

The City Council for the City of Junction City, met for a work session at 6:30 p.m. on Tuesday, March 22, 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 Administrator, Jason Knope; Public Works Director, Gary Kaping; 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. City Retention Schedule

Recorder Vodrup presented the City Retention Schedule from State Archives and each department's current retention practice. The Council implemented a citywide records destruction moratorium in September of 2014 and later lifted some restrictions on certain finance and court records.

After review, the Council consensus was to have staff prepare a citywide records retention policy that follows the state guidelines, with the exceptions below on longer retention times:

- All audio recordings of Council, Planning Commission, board, committee, sub-committee, and ad hoc/task force meetings. **Retain permanently.**
- Building permits and elevation certificates. **Retain permanently.**
- Proclamations: **Retain permanently.**
- DUII Case Records: **Retain 15 years.**
- Wetlands Removal and Fill Permits. **Retain permanently.**
- PD Master 24 hour Audio Tapes. **Retain permanently.**
- PD Patrol Car Video Files. **Retain permanently.**
- Election Records. **Retain permanently.**
- Oaths of Office. **Retain permanently.**

The Council noted that after this was adopted they could make a motion to remove the moratorium on records destruction.

### 3. Vista Dale Stakeholder Subcommittee

Director Kaping presented a draft of the Vista Dale Stakeholder Subcommittee guidelines.

Council made the following changes:

- Staff Lead would be appointed by the City Administrator
- The Committee membership would total 6, with 1 Councilor and 5 Vista Dale Property Owners. Terms would be limited to no more than 1 consecutive term.

### 4. City Attorney and City Auditor Requests for Proposal

Administrator Knope presented draft Requests for Proposal (RFP) for City Attorney and City Auditor services. The Council consensus was:

- Both RFPs would be processed at the same time.
- The RFPs would be sent out around April 5<sup>th</sup>, with a closing date of May 3<sup>rd</sup>.
- Received proposals would be reviewed by the Council on May 10<sup>th</sup>, and the Council would select those to interview.
- Council interviews would occur at the May 24<sup>th</sup> Council meeting.

### 5. 2015 Administrative Task List Review

Administrator Knope noted that a Resource Cabinet was on the Administrative Task List. He distributed tablet computers to the Council that they could have available at meetings, if desired. The tablets contained resource information such as the City Code, City Charter, Personnel Manual, Union Contracts, Committee Bylaws, and Council packets. Other items could be added and the tablets could be used instead of paper packets, if desired by Council members.

**6. Other Business**

Council members discussed that the state was having website problems with the Statement of Economic Interest filings.

**7. Adjournment**

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

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Michael J. Cahill, Mayor