

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, May 10, 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 Sergeant, Eric Markell; Public Works Director, Gary Kaping, Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; 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**

None.

**3. Consent Agenda**

**MOTION:** Councilor Nelson made a motion to approve the bills from April and the April 12, 25, and 26, 2016 Council minutes. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

**4. Public Comment on Items not Listed on the Agenda**

None.

**5. Public Hearing – State Shared Revenue**

Mayor Cahill opened the public hearing.

**Staff Report**

Director Crocker reviewed that the State Revenue Sharing Program requirements included that the City levy property taxes, hold public hearings (one before the Budget Committee and one before the Council), and pass two resolutions (one to elect to receive State Shared Revenue and one to certify eligibility). Notice of this hearing was published in the Register Guard on April 21<sup>st</sup>. State Shared Revenue Sharing Funds were located in several places in the budget: \$56,000 in State Shared Revenue, \$334,600 of Gas Tax in the Street Fund, \$3,400 in the Bike Path Fund, \$87,000 in State Liquor Tax, and \$7,600 in Cigarette Tax. The resolutions would come before the Council on June 14<sup>th</sup>.

**Public Testimony**

None.

**Councilor Questions/Comments**

None.

Mayor Cahill closed the public hearing.

**6. TSP Task Force Recommendation**

Planner Cogburn shared that the TSP Task Force had reviewed the Transportation System Plan (TSP) draft that had been submitted by Sandow Engineering. The TSP Task Force recommendation was for the Council to approve. Planner Cogburn asked for Council direction on initiating the ordinance adoption process, which would include sending out notices and holding public hearings before the Planning Commission and City Council. Comments would be received from the state and other applicable agencies, and when the City moved forward with the adoption process, it would seek co-adoption with Lane County.

Councilor K. Leach, Chair of the TSP Task Force, stated that this was a completely different document than what had been received from DKS and it represented what Junction City wanted in its plan. She expressed appreciation to the Task Force and staff for all their hard work.

Attorney Connelly noted that what the City placed in its TSP would allow the City to spend System Development Charge (SDC) Fees for those projects. The list of projects in the TSP did not have to be reflected, until the City wanted to take those projects on in the SDC. Once a project was transferred from the TSP to the SDC list, the City could start collecting revenues by SDC.

The Council consensus was to review the draft TSP, including the TSP Project List at the May 24, 2016 Work Session.

**7. City Auditor Request for Proposals**

Director Crocker stated that two proposals had been received. The Finance and Judiciary Committee reviewed on May 5<sup>th</sup> and recommended contracting with Isler and Co.

**MOTION:** Councilor K. Leach made a motion to accept the proposal submitted by Isler CPA and direct the City Administrator to sign the contract. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**8. Block Party Street Closure Request**

Planner Cogburn presented the street closure request on Elm Street from 9<sup>th</sup> to 10<sup>th</sup> Streets for a Block Party on May 21, 2016. The Community Development Committee reviewed and recommended approval. No objections from Public Works, Police, or Fire.

**MOTION:** Councilor K. Leach made a motion to approve the street closure request for the neighborhood block party on May 21, 2016, as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 5:00 p.m. to 9:00 p.m. The use of City streets will apply to the route stated in Attachment A. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

**9. Council Agenda Forecaster**

Administrator Knope presented the forecaster, with the addition of the TSP draft review at the May 24<sup>th</sup> Work Session.

**10. Staff Reports**

Attorney Connelly: She was working with Director Kaping to develop the Commercial Recycling Program, based on Council consensus at the April Work Session. This would be coming back before the Council at a future meeting.

Director Boldon: Staff was prepping for the upcoming pool season. Lifeguard training would occur over the next two weekends. Laurel Elementary Swim would be June 6 - 10, and the pool would open June 13<sup>th</sup>.

Planner Cogburn: Mr. Jeff Curran from Energizing Junction City (EJC) attended the Community Development Committee meeting to share that EJC had received a \$20,000 donation for a community reader board. EJC was interested in partnering with the City to purchase a particular type of electronic sign. Outstanding issues would be location and working with ODOT on what would be allowed, as well as determining if the RTMP dollars that have been saved over the last four years could be used. The Enterprise Zone discussion went before the Planning Commission and they recommended expanding the zone down through the industrial parcels south to Grain Millers. He asked how the Council would like to proceed.

The Council consensus was to have this discussion at the June 14<sup>th</sup> Council meeting.

Director Crocker: A Budget Committee meeting has been scheduled for Thursday, October 6, 2016 at 6:30 p.m. He reviewed the monthly financial report General Fund figures: 83% through the year. Personnel Services ahead 3.5%. Materials and Services at 77.8%. Ending Fund Balance was \$2,452,000. He and Auditor Gary Iskra were invited to speak on the City's Cash Basis Report Award at the upcoming Oregon Society of CPAs Accounting and Auditing Conference. The City has received this award for the last two years and expects to receive it again very soon.

Director Kaping: The Vista Dale Stakeholder Subcommittee application deadline was May 13<sup>th</sup>. He asked for Council direction on when they would like to make those appointments.

The Council consensus was to add as a regular session item for the May 24, 2016 meeting.

Director Kaping continued that the new sidewalks in front of the Post Office and Pacific Continental Bank had been completed and both owners had reimbursed the City for their portion of that work. Founders Park sidewalk has also been completed, and Public Works was working with the Historical Society on redoing the sidewalk in front of the Lee House Museum. Public Works crews would be out doing road patching.

Administrator Knope: He had been working with the Oregon Association of Chiefs of Police on finding an interim chief and met with Mr. Ken Summers, who has a wealth of experience and great references. A contract would be presented at the May 24<sup>th</sup> Council meeting.

#### 11. Councilor Comments/Questions

Councilor K. Leach stated that the recent JC3.1 Run/Walk was a great community event, and she thanked Director Boldon for his hard work. She thanked Planner Cogburn for his work on the TSP draft, thanked Director Crocker for his work on the budget, Sergeant Markell for the good things that were happening at the PD, and Administrator Knope for his good work.

Councilor DiMarco noted that nonhuman bones had been found in a recent excavation in front of the Lee House Museum, and he thanked the Police Department for their work on that and in responding to a dog at large call.

Councilor J. Leach shared that the town looked great and he appreciated the hard work of Public Works staff.

Councilor Nelson thanked the Council and staff for their good work and noted that it was a pleasure to work with them.

Councilor Hitchcock thanked staff for installing two new clocks in the Council Chambers.

#### 12. Mayor's Comments

Mayor Cahill stated that he was very impressed with the job Councilor DiMarco, the Budget Committee, and staff did on the Fiscal Year 2016-17 with very little funds and resources.

#### 13. Other Business

Councilor J. Leach asked about the status of the old water tower. Administrator Knope responded that he and Attorney Monson were working with T-Mobile on the relocation language that was in the contract. It was recently discovered that the water tower was listed on the State Historic Preservation office registry for historical structures. Further updates would be provided at the May 24<sup>th</sup> Council Work Session.

Councilor J. Leach asked if the Council wanted to speak with Aqua Array on Wastewater Treatment options. Councilor Nelson responded not yet.

Councilor J. Leach asked about the status of the HR position. Administrator Knope responded that internal posting would occur by the end of the week.

Councilor J. Leach asked how the sidewalk project at Founder's Park was approved. Administrator Knope responded that it was a building maintenance project that he authorized.

Councilor J. Leach stated that work around town was looking so good, yet City Hall looked terrible. He asked if work was planned for City Hall. Administrator Knope responded that it was planned to occur after the Scandinavian Festival.

Councilor DiMarco thanked Public Works for moving the downtown flower planters and shared that the planters had been moved in front of businesses who have agreed to purchase, plant, and water the flowers.

#### 14. Adjournment

As there was no further business, the meeting was adjourned at 7:30 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Michael J. Cahill, Mayor