

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, December 13, 2016, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Michael Cahill; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, and Steven Hitchcock; City Attorney, Carrie Connelly; City Administrator, Jason Knope; Interim Police Chief, Bob Morris; Public Works Superintendent, Jeremy Tracer; 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

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

2. Changes to the Agenda

Move Item 6 - Public Hearing for the Vacation of Unimproved Skinner Lane Right of Way, per applicant request, to the January 10, 2017 Council meeting at 6:30 p.m.

3. Consent Agenda

MOTION: Councilor K. Leach made a motion to approve the bills from November and the November 8, 2016 Council minutes. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

4. Public Comment on Items not Listed on the Agenda

None.

5. Public Hearing – 1480 Ivy Street – Dangerous Building

Mayor Cahill opened the public hearing and asked if there were any exparte contacts or conflicts of interest. There were none.

Staff Report

Planner Cogburn stated that the City received a complaint on September 21, 2016 on the burned structures at 1480 Ivy Street, and he notified the building official on September 26, 2016. The building official investigated and determined that the structures constituted a dangerous building. Per Junction City Municipal Code 15.20, it is required that a public hearing be held. A public hearing was scheduled for October, but the property owner reached out to the City and was hopeful that he could remedy the situation prior to formal proceedings, which the City was okay to allow. Planner Cogburn sent them notification and a letter confirming the conversation that they had had. The letter asked that they respond to that particular notification within 10 days to confirm, and then the process would be started without having to go through the formal hearing. Staff received no word from the property owner, so the public hearing was rescheduled for December 13th.

Planner Cogburn continued that the required information was included in the Council packet and there was a draft resolution that would declare the multiple structures as dangerous. He noted that Section 2 gave the property owner one week to secure the perimeter with some sort of fencing, and Section 3 gave the property owner 30 days to abate the property. He added that it was up to the Council to determine if this was a dangerous building and if the timelines were sufficient.

In response to a question from Mayor Cahill on the timelines, Planner Cogburn stated that Section 2 would require the property owner to put up some type of fencing within one week, so the property would be secured against unauthorized entry and potential harm. Section 3 laid out a process for them to complete the abatement within 30 days and that included demolition of the structure, terminating all utilities, and leveling the ground with clean compact fill.

Councilor K. Leach asked for confirmation that none of the work had been done to date. Planner Cogburn acknowledged that was correct.

Mayor Cahill asked if any phone calls had been made to reach out to the property owner. Planner Cogburn responded that he had initially spoken with Mr. Arlyn Groshong. Planner Cogburn stated that he had reached out once again to Mr. Groshong and tried to confirm, also sending out notice for this meeting and received no correspondence.

Mayor Cahill asked if Arlyn Groshong was the property owner. Planner Cogburn responded that he was. The property had belonged to Royal Groshong, but he had passed away and Arlyn had taken over as the responsible party.

Councilor J. Leach asked how the City would recoup costs of abatement, in the event that the City had to do the work. Attorney Connelly responded that the City could lien the property in the amount of the abatement costs.

Councilor J. Leach asked if this property was once a service station. Planner Cogburn responded that it was his understanding that there were some fuel tanks there.

Councilor J. Leach expressed concerns that no one would want that type of property and that the City could end up being liable for it.

Attorney Connelly stated that another remedy for the City could be filing a suit for abatement in the Circuit Court of Lane County, if the City did not want to incur the cost of abatement.

Councilor J. Leach stated that there were many examples of properties that had environmental concerns and it would be good to have a factual analysis for what level abatement, if any, the City would want to undertake.

Councilor Nelson added that he thought a Phase I Environmental study should be done, if the City did get involved with abatement.

Councilor K. Leach stated that at least a fence should be put up right away to keep people away from the property.

Attorney Connelly added that what the City could do, considering the points that were raised under Section 4, would be to amend the language that in the event the property owner failed to meet the abatement requirements set forth in Section 3, City staff would bring the matter back to the Council for further direction.

Councilor DiMarco asked if one week was a long enough timeline, in the event the City would need to put up the fence. Superintendent Tracer responded that Public Works could put up a temporary fence, such as construction site fencing, within that timeframe. He added that he could order the fencing tomorrow and in the event the property owner put up the fencing, he would cancel the order.

In response to a question from Councilor K. Leach on if the property owner lived locally, Planner Cogburn stated that he lived in Lebanon. Planner Cogburn added that when he initially spoke with Mr. Groshong, he sounded like he wanted to get it worked out. Mr. Groshong had reached out to the building official to find out what needed to be completed in order to bring it up to standard. Mr. Flemings had laid that out for him, but then there was no further correspondence.

Property Owner Testimony

None.

Public Testimony

None.

Additional Question from the Council

None.

Mayor Cahill closed the public hearing.

Council Deliberation

Attorney Connell asked what the Council wanted staff to do, in the event that the property owner did not do any abatement.

The Council consensus was to amend the resolution and to have staff bring this back to the Council for further discussion, in the event that the property owner did not abate.

Attorney Connelly read the suggested change to Section 4 of Resolution No. 1, "In the event that the property owner fails to meet the abatement requirements set forth in Section 3 of this Resolution, City staff shall bring the matter back to the Council for further direction." The rest of the paragraph would be stricken. The next paragraph would begin, "Should the City be required to fence or abate the property, the City Recorder is directed to tally..." (remainder of that paragraph stays the same).

The Council consensus was in favor of the amended language, as read into the record by Attorney Connelly.

B. Resolution No. 1 – A Resolution Declaring the Structures Located at 1480 Ivy, Junction City, Oregon, to be Dangerous and Ordering Abatement Procedures.

MOTION: Councilor Nelson made a motion to adopt Resolution No. 1, declaring the structures located at 1480 Ivy Street, Junction City, Oregon, to be dangerous and ordering abatement procedures, with changes to Resolution No.1, as suggested. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

6. Audit Presentation – Gary Iskra, Isler and Co.

City Auditor Gary Iskra presented the audit report for Fiscal Year 15-16. He thanked Director Crocker, Administrator Knope, Accountant Dallice Drake and staff for all their work. The audit went well and a clean or unmodified opinion was issued. The City once again received an Excellence in Reporting award from the Government Finance Officers Association, which is an award the City has received for several years. In the General Fund, revenue was \$350,000 less than budgeted, but expenses were also under budget by \$400,000. Before transfers, the General Fund was up about \$290,000 and transfers totaled around \$220,000; thus, there was a net increase in the General Fund Ending Fund Balance of close to \$70,000.

Mr. Iskra continued that extensive footnotes had been added again for the second year, as required for all city, county, and state agencies to account for PERS obligations and future costs. As of June 30, 2015, the future costs of PERS retirees for Junction City, was just short of 2 million dollars. That represented the future costs, given all the actuarial calculations against the assets that were actually in the PERS fund for Junction City.

Mr. Iskra added that the City had a best practice in place by having a policy on the minimum fund balances for the General Fund (35% of next year's budgeted expenditures) and Enterprise Funds (25% of next year's budgeted expenditures), and the City was well ahead of those minimum fund balance requirements.

In response to a question on using the fund balance, Mr. Iskra stated that a City needed to have enough in the fund balance to carry it through on a cash flow basis between the peaks and valleys of receiving property taxes and other revenues. He added that the City could build up the fund balance and use that money to fund reserves or other projects, instead of borrowing at a later date.

The Council thanked Mr. Iskra and City staff for their good work.

7. Revolving Loan Fund Discussion

Administrator Knope reviewed that at the last meeting, it had been suggested that the City use Revolving Loan Funds (RLF) for some City projects. A description of those projects had been included in the Agenda Item Summary.

Councilor Nelson asked how comfortable legal staff was on potentially using RLF money for City projects. Attorney Connelly responded that there were three options for being able to use RLF funds for projects: Abolish the RLF and free up those funds, do an interfund loan from RLF to another City fund, or allow the City to be a loan applicant of RLF.

It was noted that the discussion of what to do with the RLF was a separate discussion from the City projects, as some projects were already being discussed by Committees and could have alternate sources of funding. Also noted was that it would be beneficial for the new Council to hold a goal setting session and develop a project list.

Mr. Winn Wendell, former City Councilor, shared that he had been on the RFL Committee for 9 years, and he provided a brief history of using the RLF to assist with business development and growth for the City.

After further discussion, the Council consensus was to discuss at the January Council Work Session and have staff bring back: Can the RLF fund be abolished; historical perspective on how the RLF started; does the entire program have to be closed or can some money be kept for smaller microloans, etc.; list of businesses that received loans, loan amounts, and amount in taxes the business have paid; and what loans have defaulted.

8. Certified Election Results

Recorder Vodrup presented the certified election results from Lane County, congratulated elected officials, and provided certificates of election. Oaths of office would occur on January 10, 2017.

Position	Name	Term
Mayor	Mark Crenshaw	2 years
Councilor	Karen Leach	4 years
Councilor	Bill DiMarco	4 years
Councilor	Robert Stott	4 years
Councilor	John P. Gambee	2 years

The results for Measure 20-256 to Prohibit Commercial Marijuana Facilities in Junction City passed by a vote of 1532 to 1368

9. Budget Officer Appointment

MOTION: Councilor K. Leach made a motion to appoint and designate the City Administrator to be the Budget Officer for the FY 2017-18 budget year. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

10. Budget Calendar FY 17/18

Director Crocker reviewed the Budget Calendar. First Budget Committee meeting scheduled for April 13, 2017.

MOTION: Councilor Hitchcock made a motion to approve the Budget Calendar, as presented by staff and approved by the Finance and Judiciary Committee. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

11. Scheduling Council Ethics and Public Meetings Law Training

Administrator Knope reviewed that staff had received an agenda item request from Councilor DiMarco to add this item and talk about scheduling training for the Council in the upcoming year.

The Council consensus was that it would be a good idea to have legal counsel provide Ethics and Public Meetings Law training and to further discuss at the January 10, 2017 meeting. Attorney Connelly would bring some possible training dates to that meeting.

12. Tri-County Chamber of Commerce Funding Request

Director Crocker presented the annual request from the Tri-County Chamber of Commerce for \$4,000. The Finance and Judiciary Committee reviewed on November 3rd and this expenditure was budgeted in the non-departmental section in the General Fund.

Councilor Nelson asked how much the cities of Monroe and Harrisburg were contributing. Chamber Executive Director Rick Kissock responded that they were asking the City of Monroe for \$500 and the City of Harrisburg for \$2,500.

MOTION: Councilor K. Leach made a motion to approve the Tri-County Chamber of Commerce's request and direct staff to issue a payment to the Chamber in the amount of \$4,000. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

13. Capital Expenditure Plans – City Hall, Community Services, Water, Sewer, Sanitation and Streets

Administrator Knope presented the Capital Expenditure Plans (CEP) for City Hall, Community Services, Water, Sewer, Sanitation, and Streets. He noted that the Council previously approved the Police Department CEP, and the intent of the plans were to take a look at operations citywide and what was needed to maintain current levels of service from an equipment, facility, and maintenance standpoint through Fiscal Year 2026-2027.

MOTION: Councilor Nelson made a motion to approve the Capital Expenditure Plans for City Hall, Community Services, Water, Sewer, Sanitation, and Streets, as presented. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

14. Vacation Policy Discussion

Administrator Knope reviewed the draft Vacation Policy for non-represented employees. The intent of this policy was to provide additional tools and requirements for non-represented employees to keep their vacation accruals below the maximum allowable amount each year. The policy included allowing employees who have worked at least five years to sell one week of vacation while using one week and to do this twice a year, contingent upon funds being available in the budget.

MOTION: Councilor Hitchcock made a motion to approve Policy 3.17 – Vacation Accrual and Pay Out for Non-Represented Employees. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

15. Budget Committee Appointments

Director Crocker stated that there were two positions whose terms would be expiring and both citizen members had reapplied. Terms were for three years through December 31, 2019.

MOTION: Councilor K. Leach made a motion to appoint new members to the City's Budget Committee as follows: Jason Thiesfeld to Position #6 and Jack Sumner to Position #7. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

16. Council Agenda Forecaster

Administrator Knope presented the forecaster. The RLF discussion would be added to the January Work Session. Staff would find out when Mayor Elect Crenshaw would like to provide the State of the City Address and Committee appointments.

17. Staff Reports

Recorder Vodrup: She reminded the Council about the Employee Winter Recognition Dinner on Dec. 14th at Senior Center.

Attorney Connelly: She extended appreciation to Councilor Nelson and Mayor Cahill and welcomed the newly elected officials. She wished everyone Happy Holidays and Season's Greetings.

Director Boldon: First annual community gathering after the Light Parade was held at the Community Center. The event turned out great and 100 to 150 people attended; Junction City High School (JCHS) band and the Oaklea Middle School choir performed. Annual Sharing Tree and Holiday Giveaway were a great success again and he thanked all that participated. He also thanked Councilor K. Leach for her involvement and assistance with the Sharing Tree.

Planner Cogburn: He attended the 3rd Bicycle Tourism Studio hosted by Travel Oregon, where work was being done on a unified plan/route for bicycle tourism in Eastern Lane County. He anticipated seeing applications for a property line adjustment and partition application for some duplex and larger single family development on the west side of the Reserve. Also anticipated was the subdivision application for the recently annexed Wiechert property. He thanked Mayor Cahill and Councilor Nelson for their service.

Director Crocker: Property taxes were off to a good start, and the City had received \$1.6 million to date.

Superintendent Tracer: Public Works was focusing on much needed maintenance and clean up from the recent ice storm damage. Crews were still doing leaf pickup. The new Garbage Truck was scheduled to be painted on Friday.

Chief Morris: The department was continuing to move forward with identifying a number of changes that were needed and they were implementing different types of training and working on accreditation. He picked up two donated cars from Clackamas County yesterday and shuttled them to where they would be striped. He was working on getting a couple more cars from another agency, at essentially no cost to the City. Shop with a Cop was held on Saturday, and this was the 10th year Officer Bonner had coordinated this event; over the 10 year period, 160 children had participated.

18. Councilor Comments/Questions

Councilor Hitchcock shared that this was the last meeting of the year and it had been a pleasure working with everybody. He noted that they had done a lot of good things, and he looked forward to next year. He wished everyone happy holidays.

Councilor Nelson thanked everyone for their work on the marijuana measure and noted that Junction City was an example to other cities who had passed measures to tax marijuana, yet did not pass having marijuana facilities in their towns. He added that he was very proud of their work on the marijuana issue and he wished everyone a good holiday.

Councilor J. Leach wished everyone a Merry Christmas and welcomed the newly elected Council members.

Councilor K. Leach thanked Director Boldon for his work on the Sharing Tree and thanked Fire Department members Brandon Nicol, Matthew Slocum, and Brian Rowe, as well as the JCHS girls' varsity basketball team for assisting with gift wrapping. She noted that the gathering after the Light Parade at the Community Center was a wonderful event and she hoped it continued. She shared that she would miss Councilor Nelson and thanked him and Mayor Cahill for their service. She welcomed new Council members, thanked staff for their work, and wished everyone Merry Christmas.

19. Mayor's Comments

Mayor Cahill stated that the governor's proposed budget included cutting the mental hospital and there had been much concern on this. He noted that proposals like this would bring people to the table to talk. He was assured by one of our state representatives that there was strong support by a state senator for the hospital, so he thought it would all be okay.

He added that evidently there had been some negative impacts to the school from the added growth in the high density housing and the added growth in the number of students coming into the school district. This caused negative impacts to classroom order and other related things. He encouraged the city to work with the school district when planning for future growth.

He noted that it had been an honor to work with everyone and he had learned so much as Mayor. He added that he had seen a completely different perspective by serving on the Council and stated that the City had an incredible staff.

20. Other Business

None.

21. Adjournment

As there was no further business, the meeting was adjourned at 8:32 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor