

The City Council for the City of Junction City, met for a regular session and work session at 6:30 p.m. on Tuesday, May 24, 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 Administrator, Jason Knope; Public Works Director, Gary Kaping; City Planner, Jordan Cogburn; and City Recorder, Kitty Vodrup.

REGULAR SESSION

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. Vista Dale Stakeholder Subcommittee

Director Kaping reviewed that the Vista Dale Stakeholder Subcommittee membership included one Councilor and five Vista Dale property owners. Four applications were received, and the one vacant position would remain open until filled.

Mayor Cahill appointed Mr. Larry Buckles, Mr. Shaylor Scalf, Mr. Justin Rutherford, and Ms. Tanja Rutherford to the Subcommittee. The first meeting would be held on Thursday, June 16, 2016 at 6:30 p.m.

3. Interim Police Chief Contract

Administrator Knope presented the contract for Mr. Ken Summers to provide Interim Police Chief Services to the City. Oregon Association of Chiefs of Police provided four candidates for consideration and after internal review and interviews, Mr. Summers was selected. He brings a wide variety of experience from his 32 years in law enforcement. He will be responsible for the day to day administration functions of the department and help the City with recruitment of a new chief. The intent would be to have Mr. Summers begin work by June 1, 2016.

MOTION: Councilor Hitchcock made a motion to accept the employment contract for Interim Police Chief Services with Ken Summers and authorize the City Administrator to sign the contact. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

4. Adjournment of Regular Session

Mayor Cahill adjourned Regular Session at 6:40 p.m.

WORK SESSION

1. Call to Order

Mayor Cahill called the Work Session to order at 6:40 p.m.

2. City Attorney RPF

Administrator Knope reviewed that only one bid had been received. After discussion, the Council consensus was to reject all offers and issue another Request for Proposal. This would be placed on the June 14, 2016 Council agenda, so the Council could take action in regular session.

3. TSP Draft Review

Planner Cogburn presented the draft Transportation System Plan (TSP) that had been submitted by Sandow Engineering. The TSP Task Force reviewed and recommended that the Council approve. The TSP draft was presented at the May 10th Council meeting and then put on this Work Session agenda to review the project list and consider adding or removing some projects.

Discussion followed and included:

- Project SUP 2 (Shared Use Path): Highway 99 from 1st Avenue to Milliron Road. Bicycle path on east side of Highway 99. Cost: \$2,935,000.
- Project SUP 4: Highway 99 from 1st Avenue to Milliron Road. Multi-Use Path along west side of Highway 99. Cost: \$1,400,000.

- Planner Cogburn noted that there was only 20% support for SUP 2 and 4, as a result of the community open houses, so he asked Mr. John Bosket from DKS (who did the original TSP draft) why those were on the projects list. Mr. Bosket had responded that normally when a City was going through this process, they liked to see connectivity to all areas within the Urban Growth Boundary (UGB) and in this case, pedestrian connectivity to what was assumed to be the prison site, hospital site, and Grain Millers.
- Planner Cogburn shared that there were some problems with both projects (SUP 2 & 4):
 - On the east side, there were no rights of way, so there would need to be some sort of agreement with the railroad and ODOT to have a path. Also in the transportation improvements for new roads, there was proposed for a new collector facility east of the train tracks to go from 1st Avenue to Prairie Road. This would provide some sidewalks.
 - On the west side, there were sections where city limits were not contiguous, so there would be sidewalks and then a break and possibly some sidewalks further down the line.
- There were some grammatical errors in the TSP draft that would be sent back to Ms. Sandow to be corrected.
- It was noted that community members voiced the following concerns during the visioning process:
 - Addressing the intersection at Maple Street and 1st Street.
 - Not removing on-street parking in neighborhood areas.
- Also noted was the importance of projects that supported the Safe Routes to School. The Safe Routes to School Action Plan could be referenced in the TSP document and then the Council could work on putting together the action plan. Referencing in the TSP would give the City more leverage for future grant or other types of funding.
- Mayor Cahill noted that he was involved in discussions at the regional level about regional connectivity. The cities of Oakridge, Cottage Grove, and Creswell were looking at tying themselves together by using old forest roads for bicyclists. Once that was accomplished, they could look at accomplishing the same thing through Veneta, Junction City, and Monroe. These discussions involve donated lands, access management, rights of way, and who would be responsible for maintenance.
- It was asked if the regional connectivity needed to be referenced in the visioning section, so the City could point to that a later time when it comes up. Planner Cogburn responded that it could be part of the revision process.
- Concerns were expressed on keeping SUP 2 and 4 on the projects list, as they were both very expensive, did not reflect the community higher priority transportation projects, and would raise the SDCs.
- Planner Cogburn noted that in the City's history, they had moved entire TSP project lists over to the Capital Improvement Plan SDC list, which would start the process to collect SDCs.
- It was noted that at any point in the future, the Council could amend the TSP project list, to add or remove projects.
- There was a Financially Constrained Plan provided in the TSP draft which totaled \$3,000,000, opposed to the "pie in the sky" projects plan which totaled \$131,000,000.
- The Financially Constrained Plan also referenced when a project would not be City funded and would need to be funded by grants or some other means.
- The Financially Constrained Plan included the Maple/Prairie Road Intersection.

After further discussion, the Council consensus was to do the following:

- Use the Financially Constrained Plan and transfer those projects to the Capital Improvement Plan SDC List.
- Remove Projects SUP 2 and 4 from the list of potential pedestrian improvements.
- Remove language within the constrained project lists that refer to removal of on-street parking.
- Add language to reference the Safe Routes to School Action Plan in regard to future projects.
- Add language referencing future bicycle network connectivity with regional partners.

Planner Cogburn noted that he would send these things to Ms. Sandow to revise the document and asked if the Council would like to see the final draft, before the adoption process begins and a public hearing was held with the Planning Commission.

The Council consensus was that they did not need to see the final TSP draft, before beginning the adoption process.

4. Job Description Updates

Director Kaping reviewed that in 2015, a reorganization of Public Works occurred when the positions of Water Treatment Operator and Wastewater Treatment Operator were created. All of the job descriptions at Public Works were reevaluated at that time and some had minor changes. The position of Public Works Technician significantly changed, as it took on some of the duties of the Special Programs Coordinator when the person assigned to the Special Programs Coordinator position took the position of Wastewater Treatment Operator. Because the Public Works Technician has been working out of class in performing some of these new duties, staff recommended that the Senior Public Works Technician position be created and the existing employee in the Public Works Technician position be reclassified to that position. The funding for this change was incorporated in the Fiscal Year 2016-17 budget.

Discussion followed and included:

- There were some concerns that this had not been pointed out during the budget process.
- It was noted that the increase in salary had been included in the budget document.
- It was questioned whether there was enough justification in change of duties to warrant a salary range increase.
- The Senior PW Technician would not initially have supervisory responsibility, but would probably supervise the Utility Billing Clerk position at some point.
- This was before the Council, as the City's Personnel Manual requires job descriptions to be approved by the Council.
- A Council member expressed concern that the Council was micro-managing.
- It was noted that the Special Programs Coordinator position was not filled after the employee became the Wastewater Treatment Operator, and the duties were split between the PW Technician and management.
- Also noted was the union could get involved, if a change was not made.
- It was asked if this should go to the City Attorney for review and comment, but the consensus was not to forward to the attorney, at this time.

The Council consensus was not to take any action.

5. Reserve Sergeant Discussion

Administrator Knope presented the Reserve Sergeant job description. This came from Sergeant Dan Miller, who supervises the Reserve Program, and from the reserves themselves. The Reserve Program used to have a structure of President, Vice President, and Secretary, but that was no longer being followed. Instead, they would like to create a Reserve Sergeant position, which would be a voluntary, unpaid position. There was already a reserve who was basically performing these duties and the department wanted to make this official.

The Council was in favor of creating this position and having staff bring to the next regular Council meeting.

6. Water Tower Update

Director Kaping presented an update on removal of the old Water Tower at 7th and Front. Staff recently discovered that the tower was listed on the State Historical Buildings list. It was unknown how it was placed on the list, but there were approximately 39 buildings in Junction City on the list, possibly due to age of the structure.

Councilor DiMarco noted that there were only two buildings in Junction City that were listed on the National Historic Registry and those were the Lee House Museum and the Odd Fellows building.

Director Kaping continued that he has been working with the State Historical Preservation Office (SHPO) and they were not against the City taking the tower down, but the City would need to mitigate by gathering and preserving all the history of the tower. He also contacted Katherine Toeple from Heritage Research Company, who has done mitigation like this for the 4J School District and other agencies. Ms. Toeple would be providing a cost estimate for assisting the City with this task. The tower was built in 1936.

Administrator Knope reviewed who had equipment on the tower:

1. Unwiredonline – Staff was working with Unwiredonline to help them relocate. They have been great to work with.
2. T-Mobile – Administrator Knope and the City Attorney were still working through the contract language with T-Mobile.
3. Police Department – The department was no longer using that equipment.

It was noted that the last engineering report on the tower was done about four years ago.

Administrator Knope added that it had been discovered that as part of the T-Mobile contract, the City would have to bring in an outside engineer to officially assess the tower. A fresh set of numbers would be obtained at that time and the tower would be assessed to see if stabilization was needed to meet seismic standards.

In response to the timeframe of when the tower could be taken down, Administrator Knope stated that something could start next summer, but more than likely would not be until the summer of 2018.

It was noted that once engineering information and costs were known, this information could be provided to the community, in case there was interest in fundraising to preserve the tower.

It was noted that it would be valuable to have estimates from a company who actually does this type of work, in addition to the engineer estimates.

The Council consensus was for staff to get estimates on how much it would take to keep the tower and fix it and how much it would cost to take it down.

7. Garbage Truck Opportunity

Director Kaping noted that Public Works had been presented with an opportunity to purchase a garbage truck for scrap prices. Two trucks were available: one truck was a double sided for \$7,000 and the other a single sided for \$5,000. The truck could be used for collection of copy paper and as a back-up if another garbage truck went down. A current truck load of copy paper could be sold for \$550. If the truck did not work out, the costs could be recouped by selling for scrap. This went before the Sanitation, Recycling, and Water Committee and they forwarded to the full Council for discussion.

The Council consensus was for Public Works staff to go look at the trucks and make the decision they felt was best.

8. 2015 Administrative Task List

Administrator Knope reviewed the task list. Staff had completed 31 items and were working on 22. Pending items were under 20%. Staff completed the Safety Manual revision and was in process of implementing the I.T. Manual. Work was continuing on the Employee Manual Update and policy items would be coming before the Council.

The Council expressed their appreciation and compliments to staff on doing a great job of working on these, in addition to the many other projects that were occurring.

9. Other Business

Councilor Hitchcock asked about the Out of Range employees on the Compensation Schedule. Administrator Knope responded that was for longevity pay and had been on the books for a long time for tenured employees. It had then been incorporated into the AFSCME Union Contract and was something many cities offered.

Councilor J. Leach noted that the City Administrator salary and benefits were \$130,000 last year and were \$150,000 this year. He asked what the increase included.

Administrator Knope responded that there was a 2% Cost of Living Increase across the board and it also reflected the increase in benefit costs.

10. Adjournment

As there was no further business, the meeting was adjourned at 8:29 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor