

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, May 14, 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, Dale Rowe, and Bill DiMarco; **Absent:** Councilor John Gамbee; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; 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**

Move Item 13 - Tri-County Chamber Funding Request after Item 5.

**3. Approval of Minutes – April 9 and 23, 2019**

**MOTION:** Councilor Rowe made a motion to approve the April 9 and 23, 2019 Council Minutes. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**4. Review of Previous Month's Expenditures**

Mayor Crenshaw asked if there were any Council comments or questions on the previous month's expenditures. There were none.

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

Ms. Sue Huntley, 1065 Laurel Street, Junction City, stated that there had been issues with people spending the night on Scandinavian Festival property. She thanked Public Works staff for helping clean up a camp that had been set up last week. She shared her concerns as Children's Dancing would begin next month and expressed appreciation to the Police Department for their assistance in this matter.

**6. Tri-County Chamber Funding Request**

Director Crocker presented the Chamber request for \$4,000 from Room Tax Dollars to be used for Tourism Promotion.

**MOTION:** Councilor Rowe made a motion to approve the Tri-County Chamber of Commerce's request and direct staff to issue a payment to the Chamber in the amount of \$4,000. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

Chamber Executive Director Rick Kissock expressed appreciation to the Council and thanked Administrator Knope for attending a recent Chamber Board meeting to share what was going on in the City.

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

**A. Public Hearing**

Mayor Crenshaw opened the public hearing for Proposed Uses of State Shared Revenue.

**Staff Report**

Director Crocker reviewed that this was the annual public hearing required by the state. Attachments in the Council packet showed the various funds where these revenues were budgeted. The state also required resolutions, which would be presented at the June 11, 2019 Council meeting. The upcoming budget had approximately \$565,000 in State Shared Revenue.

**Public Testimony.** None.

**Council Questions/Comments.** None.

Mayor Crenshaw closed the public hearing.

**8. Utility Code Change**

Director Kaping presented the ordinance to approve Utility Code changes. Staff, legal counsel, and the Public Works Committee had been working on these changes for some time. The Council reviewed on April 23, 2019 and the consensus was to proceed with the changes. The Public Works Committee reviewed the final version on April 1, 2019 and recommended that it be forwarded to Council for approval.

A. Ordinance No. 1 – An Ordinance Repealing and Replacing City of Junction City Municipal Code (JCMC) Chapter 8.05, Garbage Regulations, JCMC Chapter 13.05, Establishing Water Use Regulations, JCMC Chapter 13.10, Establishing Sewer Use Regulations, and JCMC Chapter 13.30, Governing Cross Connections and Backflow Prevention; and Adopting New JCMC Chapter 13.01, Definitions and JCMC 13.60, Establishing a Utility Billing Code for the City of Junction City.

Attorney Connelly 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.

## 9. **Water, Sewer, and Solid Waste Rate Resolutions**

Director Kaping stated that before the Council were three resolutions for Water, Sewer, and Solid Waste rate changes. In July 2018, the City partnered with SCS Engineering to do a rate study for Water, Sewer, and Sanitation. Staff and SCS Engineering presented information to the Council in December 2018. Council provided direction, and public meetings were held on March 12, 2019 and April 9, 2019 to receive citizen comments. At the April 9, 2019 meeting, the Council consensus was to move forward with the resolutions for the new rates.

### A. Public Comment

There were no public comments on the rates.

B. Resolution No. 1 – A Resolution Establishing Water Rates for the City of Junction City and Repealing Resolution No. 1073.

C. Resolution No. 2 – A Resolution Establishing Sewer Rates and Charges for the City of Junction City and Repealing Resolution No. 1008.

D. Resolution No. 3 – A Resolution Establishing Solid Waste Collections Fees and Rates for the City of Junction City and Repealing Resolution No. 1002.

**Motion:** Councilor Stott made a motion to approve Resolutions No. 1, 2, and 3. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

## 10. **Budget Appropriations and Contingency Resolutions**

Director Crocker reviewed the transfer resolutions information in the Agenda Item Summary.

A. Resolution No. 4 – A Resolution Transferring Contingency Appropriations for the Fiscal Year Commencing July 1, 2018 and Ending June 30, 2019 within the Library Department in the General Fund and Non-Departmental Section.

B. Resolution No. 5 – A Resolution Transferring Contingency and Other Appropriations for the Fiscal Year Commencing July 1, 2018 and Ending June 30, 2019 within Court in the General Fund.

C. Resolution No. 6 – A Resolution Transferring Contingency and Other Appropriations for the Fiscal Year Commencing July 1, 2018 and Ending June 30, 2019 within the Police Department in General Fund.

D. Resolution No. 7 – A Resolution Transferring Contingency Appropriations for the Fiscal Year Commencing July 1, 2018 and Ending June 30, 2019 within the Water Fund.

E. Resolution No. 8 – A Resolution Transferring Contingency Appropriations for the Fiscal Year Commencing July 1, 2018 and Ending June 30, 2019 within the Sanitation Fund.

F. Resolution No. 9 – A Resolution Transferring Contingency Appropriations for the Fiscal year Commencing July 1, 2018 and Ending June 30, 2019 within the Community Center Fund.

**MOTION:** Councilor DiMarco made a motion to approve Resolutions No. 4, 5, 6, 7, 8, and 9, as presented. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

#### 11. City Engineering Services

Director Kaping stated that a City Engineer Request for Proposal was sent out at the beginning of the year and four proposals were received. The Public Works Committee and the Selection Committee (Councilor Rowe, Administrator Knope, Director Kaping, and Superintendent Tracer) reviewed and recommended awarding the contract to HBH Engineering.

**MOTION:** Councilor Rowe made a motion to award the City Engineering contract to HBH Engineering and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

#### 12. Planning Services

Director Kaping presented the contract with Branch Engineering for upper level planning work. An updated contract and public contracting attachment were distributed, and it was noted that the scope of work needed to be finalized. The Public Works Committee reviewed on May 6, 2019 and recommended approval.

After discussion, the Council consensus was to approve the contract and have Director Kaping finalize the scope of work, subject to legal review.

**MOTION:** Councilor Rowe made a motion to authorize the Public Works Director to sign a finalized contract for upper level Planning Services with Branch Engineering in the form presented this evening, subject to legal review. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

#### 13. Oregon Department of Revenue Intergovernmental Agreement

Director Crocker reviewed the agreement with Oregon Department of Revenue (DOR), which would allow the court to submit overdue fines and restitution owed to the City to the DOR as a garnishment against state tax revenue refunds. This would be another collection tool for the court, and DOR would charge a 10% fee for any amounts they collected for the City.

**MOTION:** Councilor Rowe made a motion to approve the intergovernmental agreement with the Department of Revenue and authorize the Finance Director to sign the necessary documents. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

#### 14. Parks and Open Spaces Labor Position

Director Kaping presented the resolution and job description to create the position of Parks and Open Spaces Labor. The AFSCME Union and Administrator Knope reviewed and approved. The Public Works Committee reviewed on May 6<sup>th</sup> and recommended approval.

A. Resolution No. 10 – A Resolution to Create the Position of Parks and Open Spaces Labor Pursuant to Personnel Policy Section 4.2 and Assigning a Range within the City's Compensation Schedule.

**MOTION:** Councilor Stott made a motion to approve Resolution No. 10 as presented. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

#### 15. Council Agenda Forecaster

Administrator Knope presented the forecaster and noted that David Luke had submitted a Council Agenda Item request to discuss the City being an official sponsor of the 2021 Scandia Run. The Council consensus was in favor of adding to a future agenda. Mayor Crenshaw noted that he would work with Administrator Knope on selecting a date.

#### 16. Staff Reports

Chief Morris reported: The City recently hired a retired state trooper, as a part time traffic enforcement officer.

Director Kaping reported: The tree at the corner of 6<sup>th</sup> and Kalmia was recently removed, and the damaged sidewalk and area had been repaired. A lot of work had been done at the pool, including putting in a new shell and lights.

Director Crocker stated that he did not have a report. Councilor DiMarco thanked Director Crocker for the great job on the budget document and on the Government Finance Officers Association awards.

Attorney Connelly reported: She congratulated the Council, Director Kaping, and Administrator Knope on the Utility Code amendments. She added that she had been working with Chief Morris on one or more amendments to bring the City's code into conformance with state law.

#### 17. Councilor Comments/Questions

Councilor Thomas stated that she had been by the pool and where the tree had been at 6<sup>th</sup> and Kalmia. She added that everyone was working hard and things looked good.

Councilor Ceniga stated that she had also been by the pool and the tree and everyone was doing a great job. She asked if the pool would open on schedule. Director Kaping responded that it would.

#### 18. Mayor's Comments

Mayor Crenshaw thanked everyone for their hard work. He noted that they had went through a lot of business this evening almost an hour quicker than anticipated and that was because of the thoroughness. He expressed appreciation to the six citizens who had remained throughout the meeting and for their willingness to participate in City government.

#### 19. Other Business

Ms. Jo Ann Perkins, 1012 Green Meadows, Junction City, asked about the plans to address dirty water, as it continued to be an issue. Administrator Knope responded that staff would be sharing a draft plan to address water quality issues at the June 3<sup>rd</sup> Public Works Committee meeting and the public was invited to attend this meeting.

Ms. Vonda Delorenzo, Kaylee Avenue, Junction City, stated that now that the rate resolutions had passed, there would be \$100,000 per year to help fix water quality issues.

Councilor DiMarco noted that the City engineer had addressed some of the water quality issues at the May 6<sup>th</sup> Public Works Committee meeting and the audio of that meeting was posted on the City's website.

Mr. Jack Sumner, 1061 Quince Drive, Junction City, stated that as a member of the Budget Committee, he had concerns that there was a \$259,760 shortfall in dispatch revenue shown in the current monthly Financial report. He expressed safety concerns with possibly having to reduce the number of dispatchers.

Administrator Knope responded that the shortfall had been caused by not receiving the University of Oregon (U of O) dispatch contract until later in the year, but the shortfall had been corrected in the approved Fiscal Year 2019-20 budget and there would be no reduction in dispatchers.

Councilor DiMarco added that the Budget Committee had recommended that the Public Safety Committee look at considering a policy to ensure that dispatch never fell below a certain number of people.

Councilor Stott asked about the status of the burned building at 7<sup>th</sup> and Ivy. Director Kaping responded that the property owner's insurance company had not been responsive, but he would continue to reach out to them.

Councilor Thomas asked about the status of the U of O Dispatch contract. Chief Morris responded that the U of O Police Chief thought they would have a draft agreement next week.

#### 20. Adjournment

As there was no further business, the meeting was adjourned at 7:43 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor