

The Public Works Committee of the City Council for the City of Junction City met on Monday, April 1st, 2019, at 6:30 p.m. in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: City Administrator Jason Knope, Public Works Director Gary Kaping, Councilors Dale Rowe and Bill DiMarco.

ABSENT WERE: Councilor John Gambee.

I. CALL TO ORDER

Chairman Dale Rowe called the meeting to order at 6:30pm.

II. CHANGES TO THE AGENDA

The next scheduled meeting will be May 6th, not February 4th as listed on the agenda.

III. APPROVAL OF MINUTES – March 4, 2019

The consensus of the Committee was to approve the minutes as written.

IV. UTILITY CODE UPDATE

Director Kaping informed the Committee that back in front of them tonight is the Utility Code Update. He has a few questions that he would like the Committee to answer. He broke the questions into three separate areas.

The first is the application fee, the second is the late fee and the doorhanger fee, the third and final area is the deposit fee.

Director Kaping then began discussion on the first area, the application fee. To start, he would like to make two additions to the application. First, he would like to add 'property manager' to the required signatures along side of property owner. Second, he would like to add wording that if the customer does not supply the City with their forwarding address, the customer relinquishes the right to their deposit.

The Committee approved the addition of the two items on the application.

Councilor Rowe then asked for clarification on a few items in the documentation.

The first item was exhibit C, page 3. Item 13.05.180 it states that the Public Works Department will own the water line, then two paragraphs down it says that the City will own the water meter. Councilor Rowe asked if both should be City.

Director Kaping will change 'Public Works' to 'the City'.

The next item was exhibit F, page 6. Item 13.60.140. Councilor Rowe asked if the property owner gets their deposit back.

Director Kaping will include language in 13.60.140 to specify that the owner's deposit will be refunded upon the sale of the property.

Councilor Bill DiMarco asked about if the people that already have service will be required to complete an application and pay a deposit.

Director Kaping responded that if you're a current customer in good standing and move to another location in town you will come fill out an application, but there will be no fee or deposit. Customers that get shut off for nonpayment will need to pay a deposit before having their water turned back on.

Director Kaping asked if the Committee would like to charge an application fee, and if so, how much.

Councilor Rowe does not feel as if there should be an application fee. Discussion followed.

ACTION: The consensus of the Committee was to strike the application fee.

Director Kaping then asked how much the past due notice should be, and how much the doorhanger fee should be.

Councilor Rowe threw out the idea of a \$10 past due fee and \$10 for the doorhanger fee.

Councilor DiMarco would like to see the fee low enough that the customer can recover.

Councilor Rowe would like to see the past due fee \$10 and the doorhanger fee \$15. Discussion followed.

ACTION: The consensus of the Committee was to set the past due fee at \$10 and the doorhanger fee at \$15.

Councilor Rowe then asked what the proposed deposits are.

Director Kaping stated that the proposed deposits are \$50 for garbage, \$50 for water, and \$100 for sewer.

Councilor DiMarco asked if there is leeway in the proposed system to be forgiving in certain situations.

Director Kaping responded that he can make written contracts with anyone, as needed.

Councilor Rowe likes \$25 for garbage, \$25 for water, and \$50 for sewer. Discussion followed.

Director Kaping then asked if the Committee would like to give the deposit back at termination of service, or after a given amount of time of good standing. Discussion followed.

ACTION: The consensus of the Committee was to send the information to the Council with receiving the deposit back at termination of service. The Committee will discuss with the Council the idea of returning the deposit early with a good standing account.

Director Kaping will add to the application that the customer will give the City 5 days' notice prior to terminating service. If 5 days are not given, the customer will be responsible for the bill until such notice is given.

Councilor Rowe then began discussion on a disconnect and reconnect fee.

ACTION: The consensus of the Committee was to keep the current \$25 disconnection/reconnection fee.

ACTION: The consensus of the Committee was to change the deposits to \$25 for garbage, \$25 for water, and \$50 for sewer.

Director Kaping asked if the Committee wants to keep the leak credit. Discussion followed.

ACTION: The consensus of the Committee was to keep the leak credit.

Director Kaping will speak with City Administrator Jason Knope and let the Committee know whether the information will be going before the Council at the next Council Meeting, or at the April Council work session.

V. AGENDA FORECASTER REVIEW

Director Kaping updated the current business items. No other changes were made.

VI. OTHER BUSINESS

Councilor DiMarco asked for an update on the applications for the proposed streets projects using the ODOT (Oregon Department of Transportation) Exchange Program.

Director Kaping informed him that the applications have been sent and they are being reviewed. He should have a response from ODOT in about three months.

VII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Tiffany Shafer
Public Works Technician