

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, March 26, 2013, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, David Brunscheon; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, and Herb Christensen; Excused Absence – Councilor Laurel Crenshaw; City Attorney, Carrie Connelly; Interim City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. CHANGES TO THE AGENDA

None.

III. APPROVAL OF COUNCIL MINUTES – MARCH 2, 2013

MOTION: Councilor DiMarco made a motion to approve the March 2, 2013 Council minutes. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

IV. CONSIDERATION TO APPROVE 2013-2014 COUNCIL GOALS

Interim Administrator Bowers reviewed that the goals were taken directly from text of the March 2nd minutes, which the Council had just approved. Included in the minutes was a discussion to develop a communication strategy to get the goals out to the public. If the Council approves the goals tonight, staff would bring a summary of communication options at a future Council meeting.

MOTION: Councilor K. Leach made a motion to approve the Council Goals for 2013-2014. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

V. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

None.

VI. PUBLIC COMMENT ON BUS RODEO EVENT – APRIL 13, 2013

Mayor Brunscheon asked if there were any public comments on the event. There were none.

VII. FUNCTION 4 JUNCTION CAR SHINE, CRUISE, AND SLOW DRAG REQUEST

Interim Administrator Bowers stated that before the Council was a street closure request for the Annual Function 4 Junction event. The Community Development Committee reviewed and recommended approval for the Car Shine and Cruise and forwarded the Slow Drag discussion to the Council, as it is a new event. The City's insurance does not have concerns with the Slow Drag along Front Street, but did ask that a Participants Procedure and Spectator Safety Plan be submitted. Mr. Dan Alley from the Function 4 Junction Association added that to address concerns with people getting too close to the railroad tracks they would be installing crowd control fencing or caution tape along the full length of the area and Union Pacific would also be ticketing people who cross onto railroad property.

MOTION: Councilor K. Leach made a motion to approve the street closure request and conditions for the Function 4 Junction for May 31st and June 1st, 2013. The motion was seconded by J. Leach and passed by unanimous vote of the Council.

VIII. FUND BALANCE POLICY

Director Crocker reviewed that the Council had previously approved Fiscal Policies 1 – 8 and had forwarded policy #9 to the Finance Committee for further review. The Finance Committee reviewed and recommended that policy #9 be split into three areas:

- **#9 – Fund Balance – General Fund** – Measurement of the General Fund ending balanced will occur annually on June 30th. The minimum targeted unassigned General Fund balance shall be no less than 35% of next year's budgeted expenditures (exclusive of transfers and contingency). For purposes of this

calculation, the expenditures shall be the budget as originally adopted for the subsequent year. The unassigned fund balance amount shall be in addition to the non-spendable, restricted, committed, or assigned fund balanced amounts.

- **#10 Fund Balance – Enterprise Funds** – Measurement of the fund ending balance will occur annually on June 30th. The minimum targeted unrestricted fund balance shall be no less than 25% of next year's budgeted expenditures (exclusive of transfers and contingency). For purposes of this calculation, the expenditures shall be the budget as originally adopted for the subsequent year. The unrestricted fund balance amount shall be in addition to non-spendable, restricted, or committed fund balance amounts.
- **#11 Contingency** – The City will appropriate an amount for contingency in the General Fund of not less than 2% of budgeted expenditures.

Councilor DiMarco noted that he appreciated the work on this, but it would take a little more than 35% to pay for General Fund expenditures until property taxes are collected in November. Mayor Brunscheon noted that he would be more comfortable with 40%. Interim Administrator Bowers noted that the Finance Committee had also discussed creating an overlay of additional triggers that would prevent the City from getting down to the 35%.

MOTION: Councilor Christensen made a motion to adopt the fiscal policies for the General Fund Balance, Enterprise Fund Balance, and Contingency, as forwarded by the Finance Committee and presented by staff. The motion was seconded by K. Leach and passed by a vote of 4 to 1, with Councilors K. Leach, J. Leach, Nelson, and Christensen voting in favor and Councilor DiMarco voting against.

IX. DRAFT 2013 PLANNING COMMISSION WORK PLAN

Director Crocker stated that the Finance Committee reviewed the plan and recommended that the Council accept the 2013 Planning Commission Work Plan as an advisory.

X. TRUANCY TASK FORCE PROJECT

Chief Chase reviewed that the Public Safety Committee reviewed and recommended that the Police Department work with the School District on the Truancy Task Force pilot program through June 30, 2013 to get students back into school. Further discussions will then occur on entering into a full time partnership.

XI. BUDGET OFFICER APPOINTMENT

MOTION: Councilor Christensen made a motion to appoint the designated Interim City Administrator to be the Budget Officer for the FY 2013-14 Budget. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

XII. HISTORICAL PHOTOS

Interim Administrator Bowers stated that this was an advisory for the Council, and the Community Services Committee had reviewed a presentation to enlarge 3 historical photos and hang them in the front hallway at City Hall. The Committee was in favor of the project, and Ms. Linda Van Orden would be assisting with the project.

XIII. BID PACKAGE 5C – PAY REQUEST #23

MOTION: Councilor Nelson made a motion to approve Pay Request #23 to The Automation Group in the amount of \$69,014.36. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

XIV. LANE ACT ALTERNATE POSITION AND LCOG BOARD ALTERNATE POSITION

Mayor Brunscheon stated that he would like the Council to look over the information in the packets and let him know if they would be interested in serving as an alternate to either one of these positions. He will make appointments in April.

XV. FACILITIES TASK FORCE APPOINTMENT

Mayor Brunscheon appointed Mr. Robert LeVine to the Facilities Task Force Committee, representing a community member with an I.T. background and for a term to March 2014

XVI. STAFF REPORTS

Director Crocker stated that he was busy with preparing the FY 13-14 budget.

Director Knope reminded everyone that Public Works was back on the waterline project and could be seen in the area of 3rd Street.

Chief Chase stated that he received word today that Officer Brian Patterson won the Drug Recognition Expert Officer of the year for the State of Oregon, which was a great honor. Chief Chase commended Officer Patterson for his good work.

Attorney Connelly wished everyone a happy Easter.

Interim Administrator Bowers stated that the information on the "If I Were Mayor Contest" had been delivered to the schools, courtesy of Community Services Department Admin Specialist Kathy Furrer and Recorder Vodrup. The deadline for submissions is April 15th. Two sample Council chairs were available for the Council to try out. Council names tags had been created, per Council direction at the Goals Session and could be worn by Council members at different functions, per their discretion. The notification letters on the Customized Periodic Review were sent out last Friday and the submittal documents would be delivered to DLCD tomorrow.

XVII. COUNCILOR COMMENTS/QUESTIONS

Councilor J. Leach stated that the daffodils along Front Street looked very nice.

Councilor DiMarco responded that the Garden Club had assisted in planting those and he appreciated everyone's efforts on that project, especially Interim Administrator Bowers.

Councilor K. Leach wished everyone a happy Easter and a good weekend. She thanked everyone for their hard work.

XVIII. MAYOR'S COMMENTS

Mayor Brunscheon expressed appreciation for everyone's hard work. He hoped that everyone enjoyed the recent Daffodil Festival and encouraged everyone to get information out to students on the "If I Were Mayor" contest.

XIX. OTHER BUSINESS

None.

XX. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:02 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor