

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, May 12, 2015, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Michael Cahill; Councilors Karen Leach, Bill DiMarco, Jim Leach, Steven Hitchcock, and Herb Christensen; City Attorney, Carrie Connelly; City Administrator, Jason Knope; Acting 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

Add Scandinavian Festival Discussion.

3. Scandinavian Festival Discussion

Mr. Matt Nelson, Scandinavian Festival Association (SFA) President, 840 Laurel Street, Junction City, noted that there were some conditions that needed to be finalized for the festival by June 1st and asked if the Council would be open to adding this discussion to the May 26, 2015 Council Work Session. Two items: Use of parking lot at 7th and Holly and use of the Community Center.

The Council consensus was to add this as a regular business item on May 26th.

4. Consent Agenda

MOTION: Councilor Nelson made a motion to approve the bills from April and the April 14 and 28, 2015 Council minutes. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

5. Public Comment on Items not Listed on the Agenda

Mr. Mark Crenshaw, 1280 Oak Street, Junction City, noted that SFA had worked hard to respect the City's request to submit information/communication in a timely fashion. He encouraged the Council to find a way to allow use of the Community Center, as it was late in the process to find another location.

Ms. Jessica Peterson, 1139 W. 7th Place, Junction City, shared that many non-profit organizations and church groups relied on the festival to raise funds for their organizations and it took a lot of time for vendors to plan for the event. She asked the Council to take that and the difficulties that changes bring at such a late time into consideration when discussing on May 26th.

6. GFOA Award for Small Government Cash Basis Reporting

Director Crocker shared that the Award for Small Governmental Cash Basis Reports had been awarded to the City of Junction City for its annual financial report by the Government Finance Officers Association. This was the second year the City has received this award.

The Council congratulated Director Crocker and staff for this good work.

7. Public Hearing – Proposed Uses of State Shared Revenue

A. Public Hearing

Mayor Cahill opened the public hearing at 6:43 p.m.

Staff Report

Director Crocker reported that to receive State Shared Revenue there were several steps the City must go through. A public hearing was held before the Budget Committee on April 23, 2015 and a public hearing must be held before the Council. There will be a couple of motions presented to the Council in June, as the City passes the budget. Financial printouts on where these funds are distributed and the state's requirements for receiving these funds were included in the Council packet.

Public Testimony

None.

Questions from Council

None.

Mayor Cahill closed the public hearing at 6:52 p.m.

8. Police Hiring Authorization

Administrator Pro Tem Knope requested authorization to hire Reserve Officer Travis Crosman as a Police Officer; an Administrator Pro Tem must obtain hiring approval from the Council.

MOTION: Councilor Christensen made a motion to approve the hiring of Travis Crosman and authorize the City Administrator Pro Tem to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

9. Supplemental Budget and Budget Transfer Resolutions

A. Resolution No. 1 - A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015 and Making Appropriations within the Water Fund.

B. Resolution No. 2 - A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015 and Making Appropriations within the Sewer Fund.

C. Resolution No. 3 - A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015 and Making Appropriations within the Sanitation Fund.

D. Resolution No. 4 - A Resolution Transferring Contingency Appropriations for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015 within the Street Fund.

MOTION: Councilor K. Leach made a motion to approve Resolutions No. 1, 2, 3, and 4. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

10. Interfund Loan to Community Center Fund

Director Crocker shared that this was to finalize the Council's decision from the last meeting.

A. Resolution No. 5 – A Resolution Authorizing an Interfund Operating Loan.

MOTION: Councilor K. Leach made a motion to adopt Resolution No. 5 to make an inter-fund loan from the General Fund to the Community Center Fund in the amount of \$10,000. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

11. Intergovernmental Agreement – Lane County Street Striping

Acting Director Kaping distributed copies of the renewal agreement. The City has had such an agreement with Lane County for many years. The County provides striping on 6th Street, 10th Street, Rose Street, Deal Street, and part of Birch Street. In response to a question, Acting Director Kaping stated that he could ask if the County would stripe all of Birch Street as part of the agreement.

MOTION: Councilor DiMarco made a motion to approve the Intergovernmental Agreement with Lane County for Street Striping for three years at \$7,500 a year and direct staff to sign the agreement. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

12. Records Retention Excluded Records - Finance

Director Crocker asked for the following records to be excluded from the current records destruction moratorium:

Finance

- Accounts payable documentation and reports

- Cash receipts transactions and detail reports
- Payroll timesheets

Court

- All court records which include closed cases, parking citations, traffic citations, criminal cases, city code violations and jury records.

MOTION: Councilor K. Leach made a motion to exclude the requested records as listed in Attachment A from the City's Records Destruction Moratorium, until a City Records Policy is adopted. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

13. Update to Fiscal Policies for Precise Budgeting

Director Crocker shared a recommendation from the Finance and Judiciary Committee to update the City's Fiscal Policies to add language on Precise Budgeting, as the City did not have a method for creating a tighter budget on revenue/expenditures and the ability to make budget adjustments during the year was limited. The new language read:

Financial Report Review

Financial reporting and analysis that includes the current status of revenues and expenditures compared to budget shall be prepared and presented to the Council in a timely manner or as often as specified by Council. Reports shall be made available for public inspection. Any significant budget to actual variances will be identified and anticipated changes to appropriations noted.

Mid-year Budget Adjustments

All supplemental budget resolutions and budget transfer resolutions after the original budget is adopted will be reviewed by the Finance Director and the City Administrator. Within a reasonable time, all resolutions adjusting the budget will be prepared by the Finance Department for Council approval to ensure compliance with Oregon Budget Law.

MOTION: Councilor Christensen made a motion to adopt the recommended fiscal policy language for financial report review and Mid-year budget adjustments and direct staff to incorporate the new language into the City's current fiscal policies. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

14. Staff Reports

Acting Director Kaping reported: 1. The water line on Bryant has been completed and is in service; 2. The sewer line project on 17th has been completed, except for paving; 3. The water line on 1st Street has been connected on the west side and will be connected on the east side by tomorrow. It will be tested by the end of the week and ready to go into service by the due date of May 20th.

Director Crocker provided an update on the General Fund: Property taxes coming in a bit over the budget; Personnel and Materials and Services are 8% under budget; Ending Fund Balance is at \$2,224,000, and it appears the ending fund balance will be close to the estimated actual in the proposed budget of \$2,034,000.

Planner Cogburn reported: Auto Zone was issued a certificate of occupancy; St. Vincent DePaul's retail store grand opening will be held on Thursday, May 21st; the O'Reilly's development on Ivy has been approved for a property line adjustment; building permits should soon be issued for the St. Vincent residential development; the Hayden Homes Rolling Meadows PUD public hearing was held before the Planning Commission on April 15, 2015 and the property owner and developer will be bringing back a proposal to the Commission on April 15th.

Director Boldon reported: Library Director Frost was researching the Dolly Parton's Imagination Library Project, which provides a book once a month to children ages 0 to 5. Estimated annual cost is \$7,500, and funding could be obtained through Friends of the Library, Education Together Foundation, or other donors. The first annual 5 K run/walk fundraiser for Community Center youth programs and scholarships would be held on June 6th.

Attorney Connelly congratulated the Finance Department on the GFOA award. She noted that the legislature was in process of passing regulations on e-cigarettes that prohibits the

sale to and use of e-cigs by minors and also includes e-cigs in the Clean Air Act (no smoking indoors or within 10 feet of doorways). Lane County was proposing legislation that would also prohibit the possession by minors and require licenses for those selling tobacco products. Those regulations would not be applicable within the incorporated boundaries of the cities in Lane County, but cities could adopt their own regulations, if desired. After the legislative session ends, Lane County will finish their presentations to various Lane County cities, as some cities wanted to wait until after the legislative session ended.

15. Councilor Comments/Questions

Councilor DiMarco asked if Attorney Connelly and Planner Cogburn were tracking the legislative process and recent deadlock on medical marijuana. Attorney Connelly responded that she was and would keep Planner Cogburn updated.

Councilor K. Leach thanked staff for all of their hard work.

16. Mayor's Comments

Mayor Cahill echoed Councilor K. Leach's comments and noted that hiring the officer would help the Police Department. He congratulated Director Crocker on the GFOA award and Public Works on completing their projects in a timely fashion. He noted that there were many City staff members doing a lot of work behind the scenes that did not get noticed, and he expressed appreciation for all their hard work. He also thanked Council members for all their hard work in attending Council meetings and serving on a minimum of three Committees and some subcommittees each month. He thanked the volunteers and people who attended the Council meetings. He added that it was the people that they served and they wanted to continue to serve faithfully.

Mayor Cahill referred to the May 21st grand opening of St. Vincent DePaul and noted that it would be a great asset to the community and bring in needed jobs. He added that O'Reilly's would also be welcomed, as they would also put people to work in Junction City.

17. Executive Session Per ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

Mayor Cahill announced Executive Session at 7:36 p.m. Regular session reconvened at 8:34 p.m.

18. Other Business

MOTION: Councilor Christensen made a motion to approve the City Administrator's contract for Jason Knope as presented with the following amendments:

1. Section 2: Use Council Policy Option B.
2. Section 5: Change Line 2 to read, "...months, after twelve (12) months, and thereafter during February of each year."
3. Section 5: Change Line 8 to read, "The Mayor, as directed by the Council, shall provide the employee with a written summary statement...."
4. Section 9: Change paragraph to read, "The City agrees to pay for health, dental, and vision premiums for employee and his dependents, in accordance with the City's policies and coverages. City also agrees to pay for Long Term Disability and Life Insurance premiums for employee, in accordance with the City's policies and coverages."
5. Section 10: Change last line of 1st paragraph to read, "...necessary credit hours to maintain his Water and Wastewater Certificates."

The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

MOTION: Councilor DiMarco made a motion to direct the Mayor to sign the agreement on behalf of the Council, as amended. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

19. Adjournment

As there was no further business, the meeting was adjourned at 8:44 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor