor Nelson made a motion to read Ordinance No. 2 by title only. The motion was seconded by Councilor Christensen and passed by a vote of 5 to 1, with Councilors K. Leach, J. Leach, Nelson, Hitchcock, and Christensen voting in favor and Councilor DiMarco voting against.

Attorney Connelly read Ordinance No. 2 by title only.

MOTION: Councilor Nelson made a motion to adopt Ordinance No. 2. The motion was seconded by Councilor K. Leach. The vote was 5 to 1 with Councilors K. Leach, J. Leach, Nelson, Hitchcock, and Christensen voting in favor and Councilor DiMarco voting against; however, the ordinance was not passed, as per City Code, to be considered at a single meeting, the ordinance would need to be approved unanimously. The ordinance would come back before the Council at their regular meeting in April.

12. Creation of Human Resources Assistant Position

Administrator Knope presented the resolution to create the Human Resources Assistant Position.

A. Resolution No.1 – A Resolution to Create the Position of Human Resources Assistant Pursuant to Personnel Policy Section 4.2 and Assigning a Range with the City's Compensation Schedule.

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

13. Public Works Office Plans

Administrator Knope reviewed that in looking at creating an office for the HR position, discussions had included creating office space at the new Public Works building and moving the planning office to that location. Public Works had plans for additional office

space and a conference room at the new building and they were willing to modify that plan to make space for planning, if needed. This would be around a \$50,000 remodel project with \$25,000 from the General Fund and \$25,000 from the Enterprise Funds; Public Works could also do some of the work.

It was noted that planning and other departments could use more space, but concerns were expressed that the project could cost more than \$50,000, that Public Works staff was already busy on projects, and that the project would be using funds from the General Fund budget, which was already struggling.

It was also noted that there were fiscal consequences for adding staff and almost no City our size would have the amount of HR staff Junction City would have, in adding this position.

After further discussion, the Council consensus was to have staff obtain construction bids to for the remodel and bring options back to the Council for review.

14. City Administrator Evaluation

Administrator Knope presented the City Administrator evaluation form options.

After discussion, the Council consensus was to discuss the evaluation in Executive Session and then use the form from 2011-2012.

15. Community Services Department Seasonal Positions

Administrator Knope reviewed the request from the Community Services Department to hire the following seasonal positions: Parks seasonal, Pool staff, Spring Break Camp staff, Summer Camp staff, and Library season.

MOTION: Councilor Hitchcock made a motion to authorize the Community Services Director to hire the Community Services seasonal positions. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

16. Council Agenda Forecaster

Administrator Knope reviewed that the March 22, 2016 Work Session would include review of the City Retention Schedule and City auditor and attorney Requests for Proposal process.

17. Staff Reports

Councilor Hitchcock referred to the Library Monthly Report and asked why the Wi-Fi usage had gone down. Administrator Knope responded that the Wi-Fi router had been adjusted and the signal did not go out as far.

Councilor Hitchcock asked how the Library staff calculated their computer station use. Coordinator Moore responded that was a good question and Director Boldon would be able to answer.

Director Kaping reported: 13th and Elm Well was almost completed. They were waiting for the Temporary Water Right permit to begin to produce water and that should be received around the 15th. The sidewalk work in front of Pacific Continental Bank and the Post Office would begin at the end of this month and go through the beginning of April. He would bring the Vista Dale Subcommittee guidelines to a future Council meeting; the Sewer and Street Committee recommended that Councilor Nelson chair the subcommittee.

Councilor K. Leach commended Council Nelson and Director Kaping on having a great interactive meeting at the Sewer and Street Committee.

Coordinator Moore reported: They were gearing up for the 2nd Annual JC3.1 Run/Walk. Flyers had been distributed and they were in need of participants and volunteers.

Planner Cogburn reported: The TSP draft had been received from Sandow Engineering and would first be reviewed by the TSP Task Force and then go before the Council.

Attorney Connelly reported: She would present LID information to the Vista Dale Subcommittee and Council, after the Subcommittee is formed.

18. Councilor Comments/Questions

Councilor K. Leach thanked Planner Cogburn for the good Community Development Committee meeting. She commended Sue Huntley and Matt Nelson for submitting information on the Scandinavian Festival so far in advance.

Councilor DiMarco reminded everyone that they were only one month away from the first Budget Committee meeting and noted that staff had done a great job of getting everyone ready this year. He was convinced that the budget was down to the bone and they would be eating into surplus if they did not buckle down.

Councilor J. Leach asked if anything could be done to make the City’s website more user friendly. Administrator Knope responded that this was a project on the books, and \$10,000 had been set aside in State Revenue Sharing to update and modify the site.

19. Mayor’s Comments

Mayor Cahill shared that he had the opportunity to read to the students at Laurel Elementary for Dr. Seuss Day. He thanked Councilor K. Leach for attending the Habitat for Humanity open house and noted that a previous Council member had expressed her thoughts that the old water tower needed to stay.

20. Executive Session per ORS 192.660(2)(f) to Consider Information or Records that are exempt by law from public inspection.

Mayor Cahill called Executive Session at 9:06 p.m.

Regular session convened at 9:16 p.m.

21. Other Business

None.

22. Adjournment

As there was no further business, the meeting was adjourned at 9:16 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor