

The City Council for the City of Junction City, met at 6:30 p.m. on Tuesday, March 28, 2017, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Mark Crenshaw; Councilors Karen Leach, Rob Stott, Jim Leach, John P. Gambee, Steven Hitchcock, and Bill DiMarco; City Administrator, Jason Knope; City Planner, Jordan Cogburn; and City Recorder, Kitty Vodrup.

**1. Call to Order and Pledge of Allegiance**

Mayor Crenshaw called the Work Session to order at 6:30 p.m. and led the pledge of Allegiance.

**2. Building Projects/Goal Setting Discussion**

Mayor Crenshaw asked Councilors what they would like to accomplish in this next year. Discussion included:

- Councilor Gambee thought goal setting should be continuous and revisited in a few months. He added that he would like to know what the breakeven point would be, whether in property value, number of citizens, etc. where the City would have enough money to maintain the things that the City has committed to maintain.
- Mayor Crenshaw suggested the Council develop an Economic Development Plan as a tool for which they could measure the growth of the City. He added that he would be willing to lead a committee and do research on if it would be beneficial for Junction City to develop such a plan and make a recommendation to Council.
- Councilor DiMarco stated that it would be beneficial for the Council to look at sources of new revenue. He added that economic development was also important and the Council should look at many tools for this, in addition to considering the Economic Development Plan.
- Councilor J. Leach shared that the Police Department Facility upgrade would be his priority in the building process, as the department needed more room.
- Councilor K. Leach noted that the Police Department Facility upgrade was a priority for her. She added that improving the pool and parks were also important.
- Councilor Hitchcock stated that the pool was his priority. Administrator Knope responded that the backlog of pool maintenance and other projects would be included in the upcoming Fiscal Year 17/18 budget.

**3. Revolving Business Development Loan Program Discussion**

Administrator Knope noted that the Council had talked about making some revisions to the Revolving Loan Fund (RLF) program and staff was looking for what the Council would like to see.

Program concerns included:

- Making the application process easier for the average person to follow and understand.
- Adding language on the process for appeals.
- Having applicants work with Lane Small Business Development Center and prepare a business plan.
- Clarifying conflicting statements in the criteria on businesses being in the City and in the Urban Growth Boundary.
- Making sure the criteria protects the City.
- Creating guidance on what should be done when payments were past due and who should oversee that.
- Determining if the City was okay with being in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> position.
- Developing better language on the Microloan and the Façade Program.

Councilor DiMarco suggested that Mayor Crenshaw appoint himself, with Council consent, as chair of the RLF Committee and work with the RLF Committee and Administrator Knope on revisions to the program and bring back recommendations to the Council.

Mayor Crenshaw presented some follow-up items:

### **1. Goals – What were the goals of the RLF program?**

Planner Cogburn responded that the goals were in the RLF Criteria under Program Elements:

#### *B. Goals*

*The overall goal of the City of Junction City Revolving Loan Fund (RLF) is to encourage business expansions and start ups and thereby create new job opportunities in the City. The method employed to encourage this expansion will be to utilize the RLF and local matching funds to make low interest subordinated or participation loans to small business concerns. These loans may be made in cooperation with commercial lending institutions or other sources of debt capital or equity capital.*

Planner Cogburn added that there was an Economic Development Element in Chapter 4 of the City's Comprehensive Plan and it provided multiple policies that guided the reasons for the RLF Program:

*4.7.3 Support strategic investments in Downtown Junction City and along Highway 99 to encourage reinvestment in existing buildings to make downtown more attractive.*

*4.8.3 Continue to provide support for local businesses and industry, such as the City's Revolving Loan Fund and Community Development Fund.*

*4.8.4 Support co-location of residential and commercial uses in existing buildings by providing financial assistance for necessary building upgrades to meet requirements in the City's building code.*

Mayor Crenshaw asked Administrator Knope to email this information to the Council. The next time the Council discussed this topic, they could either confirm or amend those goals.

### **2. Criteria – Add language on what percentage of the fund would be available for any particular risk category. (i.e., 20 to 40% of the funds would be available for Microloans).**

It was noted that this language was already in the criteria.

Mayor Crenshaw asked Administrator Knope to email this information to the Council. The next time the Council discussed this topic, they could either confirm or amend those.

### **3. Role of Officials – Need to identify staff's role, committee's role, and Council's role. Also include what to do on collection of defaulted loans.**

Mayor Crenshaw noted that continuing to reiterate that the RLF process was difficult took away from the conversation of moving forward and it would be important for the Council to work towards an acceptable solution that they all could agree on.

### **4. Structure of Proceeds – Establish some guidelines on using proceeds from the fund to grow the program, as well as go to other needs of the City.**

Longtime RLF Committee Member Craig Carpenter expressed his support and belief in the program and its benefits for the community. He added that getting the word out about the program was very important.

### **4. Special Events Permit Direction Discussion**

The Council noted that they would like to see some changes in the draft Special Events Permit Application/Process. Discussion included:

- The Chamber's concern was that the one size fits all approach did not work well, since there were a variety of events.
- The Code language and application did not line up.
- There was no clear process on an applicant applying to have fees waived.

- The City should have the flexibility to customize a permit to fit a particular type of application.
- The goal was to set a series of rules and guidelines that would apply to all events, treat everybody fairly, and protect the events that were in place today, as well as any new events.
- Possibly break the four categories of events into separate pieces.
- Look at how application questions were phrased. (i.e., instead of asking - What is Your Sanitation Plan, have is read - Is there a Sanitation Plan).
- Make sure to educate the community on the process before implementation.
- It would be important to track expenses to find out what the fiscal impacts of an event were to the City. That way, the City could be accountable with the taxpayer funds and how they were being spent, in the event the City chose to waive some fees.
- Application submission timelines were important, as information needed to be submitted in ample time for review.
- The idea of waiving fees could be correlated to the City's buy-in in recognizing the value that historical events have for the community.
- It was noted that if fees were waived, those departmental expenses would have to be funded from some source.
- The Council could have an opportunity at budget time to set up a category for covering expenses that meet the City's interest.

The Council consensus was that Administrator Knope would work on cleaning up the application language and then take that to the Committee for review and discussion with the special event groups.

**5. Adjournment**

As there was no further business, the meeting was adjourned at 8:42 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor