

The City Council for the City of Junction City, met in regular session/work session at 6:30 p.m. on Tuesday, January 23, 2018, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Mark Crenshaw, Councilors Robert Stott, Jack Sumner, John Gambee, Dale Rowe, and Bill DiMarco; Excused Absence: Councilor Kara McDaniel; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; and Administrative Assistant, Tere Andrews.

## REGULAR SESSION

### 1. Call to Order and Pledge of Allegiance

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

### 2. Changes to the Agenda.

None.

### 3. AMD-17-01 Amendments to JCMC 17.90 Off Street Parking and Loading

Planner Cogburn reviewed that at the January 9, 2018 meeting, Council had directed staff to bring back criteria options to be used in determining the appropriate parking reductions for industrial type uses only. Staff worked with legal counsel and prepared three options.

Staff recommended Option A, as it provided guidance and flexibility for current and future industrial development applications. It specified that reduction of up to 25% of the minimum off-street parking spaces for Industrial Uses may be allowed based on specific criteria, subject to the Public Work Director's discretion. This would be a Type I decision and could be appealed to the Planning Commission or City Council.

Option A included language that one space would be required for 2,000 square feet of functional floor space of a storage warehouse. Also, a definition was added on functional floor space as excluding floor area devoted to permanently mounted equipment, dueling, storage vessels and/or high piled racking. One parking space per 1,000 square feet would be required for a manufacturing or wholesale establishment.

Planner Cogburn noted that State Building Code required that any change of use, including changing functional floor space or changing a storage warehouse into another type of facility would require a building permit, at which time they would need to show that they have the required number of parking spaces.

Reference was made to criterion B(2)(d) on the applicant providing an acceptable proposal for an alternate mode of transportation program. It was noted that this would be associated with future planning and would be more appropriate to discuss at a future date, when the Council more thoroughly discussed and evaluated overall parking needs throughout the City.

Mr. Eric Hall, 24610 Trillium Lane, Elmira, representing Grain Millers, Inc., stated that delineating where the racking systems would be located was a fairly involved procedure through the building permit application process; therefore, it did not provide very fertile ground for somebody to try and subvert the parking requirements. He added that normally clients were more concerned about limiting the maximum amount of parking that they could have.

**MOTION:** Councilor DiMarco made a motion to approve Option A, with the deletion of Section B(2)(d) as Exhibit A. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

A. Ordinance No. 1 – An Ordinance Amending City of Junction City Municipal Code Chapters 17.90 – Off-Street Parking and Loading.

Planner Cogburn read Ordinance No. 1 in full.

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

Planner Cogburn read Ordinance No. 1 by title only.

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

(Planner Cogburn left the meeting at 7:24 p.m.)

**4. Other Business**

None.

**5. Adjournment**

As there was no further business, the meeting was adjourned at 7:24 p.m.

**WORK SESSION**

**1. Call to Order**

Mayor Crenshaw called the Work Session to order at 7:24 p.m.

**2. Certificates of Insurance**

Administrator Knope reviewed that concerns had been received on the City required insurance amount placing a financial burden on local organizations that host special events. Current tort limits were 1.4 million, but insurance was only sold in 1 million dollar increments; therefore, the City had a 2 million dollar requirement. Attorney Connelly drafted a letter with various options for Council consideration. It was noted that the cost for organizations to purchase an additional 1 million dollar policy could range from \$250 to \$1,000.

Mayor Crenshaw stated that the City had only required 1 million for the recent Ophelia's Place lease. Attorney Connelly responded that had been a mistake which had since been corrected; the amount should have been 2 million.

Legal Counsel said, and Council members agreed, that the City should require the 2 million coverage, and staff could work with City County Insurance (CIS) to evaluate the risk for each event. The City could develop criteria for which staff might consider an insurance waiver, decreased coverage amount, or City assistance with full coverage. There were also other insurance purchase options that could be shared with an organization.

Council members expressed support for a policy and criteria to be developed, which the City Administrator would oversee. Administrator Knope responded that he would bring back a policy to the Council, after the budget process had started; in the meantime, he would work with CIS on any events that come up.

(Attorney Connelly left the meeting at 7:42 p.m.)

**3. Council Approving Bills**

Mayor Crenshaw reviewed that the question had come up as to why the Council was being asked to approve bills under the Consent Agenda each month, when some of the bills had already been paid.

Administrator Knope stated that there was no legal requirement for the Council to do this each month, due to the fact that the Council had set in place procurement rules and procedures that outlined staff expenditure authority and how that process worked. It was believed that the Council approving bills was a carry over for something that had been done at Council meetings since the 1940's, when the Committees had more of the expenditure authority.

After discussion, the Council consensus was there was no longer a need for the Council to "approve" the bills, but they did want to add "Review of the Previous Month's Expenditures" as a separate agenda item, to foster financial transparency and public accountability that expenditures were occurring in accordance with procurement policies.

**4. Other Business**

Mayor Crenshaw allowed Ms. Sue Huntley to make an announcement. She distributed a flyer and invited the Council to attend the Ophelia's Place open house.

**5. Adjournment**

As there was no further business, the work session was adjourned at 7:59 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor