

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, August 14, 2012, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, David Brunscheon; Councilors Jack Sumner, Bill DiMarco, Jim Leach, Randy Nelson, and Laurel Crenshaw; (Excused Absence: Councilor Herb Christensen); City Attorney, Carrie Connelly; City Administrator, Kevin Watson; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. CHANGES TO THE AGENDA

Remove Item 17, Executive Session for City Administrator Review.

III. CONSENT AGENDA

MOTION: Councilor DiMarco made a motion to approve the consent agenda, consisting of the July bills and the July 10, 2012 Council minutes. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council

IV. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Ms. Deanna Smith, 633 SW Laurel, Junction City stated that she and her family were in favor of amending the City ordinance to allow chickens within the City limits. She reviewed the positive aspects of having chickens, including organic eggs, natural fertilizer, pest control, and cost savings. It was noted that the Planning Commission would be discussing this issue at their September meeting.

Mr. Jeff Haag, 27430 W. 8th, Junction City, referred to a letter that he had mailed to Administrator Watson and the Council regarding comments submitted from Mia Nelson of 1000 Friends on the Urban Growth Boundary proposal. He encouraged the Council to direct ECO NW to provide a response to the questions in his letter. Administrator Watson responded that ECO NW had already been reviewing the comments that the City has received from not only 1000 Friends, but other citizens. That process is moving along and they would be improving the findings and documents.

Councilor DiMarco noted that the City needed to get this done by the end of the year. He added that the hard work of the Planning Commission would be enough reason to get this done and see it come to fruition.

Administrator Watson stated that the City had received a request to extend the public comment period, so the City was under the obligation to extend by seven days. Attorney Connelly added that all comments received, including 1000 Friends and all public testimony provided on August 16th would be evaluated and addressed in a comprehensive manner in the final Economic Opportunities Analysis and the findings presented to the Planning Commission on August 29th.

V. PUBLIC HEARING – NAMING OF TWO PARKS

Mayor Brunscheon opened the public hearing.

Staff Report

Administrator Watson reviewed that the Community Services and Parks Committees recommended naming the new park at Oaklea and 1st “Yellowwood Park” and the new park in the Raintree Meadows subdivision at SW Pine and Kaylee Street “Raintree Park.” Staff and the Committees followed the naming process as outlined in Resolution No. 1031.

Public Testimony

None.

Questions from the Council

None.

Mayor Brunscheon closed the public hearing.

MOTION: Councilor Nelson made a motion to approve the naming of the City owned park land located on the northeast side of the corner of Oaklea Drive and 1st Street in Junction City to be "Yellowwood Park" and the City owned park land located on the west side of SW Pine Street between Brenda and Kaylee Street in Junction City to be "Raintree Park." The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

VI. RAIN TREE PARK SITE WORK

Administrator Watson stated that the Community Services Committee reviewed three proposals for concrete site work at Raintree Park and recommended Skip Tracer and Lads. Attorney Connelly noted that she would review to make sure that it complied with the City's Public Contracting Rules.

MOTION: Councilor Sumner made a motion to approve the concrete work for the neighborhood park in the Raintree Subdivision in the amount of \$31,436.69 and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

VII. COURT COLLECTIONS CONTRACT

Director Crocker reviewed that this was an update to the City's 2006 contract with Professional Credit Service to provide court collections.

MOTION: Councilor DiMarco made a motion to direct the City Administrator to execute and sign the contract with Professional Credit Service on behalf of the City. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

VIII. FINANCIAL AUDIT ARRANGEMENT LETTER

Director Crocker stated that this was the annual letter that the City signs each year with the City's auditors.

Councilor DiMarco asked for clarification on the reference in the letter to, "We have also been engaged to report on supplementary information other than Required Supplementary Information (RSI) that accompanies the City's financial statements."

It was the Council consensus was to table and have staff research and bring the answer back to the next Council meeting.

IX. CITY HALL HEATING/AIR UPGRADE

Administrator Watson stated that the City had received a number of bids on replacing the City Hall Heating and Air system. Currently, there are two HVAC units on the roof, which have caused roof leak damage and are noisy and antiquated. This is part of other upgrades that hope to be done at City Hall, such as window replacement, painting, carpeting, and improving accessibility.

Discussion followed on the bids and that it appeared that vendors were not bidding on the same items. Conversation occurred on whether there would be a fresh air exchange system or not, and it was noted that health concerns on air quality for the employees was important to address. It was added that further discussion would be beneficial on the other City Hall upgrades and order of priorities at a future Committee or Council meeting.

The Council consensus was to have the Public Works Maintenance Coordinator obtain "apples to apples" bids and bring back that information and clarification on the fresh air system and the project to the next Council meeting.

X. FISCAL POLICY SUMMARY

Director Crocker reviewed a list of proposed Fiscal Policy items that the Finance Committee had reviewed on July 16th and recommended go before the Council for direction. The goal is to provide policy written guidance on expenditures, revenue, purchasing, fund balance, and other financial policies.

After discussion, the Council consensus was for staff to take care of two pending financial issues: Develop Internal Controls, as noted by the City's auditor and develop a Policy Manual, as outlined in the City's Procurement Resolution before the end of the year and to take to the Finance Committee for review. It was added that defining the term "balanced budget" would also be beneficial before starting the next fiscal year budget.

XI. BID PACKAGE 5C PAY REQUEST 17

MOTION: Councilor DiMarco made a motion to approve Pay Request #17 to The Automation Group in the amount of \$12,574.39. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

XII. INFLOW AND INFILTRATION PROJECT BID RESULTS

Director Knope stated that before the Council were the bid results to replace 74 blocks of the 1948 sewer mainline in the downtown corridor. The project was split into 6 projects with the intent to try to get as many local and smaller contractors involved with the project. Only two bids were received and the lowest bidder exceeded the budgeted amount of \$3.6 million by \$800,000. Director Knope reviewed options for the Council to consider, including putting together a new bid document which would include more clarification on the type of pipe bursting (pneumatic or static) and to list the number of service laterals in the line, after TVing the system. He added that the City could contract the TV work for approximately \$120,000 or do the work in house, after purchasing additional camera equipment for approximately \$75,000. Two members of the Water, Sewer, and Street Committee recommended rejecting all bids, having staff do the TV work in house, modifying the specifications in the bid, and resending the project out to bid in December or January for an early spring start on the project.

MOTION: Councilor Sumner made a motion to direct staff to reject all bids and to move forward with TV inspecting the project area and modifying the specifications per staff recommendations, as outlined in the (AIS) Agenda Item Summary. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

(Councilor DiMarco left the meeting at 8:13 p.m.)

XIII. COBURG DISPATCH CONTRACT

Chief Chase reviewed that the City has had an agreement with the City of Coburg to provide dispatch services for a number of years. This new agreement includes Coburg joining the Records Management System, which is an additional cost of \$10,000.

MOTION: Councilor Leach made a motion to approve the Intergovernmental Agreement between the City of Coburg and the City of Junction City and to authorize the City Administrator to sign the agreement. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

XIV. STAFF REPORTS

Director Knope reported that Public Works crews would be cleaning the streets at 4:00 a.m. tomorrow morning for after Festival cleanup

Chief Chase reported that the Scandinavian Festival went well. He expressed his appreciation to Cottage Grove Police Chief Mike Grover for housing two custodies during the festival, as the City's jail was at full capacity.

Attorney Connelly reported she has been working on targeted questions on the CPR and UGB Expansion and would be attending the upcoming public hearings. She has been

working with planning staff on developing an extraterritorial connection agreement, which will be needed for future connection applications.

Administrator Watson reported that he served as the point of contact for the Scandinavian Festival and that process worked well. Most issues revolved around parking. He and staff were preparing for the August 16th Planning Commission public hearing.

XV. COUNCILOR COMMENTS/QUESTIONS

Councilor Crenshaw stated that she thought it would be appropriate for the Council to send a thank you note to Cottage Grove. Mayor Brunscheon responded that he would send a letter of appreciation from the Council and Police Department.

Councilor Crenshaw continued that she had heard a few constituent comments that there was discord on the Council, and she wanted to state that the Council was a great group of individuals who were respectful of one another and worked well together.

Councilor Nelson expressed appreciation for Councilor Crenshaw's comment. He commended the Police Department on the way they handled an arrest that he witnessed during the Scandinavian Festival. He announced that volunteers were needed for the Skatepark concrete pouring on August 18th and 25th.

Councilor Sumner commended Public Works staff and Administrator Watson on answering questions about the wetlands with citizens who live on Quince Street. He expressed appreciation for all the people who had supported him as a City Councilor and stated that he would not be running for re-election, as his family came first. He applauded those individuals who were running and noted that there were good candidates.

XVI. MAYOR'S COMMENTS

Mayor Brunscheon stated that the festival was another great success, and he thought it was a wonderful event for the community. He expressed appreciation to the Scandinavian Festival Association and City staff for their hard work. He encouraged participation in the Skatepark concrete pouring.

XVII. OTHER CITY COUNCIL BUSINESS

None.

XVIII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:30 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor