

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, November 12, 2014, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, David Brunscheon; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, Steven Hitchcock, and Herb Christensen; City Attorney, Carrie Connelly; City Administrator, Melissa Bowers; Public Works Director, Jason Knope; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; 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**

Mayor Brunscheon announced that Item #7 Mutual Order and Agreement Building Inspection would be moved to a future date.

**III. CONSENT AGENDA**

**MOTION:** Councilor Hitchcock made a motion to approve the consent agenda, consisting of the the bills from October and the August 12 and 26, 2014 Council minutes. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

**IV. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA**

None.

**V. HAAG HOME PRESENTATION**

Administrator Bowers stated that the Council discussed at their September 27<sup>th</sup> Work Session to have Haag Home representatives share operations information with the Council. A summary document was provided by the Haag Home and distributed to the Council at the meeting.

Mr. Tony Husske, Program Director for the Haag Home, shared information on operations. The Haag Home was founded in 1977 and is contracted through Oregon Youth Authority to provide residential services to at risk boys 16 to 25 years of age; the average age is 19. There are 40 community residential services programs in Oregon, and placements are made by the state after comprehensive review. Average length of stay is between 6 and 9 months.

It was noted that the perception by many people in the community was that no boys over 18 were in residence. Mr. Jeff Haag responded that it was that way initially, but when it was changed to the state's BRS (Behavioral Rehabilitation Services) program many years ago, the age was increased.

**VI. AUDIT PRESENTATION – MR. GARY ISKRA, ISLER AND CO.**

City Auditor Gary Iskra provided the audit report for the fiscal year ending June 30, 2014. No disagreements and no difficulties. General Fund Balance increased by \$31,981 from previous year. Current year recommendations: Use revenue and expense accounts for internal service activity; improve segregation of duties over utility billing; consider "less paper" environment; and improve expenditure coding at inception of transaction.

**VII. UPDATE TRANSPORTATION SYSTEM PLAN DRAFT**

Planner Cogburn reviewed that Council had suggested using an outside consultant with Transportation System Plan (TSP) expertise to assist staff and the Council with technical responses on the TSP draft. He presented an estimate from Sandow Traffic Engineering to provide such services, which are not to exceed \$3,000.

**MOTION:** Councilor K. Leach made a motion to approve the use of a traffic engineer as presented and direct the City Administrator to prepare and sign the necessary documents. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**VIII. UPDATE ON ANNEXATION PROCESS**

Planner Cogburn reviewed that the Council had suggested obtaining alternate legal counsel to assist with the annexation process for Junction City and to implement something similar to a Summary of Urban Service Provision used by the City of Eugene and eliminate the City's requirement of an annexation agreement. Planner Cogburn presented an estimate and scope of services for Garvey, Shubert, and Barer.

**MOTION:** Councilor Nelson made a motion to approve the use of legal services with a spending cap of \$3,000 and further refined scope of work as presented and direct the City Administrator to prepare and sign the necessary documents.

**IX. GENERAL FUND MONTHLY UPDATE AND MONTHLY REPORTS**

Director Crocker distributed a new all-in-one finance report that included fund balance, revenue, expenditures, transfers, ending fund balance, and budget citywide. The report is in a similar format as the budget document.

General Fund items to note:

- Building and Planning revenue a little under budget, but could change as building was seasonal.
- Municipal Court Revenue – 8% short and if this stays on trend could be \$50,000 short by June 30, 2015. Court revenue has been building over the last three years, so this was a change.
- General Fund Ending Fund Balance was \$1,311,000. Last year was \$1,378,000 at this time.
- Personnel is close to budgeted amounts.
- Police Department overtime is 63% expended. Last year at this time was at 51%.
- Legal costs In General Fund Materials and Services (M and S) was a bit high, but overall bottom line in General Fund M and S was only at 27.41%.

The Council expressed appreciation and compliments on the new finance report.

**X. CONTACT SCHEDULE REVIEW**

Administrator Bowers presented a Contract Schedule Master List that staff was working on, which documents all City contracts. It is anticipated that this would be completed in a few months. In conjunction, staff was working on scanning, archiving, and organized contracts. The Council expressed appreciation for the work.

**XI. PARKS COMMITTEE APPOINTMENTS**

Director Boldon reviewed that there were three Parks Committee terms that had expired on October 31, 2014. Two applications were received.

Mayor Brunscheon appointed Pat Straube and Cheryl Glasser to serve one year terms through October 31, 2015, to allow the new Mayor to review appointments next year.

**XII. CHAMBER - STREET CLOSURE REQUEST FOR LIGHT PARADE**

Planner Cogburn presented the street closure request for the 24<sup>th</sup> annual Light Parade. It was noted that the conditions should be updated to include the requirement of a 2 million dollar certificate of insurance.

**MOTION:** Councilor Hitchcock made a motion to approve the street closure request for the annual Light Parade on December 12, 2014 as conditioned in Attachment B with the nonexclusive use of City streets for "no parking" from 5:30 to 9:00 p.m. and the nonexclusive use of City streets for street closure from 6:45 to 8:30 p.m. The use of City streets will apply to the route shown in Attachment A, contingent upon approval from the Oregon Department of Transportation. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**XIII. HR/RISK MANAGER UPDATE**

Administrator Bowers reviewed a Position Analysis Questionnaire that was submitted to LGPI (Local Government Personnel Institute) so a Human Resources/Risk Manager job description and pay range could be developed.

**XIV. RECORDS PROJECT OVERVIEW**

Administrator Bowers noted that the Council had imposed a moratorium on all City records destruction, and Council would review the State Records Retention schedule for cities and current City records practices on December 9<sup>th</sup>. In addition, staff created a City Records Project outline, which included the following projects: Contract Files, Resolutions Project, Digester, Documents on the Server or Intranet for Staff, Records Management Policy, Agility Program, Migration Program, and Continuity/Disaster Plan.

**XV. STAFF REPORTS**

Director Boldon reported that the 15<sup>th</sup> annual Big Hush was held November 9<sup>th</sup> and went well. This was the first time the event was held at Viking Sal.

Planner Cogburn reported that staff met with Hayden Homes, ODOT, and Lane County about a residential development off of Oaklea Drive that would include over 300 parcels. Hayden would like to break ground next spring or summer.

Acting Chief Markell reported that Police Department employees were participating in "No Shave November" with proceeds going to cancer research.

**XVI. COUNCILOR COMMENTS/QUESTIONS**

Councilor K. Leach expressed appreciation to Director Boldon and staff on the Big Hush and noted that the Sharing Tree began today at the Community Center.

Councilor Nelson congratulated Council members whose terms were renewed in the recent election and expressed congratulations to the new Mayor elect.

Councilor Hitchcock noted that it was exciting to see the spreadsheets on contracts and records projects moving forward. He thanked staff for all their hard work on these items.

**XVII. MAYOR'S COMMENTS**

Mayor Brunscheon invited Council members to attend Land Conservation and Development regulations meetings in Salem on November 13<sup>th</sup> and 14<sup>th</sup>. He noted that Lane County Commissioner Jay Bozievich would like to make a presentation on the Lane County Vehicle Registration Fee at the December 9<sup>th</sup> Council meeting. He added that the Big Hush was great and expressed congratulations to the re-elected Councilors and Mayor elect.

**XVIII. EXECUTIVE SESSION PER ORS 192.660(2)(F) TO CONSIDER INFORMATION OR RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION, SPECIFICALLY TO DISCUSS WRITTEN ADVICE FROM THE CITY'S ATTORNEY REGARDING THE CITY'S CONTRACTUAL OBLIGATIONS.**

Mayor Brunscheon called Executive Session at 8:15 p.m. Regular session reconvened at 9:26 p.m.

**XIX. EXECUTIVE SESSION PER ORS 192.660 (2)(H) TO CONSULT WITH LEGAL COUNSEL CONCERNING LEGAL RIGHTS AND DUTIES REGARDING CURRENT LITIGATION OR LITIGATION THAT IS LIKELY TO BE FILED.**

Mayor Brunscheon called Executive Session at 9:27 p.m. Regular session reconvened at 9:35 p.m.

**XX. OTHER BUSINESS**

None.

**XXI. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 9:35 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor