

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, June 14, 2016, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Acting Mayor, Randy Nelson; Councilors Karen Leach, Bill DiMarco, Jim Leach, Steven Hitchcock, and Herb Christensen; (Excused Absence: Mayor, Michael Cahill); City Attorney, Carrie Connelly; City Administrator, Jason Knope; Interim Police Chief, Ken Summers; 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

Acting Mayor Nelson called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

2. Budget Committee Consideration to Approve the April 28, 2016 Minutes

A quorum of the Budget Committee briefly convened, with citizen members Dr. Dale Rowe, Ms. Sue Huntley, Mr. Jack Sumner, Mr. Ken Wells, and Mr. James Hukill in attendance.

MOTION: Committee Member Rowe made a motion to approve the April 28, 2016 Budget Committee minutes. The motion was seconded by Committee Member Hukill and passed by unanimous vote of the Budget Committee.

Acting Mayor Nelson approved having additional discussion.

Committee Member Rowe stated that at the last Budget Committee meeting, they had discussed Options A and B to balance the budget, and he recommended that the Council impose a hiring freeze to move towards Option B and achieve long term budget management.

MOTION: Committee Member Rowe made a motion that the Budget Committee make a recommendation to the City Council to freeze all non-administrative positions for the next 12 months. The motion was seconded by Councilor J. Leach and passed by a vote of 8 to 3, with K. Leach, J. Leach, Nelson, Hitchcock, Rowe, Huntley, Hukill, and Wells voting in favor and DiMarco, Christensen, and Sumner voting against.

Committee Member Rowe shared that he thought it was helpful and healthy for the Budget Committee to meet at least once a quarter. It was noted that the Budget Committee was scheduled to meet in October.

3. Changes to the Agenda

Acting Mayor Nelson added Oath of Office.

City Recorder Vodrup administered the Oath of Office for Interim Police Chief to Ken Summers. He was welcomed by the Council and staff.

4. Consent Agenda

MOTION: Councilor Hitchcock made a motion to approve the bills from May and the May 10 and 24 and June 9, 2016 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. Brad King, 93592 Prairie Road, Junction City, President of the Tri-County Chamber of Commerce, asked if the Council would be willing to write a letter of support for a Travel Oregon grant application the Chamber was preparing for production of a video called, "Biking and Driving the Tri-County Triangle." The grant total would be \$50,000, with \$25,000 needed for a matching grant. At a future time, Mr. King would be contacting the cities of Harrisburg, Monroe, and Junction City, as well as some businesses in those cities about contributing funds for the match. A letter of support did not obligate the City to provide funds for the grant match.

6. Retirement Presentation – Police Officer Brian Paterson

Interim Chief Summers presented a plaque of appreciation to Officer Brian Paterson, and Officer Crosman read a letter reviewing Officer Paterson's service with the City of Junction City. Officer Paterson began employment with Junction City in June of 2008 and specialized in Drug Recognition Enforcement. In 2012, he was recognized as the Oregon Drug Recognition Expert of the Year. The Council thanked Officer Paterson for his dedicated service.

7. Public Hearing – Fiscal Year 2016-17 Budget and Consideration of Resolution**A. Public Hearing**

Acting Mayor Nelson opened the public hearing.

Staff Report

Director Crocker presented the Fiscal Year 2016-17 budget, which had been approved by the Budget Committee on April 28, 2016. It was required that the Council hold a public hearing on the budget, and the notices and approved budget had been included in the Council packet. The Budget Committee met on April 14, 21, and 28, 2016. The resolution to adopt the budget also included the assessment of the taxes at the city's maximum rate of \$6.0445 per \$1,000 of assessed value. If the Council wanted to make any changes, they could be made up to 10% or \$5,000 per fund, whichever was larger. Any changes larger than that would require reposting of the public hearing notice and a second budget hearing. There were no limits on moving items within a fund.

Public Testimony

None.

Councilor Questions/Comments

None.

Acting Mayor Nelson closed the public hearing.

B. Resolution No.1 – A Resolution Adopting the Budget; Making Appropriations; Imposing Taxes; and Categorizing the Taxes for Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017.

MOTION: Councilor Hitchcock made a motion to approve Resolution No. 1, adopting the Fiscal Year 2016-17 approved budget, making appropriations as shown on Schedule A of Resolution No. 1, imposing a tax rate of \$6.0445 per \$1,000 of assessed value, and allocating all the property tax money collected into the General Fund. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

8. Public Hearing – Scandinavian Estates Comprehensive Plan Map Amendment and Rezone

Planner Cogburn stated that due to a clerical error, the public hearing was not posted within the City's Code requirements. He requested that the hearing be postponed to the July 12, 2016 Council meeting at 6:30 p.m. The record would remain open for any public comments.

The Council consensus was to postpone the public hearing to the July 12, 2016 Council meeting at 6:30 p.m.

9. State Shared Revenue Resolutions**A. Resolution No. 2 – A Resolution Declaring the City of Junction City's Election to Receive State Shared Revenues.**

MOTION: Councilor K. Leach made a motion to approve Resolution No. 2. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

B. Resolution No. 3 – A Resolution Certifying the City of Junction City's Eligibility to Receive State Shared Revenues under ORS 211.760.

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

10. Enterprise Zone Resolution

Planner Cogburn reviewed the resolution for the City to continue being a part of the Enterprise Zone with the City of Harrisburg and Linn County and to name Administrator Knope as the co-manager of the zone, along with Harrisburg Administrator Brian Latta. The Planning Commission had recommended expanding the Junction City Enterprise Zone area and that would be considered at a later time.

A. Resolution No. 4 – A Resolution Regarding the Redesignation of an Oregon Enterprise Zone to be Named: The Harrisburg Enterprise Zone Jointly with the City of Harrisburg and Linn County; and Repealing Junction City Resolution No. 825.

MOTION: Councilor K. Leach made a motion to approve Resolution No. 4. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

11. Fiscal Year 2016-17 Compensation Schedule

A. Resolution No. 5 – A Resolution to approve the Fiscal Year 2016-2017 Compensation Schedules for Police, AFSCME, Temporary and Seasonal, and Management and Non-Represented Positions.

MOTION: Councilor DiMarco made a motion to approve Resolution No. 5. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

12. Street Closure Request for 2016 Scandinavian Festival

Planner Cogburn reviewed the street closure request for the 2016 Scandinavian Festival. The Community Development Committee (CDC) reviewed and made a recommendation for the Council to approve.

Councilor K. Leach expressed appreciation to Sue Huntley and Matt Nelson for their attendance at of the CDC meetings since last fall and for their great work on mitigating issues and making this the smoothest festival request process that she had seen.

Mr. Nelson echoed Councilor K. Leach's comments and thanked Ms. Huntley for all her hard work.

MOTION: Councilor K. Leach made a motion to approve the Street Closure Request and Noise Permit as conditioned for the 2016 Scandinavian Festival as presented. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

13. JCHS Cheerleader Request to Paint Curbs

Director Kaping reviewed the request for the Junction City High School (JCHS) cheerleaders to paint numbers on City curbs as a fundraiser. Presale would occur in July and painting at a later date. \$12 for black and white and \$15 for school colors: JCHS, U of O, or OSU. The Sewer and Street Committee reviewed and recommended approval.

MOTION: Councilor K. Leach made a motion to approve the request from the Junction City Cheerleading Squad to do a curb painting fundraiser and authorize the Public Works Director to send them a letter of approval. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

14. Reserve Funds Review

Director Crocker stated that budget law required review of reserve funds every 10 years. Resolution No. 6 affirmed that the following funds were still active: Police Vehicle and Equipment Reserve, Library Equipment Reserve, Administration Vehicle and Equipment Reserve, Park and Pool Equipment Reserve, Bike Path Reserve, Computer Equipment Reserve, Prairie Road Street Improvement, and Public Works Building and Yard Reserve.

He added that Resolution No. 7 authorized the abolishment of the DOC IGA Fund, which was no longer being used.

A. Resolution No. 6 – A Resolution Reaffirming Reserve Funds.

MOTION: Councilor Hitchcock made a motion to approve Resolution No. 6. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

B. Resolution No. 7 – A Resolution Authorizing the Abolishment of Unused Funds.

MOTION: Councilor K. Leach made a motion to approve Resolution No. 7. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

15. Tote Purchase

Director Kaping presented a request to purchase garbage, recycle, and yard debris totes. The goal was to have 50 totes in stock to supply to new customers or replace broken totes. Each year 100 yard debris totes were ordered and each year Public Works ran out before the end of the year. Public Works began doing dumpster repair in house, so there was no need to purchase new dumpsters this year. The Sanitation, Recycling, and Water Committee reviewed and recommended that the Council approve purchase of the totes.

MOTION: Councilor J. Leach made a motion to approve the purchase of garbage, recycling, and yard debris totes from General Equipment Company in the amount of \$19,757.50 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

16. City Attorney RFP

Attorney Connelly took a seat in the audience.

Administrator Knope reviewed that one bid had been received from the recent Attorney Services RFP. At the last Council Work Session the Council consensus was to cancel the RFP and reissue a new one in additional advertising areas and for a longer period of time.

MOTION: Councilor Hitchcock made a motion to cancel the current Attorney Service RFP and direct staff to provide written notice to all proposers of the cancellation and to reissue the Attorney Service RFP. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

Attorney Connelly returned to her seat as City Attorney.

17. Oregon Public Employees Retirement System Update

Director Crocker provided an update on the Oregon Public Employees Retirement System (PERS) actuary reports and that rate increases were projected to increase significantly over the next ten years beginning July 1, 2017.

Council members noted that this budget impact was something the Council would need to address, as they began budget discussions.

18. Annual Liquor License Renewals

Interim Chief Summers presented the annual liquor license renewals and noted that the Police Department did not have any concerns with these being renewed.

MOTION: Councilor K. Leach made a motion to authorize the Police Department to make a written recommendation to OLCC to renew all licenses. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

19. Reserve Sergeant Job Description

A. Resolution No. 8 – A Resolution to Create the Position of Reserve Sergeant Pursuant to Personnel Police Section 4.2.

MOTION: Councilor Christensen made a motion to approve Resolution No. 8. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

20. Dental Insurance Contract

Director Crocker reviewed that the City's current dental insurance provider, Pacific Source, would no longer be able to provide coverage to retirees, which the City was required to do. The City's Health Benefits Committee, which was made up of 2 members of each union, 2 non-represented employees, and the Finance Director, reviewed and recommended CIS Oregon Dental Services Plan III. This represented a 10.85%/\$9,000 increase, which was not a significant number across the citywide budget.

MOTION: Councilor K. Leach made a motion to approve the CIS Oregon Dental Services Plan III and direct the City Administrator to sign the necessary agreement. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

21. Council Agenda Forecaster

Administrator Knope presented the forecaster. The Council consensus was to begin budget discussions at the June 28, 2016 Council Work Session.

22. Staff Reports

Director Boldon reported: Pool officially opened yesterday. Laurel School Swim last week. Great start to the season and he encouraged everyone to visit the pool this summer. The New Orleans Night in the Vineyard fundraiser for the Senior Center on July 17th sold out, so they added another date of July 24th, which also sold out. Camp Sunshine at the Community Center begins June 27th, with leader training next week.

Planner Cogburn reported: The City received a conditional use development review and building permit submittal for the Guaranty RV Park, located behind the Travel Center between Highway 99 and Prairie Road. This would go before the Planning Commission in July. Public Works and Planning staff met with Lane County's Transportation staff to discuss options and collaborate on each Transportation System Plan and extend the City's Safe Routes to School. Lane County plans on creating a school crossing on 1st Avenue, after the infrastructure improvements have been completed with the Alona Place Apartments.

Director Crocker reported: General Fund Ending Fund Balance as of May was \$2,261,000. The goal was to end up higher than the Beginning Fund Balance of \$2,141,000.

Director Kaping reported: Each year, the City struggled with ammonia levels at the end of the discharge system at the Wastewater Treatment Plant. The City received a fine from DEQ for this, which was not a surprise. Funding was placed in the FY 16-17 budget to address this issue. Bids for this work would be going before the Sewer and Street Committee. Also, Public Works flushed the entire town in 3 days, with almost no issues. The recent fire pulled hard on the system, but there were no dirty water complaints the next day, so the water system was proving to work really well. Public Works would be working on the bike path between 6th Street and Timothy.

Interim Chief Summers reported: He has been extremely impressed with staff and noted that the Police Department (PD) members were dedicated and really wanted to serve the citizens. He went on patrol with the officers and said that it was refreshing to see the number of citizens that smiled and waved and the positive interactions between PD staff and citizens. A reserve recently graduated from the Lane County Reserve Academy at the top of his class. Officer Jackson was back from his School Resource Officer duties in time to relieve officers who would be taking summer vacations. The department had some serious staffing issues they were trying to address without excessive overtime. Jail inspection would occur Friday and he did not anticipate any issues. He added that he was pleased to be working for the City.

Attorney Connelly reported: Local Government Law Group hired a new attorney, Mark Wolf, who will specialize in labor and also do general local government practice.

Recorder Vodrup reported: Election packets were ready and available at City Hall and on the City's website. The Mayor's position and three City Councilor positions would be voted on in the November 8, 2016 General Election.

23. Councilor Comments/Questions

Councilor K. Leach thanked the Budget Committee and staff for their hard work. She welcomed Interim Chief Summers and expressed appreciation for the work he had done so far.

Councilor DiMarco expressed appreciation to Dr. Rowe for starting the budget conversation tonight and for all of his efforts over the last few years. Councilor DiMarco noted that his only issue with the motion was technical in that there were some critical positions at Public Works and the Police Department that he did not think should be left open all year, but they could hold to the spirit of the motion.

Councilor J. Leach thanked the Budget Committee for their work and thanked Dr. Rowe for encouraging the Council to tackle the budget issues. He welcomed Chief Summers.

Councilor Hitchcock thanked staff for all of their hard work and for being diligent. He welcomed Chief Summers and noted that the Council loved the City and its Police Department. He asked if establishments could qualify for a liquor license, prior to having an establishment. Planner Cogburn responded that he would need to check on OLCC regulations.

Councilor Christensen thanked the Budget Committee and noted how far they had come from having 7 meetings per year. He appreciated how staff, the Budget Committee, and Council had worked together and continued to improve the budget process. He welcomed Chief Summers.

24. Mayor's Comments

Acting Mayor Nelson thanked staff and the Council for making the meeting easy and efficient. He noted that their hearts went out to Orlando.

25. Other Business

In response to a question on the TSP draft status from Councilor K. Leach, Planner Cogburn stated that the revised draft had been received and would go to the Planning Commission in July for a public hearing.

26. Adjournment

As there was no further business, the meeting was adjourned at 7:46 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Randy Nelson, Acting Mayor