

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, March 13, 2018, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Mark Crenshaw; Councilors Kara McDaniel, Robert Stott, Jack Sumner, John Gambee, Dale Rowe, and Bill DiMarco; City Administrator, Jason Knope; City Attorney; Carrie Connelly; Police Chief, Bob Morris; Public Works Director, Gary Kaping; City Planner, Jordan Cogburn; and City Recorder, Kitty Vodrup.

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. Approval of Minutes – February 13, 2018

MOTION: Councilor Stott made a motion to approve the February 13, 2018 Council Minutes. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

4. Review of Previous Month's Expenditures

Mayor Crenshaw asked if there were any Council comments on last month's expenditures. Councilor Sumner commented that the City was spending about \$36,000 annually for iPhones and iPads. Administrator Knope responded that staff was in process of reviewing options to reduce these costs and he would report back to the Council in one of his staff reports.

5. Public Comment on Items not Listed on the Agenda

Ms. Sandie Thomas expressed appreciation to the Police Department for showing up in fine form and participating in the Cancer walk last week. She suggested that the Police Department sponsor all women who were cancer survivors in Junction City for next year's event. Chief Morris responded that was a wonderful idea and something they would look into doing for next year.

Ms. Patricia Phelan distributed a handout to the Council with a list of low cost housing in Junction City and Lane County.

6. AMD-17-02 Boarding, Lodging, and Rooming Houses in the C2 – Central Commercial Zone

Planner Cogburn stated that back before the Council was a potential code text amendment to the Junction City Municipal Code. Mr. Corey Walker had initially proposed amendments to change the definition of a Boarding House (Chapter 17.05.020) and allow Boarding Houses as a conditional use in the Central Commercial zone (Chapter 17.05.30). The Council further discussed on February 27, 2018 and the consensus was to handle each amendment separately and to consider the zoning issue at a future Council meeting. The Council agreed that the Lincoln City definition of a boarding house would best serve Junction City, as it eliminated the 10 person cap; therefore, a revised ordinance was created to only amend the boarding house definition.

Councilor Gambee declared a potential conflict of interest, because of a business association with the applicant, and left the room.

A. Ordinance No. 1 – An Ordinance Amending City of Junction City Municipal Code (JCMC) Section 17.05.020 Definitions.

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.

Mayor Crenshaw read Ordinance No. 1 by title only.

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

Councilor Gambee returned to the Council dais.

7. **Water, Sewer, and Sanitation Rate Study Request for Proposals**

Director Kaping presented a request to issue a Request for Proposal (RFP) for a Water, Sewer, and Sanitation rate study. The last rate study for Water and Sewer was a one year study conducted in 2008, as part of the Department of Corrections (DOC) project. The last Sanitation rate study was conducted in the early 2000's. Typically, rate studies were conducted once every 10 years. The two major elements that were considered in conducting a rate study were the Master Plans and Capital Expenditure Plan (CEP). The CEP was in place, and HBH Engineering was nearing the completion of the Water and Sewer Master Plans. Director Kaping distributed copies of a personal services contract template and noted they would like to get someone on board to begin the study in July. Funds were in the budget for this study.

MOTION: Councilor Rowe made a motion to approve the request for proposal and authorize the Public Works Director to release the RFP for bids. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

8. **Building Inspector Discussion**

Administrator Knope reviewed the request to create the position of Building Official and move building inspection services in house. The goal for doing this was to improve the quality of and level of service for the building inspection program. For the same amount of money as contracting services at 3 days a week, the City would have in house services at 5 days a week. Future revenue generating opportunities included the potential of sharing the City's building inspection services with other municipalities, which would contribute to making the position self-sustaining. The position would be supervised by the Public Works Director and housed in the Planning and Building office.

A. Resolution No. 1 – A Resolution to Create the Position of Building Official, Pursuant to Personnel Policy Section 4.2 and Assigning a Range within the City's Compensation Schedule.

MOTION: Councilor Rowe made a motion to approve Resolution No.1. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

9. **Street Closure Request for 2018 Pet Parade**

Planner Cogburn reviewed the request for the 2018 Pet Parade. The Community Development Committee reviewed and recommended approval, with the caveat that the Council discuss the certificate of insurance requirement; some local groups had expressed the financial hardship of providing coverage for the 2 million dollar requirement. Mayor Crenshaw asked Attorney Connelly to provide an update.

Attorney Connelly stated that the last time the Council spoke about this topic, the Council agreed that it was a good idea to allow the City Administrator some discretion in discussing required insurance limits with City County Insurance and possibly lowering insurance requirements for low risk activities. Administrator Knope noted that he was currently working with City County Insurance (CIS) on the Pet Parade.

Attorney Connelly added that Administrator Knope would be drafting a framework policy to recognize when these types of requests could be considered for fund assistance. It was noted that tourism dollars could possibly be used to supplement the insurance. Attorney Connelly added that the first level would be assessing the risk with CIS and if it were a low risk activity, possibly allowing a reduction lower than the 2 million dollar requirement; if it were a high risk activity, keeping the minimum 2 million dollar requirement and possibly augmenting with City funds, if tourism related.

The Council consensus was to amend Condition #5 to read, "Applicant will provide proof of liability insurance in an amount and form approved by the City in advance listing the City as additional insured for the full duration of the event, inclusive of set up and tear down times."

MOTION: Councilor Rowe made a motion to approve the street closure request for the Annual Pet Parade on May 5, 2018 as conditioned in Attachment B, as modified per the Council discussion, with the nonexclusive use of City streets for street closure from 11:45 a.m. to 2:00

p.m. The use of City streets will apply to the route shown in Attachment A. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

10. Street Closure Request for 2018 Scandinavian Festival

Planner Cogburn reviewed the request to conduct the annual 2018 Scandinavian Festival, August 9 through August 12, 2018. The Community Development Committee reviewed on March 7, 2018 and recommended approval. It was noted that this was a higher risk activity, and the Festival Association understood that a 2 million dollar insurance would be required.

It was noted that condition 13B on page 5 of 6 should be changed from "Rotary" to "Moose Lodge."

MOTION: Councilor Rowe made a motion to approve the Street Closure Request and Conditions as presented and a Noise Permit for the 2018 Scandinavian Festival, as presented. The motion was seconded by Councilor McDaniel and passed by unanimous vote of the Council.

11. Garbage Truck Box Purchase

Director Kaping presented the bids for the garbage truck box that would be installed on the garbage truck cab chassis. The Public Works Committee reviewed on March 5, 2018 and recommended purchase approval.

MOTION: Councilor Rowe made a motion to approve the purchase of the Labrie/Leach box in the amount of \$79,703.60 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor McDaniel and passed by unanimous vote of the Council.

12. Cab Chassis Purchase for Garbage Truck

Director Kaping presented the bid from Oregon Procurement Information Network (ORPIN) for a Freightliner cab chassis. ORPIN went through the whole bid process, and the City could purchase directly from their site instead of going through the three bid process, as was done for the garbage truck box. Once approved, it would take 120 days to build the cab chassis; it would then go to have the box installed and be delivered. The Public Works Committee reviewed on March 5, 2018 and recommended purchase approval.

MOTION: Councilor Sumner made a motion to approve the purchase of the Freightliner cab/chassis from ORPIN in the amount of \$90,881.24 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

13. Intergovernmental Agreement with Lane County for Street Striping

Director Kaping presented the Intergovernmental Agreement (IGA) with Lane County for Street Striping. The City has had this agreement with Lane County for several years, as the City does not have the equipment to paint the center stripe down the streets of 6th, 10th, Birch, Rose, and Deal. Legal counsel reviewed and recommended that the City contact Lane County about deleting the last sentence in Section 7 which read, "No party to this Agreement will be required to indemnify or defend the other party for any liability arising solely out of wrongful acts of another party, or that party's own officers, employees, or agents." The Public Works Committee reviewed on March 5, 2018 and recommended approval. It was noted that the change in parking orientation and moving the center line on 6th Street in the downtown area would be a separate project from this contract.

MOTION: Councilor Rowe made a motion to approve the Intergovernmental Agreement with Lane County for striping and authorize the Public Works Director to sign the necessary documents, with the recommendation to remove the last sentence of paragraph 7. The motion was seconded by Councilor McDaniel and passed by unanimous vote of the Council.

14. Holiday Decorations for 6th Street and the Highway

Director Kaping stated that the City has had the holiday wreath decorations on 6th Street and Highway 99 for over 20 years; the wreaths have been repaired many times and were at the end of their useful life. The Community Development Committee asked staff to review replacement options, so staff researched and recommended decorations that would fit well in Junction City; it was noted that the decorations were non-religious in nature. The Public

Works Committee reviewed and recommended approval. The current wreaths were 4 feet in diameter; the shortest decoration to be purchased was 7 feet tall.

Council members expressed their approval to use Economic Development Funds for these decorations to promote tourism.

MOTION: Councilor Rowe made a motion to approve the purchase of the Holiday decorations from Temple Display in the amount of \$16,634.00, with \$8,062.50 from the State Revenue Sharing Fund and \$7,321.50 from the Economic Development Program Fund and to authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

15. Council Agenda Forecaster

Administrator Knope presented the forecaster. He noted that a future agenda item on various statistics of the Revolving Loan Fund (RLF) program had been added to the forecaster, per a request from Councilor Sumner. Mayor Crenshaw responded that he was hoping to have the RLF Committee review that material, before it went to Council.

Mayor Crenshaw asked that the boarding house zoning discussion be added to the forecaster as a pending issue. He noted that staff was in process of gathering information and asked whether this should come back to the Council or go to committee first. The Council consensus was for staff to take the requested information to the Community Development Committee to review and make a recommendation and then present to the Council.

Councilor DiMarco asked about starting the conversation of the City initiating a comprehensive map amendment at some point in the future to resolve the School District issue of owning land that they were not able to use; the property was zoned multi-family and an attempted code text amendment had failed. The Council consensus was in favor of discussing this and adding to the agenda forecaster.

16. Staff Reports

Chief Morris: The department participated in the Susan G. Komen Race for the Cure last Sunday; it was a good opportunity for public relationships, and many thumbs up were received regarding the recently painted pink Tahoe for cancer awareness. Oaklea Middle School and the High School would be participating tomorrow in the National Walk Out on gun violence.

Director Kaping: Public Works was trying to catch up on maintenance, before the next wave of construction begins.

Planner Cogburn: The City received building permit applications for a grocery outlet and farm based credit union at the "Y" property. A partition for the property north of the "Y" for a tractor store would be going before the Planning Commission next week. The last Enterprise Zone expansion hearing was held and approved by Lane County Board of Commissioners; the Commissioners spoke nothing but accolades about Junction City and its economic development process, including its friendliness and Council, Planning Commission, and staff ability to continue to push for instances for businesses to build and locate in Junction City. They recognized Junction City as one of the fastest growing towns in the county, if not the entire state. The next step on the Enterprise Zone expansion would be for Lane Council of Governments (LCOG) to prepare a map of the expansion area and to send that to the state for approval.

Attorney Connelly: Attorney Rebekah Dohrman would be attending the March 27, 2018 Council meeting.

Administrator Knope: Would be out of the office later in the week, and Director Kaping would be serving as Acting in Capacity Administrator.

17. Councilor Comments/Questions

Councilor Sumner asked if the RLF Committee would be discussing the composition of Committee members. Mayor Crenshaw responded that was one of the things the Committee was actively working on. Councilor Sumner noted that his neighborhood appreciated the cleaning out of sewer lines, flushing of the water system, and seeing the Police Department in the community.

Councilor Gambia asked about the appeal on the March 27th agenda and asked if Attorney Connelly could explain about ex parte contacts. Attorney Connelly responded that the appeal was an example of a quasi-judicial hearing, in which the Council would be serving as tribunal or judge; therefore, the Council would not want to gather or hear information outside of the hearing or what was provided in the Council packet or by staff. Any information learned or read, a site visit, conversations held with anyone aside from staff, etc., would need to be declared at the hearing as an ex parte contact. She noted that this was different from a legislative hearing, where the Council would be looking at a decision for the whole City, so it was expected that the Council would have a comprehensive understanding and a broad base of information.

Councilor Gambia asked if would be okay for him to talk to a Council member about a legislative matter. Attorney Connelly responded this would invoke the public meetings laws, where a quorum of the Council could not meet outside of a public meeting; this would include serial meetings. She cautioned the Council from talking individually to other Council members outside of a public meeting.

Councilor Rowe expressed appreciation to the Police Department for being so active in the community; he referred to the pink patrol car as being an example of that and showing that the Police Department cared. He thanked Director Kaping and Public Works staff for being extremely efficient and resolving a community member problem within hours, much to that citizen's delight.

Councilor DiMarco thanked the Council for the time on the school issue and noted that if they could get out ahead on that, everybody could come out winners.

18. Mayor's Comments

Mayor Crenshaw complimented the Council for their hard work. He noted that difficult conversations had occurred on topics, but that was a good thing and showed the community that they were not merely rubber stamping everything but were taking the time to discuss and work through issues. He thanked Councilor Sumner for looking at expenditure details. He thanked staff for their hard work and keeping a good attitude and asked that appreciation be extended to all City staff.

19. Other Business

None.

20. Adjournment

As there was no further business, the meeting was adjourned at 8:17 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor