

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, February 14, 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 Gамbee, Steven Hitchcock, Bill DiMarco; 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 Crocker 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 DiMarco made a motion to approve the consent agenda, which included the bills from January and the January 10, 2017 Council minutes. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

4. Senator James Manning – 2017 Legislative Priorities

Senator James Manning introduced himself and shared his background. He stated that he had been appointed to replace Senator Chris Edwards in Senate District 7 and wanted to be a listening ear and represent the important issues for Junction City.

Mayor Crenshaw responded that the number one issue for Junction City was keeping the Mental Hospital open. Senator Manning stated that he was committed to keeping it open and looking at options, such as adding a women's prison at the facility.

Mayor Crenshaw added that other important issues for Junction City that they would like to be kept informed on were property tax reform, restoring recreational immunity, transportation funding, and PERS reform.

The Council expressed appreciation to Senator Manning.

5. Public Comment on Items not Listed on the Agenda

None.

6. Function 4 Junction Request – Additional Night

Planner Cogburn reviewed that the Community Development Committee received detailed information from Mr. Dan Alley at their February 1, 2017 meeting on the request to add a Friday night cruise from 6:30 p.m. to 9:00 p.m. for cars 1975 and newer. Mr. Alley had provided a comprehensive sheet of local businesses in the area and there was overwhelming support for the additional night. A City letter of support was needed for Mr. Alley's street closure application to ODOT (Oregon Department of Transportation), which must be submitted 45 days prior to the event.

The Council consensus was to have staff write a letter of support to ODOT, with the understanding that the Council was not officially approving the event by this action. The event approval would need to come back before the Council at a separate meeting.

7. Special Event Permitting Process

Planner Cogburn presented the draft ordinance to create a new Special Event Application Packet. The Community Development Committee directed staff to develop an application packet, resource guide, and frequently asked questions to create a more formal process and address the various types of event requests that the City receives. This was reviewed numerous times by the Community Development Committee, and also received review from the Sewer and Street Committee.

Mayor Crenshaw opened the floor for public comment.

Mr. Rick Kissock, Executive Director of the Tri-County Chamber of Commerce, 341 W. 6th, Junction City, stated that he thought it was a good idea to have a process in place, but

expressed concerns on the lengthy application and associated fees, which would be a hard hit on a local non-profit event such as the Light Parade where no profit is made. In addition, he had many questions on the process and how it might impact other events that they have, such as the annual downtown Halloween event. He noted that the requirement over the last few years of providing a 2 million dollar certificate of insurance had been difficult to fund and these additional regulations and fees would make it a burden and potentially cost prohibitive to even have the event. He added that the proposed process was based on an existing process from the City of Sherwood, which was three times larger than Junction City and had a thriving business area. Junction City was trying to get its business area built by drawing in people at events and putting a process like this in place would only make it more difficult.

Mr. Matt Nelson, 849 Laurel Street, Junction City, stated that he was the President of the Scandinavian Festival. He expressed his agreement that there should be an event permit process, but he was opposed to the proposed application packet, as it was cumbersome, vague, high in costs (he referred to the language that the event would reimburse the City for actual expenses), and a tremendous burden that could eliminate long standing community events. He had many questions and noted that there was a lack of communication on the City's part to not have the event stakeholders involved in the discussion to create this process.

Ms. Jessica Peterson, 1139 W. 7th Place, Junction City, shared that she was a long time community member and expressed concerns that the proposed event process would be difficult to manage and continue with any success. She referred to a recent Visitor Readiness Assessment that noted that the Scandinavian Festival attracts 100,000 visitors annually and was one of the strongest influences in shaping the identity of Junction City. Many churches and non-profits raised most of their funding at the festival, and those funds were used to benefit the community. The festival had also provided a healthy, safe, and fun activity for thousands of local children over the years. She encouraged the Council to support the continuance of local events by working with the event volunteers and creating a process that was simple and promoted a more cohesive bridge between community members and City staff.

Mr. Chuck Cook stated that it would be a real loss to lose the Pet Parade, which has been held for 65 years and was a wonderful event for families. The Lion's Club took it over a few years ago when BPW (Business and Professional Women) was dissolved. He added that it would also be a loss to lose the other special events in town and he encouraged the Council to not put a burden on the non-profits that could eliminate these events that were so important to the community. He added that the cost of insurance alone was hard to pay for the non-profits.

Ms. Elizabeth Walker, 355 Dorsa Street, Junction City, stated that she was a long time community member and was on the Scandinavian Festival Board. She reviewed the benefits of local events and shared an example where an ordinance like the one proposed shut down a town's rodeo, which effectively shut down the town. She encouraged the Council to consider what it would cost the City to lose its town's identity and noted that it would be worth it for everyone to work together and keep the legacy and birthright of the festival for their children.

It was noted that this process had begun with a previous City Administrator and there was a new Community Development Committee and Council. It would be important for the City to identify the City costs for servicing these events for budgetary purposes, even if all of those costs were not passed on to the organizations.

The Council expressed appreciation for the community feedback and shared their agreement that it would be best for the stakeholders to work with the Community Development Committee on refinements to the process. But before that occurred, the Council wanted to provide direction to Administrator Knope on what the Council would like to see in the Special Events process.

MOTION: Councilor DiMarco made a motion to table this item and take it up at a future Council meeting to give direction on the Special Event Process. The motion was seconded by Councilor K. Leach and passed by a vote of 5 to 1, with Councilors K. Leach, Stott, J. Leach, Gambee, and DiMarco voting in favor and Councilor Hitchcock voting against.

It was noted that Agenda Item 8 Special Event Application Fees would also be tabled.

8. Revolving Loan Fund Committee Follow-up

Administrator Knope stated that at the January Work Session, the Council had discussed dissolving the current Revolving Loan Fund (RLF) Committee and making it a standing subcommittee of the Community Development committee. Staff brought back two resolution options to accomplish this:

- Option A: Make the RLF a permanent subcommittee of the Community Development Committee by adding to the Committee Bylaws or
- Option B: The Community Development Committee could create the RLF Committee as a subcommittee.

In both options, a set of guidelines and scope of work would be developed to guide the new RLF Subcommittee on their tasks and objectives to revise the RLF program. This subcommittee would not be involved with loan processing, as the Council had discussed having an outside agency do that work.

It was noted that there was a pending RLF loan application appeal, and the applicant had requested this be reviewed at the March 14, 2017 Council meeting. Also noted was that it would be beneficial to not dissolve the current RLF Committee at this time, in case the Council wanted to remand the appeal back to the RLF Committee.

After further discussion, the Council consensus was to:

1. Hear the loan appeal on March 14th, leave the RLF Committee in place as is until the appeal was finalized, and invite the current RLF Committee to attend the March 14th meeting.
2. Continue the RLF discussion at the March Work Session.

9. Pest Control Services Contract

Recorder Vodrup presented the draft contract for Pest Control Services with Orkin. The Finance and Judiciary Committee reviewed the quotes and draft contract at their February 2, 2017 meeting and recommended that the Council approve the draft contract.

MOTION: Councilor K. Leach made a motion to approve the contract with Orkin Pest Control and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

10. Facility Services Contract

Recorder Vodrup presented the draft contract for Facility Services with Aramark. Administrator Knope felt it would be beneficial for the City to enter into one citywide contract for these services, so a Request for Proposal (RFP) was issued to four vendors. Two vendors responded, one replied that they did not provide the necessary jail service items, and one vendor said they would respond but did not do so by the deadline. A significant savings of over \$22,000 was realized by entering into one citywide contract. The Finance and Judiciary Committee reviewed the proposals and draft contract at their February 2, 2017 meeting and recommended that the Council approve the draft contract.

MOTION: Councilor K. Leach made a motion to approve the contract with Aramark and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

11. 1480 Ivy Street – Dangerous Building – Resolution No. 1151 Timeline Extension Request
Planner Cogburn reviewed the property owner request to extend the abatement timeline.

MOTION: Councilor K. Leach made a motion to approve the Resolution No. 1151 Section 3 extension request with a new date for abatement completion of March 21, 2017. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

12. Request for Council Meeting Date to Discuss Building Projects

Mayor Crenshaw reviewed that a request had been made to discuss building projects, and he suggested adding this to the Council goal setting discussion at the March Work Session.

The Council consensus was in favor.

13. Council Agenda Forecaster

Administrator Knope suggested adding another month of meetings to the forecaster, so the Council could look three meetings ahead. Add RLF Discussion and the Building Projects/Goal Setting Session to the March Work Session.

14. Staff Reports

Administrator Knope: An Executive Session needed to be scheduled, regarding an employment related matter. The Council consensus was to schedule on February 16 or February 21, 2017.

Administrator Knope suggested that the Council hold a joint meeting in the Council Chambers with the School District to discuss the School Resource Officer program. The Council thought that was a good idea. Administrator Knope would work with Superintendent Rodden-Nord on some potential dates and get back to the Council.

Director Boldon: All the AARP Tax Aide slots had been taken, and the Community Center was happy to host this each year. February 25th was the annual Volunteer Recognition event at Viking Sal Senior Center and Anniversary Brunch. The Council was invited.

Planner Cogburn: Planning/Building staff received a 122 lot subdivision application for the area northwest of the Reserve and was processing a 32 lot subdivision on 10th Avenue. There had been inquiries on annexation possibilities, as well as some multi-family developments at 18th and Magnolia and at 1st and SW Kalmia. An applicant was interested in the "Y" property and discussions with ODOT had included allowing a possible west access, if the applicant could prove there was a benefit. The annexation and rezone of two City properties was scheduled for the March Council meeting.

Director Crocker: The Court report, prepared by the Court Clerk, had been included in the Council packet. The January Financial statements did not include any surprises.

Director Kaping: Public Works has started the Stop Sign Plan for Junction City and would be working on that over the next two years. Some stop signs were being removed and installed in other areas. He would be happy to answer any questions that anyone had on the plan.

Interim Chief Morris: Officer Ken Jackson received an award from the American Legion for serving as School Resource Officer, and the department continued to receive positive comments on Officer Jackson. The SRO program was valuable and Chief hoped the joint session between the Council and School Board would be productive. The City received another free vehicle donation of a fully loaded Tahoe from the University of Oregon Police Department. Chief was working with them on starting a partnership so the U of O PD could use the JCPD range and provide some automated pneumatic targets and other equipment that JCPD could not afford. JCPD has a good partnership with the District Attorney's office for some ongoing legal training. The Department continued to make good progress in refining processes and mitigating liability exposure.

15. Councilor Comments/Questions

Councilor K. Leach shared that she enjoyed attending the presentation to Officer Jackson and expressed thanks to the staff for all the work that they do.

Councilor J. Leach stated that he was glad to hear the comments from citizens on the special event process; it would be good for the citizens and committee to work together on that. He added that this Council meeting had been very productive.

Councilor Gambia noted that he felt a lot of love and concern in the room for the City. Staff was doing excellent work. He saluted all the people that expressed their concerns at the meeting and added that he liked living in a city where people cared about things.

Councilor DiMarco expressed his optimism on Administrator Knope's ability to streamline the Special Events and RLF processes, after receiving Council direction.

16. Mayor's Comments

Mayor Crenshaw stated that the thoroughness of staff had made it easy for him to accomplish his duties and he recognized staff for their hard work. He thanked the citizens for their participation at the meeting. He recently attended the Lane Council of Governments and Lane

ACT meetings. He had introductory meetings with a handful of legislators and stated that keeping those lines of communication would be useful in garnering support and making sure the City's needs were met by the state. He thanked Senator Manning for coming to the Council meeting.

Mayor Crenshaw attended the League of Oregon Cities (LOC) legislative update in Salem on February 8th with Mayors and city officials from around the state. The legislative priorities for the LOC were: property tax finance reform, restoring recreational immunity, transportation funding, and PERS reform. He encouraged the City Council and citizens to peruse the bills that were being discussed in the current session. He noted that he would try and do his best to stay on top of important issues and looked forward to engaging in conversations with citizens on these. He wished everyone a happy Valentine's Day and Happy 158th birthday to the State of Oregon, founded on February 14, 1859.

17. Other Business

Mayor Crenshaw announced that the City had received the award for Small Government Cash Basis Reporting for the fourth year in a row from the Government Finance Officers Association. He recognized Director Crocker and staff for all their hard work.

In response to a question from Councilor J. Leach on the Ratepayer Assistance fund discussion at a recent Committee meeting, Director Kaping stated that he had talked to Director Crocker after that meeting, and the Ratepayer Assistance Fund had been zeroed out and those funds moved to the capital fund for Vista Dale.

18. 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