

The City Council for the City of Junction City, met for a work session at 6:30 p.m. on Tuesday, March 26, 2019, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Mark Crenshaw; Councilors Sandie Thomas, Robert Stott, Andrea Ceniga, John Gambee, Dale Rowe, and Bill DiMarco; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Public Works Director, Gary Kaping; 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. **Council Orientation Session Two**

Attorney Connelly distributed a Power Point document and presented the Council orientation, which included:

- **Public Meetings:** Resources, which public bodies are subject to the public meetings law, City Code language on meetings, requirements of a public meeting, Executive Sessions, and Practical Tips on Do's and Don'ts.
- **Public Records:** What is a public record, making sure public records and emails were retained properly, timelines for processing records requests, individual Council members must make a public records request unless delegated authority or requested by full Council, and exempt records.
- **Public Contracting:** (A Public Contracting Chart was distributed). Types of contracts, types of procurements, exemptions, and spending authority.
- **Land Use Procedures:** Regulated by the state, quasi-judicial actions, and declaring ex parte contacts, bias, and conflicts.

3. **Utility Code Change**

Director Kaping presented information on utility code updates, which had been reviewed by the Council in May of 2017. Recycling issues caused this project to be delayed, and staff was bringing this back before the Council to see how the Council would like to proceed.

The updates included: Removing language so the bill would be the responsibility of the water user and not necessarily the property owner, removing language that an outstanding bill would become a lien against the property; adding language requiring an application and fee; adding late notice and door knocker fees; and adding a deposit charge. Potential deposit charges could include: \$200 deposit for full service, \$100 for water only, \$50 for sewer only, and \$50 for sanitation only. Potential fees could include: \$35 admin fee for processing, \$2.00 late fee, and \$5.00 for door knockers. The amendments would also allow the City to do shut offs after two months of unpaid bills, instead of three, which would lessen the amount someone would have to pay to get their water turned back on.

The Council discussed the potential fees and changes, as well as current practice. It was noted that there was currently \$90,000 in outstanding utility fees owed to the City and \$46,000 was at collections. The City currently charged a \$25 reconnect fee (\$75.00 after hours).

After discussion, the Council consensus was to continue with the work that had been started and to have the Public Works Committee discuss. Discussion to include: Deposits – when to require and could payments be made towards a deposit if someone did not have the full amount; should the City charge a \$35 Admin; what should the fee be for a late notice; and other code amendment considerations. Once the Public Works Committee had completed review, this would come back to the Council.

Mayor Crenshaw noted that he had received a nice letter from some citizens who were passing through Junction City during the recent snow event. Their car had slid off the road and they were impressed and grateful that an officer had sat with them until the tow truck arrived.

Councilor Rowe thanked Council and staff for their thoughts, prayers, and patience with his mother's passing.

4. Adjournment.

As there was no further business, the meeting was adjourned at 8:25 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor