

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 23, 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, and Herb Christensen; City Attorney, Carrie Connelly; Interim City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Brunscheon called the meeting to order at 6:35 p.m. and led the Pledge of Allegiance.

**II. CHANGES TO THE AGENDA**

None.

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

None.

**IV. LIQUOR LICENSE APPLICATION – GUARANTY RV SUPERCENTERS**

Chief Chase reviewed that Guaranty RV Supercenters had submitted an application for a liquor license at the previous Camping World location, in anticipation for a new convenience store that is planned for that location. The Police Department recommended approval.

**MOTION:** Councilor Christensen made a motion to recommend to OLCC that the liquor license request be granted to Guaranty RV Supercenters. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

**V. COUNCIL GOALS COMMUNICATION MATERIAL**

Interim Administrator Bowers stated staff had prepared summary statements of the Council Goals, which would be used to communicate information on the goals to the public, via Utility Billing Statements, City Website, etc.

The Council consensus was that the statements looked great.

**VI. DESIGN COMMITTEE UPDATE**

Interim Administrator Bowers presented advisory information that the Design and Community Development Committees had approved a project to place flower pots along 6<sup>th</sup> Avenue from Ivy to Front Street, using RTMP (Rural Tourism and Marketing Program) grant funding. It is anticipated that the pots will be placed next month, in coordination with the benches that the Council previously approved.

**VII. LIONS BBQ DUMPSTER FEES**

Director Knope stated that before the Council was a letter of request from the Junction City Lions Club to donate a 4 yard dumpster at each of the two chicken barbeque events that are held within the year (total value \$100).

Discussion followed and the Council consensus was that the City could not grant this request, as there was no policy in place to address the waiving of dumpster fees or donations to local non-profits. Concerns were also expressed on setting a precedent and it was noted that further discussions would be needed on topic.

**VIII. FACILITIES TASK FORCE APPOINTMENTS**

Mayor Brunscheon appointed Ms. Jill Case to fill the School District Representative position and Mr. Larry Jones to fill the Community Member with a Law Enforcement Background position to the Facilities Task Force, both with one-year terms through April 2104.

**IX. SUPPLEMENTAL BUDGET RESOLUTIONS**

Director Crocker distributed some minor revisions to the supplemental budget resolution drafts that had been made after legal review. Resolution No. 1 is a transfer from the General Fund to the DOC IGA Fund to move resources that were received in a prior year. This dates back to 2007 through mid 2010. Those funds were deposited into the General

Fund and should have been deposited into the DOC IGA Fund. Resolution No. 2 addresses unanticipated Building Permit Revenue received during the current year. Resolution No. 3 matches up a transfer from the Water Fund to the corresponding transfer in the Water System Improvement Fund.

Director Crocker reviewed the supporting documentation for the resolutions. He noted that the General Fund received \$530,000 and the DOC Fund received just over 25 million for a total of just of 26 million dollars. There is \$27,800 left of the 26 million.

Councilor DiMarco noted that he did not have an issue with the resolution, but wanted to ask the questions of why the \$530,000 was put in the General Fund in the first place and how were the expenditures tracked and budgeted.

- A. ***RESOLUTION NO. 1 – A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013 AND MAKING APPROPRIATIONS WITHIN THE DOC IGA INFRASTRUCTURE FUND.***
- B. ***RESOLUTION NO. 2 – A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013 AND MAKING APPROPRIATIONS WITHIN THE GENERAL FUND.***
- C. ***RESOLUTION NO. 3 – A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013 AND REDUCING APPROPRIATIONS WITHIN THE WATER SYSTEM IMPROVEMENT FUND.***

**MOTION:** Councilor DiMarco made a motion to approve Resolutions 1, 2, and 3. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

#### **X. RECOGNITION POLICY RECOMMENDATIONS**

Interim Administrator Bowers reviewed that in January 2012, the Council agreed to have the Community Development Committee work on formalizing a Council Recognition Policy, to recognize members of the public. The Community Development Committee (CDC) has recommended that staff prepare an ordinance to incorporate the policy, and since that direction was received, she would recommend that a resolution would be a more appropriate way of capturing these concepts. She asked if the Council had any suggested changes to the concepts.

The Council did not have any changes, and the consensus was for staff to proceed with the resolution draft.

#### **XI. FILLING COUNCIL VACANCY**

Interim Administrator Bowers stated that at the April 9<sup>th</sup> meeting, the Council received a resignation from Councilor Crenshaw, creating a vacancy on the Council. She provided examples of past appointments, which included advertising the position and taking applications. If the Council chose to post the position, staff would need direction on how long to post and whether the position would be open until filled.

It was noted that the Council had also made direct appointments in the past to interested candidates or candidates who had ran in a previous election. Another appointment process included candidates making a brief presentation to the Council.

Councilor DiMarco referred to a Council application from the City of Creswell that included four basic questions. He provided a copy of this to Interim Administrator Bowers.

Councilor K. Leach suggested that to honor and show respect for Councilor Crenshaw, that they hold off on filling the vacancy until after the budget process is completed.

The Council consensus was in favor of waiting. In the mean time, the Council will give thought to what type of appointment process they would like to use and then meet after the budget process to resume discussions.

**XII. "IF I WERE MAYOR" CONTEST WINNERS**

Mayor Brunscheon stated that he would like to select the winners after the Council meeting and announce the winners at the next Council meeting.

The Council consensus was in favor of the Mayor's request.

**XIII. STAFF REPORTS**

Director Knope stated that the waterline project was going well and they were approaching the halfway mark.

Interim Administrator Bowers stated that she received a request from Ms. Bev Ficek on behalf of the Business and Professional Women (BPW) to invite the Council to participate in the Pet Parade on Saturday, May 4<sup>th</sup>. Function 4 Junction will not be holding the proposed "Slow Drag" event this year, because of the high insurance costs. The Finance Director and City Recorder have switched offices, due to the role that each position provides to the City and their visibility to the public. The City Recorder's position is more of a public interaction position, and the Finance Director's position is more of a focused task position. Councilor Christensen had suggested a Costco chair as a possibility for the new Council chairs and a sample had been obtained for the Council to try.

**XIV. COUNCILOR COMMENTS/QUESTIONS**

Councilor K. Leach thanked Director Crocker for all the work on the DOC reconciliation. She thanked staff for all of their hard work.

Councilor J. Leach stated that he loved the new chair sample.

Councilor Nelson thanked the Mayor and Councilors J. and K. Leach for attending the Bus Rodeo. He noted that it was a great event and he thanked everyone for their support. He thanked Public Works for the daily calls on street closures and noted that the bus drivers really appreciate that.

Councilor Christensen commented that he was good to go.

**XV. MAYOR'S COMMENTS**

Mayor Brunscheon stated that Councilor Crenshaw would be missed very much, and he was sorry that he was unable to attend her memorial service, but had to attend to an emergency. He noted that the Bus Rodeo was a great event and asked the Council if they wanted to participate in the Pet Parade.

A number of Councilor expressed interest and that they would accept the offer of riding in a car.

**XVI. OTHER BUSINESS**

Ms. Linda Van Orden led the unveiling of three historic photos that had been enlarged, framed, and hung up in the hallway at City Hall.

**XVII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 7:37 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor