

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, May 9, 2017, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Mark Crenshaw, Councilors Karen Leach, Robert Stott; Jim Leach, John Gambee, Steven Hitchcock, and Bill DiMarco; City Attorney, Ross Williamson; City Administrator, Jason Knope; 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 Crenshaw 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 April and the April 11, 2017 Council minutes. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**4. Public Comment on Items not Listed on the Agenda**

None.

**5. Public Hearing – Proposed Uses of State Shared Revenue**

Mayor Crenshaw opened the public hearing.

**Staff Report**

Director Crocker reviewed that this was an eligibility requirement by the state for the City to be able to receive State Shared Revenue. The city received several types of state revenue: street fund, gas tax, liquor tax, and cigarette tax. The Budget Committee held its required hearing on April 20, 2017. The budgeted amount for Fiscal Year 2017-18 was \$537,000.

**Public Testimony.** None.

**Council Questions or Comments.** None.

Mayor Crenshaw closed the public hearing.

**6. Public Hearing – Supplemental Budget**

Mayor Crenshaw opened the public hearing.

**Staff Report**

Director Crocker stated that this was a supplemental budget for Police Department related items to: transfer \$39,400 of savings from the Personnel to Materials and Services; increase appropriations by \$17,200 from additional revenue; transfer \$48,400 from Contingency to the Transfers; and increase Materials and Services by \$20,000. In addition, increase appropriations in the Police Vehicle and Equipment Reserve Fund by \$85,000.

**Public Testimony.** None.

**Council Questions or Comments.** None.

Mayor Crenshaw closed the public hearing.

A. Resolution No. 1- A Resolution Adopting a Supplemental Budget for the Fiscal year Commencing July 1, 2016 and Ending June 30, 2017 and Making Appropriations within the Police Department in the General Fund.

**MOTION:** Councilor K. Leach made a motion to approve Resolution No. 1. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**7. Budget Transfer Resolutions**

Director Crocker reviewed the budget transfer resolutions: Transfer of \$50,000 from contingency in General Fund Non-departmental to professional and legal line items; transfer of

\$8,700 in Contingency and other to Materials and Services in the Community Center Fund; and Contingency transfers of \$15,000 in the Water Fund, \$25,000 in the Sewer Fund, and \$15,000 in the Sanitation Fund.

A. Resolution No. 2 – A Resolution Transferring Contingency Appropriations for the Fiscal year Commencing July 1, 2016 and Ending June 30, 2017 within the General Fund.

B. Resolution No. 3 – A Resolution Transferring Contingency and Other Appropriations for the Fiscal year Commencing July 1, 2016 and Ending June 30, 2017 within the Community Center Fund.

C. Resolution No. 4 – A Resolution Transferring Contingency Appropriations for the Fiscal year Commencing July 1, 2016 and Ending June 30, 2017 within the Water, Sewer, and Sanitation Funds.

**MOTION:** Councilor K. Leach made a motion to approve Resolutions No. 2, 3, and 4. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

#### 8. Utility Code Update

Director Kaping presented the draft changes for the Utility Code update, which staff, legal, and the Sanitation/Recycling/Water and Sewer/Street Committees had been working on. Director Kaping noted that if the Council agreed, he would send a letter to citizens on the changes and invite them to review and ask questions at the Committee level, before Council adoption. He added that the changes included new application and deposit fees. After public input, the ordinance and resolution for the Utility Code updates would be brought to the Council for approval consideration.

The Council consensus was in favor of the changes and having Director Kaping send out letters and Facebook notices to citizens to invite them to attend Committee meetings to review and discuss the proposed changes.

#### 9. Special Event Parking Permits

Planner Cogburn reviewed the parking boundary to establish an area in which parking permits could be issued during Special events; any area outside this boundary would not be eligible for a parking permit during special events. The proposed boundary was in response to the amount of staff time involved in permit issuance for areas outside of the commercially zoned districts. The boundary area would be 3<sup>rd</sup> Avenue to the south, 10 Avenue to the north, West Front Street to the east, and the alley between Ivy Street and Juniper Street to the west. All parking permits would be issued through the Public Works department. The Community Development Committee reviewed and recommended that the Council approve.

**MOTION:** Councilor K. Leach made a motion to approve the Special Event Parking Permit Boundary, as presented. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

#### 10. Street Closure Request – 2017 Scandinavian Festival

Planner Cogburn presented the annual request for the Scandinavian Festival street closure. The Community Development Committee reviewed and recommended approval.

Mr. Ron Volner, 575 Greenwood Street, Junction City, stated that his wife owned Building Blocks Childcare and they had concerns on parking for their clients during the festival. They normally used the Pacific Continental Bank lot, but the bank had been sold and Building Blocks had more clients than last year. The Council consensus was to have Mr. Volner find out if they could still use the bank parking and to work directly with Director Kaping on a parking plan.

**MOTION:** Councilor K. Leach made a motion to approve the Street Closure Request and Conditions as presented and a Noise Permit for the 2017 Scandinavian Festival, as presented. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

#### 11. Cash Management and Investments Fiscal Policy

Director Crocker presented the updated Cash Management and Investments Fiscal Policy. The Finance and Judiciary Committee had reviewed and recommended approval.

**MOTION:** Councilor Hitchcock made a motion to adopt the fiscal policy for Cash Management and Investments as presented, replacing the current policy. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

## 12. Local Government Investment Pool Authorizations

Director Crocker noted that the resolution for staff authority to access the Local Government Investment Pool needed to be updated to reflect the current City Administrator.

A. Resolution No. 5 – A Resolution Authorizing Individual Staff to Make Changes to the City of Junction City's Local Government Pool Account held at the Oregon State Treasury and Repealing Resolution No. 1054.

**MOTION:** Councilor K. Leach made a motion to approve Resolution No. 5. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

## 13. Planning Office Construction Contracts

Administrator Knope presented the contracts to do the Planning Office construction at the Public Works building at 1171 Elm Street. The total for these contracts was \$31,444; the flooring, painting, interior finishing, etc. would be done in house with additional costs, up to the \$50,000 for the project that the Council had approved.

**MOTION:** Councilor Hitchcock made a motion to approve the contracts to Jim Rauschert Construction in the amount of \$6,900, Junction City Electric in the amount of \$10,508, Priority One in the amount of \$7,800, Oregon Drywall in the amount of \$4,866, and Jet Industries in the amount of \$1,370 and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

## 14. Police Vehicle Purchase Authorization

Chief Morris stated that the Council had previously approved the purchase of six 2014 Dodge Chargers from a dealer in California; however, Chief Morris found a better deal after that approval was given from a dealer in Salem for six 2017 Chargers through a cooperative price agreement under Oregon Procurement Information Network (ORPIN). These cars had undergone mechanical refinements, were already painted white, and there would not be a delivery charge. The Public Safety Committee reviewed and recommended that the Council approve.

**MOTION:** Councilor K. Leach made a motion to approve the purchase of six 2017 Dodge Chargers per the attached quote from Withnell Dodge in Salem, Oregon in the amount of \$137,718 and authorize the Chief of Police 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. It was the Council consensus to add two items to the May 23<sup>rd</sup> Council Work Session: Municipal Court Judge RFP (Request for Proposal) and an Executive Session to discuss a contract related issue.

After further discussion, the Council consensus was to add the Revolving Loan Fund Discussion to the June 13<sup>th</sup> Council agenda and to have staff bring a recap of what the Council had previously discussed regarding this topic. Then the Council could decide how they wanted to proceed from there.

## 16. Staff Reports

Chief Morris: The department received a \$40,000 grant from ODOT to put electronic ticketing equipment in 7 of the patrol cars; this would eliminate the need to have handwritten tickets. The City would provide a match of \$6,000 to 7,000. The Human Trafficking session would be on May 13<sup>th</sup> in Harrisburg. One of the unmarked white Dodge Chargers that had been donated was in service and would have decals put on it once all the new cars were purchased.

Director Kaping: The master water meter was shut off in the Vista Dale Subdivision on May 1<sup>st</sup>, and only two homes had not been hooked up to the water main line. One of the homes was vacant and the other hooked up right away. Public Works was working on installing the sewer line in that subdivision. Public Works staff was also working on the ADA ramps on 6<sup>th</sup> Street and would be flushing the entire water system on May 22<sup>nd</sup>.

Planner Cogburn: Staff received a development application for the “Y” property for a large format grocery store, farm based credit union, and a fast food restaurant. Staff also received a 122 lot subdivision proposal, and it had recently been brought to staff’s attention that there were cultural resources on that property; therefore, the applicant would have to prove that the development would not impact those cultural resources. The Planning Commission would be reviewing this subdivision proposal at their May 17<sup>th</sup> meeting.

Director Boldon: Community Services had their first staff retreat on April 28<sup>th</sup> to discuss budget, vision, goals, and team building. The Community Services Committee meeting was rescheduled from May 2<sup>nd</sup> to May 10<sup>th</sup>.

Attorney Ross Williamson: Their firm hired a new associate attorney, Rebecca Dorman. She brought land use expertise, as a previous planner.

#### 17. Councilor Comments/Questions

Councilor K. Leach thanked staff for all their hard work: to Director Kaping on the ADA ramps, to Director Crocker and everybody for the hard work on the budget, to Planner Cogburn and looking forward to visiting him in his new office, to Director Boldon on his Community Services work, and to Recorder Vodrup and Administrator Knope for their hard work.

Councilor Stott echoed Councilor K. Leach’s comments.

Councilor Gambee asked what Committee the Judge hiring had come out of. Councilor DiMarco responded the Finance and Judiciary Committee. Councilor Gambee asked what the square footage of the new Planning Office would be. Planner Cogburn responded 20’ x 30’. Councilor Gambee echoed Councilor K. Leach’s comments.

#### 18. Mayor’s Comments

Mayor Crenshaw noted that there was still one department that was operating in a deficit and the solution to that might very well be in tapping those in the community that were willing to volunteer. He continued that anything that you were not willing to do for yourself would cost you more to have someone else do it for you. With the budget constraints that the City had, he challenged the citizens of the community to step up and volunteer to make the community successful. He expressed his full faith in staff to work on this.

Mayor Crenshaw had been attending meetings with other local governments around the state and that had been fruitful in generating ideas to compliment Councilor DiMarco’s suggestion on finding opportunities for micro-economies to supplement revenues for the City’s budget. Many of those ideas he presented to Administrator Knope, who responded that staff was already working on those. He was also pleased that the City provided an opportunity for local contractors to participate in the Planning Office construction project and felt it was important to foster those opportunities when possible. May 13<sup>th</sup> was the Human Trafficking session, as well as the Community Showcase. He encouraged the leaders in the community to attend the showcase.

#### 19. Other Business

Councilor J. Leach asked where the Police Department Jeep with the speed sign was at, as he hadn’t seen it recently and thought it was beneficial. Chief Morris responded that it was in the Q-Hut with battery problems.

Councilor J. Leach asked about the status of the City having its own Enterprise Zone, apart from Harrisburg. Administrator Knope responded that he and Planner Cogburn were working on what it would take to do this and would bring back to the Council for discussion. Councilor J. Leach thanked staff for their work on the budget.

#### 20. Adjournment

As there was no further business, the meeting was adjourned at 7:51 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor