

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, October 11, 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, and Steven Hitchcock; (Excused Absence: Mayor Michael Cahill); City Attorney, Carrie Connelly; 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. Changes to the Agenda**

None.

**3. Consent Agenda**

**MOTION:** Councilor Hitchcock made a motion to approve the bills from September and the September 13, 2016 Council minutes. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**4. Public Comment on Items not Listed on the Agenda**

Ms. Kim Waite, 1190 Vine Street, Junction City, stated that she had attended the last Council meeting and spoke about getting a leash law in Junction City. She talked with Chief Summers, and a leash law meeting would be held at City Hall on Monday, October 17<sup>th</sup> at 6:30 p.m. for anyone who was interested.

**5. Dangerous Building – 1480 Ivy Street**

Administrator Knope stated that the City received a complaint about the burned out building at 1480 Ivy Street. The City's building inspector investigated and determined that it was a Dangerous Building, per the City's code. The next step would be for the Council to hold a public hearing.

The Council consensus was to hold the public hearing at the November Council meeting.

**6. Court Software Maintenance and Support Agreement**

Director Crocker reviewed the agreement which would add software upgrades to the current Court Software Maintenance and Support Agreement with Caselle. The Finance and Judiciary Committee reviewed and recommended approval.

**MOTION:** Councilor K. Leach made a motion to approve the software maintenance and support agreement with Caselle, Inc. and direct the City Administrator to sign the agreement. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**7. Budget Discussion: Community Services**

Administrator Knope noted that the Council had previously reviewed the Police Department budget and directed staff to apply the Property Tax percentage allocations to the General Revenue for each department. He presented budget worksheets for Community Services, showing the 22% allocations, as well as putting back 10% of Franchise Fees each year over a five year period into the Street Fund. Using this scenario created a \$65,000 hole of expenditures being higher than revenue and staff would need to do more work and review the variety of options to close this gap.

It was noted that these percentages served as an initial measurement tool and could be adjusted, per Council direction. Also noted was that these percentage allocations would be reviewed each year, per the fiscal policy below.

**8. Fiscal Policy for Property Tax Allocations**

Director Crocker presented the fiscal policy for property tax allocations: "Property tax revenue received from the County is allocated to the general government operating departments within the City. Operating departments that receive an allocation of property taxes are the Police, Court, Non-departmental, Building and Planning, and Community Services departments. The allocation percentages are reviewed annually by Council and confirmed by motion for the

following budget year. It is anticipated that Council review will be completed in November of each year.”

**MOTION:** Councilor K. Leach made a motion to adopt the fiscal policy for Property Tax Allocations as recommended by the Finance and Judiciary Committee. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

#### 9. Council Agenda Forecaster

Administrator Knope presented the forecaster. The Council consensus was not to hold a work session in October.

#### 10. Staff Reports

Attorney Connelly reported: In response to Council questions at the last meeting, she had sent an email regarding the Revolving Loan Fund Committee, as well as quorum/voting for the Council with the current Councilor vacancy. Also per Charter, the Council was only required to have one meeting per month. Attorney Russell Poppe was reviewing the City's Personnel Manual and would be passing on comments to Attorney Monson and Administrator Knope.

Director Boldon reported: Parks staff spent a lot of time trimming trees in September and preparing for winter. He was working with the Chamber on the Community Center hosting a community get together with hot cider and cookies after the December 9<sup>th</sup> Light Parade. The Community Center was working with Local Aid for this year's Sharing Tree. Applications for that program would be accepted by Local Aid through November 10<sup>th</sup>. The giveaway would occur on December 11<sup>th</sup>.

Director Crocker reported: Cities had received their final PERS rates for next year and they were .4% higher than the estimated rates that were received as advisory rates in June for Junction City. The outcome would be a \$100,000 increase for next fiscal year, which would be a 24% increase to the City.

Director Kaping reported: Public Works crews were continuing their Inflow and Infiltration work with TVing and cleaning lines. Leaf pickup would start at the end of this month. The new Sanitation truck should be delivered next week. He extended praise to the Vista Dale Stakeholder Subcommittee for their good work and for being close to finishing the Vista Dale project.

Chief Summers introduced Mr. Bob Morris, who had accomplished a phenomenal amount of work on police projects on a part time basis. Mr. Morris has a wealth of experience, with 19 years with the Oregon State Police, 2<sup>nd</sup> in Command of the Law Enforcement Data Systems and Federal Law Enforcement Trainer.

As there was no Public Safety Committee meeting in October, Chief Summers asked the Council for their thoughts on a request from the City of Amity on acquiring the City's K9 vehicle. It was estimated that the value of the car was \$1,000 and it would cost \$250 for Public Works to strip it.

The Council consensus was to donate the car to the City of Amity and for staff to bring back the necessary paperwork to do so.

#### 11. Councilor Comments/Questions

Councilor Hitchcock asked how long the Sharing Tree had been going and who it was open to. Director Boldon responded it had been held for 6 years and was for Junction City residents.

Councilor Hitchcock noted that he would like to see a spreadsheet that showed the growth in numbers. Director Boldon responded that he would provide that.

Councilor Hitchcock thanked Chief Summers for honoring the City by taking the Interim Chief position and for all he had done to help the City. He also thanked Lieutenant Morris for his work. Both Chief Summers and Lieutenant Morris replied that it was an honor to serve the City.

Councilor Hitchcock thanked staff for doing a great job and noted that it was a pleasure to assist staff with their decision making each day.

Councilor K. Leach commended Officer Bonner for taking a citizen's mail to the post office, after the streets had been closed due to a bomb investigation. She expressed agreement with Councilor Hitchcock's statements on Chief Summers and thanked Director Kaping and Councilor Nelson for their great work at the Vista Dale Stakeholder Subcommittee. She expressed appreciation to Director Boldon for his work with Community Services and for being open to allow the Community Center to be a safe place for young people to study. She thanked Administrator Knope and Planner Cogburn for their good work and noted that the Community Development Committee had worked hard to have a better relationship with the Scandinavian Festival representatives. She extended appreciation to Recorder Vodrup for her great work, to Attorney Connelly on providing good information, and to the Council for their support.

Councilor DiMarco stated that he thought it would be beneficial for the Council to decide whether they wanted or did not want to fill the current Council vacancy.

The Council consensus was to discuss this at the next meeting.

Councilor DiMarco expressed appreciation to everyone for doing a great job and noted that the next standing Council meeting was on Election Day. He asked if the Council wanted to meet on that date.

The Council consensus was to go ahead and meet on that date.

Councilor J. Leach thanked staff for their great work on the Budget Bucket System and for the wonderful job by the Vista Dale Subcommittee.

**12. Mayor's Comments**

Acting Mayor Nelson thanked Council and staff for their great work and noted that their prayers and thoughts were with the Fountain family.

**13. Other Business**

None.

**14. Adjournment**

As there was no further business, the meeting was adjourned at 7:13 p.m.

ATTEST:

APPROVED:

---

Kitty Vodrup, City Recorder

---

Randy Nelson, Acting Mayor