

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, January 10, 2017, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Mark Crenshaw, Councilors Karen Leach, Rob Stott, Jim Leach, John Gambee, Steven Hitchcock, Bill DiMarco; **Outgoing Council Members:** Mayor, Michael Cahill and Councilor, Randy Nelson; City Attorney, Carrie Connelly; City Administrator, Jason Knope; Interim Police Chief, Bob Morris; 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**

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

**2. Oaths of Office for Elected Officials**

Recorder Vodrup administered the Oath of Office for the position of Mayor to Mark Crenshaw and the Oaths of Office for the positions of City Councilor to Bill DiMarco, Karen Leach, Rob Stott, and John P. Gambee.

**3. Presentations to Mayor Cahill and Council President Nelson**

Mayor Crenshaw presented plaques of appreciation to Mike Cahill for serving a term as Mayor and to Randy Nelson for serving 12 years as a City Councilor.

**4. State of the City Address**

Mayor Crenshaw presented the State of the City Address: "We are looking forward to moving into 2017 with a few challenges and great potential for improving our community. I would like to review some of the success of 2016. Mayor Cahill chose to continue the practice of holding a work session instead of a second Council meeting each month. The charter only requires that the Council meet once a month, but it had become regular practice to hold a second meeting to handle the overflow of business. His decision in 2015 to treat the second meeting as a work session enabled the Council to complete business on issues that had been open for far too long. This in turn made the work load more manageable. A 20-year Transportation System Plan (TSP), which ironically has taken nearly 2 decades to develop, is now in its final stages of being accepted by Lane County. The delays were due largely to the suggestions that were made by outside consultants hired by ODOT, which were entirely unacceptable to the community. Through the efforts of our own citizens, city staff, and councilors, the TSP has been complimented as being of the highest quality work. It was found to be acceptable to our community, ODOT has given its approval, and it has been forwarded to the Board of Commissioners. The issue of the Vista Dale water system, which had also become stagnant for a number of years, has finally found a solution. The required updates are now scheduled in that area of town and will have a minimal economic impact to those residents. For the second year in a row, we have a balanced budget. This success has been attributed to the extra effort made by the Budget Committee. They conducted mid-cycle reviews to monitor progress. This practice, which I hope to encourage continuing, enabled the committee to recognize and recommend the need for any changes. Additional successes in the area of budgeting are a capital expenditure plan and a foundation of departmental budgets; whereas, each has been allocated a percentage of the general revenue. These steps will help to ensure the sustainability for future planning. The common theme to these successes is volunteer involvement by our individual citizens, civic minded people who recognize the importance of serving their community. Of course, facilitation of government requires a large and long term commitment by a few, but I would like everyone to recognize how important is the need for a greater number of people who will bring their input, help with research, and refine recommendations on an occasional basis.

Challenges for 2017 include finding ways to sustain and grow city services. Because this is a great place to live, people will continue to move here. The increase in population is very attractive to business. The addition of new companies will expand the diversity of products and services available to our consumers. This, in turn, will create a more stable market place and facilitate improved economic health for the businesses already here. We can expect that the demand for services provided by the city will move proportionally. There are residential and commercial construction projects slated to begin in the short term. We will need to be vigilant in facilitating these projects to ensure that they provide appropriate revenues in order that said growth is encouraged to perpetuate without a negative financial impact on those who already live here. It will be important to maintain working relationships and communication with state

legislators and other government agencies. Much needed upgrades to our wastewater treatment plant will require the approval of the DEQ and we'll need to pay close attention to actions by the legislature. We have to consider the impacts of changes that may be made concerning PERS and the state facilities within our growth boundary. Our presence at county and state level functions will allow us to exercise our voice in government and let us advocate for decisions that will benefit the overall health of our community. From an overall perspective, the state of our city is very positive. We are the envy of many surrounding communities in that we have no debt and that our purposed expenditures do not exceed the anticipated revenues. We can have pride in the manner in which we have overcome the challenges presented to us and the challenges yet to come are foreseeably manageable. In conclusion, I would like to point out an area in which we will always need to improve and challenge all of our citizens to increase the level of service for which they contribute. Volunteerism is the key to successfully progressing a community and while I advocate for more and more, I wish to strongly thank everyone who already has."

**5. Changes to the Agenda**

None.

**6. Consent Agenda**

**MOTION:** Councilor K. Leach made a motion to approve the consent agenda, which included the bills from December and the December 13, 2016 Council minutes. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

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

None.

**8. Public Hearing – Vacation of Unimproved Skinner Lane Right of Way**

Mayor Crenshaw opened the public hearing and asked if there were any ex parte contacts or conflicts of interest. There were none.

**Staff Report**

Planner Cogburn presented the request from Grain Millers, Inc. to vacate a portion of unimproved Skinner Lane Right of Way. The public hearing was originally scheduled for November 8, 2016, postponed to December 13, 2016, and then rescheduled to the January 10, 2017 Council meeting. This request was based on a land use condition of approval for development review of the 100,000 square feet Grain Millers facility. They have an emergency access easement across the (BNSF) Burlington Northern Santa Fe railway into a City owned parcel known as Skinner Lane. That particular right of way is land locked and the City has no access to that particular section of roadway; therefore, the City has no interest in keeping that. This vacation request was reviewed by the Sewer and Street Committee in January, August, and September of 2016.

Planner Cogburn continued that the request complied with the requirements set forth in Oregon Revised Statutes 271.080. He referred to Exhibit C of Ordinance No. 1, which was a Declaration of Restrictive Covenant to state that if Grain Millers were to sell those two parcels they would have to provide legal access to the purchaser. He distributed a revised Exhibit A to Ordinance No. 1, which included the legal description and map of the property.

**Applicant Testimony**

None. Attorney Connelly noted that the applicant had communicated to the City that they would not be able to attend the meeting.

**Proponent/Opponent Testimony**

None.

**Additional Question from the Council**

Councilor DiMarco asked if it were known why the applicant did not consolidate all of the property with a lot line adjustment. Planner Cogburn responded that Grain Millers did do a property line adjustment in 2015, but did not take in the two parcels under consideration during that process.

Mayor Crenshaw closed the public hearing.

**Council Deliberation and Decision**

None.

**B. Ordinance No. 1 – An Ordinance Vacating a Portion of Skinner Lane Extending East from the Railroad from the Railroad Right-of-Way.**

Planner Cogburn read Ordinance No. 1 in full.

**MOTION:** Councilor K. Leach made a motion to read Ordinance No. 1 by title only. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

Planner Cogburn read Ordinance No. 1 by title only.

**MOTION:** Councilor Hitchcock made a motion to adopt Ordinance No. 1. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**9. Appointment of Council President**

**MOTION:** Councilor Hitchcock made a motion to nominate Councilor Karen Leach as Council President. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**10. Council Committee Appointments**

Mayor Crenshaw made the following Committee appointments:

Sanitation/Recycling/Water Committee

Rob Stott – Chair  
Jim Leach  
Steven Hitchcock

Sewer and Street Committee

Jim Leach - Chair  
Bill DiMarco  
John Gambee

Community Services Committee

Karen Leach – Chair  
John Gambee  
Rob Stott

Community Development Committee

John Gambee - Chair  
Bill DiMarco  
Jim Leach

Finance/Judiciary Committee

Bill DiMarco – Chair  
Karen Leach  
Steven Hitchcock

Public Safety Committee

Steven Hitchcock - Chair  
Karen Leach  
Rob Stott

**11. Check Signature Authority**

A. Resolution No.1 – A Resolution Authorizing the Signing of Checks by Mark Crenshaw, Jason Knope, and Kitty Vodrup and the Use of a Facsimile Signature of City Recorder Kitty Vodrup, with the United States National Bank of Oregon, Junction City Branch; and Repealing Resolution No. 1114.

**MOTION:** Councilor J. Leach made a motion to approve Resolution No. 1. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

B. Resolution No. 2 – A Resolution Authorizing Signature Authority by Mark Crenshaw, Jason Knope, and Kitty Vodrup and the Use of a Facsimile Signature of City Recorder Kitty Vodrup with Citizens Bank, Junction City Branch; and Repealing Resolution No. 1115.

**MOTION:** Councilor Hitchcock made a motion to approve Resolution No. 2. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**12. Fiscal Policy for Contingency Appropriations**

Director Crocker reviewed the updates to the City's Fiscal Policies. The Finance and Judiciary Committee reviewed at their September 22 and November 3, 2016 meetings and recommended approval. The current fiscal policy for contingencies requires that 2% of appropriations in the General Fund be budgeted. The new policies expand that language to recognize the department sub-funds that were created in the 2016-17 budget cycle. The new policies would read as follows:

12 - Contingency – General Government Departments – The City will appropriate in its budget an amount for contingency in each general government department and division of not less than 2% of expenditures.

13 - Contingency – General Contingency – The City will appropriate in its budget, an amount for a general contingency in the General Fund of not less than 2% of the estimated property taxes revenues to be received in the fiscal year.

**MOTION:** Councilor Hitchcock made a motion to adopt the Fiscal Policy for General Government Departments Contingency and the updated General Contingency Fiscal Policy, as presented. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**13. Winnebago Request to Use Lyle Day Parking Lot**

Mr. Doug Beaudry and Mr. John Emanuel from Winnebago presented a request to rent the City owned parking lot at Lyle Day Park. This property was donated to the City by Robert and Terry Lee, with conditions on the City's use of that property. The Lees were approached about this request and were in favor as long as the rental fees went back into the parks budget. Winnebago would use the 11 parking spaces at the site for overnight motorhome parking for their service customers. Mr. Emanuel added that these customers would frequent local restaurants and businesses.

The Council consensus was to forward the discussion to the Community Services Committee, where the details could be worked out.

**14. Scheduling Council Ethics and Public Meetings Training**

Attorney Connelly presented Council training options, including training on Council roles and authority, liabilities, ethics, public meetings, public records, public contracting, and land use. These topics could be reviewed in 2 hours, but could be broken up into segments, if desired.

The Council consensus was to hold this training at the February 28, 2017 Work Session.

**15. Animal Ordinance Revision**

Chief Morris reviewed that citizens had approached the City with concerns about dogs running at large and people being accosted. The Police Department did not have any leverage to address those concerns, because the City Code only required a dog to be under verbal control of the owner. The Public Safety Committee discussed and recommended amending the Code to require animals to be on a leash; the amendment would also clean up some other outdated language in the animal code.

Ms. Pat Phelan, 920 W. 1<sup>st</sup> Avenue, Junction City, noted that there were individuals in town that use pit bulls and Rottweilers as registered service dogs, and she asked if a service dog would be protected if the animal was provoked or if the owner was in a life threatening position. Attorney Connelly responded that per Code, if the service dog was provoked, it would not constitute a dangerous dog. She added that if someone was attacked, they would have to show that they were attacked by a dog without provocation. Ms. Phelan responded that she was happy with that.

Mr. Jack Sumner, 1061 Quince Drive, Junction City, stated that there were people in town who were given a prescription by their doctor for a service or comfort dog. He noted that per City code, a license fee was not required for a blind person and he asked why that would also not apply to someone who had an animal prescribed to them. In response to how long a license was good for, Recorder Vodrup responded there were one year and three year licenses.

In response to how these changes would be enforced, Chief Morris responded that this was not something the department would proactively look for, but would be something they would respond to when a complaint is received. He added that this would not create changes to their work load and would give them a tool to use for enforcement which they do not currently have.

A. Ordinance No. 2 – An Ordinance Repealing and Replacing City of Junction City Municipal Code Chapter 6.05 Animal Control.

Attorney Connelly read Ordinance No. 2 in full.

**MOTION:** Councilor K. Leach made a motion to read Ordinance No. 2 by title only. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

Mayor Crenshaw read Ordinance No. 2 by title only.

**MOTION:** Councilor K. Leach made a motion to adopt Ordinance No. 2. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

#### 16. Council Agenda Forecaster

Administrator Knope presented the forecaster and noted that he would add Council Training to the February 28th Work Session.

Councilor Gambee asked when the Council would be talking about Council goals. Administrator Knope responded that the Council had been waiting to have that discussion, when the new Council was seated.

Mayor Crenshaw asked if goal setting was typically done in a Council Work Session. Administrator Knope responded that there had been a variety of approaches and locations in the past, and it depended on what the Council was most comfortable with. He noted that staff's recommendation would be to hold the goal setting in the Council Chambers. He added that there had been some discussion on doing the goal setting in a Council Work Session so the Council would not have to hold an extra meeting.

#### 17. Staff Reports

Attorney Connelly welcomed new Council members and shared that she worked for Local Governmental Law Group, which had contracted with the City for many years. She started as the primary City Attorney in 2008 and both she and members of the firm had a lot of institutional memory on City items. She or another attorney from the firm attended the regular Council meetings, but usually did not attend Council Work Sessions, unless specifically requested. She was available during meetings to assist with protocol and other items. Outside of meetings, all desired correspondence with legal staff should go through the City Administrator first.

Director Boldon welcomed and congratulated newly elected Council members. The Community Services Department's future was exciting and staff would be looking at developing new programs and a new vision for the department. He looked forward to working with the Council on making the department stronger and providing a better service to the community.

Planner Cogburn reported that the City's Transportation System Plan (TSP) was unanimously recommended for approval on January 3, 2017 by the Lane County Planning Commission and would go before the Lane County Board of Commissioners for consideration of adoption. Two annexations of City owned properties were tentatively scheduled for the February 14<sup>th</sup> Council Meeting: The 10 acre future park property west of Raintree Meadows and a fairly large parcel south of the lagoons. Staff received a development review application today from Junction City High School for demolition, remodel work, and additional parking.

Director Crocker reported that the Budget Committee would meet on Thursday, January 19<sup>th</sup>, and he would review the December Financial report at that meeting.

Director Kaping reported that Public Works staff had been extremely busy with work related to the recent ice and snow. A citizen had asked why the City was not taking care of Highway 99, 1<sup>st</sup> Street, 18<sup>th</sup> Street, and Oaklea. He noted that those were county or state roads and the City did not have jurisdiction over those. The new garbage truck looked good and was in service on a residential recycling route.

Chief Morris reported that morale continued to improve in the department. Outside agencies and people in the community had noticed a difference in the officers being more engaged and happier. He was working with the community to get more involvement and had set up, "Breakfast with Bob" with bankers, insurance agents, and pharmacy employees to have an open dialogue and talk about crime prevention. The department had also been working with the school on their remodel design as it related to public safety.

**18. Councilor Comments/Questions**

Councilor Hitchcock welcomed new members and thanked returning Councilors for their work and support. He thanked Public Works for all their hard work and asked Director Kaping to pass on appreciation to his staff. He also asked Chief Morris to pass on appreciation to the Police Officers for their presence in the community.

Councilor Gambee shared that self government was the best government and he believed in the constitution and role of limited government in providing stability where people could flourish with freedom. He had respect for everyone at the meeting, as he believed participation was the first responsibility of Americans. He expressed appreciation to the Council, staff, and citizens. He noted that he was filling Councilor Christensen's term and hoped to honor him through his service.

Councilor J. Leach welcomed the new Mayor and Councilors and had also noticed the police presence in the community. He thanked staff for all their good work and said he was excited for the future.

Councilor Stott stated that he was happy to be serving on the Council again.

Councilor K. Leach welcomed the new Mayor and Councilors and noted that she was excited about things moving forward. She expressed agreement with Councilor Gambee's comments on volunteering. She thanked staff for all of their work and noted that they were all there to make the City better. She appreciated the increased patrol presence and improved morale. She thanked Public Works for their great work.

**19. Mayor's Comments**

Mayor Crenshaw stated that he shared many of the Councilor sentiments and was glad they had enough people running to fill all of the Council positions. He thanked everyone who voted for him and noted that it was exciting to see young people take an interest in government; he referred to his daughter's interest in the Council packet items and to the other candidate for Mayor who had just graduated from High School. He added that finding a way to capitalize on this interest might be a way to achieve the challenge that he put out there about getting more people involved.

**20. Other Business**

None.

**21. Adjournment**

As there was no further business, the meeting was adjourned at 8:26 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Kitty Vodrup, City Recorder

\_\_\_\_\_  
Mark Crenshaw, Mayor