

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 9, 2013, 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, Herb Christensen; Excused Absence: Laurel Crenshaw; City Attorney, Carrie Connelly; Interim City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; City Planner, Stacy Clauson; 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

None.

III. CONSENT AGENDA

MOTION: Councilor Nelson made a motion to approve the consent agenda, consisting of the bills from March and the minutes from March 12 and 26, 2013. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

IV. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

None.

V. STATE MENTAL HOSPITAL UPDATE

Ms. Jodie Jones, Project Administrator, provided an update on the Mental Hospital construction: Underground water, storm, and sewer are being installed, and work on the foundation continues. They are still waiting for the legislative vote for approval of the construction funding to go vertical. Bid Package 3, in the amount of 63.5 million, was opened on March 12th and they are in process of awarding those bids.

VI. NOISE PERMIT REQUEST – LOS DOS CAMPESINOS

Interim Administrator Bowers reviewed that before the Council was a noise permit request from Mr. Maximino Rodriguez to hold outdoor music on Friday and Saturday evenings from 10:00 p.m. to 2:30 a.m. in April 1st through October 1st and on the evening of Sunday, May 5th for Cinco de Mayo. Chief Chase reviewed the request and recommended that any noise permit granted should not exceed 10:00 p.m. The City Code references that noise permits can be granted for public festivals or outstanding events of a non-commercial nature. Given that language, the Cinco de Mayo event would fall under that definition, but the ongoing weekend request would not; therefore, her recommendation would be to grant the Cinco de Mayo request, not to exceed 10:00 p.m. and to deny the other. She noted that the property owner certainly had the option of providing music indoors, much like other businesses in town do, as long as no noise complaints were received.

MOTION: Councilor Nelson made a motion to approve a noise permit for Los Dos Campesinos for Sunday, May 5, 2013, not to exceed 10:00 p.m. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

VII. PLANNING SERVICES CONTRACT

Interim Administrator Bowers reviewed this was an advisory update for the Council on the status of the City's contracted Planning Services with LCOG (Lane Council of Governments). It is anticipated that if the City continues at the current level of services through June 30th, it will exceed the budgeted amount. In order to minimize that amount, Planner Clauson is planning to come out to Junction City on Tuesdays, on an appointment basis only. This is anticipated to save approximately \$5,000, and the goal is to monitor time and possibly delay the timeline on some projects to stay within the \$10,000 remainder through June 30th.

VIII. SECOND HAND PAWN SHOPS

Chief Chase reviewed that staff was seeking Council direction on amending the outdated City Code on Second Hand Pawn Shops, which was last revised in 1975. The Public Safety Committee reviewed and recommended that the Council provide direction. Citizen

concerns had been expressed on firearms and used electronics and computer equipment being sold locally. Lane County, Eugene, and Springfield use a RAPID (Regional Automated Property Information Database) to track the sale of used and/or stolen equipment, and Junction City could also participate in this program. The local businesses that sell certain types of second hand property would enter items and pay the associated fees for using the system.

In response to a question on if smaller cities use the RAPID system, Chief Chase stated that he would need to do some research to answer that. It was also noted that there have been few complaints or local problems on this topic.

Discussion followed on revisions to the Code. Councilor DiMarco noted that on February 12th, the Council had given direction that the Community Development Committee would review the City's business licensing code, in response to citizen complaints on a new gun store opening in Junction City. He also provided the history of prior review of the City's business licensing requirements that had occurred at Community Development Committee meetings in 2010.

Attorney Connelly noted that the City could have businesses participate in the RAPID system, as a separate issue from the business licensing requirement.

The Council consensus was to have the Public Safety Committee further discuss and make recommendations on the RAPID system and for the Community Development Committee to review and make recommendations on possible amendments to the City's code on business licensing, including Second Hand Pawn Shops.

IX. SIGN ORDINANCE

Planner Clauson reviewed that she had been working with the Planning Commission on proposed amendments to the City's Sign Code, to allow an open banner sign program. Before proceeding further, staff was looking for direction on if the Council was in support of staff and the Planning Commission proceeding further on the proposed amendments.

Councilor DiMarco reviewed that the topic was initiated a few years ago by some local business owners and discussed at the Community Development Committee. Research had been done by the previous planner on similar programs in the cities of Albany, Corvallis, and Springfield.

Interim Administrator Bowers added that the topic was referred to the Design Committee, which is comprised primarily of business owners in the downtown area and is a sub-committee of the Community Development Committee. The Design Committee recommended use of RTMP (Rural Tourism and Marketing Program) funds for a Banner Program. Upon reviewing that request for funding, the Community Development Committee realized that amendments would be needed to the City's sign code, before such a program could be implemented. At that point, Planner Clauson presented the possible amendments to the Planning Commission. Before proceeding further, staff wanted to see if the Council was in support of this moving forward. If the Council was in support of amending the sign code, the next steps would include review by legal counsel, a public hearing before the Planning Commission, and then review by the Council. The amendments would remove any barriers to establishing the program, but whether the program occurs or not and the details of possible implementation would come to the Council for further discussion.

Councilor J. Leach expressed that he was not necessarily against the program, but had concerns about the timing of this, considering that the City was close to the limit on contracted planning services.

Interim Administrator Bowers responded that should the Council want staff to move forward on the amendments, she would not make this a high priority and it could possibly not occur until after the close of the fiscal year.

MOTION: Councilor K. Leach made a motion to authorize staff to initiate amendments to the Junction City Municipal Code addressing daily display signs. The motion was seconded by Councilor DiMarco and passed by a vote of 4 to 1, with Councilors K. Leach, DiMarco, Nelson, and Christensen in favor and Councilor J. Leach against.

X. CODE ENFORCEMENT

Interim Administrator Bowers stated that at the March 12th Council meeting, direction was given to staff to have a future discussion item on code enforcement. Her understanding of the intent of the direction was to provide the background on how the City enforces the City codes, which can involve the Police Department, Public Works, or Administration. The majority of the City's code enforcement and current practice is complaint driven, with an exception for some nuisances that create a safety hazard for citizens. Typically complaints are attempted to be resolved with the violator, before the City takes any legal action against the complaint. If the Council is interested on further discussions on code enforcement, she had listed some of the considerations that the Council may want to take into account, before considering any change in practice to code enforcement.

There was no further discussion.

XI. WATER TREATMENT ENGINEERING PROPOSALS

Director Knope stated the City received three responses to the recent RFP (Request for Proposal) on Water Treatment Engineering Proposals, based off of the equipment that the City purchased earlier this year.

MOTION: Councilor DiMarco made a motion to approve the contact for the Water Treatment Plant design to HBH Engineering in the amount of \$37,100, subject to Attorney review and approval and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

XII. BID PACKAGE 5C – PAY REQUEST #24

MOTION: Councilor Nelson made a motion to approve Pay Request #24 to The Automation Group in the amount of \$40,895.22. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

XIII. BUILDING INSPECTION/PLAN REVIEW CONTRACT

Director Crocker stated that the Clair Contract for Building Inspection and Plan Review Services expires on June 30th, and the Finance Committee reviewed and recommended renewing the contract. In 2011, a RFP was done for Building Inspection/Plan Review services and after review, the Council renewed the contract with Clair Company. Mr. Dave Fleming, Assistant Building Official from Clair Company, distributed a letter for renewal from Allen Clair and noted that they were very happy serving Junction City.

MOTION: Councilor Christensen made a motion to authorize the Interim City Administrator to renew the contract with Clair Company for an additional two-year period, ending June 30, 2015 and to sign the necessary documents. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

XIV. DESIGN COMMITTEE APPOINTMENT

Mayor Brunscheon appointed Ms. Linda Bates to serve the term expiring October 31, 2014.

XV. PLANNING COMMISSION APPOINTMENTS

Planner Clauson stated that before the Council was consideration of a Planning Commission Alternate position appointment that was vacated when Commissioner Kenneth Weaver was selected to fill a regular position. Also, Commissioner Jenna Wheeler had resigned and staff was seeking direction on how the Council would like to fill that vacancy.

Mayor Brunscheon appointed Mr. Jack Sumner to the PC alternate position, based on the Planning Commission recommendation.

MOTION: Councilor DiMarco made a motion to approve the Mayor's alternate position appointment to the Planning Commission. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

Mayor Brunscheon appointed Planning Commission Alternate James Hukill to fill the regular member position that was vacated by Jenna Wheeler.

MOTION: Councilor Nelson made a motion to approve the Mayor's regular position appointment to the Planning Commission and for the City Recorder to initiate the recruitment process for an alternate member on the Planning Commission following the requirements of Resolution 1013. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

XVI. LCOG BOARD AND LANE ACT ALTERNATE APPOINTMENTS

Mayor Brunscheon appointed Councilor Nelson to serve as an alternate on the LCOG Board of Directors and appointed Councilor J. Leach as an alternate to Lane ACT.

XVII. STAFF REPORTS

Director Crocker stated that the budget document would be distributed on Thursday.

Chief Chase reviewed that the AIRS records management and CAD system that had been in operation over the last 30 to 40 years would be ending on November 19th. He thanked the Council for previously authorizing the department to go with a different system.

Interim Administrator Bowers stated the Executive Team, which was comprised of City Department Heads, City Recorder, and City Administrator, was making a request of the Council to hold two Budget Works Sessions on July 16th and September 17th, in preparation for next year's budget. Work Session topics would include: long term budget forecasting/planning, application of fiscal policies moving forward, sustainability of the City's budget, range and depth of services and the organizational structure to support those services, identifying if reorganization is needed now or at any time in the future, developing more defined local fiscal policies (as recommended by the Finance Committee), establishing a measurement for a healthy ending fund balance, developing a plan for reserves, and setting aside funds for specific emergency situations.

The Council consensus was in favor of holding the two work sessions.

Interim Administrator Bowers distributed copies of a letter of resignation from Councilor Crenshaw, which was received yesterday and effective immediately.

XVIII. COUNCILOR COMMENTS/QUESTIONS

Councilor Nelson invited everyone to attend the Bus Rodeo on Saturday. Four years ago there were 16 teams. Last year there were 26 and this year there will be 36. He invited everyone to check out the new park at Yellowwood, which is the third new park to be developed within the last year.

Councilor DiMarco asked if the Council would want to check with Councilor Crenshaw's family on doing some sort of observance for her service. Council members expressed support for doing this.

XIX. MAYOR'S COMMENTS

Mayor Brunscheon commended the City on the amount of parks that were put in this year and noted that this was a great thing for the community. He expressed that he was sorry to hear about Councilor Crenshaw's resignation.

XX. OTHER BUSINESS

None.

XXI. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:18 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor