

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, July 10, 2018, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Mark Crenshaw; Councilors Robert Stott, Jack Sumner, John Gambée, and Dale Rowe; **Absent:** Councilor Kara McDaniel; Acting City Administrator, Gary Kaping; City Attorney, Carrie Connelly; Police Chief, Bob Morris; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; and City Recorder, Kitty Vodrup.

1. Call to Order and Pledge of Allegiance

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

2. Changes to the Agenda.

Move Item 9 Northwest Code Professional Building Services Contract to the July 24, 2018 Council agenda.

3. Approval of Minutes – June 12 and 26, 2018

MOTION: Councilor Rowe made a motion to approve the June 12 and 26, 2018 Council Minutes. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council members present: Stott, Sumner, Rowe, and DiMarco.

Councilor Gambée arrived at the meeting at 6:32 p.m.

4. Review of Previous Month's Expenditures

Mayor Crenshaw asked if there were any Council comments or questions on the previous month's expenditures. There were none.

5. Public Comment on Items not Listed on the Agenda

Mr. Keith Perkins, 1012 Green Meadows, Junction City, stated that he was interested in starting a Farmer's Market at the Nazarene Church parking lot and asked if the \$650 application fee for a Temporary Use Permit could be waived.

The Council consensus was to have staff look at options for the Farmer's Market and bring back to the July 24, 2018 Council meeting.

Ms. Sue Huntley, 1065 Laurel Street, Junction City, stated that this was the first year that notifying businesses and taking care of issues prior to the festival had worked as intended.

Ms. Patricia Phelan, 920 W. 1st Avenue #28, Junction City, asked the Council to consider increasing the City Prosecutor contract fee, so more cases could be prosecuted.

6. Scandinavian Festival Street Closure Modification Request

Planner Cogburn reviewed the modification request to add a Scandinavian Auto Show (Volvo and Saab) on 6th from Front to Greenwood Streets on Sunday, August 12th from 10 a.m. to 2 p.m.

MOTION: Councilor Gambée made a motion to approve the Street Closure Modification request as presented for the 2018 Scandinavian Festival. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

7. City of Eugene Building Services Intergovernmental Agreement

Acting Administrator Kaping presented the contract for the City of Eugene to provide backup plan review and building inspection services for the City of Junction City on an as needed basis.

MOTION: Councilor Stott made a motion to approve the Intergovernmental Agreement with the City of Eugene and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

8. City of Coburg Building Services IGA

Acting Administrator Kaping presented the contract for the City of Junction City to provide building permit program services for the City of Coburg.

MOTION: Councilor Sumner made a motion to approve the Intergovernmental Agreement with the City of Coburg and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

9. Community Services Department Logo

Director Boldon presented the new logo designs for each of the five divisions within the Community Services Department. The logos had been created by Rudolf Korv and approved by the Community Services Committee.

10. Police Department Administrative Assistant Position

Chief Morris stated that the Police Department wanted to create the position of Administrative Assistant, which would be a confidential, non-represented position to provide needed administrative assistance. The position would also cover the front counter, as dispatch would be moved to where the current patrol room was located. The Public Safety Committee reviewed and recommended approval. Funding would be provided from the vacant Administrative Lieutenant position, which was in the current budget.

A. Resolution No. 1 – A Resolution to Create the Position of Police Administrative Assistant Pursuant to Personnel Policy Section 4.2 and Assigning a Range within the City's Compensation Schedule.

MOTION: Councilor Stott made a motion to approve Resolution No. 1. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

Director Kaping reviewed that the Management Compensation Schedule would need to be amended to add Range 32 for the new Police Administrative Assistant Position.

B. Resolution No. 2 – A Resolution to Amend Resolution No. 1192 Updating the Fiscal Year 2018-19 Compensation Schedule for Management and Non-Represented Positions.

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

11. ODOT Electronic Citation (eCitation) Grant

Chief Morris stated that the Police Department had received a \$66,320.89 grant from Oregon Department of Transportation (ODOT) to implement an electronic citation system, which would replace the traditional book and pen ticket method. The prior purchase of police vehicles and motorcycles (\$35,497.76) satisfied the matching fund requirement. The first year of software licensing would be paid for by the grant, and the City would pay for years two (\$6428.77) and three (\$6750.20). This would be a cooperative procurement award, because the state had gone through the procurement process, and Advanced Public Safety was the sole source provider for the software licensing.

MOTION: Councilor Stott made a motion to approve the agreement and purchase of the 100% grant funded eCitation hardware and software licensing from Advanced Public Safety (APS) and authorize Chief Morris to sign the necessary documents. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

12. Springfield Jail Contract

Chief Morris presented the contract extension for the City of Springfield to provide jail services for the City of Junction City.

MOTION: Councilor Rowe made a motion to approve the contract amendment with the City of Springfield for Jail Services and authorize the Police Chief to sign the necessary documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

13. Attorney Conflict of Interest Waiver to Research Merger of Monroe Court

Attorney Connelly took a seat in the audience.

Chief Morris presented the conflict of interest waiver to allow the City's attorney to research the possibility of the City of Monroe's court merging with the City of Junction City's court; the City's attorney also represents the City of Monroe.

MOTION: Councilor Sumner made a motion to authorize the Acting City Administrator to sign a Conflict of Interest Waiver with the City's law firm. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

Attorney Connelly returned to her seat at the attorney table.

14. Library Board Appointment

Mayor Crenshaw appointed Jennifer Daeges to the Library Board.

MOTION: Councilor Rowe made a motion to approve the Mayor's appointment of Jennifer Daeges to a position on the Library Board with a term through July 1, 2022. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

15. Planning Commission Appointments

Mayor Crenshaw appointed Beverly Ficek and Jeff Kister to the Planning Commission.

MOTION: Councilor DiMarco made a motion to approve the Mayor's appointment of Beverly Ficek to serve as a regular member on the Planning Commission, filling the unexpired 4 year term through October 2020 and Jeff Kister to serve as an alternate member on the Planning Commission, filling the unexpired term through October 2020. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

16. Council Agenda Forecaster

Acting Administrator Kaping presented the forecaster. Add to July 24, 2018 agenda: Northwest Code Professionals Contract, Revolving Loan Fund Program, and Farmer's Market.

Councilor DiMarco noted that a few months ago the Community Development Committee had requested a site plan for a potential special event/fairgrounds/outdoor venue area next to the lagoons. The big issue would be wetlands mitigation, and he wanted to bring this to the Council's attention that this would be addressed at some point in the future.

Acting Administrator Kaping confirmed that it was too early to set a date for discussion, but he would debrief with Administrator Knope and Planner Cogburn.

17. Staff Reports

Chief Morris reported on a recent animal abuse case and a fire at 7th and Ivy Street. Oaths of Office were administered to three new officers today. One was a retired police officer who would serve part time to help fill shifts. Two others were new recruits, and this brought the total number of officers to 9. He added that the department had developed good relationships with local agencies for mutual assistance on calls when needed.

Planner Cogburn reported that the Revolving Loan Fund Committee met last night and the revised program guidelines would be coming back to Council. The Grocery Outlet and Northwest Farm Credit Services site development was underway. Final plats for the Reserve Phase II and Phase III had been submitted, but the applicant had placed Phase II with the 120 lots on hold as they were still working on meeting the conditions of approval. The Phase III 11 lot subdivision would go before the Planning Commission next week, as well as a challenge to a recent Administrative minor variance height decision at 18th and Magnolia. In response to whether the heritage site issues had been addressed for the Reserve Phase II, Planner Cogburn stated that the applicant said that those issues had been addressed, but he had not received confirmation from the State Historic Preservation Office.

Director Boldon reported that the pool and Summer Camp were underway, and the Summer Reading Program would start tomorrow with an earthquake simulator trailer from Junction City Fire. The Library now had 15 volunteers, and Library staff lead Freda Darling was doing a great job on training. The 4th Annual JC3.1 Run/Walk would be held on Saturday, July 21, 2018, and he encouraged everyone to get involved by participating or volunteering.

Attorney Connelly stated that Mr. Perkin's had asked if the Temporary Use Permit fee could be waived, but there was no mechanism to allow land use fees to be waived.

Acting Administrator Kaping stated that Public Works would be flushing lines all week and would be crack sealing Timothy Street and 17th and Magnolia Streets the following week. The

Utility Billing position was open again at Public Works. As Acting Administrator, he received early morning phone calls regarding the 7th and Ivy Street fire, as well as the City's street sweeper being destroyed by fire when it was parked for service at Pape. In response to a question on if signs could be installed to let people know they now needed to parallel park along the curb on 6th Street instead of head in park, Acting Administrator Kaping stated that markings would be placed next week, as they had to wait one week for the pavement to cure.

Chief Morris added that the Police Department had the following response times: Animal Abuse – 3 minutes; 7th and Ivy Street fire – 1.5 minutes. He added that the Fire Department responded to the 7th and Ivy Street fire within 6 minutes, which was remarkable for a volunteer department.

18. Councilor Comments/Questions

Councilor Rowe expressed kudos to Public Works on the beautiful job on 6th Street.

Councilor Gambia noted that the response times for the recent calls were remarkable. He asked how a Farmer's Market would be different from a church fair or holiday market that occur each year. He commended Mr. Perkins for trying to do something cool in town.

Councilor Sumner expressed kudos to the Police and Fire Departments and asked how the Building Inspection Services contracts would impact the budget. Acting Administrator Kaping responded that estimates for those contracts had been included in the current budget.

19. Mayor's Comments

Mayor Crenshaw stated that the Revolving Loan Fund Committee had met last night to review changes to the program and those were now ready to be presented to Council. Changes included criteria revisions, as well as redefining the committee to get more community representation.

Mayor Crenshaw continued that he spoke to Fire Chief Brandon Nicol, who had replaced Chief Carl Perry a few years ago. Chief Nicol had said that since he had been chief, there had been four major fires with significant property damage, and one of the key factors was poor housekeeping. Mayor Crenshaw stated that he wanted to share with the community that fire preparedness was very important for your home or business and he encouraged everyone to keep each property in a condition that was not conducive for a fire to spread.

20. Other Business

Keith Perkins, 1012 Green Meadows, Junction City, asked about having a place in Junction City where citizens could drop off chemicals.

Acting Administrator Kaping responded that the county had a drop off site, but he would check with them to see if they could host a drop off in Junction City, as it had been awhile since that had occurred.

21. Adjournment

As there was no further business, the meeting was adjourned at 8:20 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor