

The City Council for the City of Junction City, held a joint work session with the Junction City School District Board of Directors at 5:00 p.m. on Tuesday, May 19, 2014, at the School District Office, 325 Maple Street, Junction City, Oregon.

CITY OF JUNCTION CITY: Mayor, David Brunscheon; Councilors Karen Leach, Jim Leach; and Herb Christensen; City Administrator, Melissa Bowers; and City Recorder, Kitty Vodrup.

SCHOOL BOARD OF DIRECTORS: Chair, Denise Pratt; Vice Chair, Tony Ceniga; Judy Croce; Tina Nash; and Wendy Waddell; Superintendent Kathleen Rodden-Nord; and Executive Assistant, Stephanie White.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Brunscheon called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance. Introductions occurred.

II. CITY- SCHOOL DISTRICT PARTNERSHIPS

a. Facility Use – Superintendent Rodden-Nord reviewed:

- School District Facilities are open for a number of community and city events, which has been a long standing practice. Examples would include prison and hospital meetings, Police Department interviews and trainings, and rail safety meetings.
- The School District enjoys the use of the City parks. Students use Laurel Park for year-end celebrations and summertime activities and Max Strauss Pool for water safety week.

b. Events – Superintendent Rodden-Nord reviewed:

- Annual Noise Night Parade has been in conjunction with homecoming and has gone before the Council for many years. Has been a great experience for students to learn about the application process. The School District appreciates the City allowing the use of streets for the parade route and for providing officers to help direct traffic.
- Police Department representatives participate in the annual safety week at Laurel. Officer Ken Jackson recently attended a Parents Only Drug Summit for parents of middle and high school students.
- On occasion the School District posts City event announcements through their newsletter or via email to staff or the District Key Communicators.

c. Police Department – Superintendent Rodden-Nord reviewed:

- Students get to have lunch with the Chief as a reward for good behavior.
- Kids have enjoyed the Shop with a Cop Program.
- Officer Salsbury and Ike have done presentations at Laurel assemblies.
- Chief Chase has attended a number of administrative team meetings to assist the District with school safety and security and has facilitated an assembly on railroad safety after a student fatality.
- The Police Department Chaplain has been a support to the District in times of crisis.
- The School District administrative team and staff members have participated in joint trainings with members of the Police Department on a number of occasions. One example was training on risk assessment and dealing/intervening with high risk youth.
- The Attendance Enforcement Program (Truancy Program) has been a joint effort of School District, Police Department, and Municipal Court to keep kids in school. Has been a successful program and bodes really well for ongoing partnerships that the School hopes to have with the City for the School Resource Officer Program.

Administrator Bowers added:

- The Police Department is always open to classroom visits, when requested.
- The Police Department participates in school lockdown drills, child abuse reports and investigations as they come up.
- Police Department members have participated as judges in the Tiger Auction.
- The Police Department has provided training to school staff on drug recognition.

- Chief Chase coaches the golf team.
- d. Community Services Department** – Administrator Bowers reviewed:
- The Department distributes an activity guide to schools and parents. The guide outlines activities at the parks, pool, Community Center, and Senior Center.
 - The school swim week occurs at the end of each year. High school students who participate in daily doubles in August can use the pool free of charge.
 - Students are bused to the Community Center for the After School Program.
 - The Summer Program is a nine week program from 8:30 a.m. to 5:30 p.m. The City coordinates with the School District for meals, serving breakfast and lunch as part of the Free Meals Site Program.
 - Laurel and Toftdahl Parks are well used and open to the school for different activities, so coordination on parks usage occurs.
 - Have held the Senior/Senior Prom over the years and done a number of activities where high school students volunteer to be servers or help with Senior Center events.
 - The Library is always welcome to set up resources for class projects. The Summer Reading Program is a nine week program held at the Community Center that is free for both teens and youth.
 - Community Services is always looking for volunteers and the School District is willing to promote that need. Many volunteers have served.
- e. Public Works Department** - Superintendent Rodden-Nord reviewed:
- Public Works has been called on by the School District on occasion over the years to offer assistance. Examples included pulling out a truck that was stuck and working with a well contractor.
 - Public Works has also assisted with tree removal at the football practice field, as well as offered assistance during inclement weather events.
 - On the flip side, School District parking lots have been used as staging areas for gravel and other items for various City projects.
- f. Liaisons/Cross Membership** - Administrator Bowers reviewed:
- School District representatives serve on City Committees: Chris Meyer on Treatment Stakeholder Subcommittee and Jill Case on the Facilities Task Force and Community Center Board.

Superintendent Rodden-Nord continued:

- Councilor Randy Nelson and Administrator Bowers have served on the School District's Facilities Steering Committee.
- Officer Mike Bonner was formally a member of the School Board.
- Police Communications Officer Brandy Smyth has served on the Budget Committee over the past several years.
- Chief Chase has served on School District hiring committees.
- City employees have served as coaches for various middle and high school teams.
- Construction Excise Tax – The legislature passed a bill 7 or 8 years ago that allowed School Districts to ask City and County entities to collect a fee at the point of issuing a permit for construction. The District has an IGA with the City for the collection of this tax and these funds have assisted the district in building up the facilities and maintenance funds. Over the last 5 years, the district has amassed approximately \$350,000 from permit fees collected, not only from the City but from Lane County as well.

III. SCHOOL DISTRICT AND CITY OVERVIEW

City – Mayor Brunscheon reviewed:

a. Goals

- In March of 2013, the Council held a goals session and he highlighted three of those goals. One goal was to hold joint meetings with the School District Board and the Tri-County Chamber Board by June 30, 2014. The joint meeting with the Chamber was held in March. The intent was to work on building better

communications related to common projects and services. The focus was to be on combining resources and efforts, where able, to better serve the community.

b. Infrastructure

- The second Council goal was to build a new Water Treatment Plant by March 31, 2014 that would focus on iron and manganese removal. This was the first step in improving the City's water quality. The plant went online on March 31, 2014 and is fully operational.
- The third Council goal was to complete a plan, approval, engineering, and a financial plan for a new Wastewater Treatment Plant by December 31, 2014. Public Works is currently working on the interim improvements as required by the Department of Environmental Quality (DEQ).

c. City Services Summary

The City is comprised of the following departments and divisions:

- Finance Department – Plans and manages the financial operations of the City.
- Municipal Court Division of the Finance Department – Responsible for processing traffic violations, traffic crimes, violation offenses, misdemeanor offenses, and City ordinance violations.
- City Administration – Provides leadership, direction, and implementation of Council short and long range plans and communicates official policies and procedures to staff and the general public.
- Planning Division – Manages the City's development activities, community plans, building permit processes, and related City codes.
- Aquatics Division of Community Services Department – Manages and provides the Max Strauss seasonal pool from June to August, 6 days a week, including swimming lessons, team swim, recreational swim, lap swim, fitness classes, and rentals.
- Parks Division of the Community Services Department – Provides for 9 developed parks sites, pool maintenance, and assists Parks Committee with development of 4 undeveloped parks sites.
- Public Library Division of the Community Services Department – Provides a print collection, DVD and audio collections, online services, Wi-Fi, story time, Summer Reading Program, and a public computer lab that is available 5 days a week.
- Police Department – Comprised of a patrol division that provides 24 hour a day coverage year round; a voluntary reserve program, a dispatch and records center that provides 24 hour dispatch and emergency services to the Junction City Police Department, the Junction City Rural Fire Protection District, and the Coburg Police Department; and the Junction City Municipal Jail, which consists of 2 cells, 4 beds, and is certified and approved as a local correctional facility. The jail provides housing for sentenced inmates who appear before the Municipal Judge.
- Viking Sal Senior Center Division of the Community Services Department – Which includes services and activities designed for individuals 55 and older at 5 days a week in the area of leadership, education, assistance, recreation, nutrition, and wellness.
- Junction City Community Center Division of the Community Services Department – Includes services and activities designed for all areas with a focus on youth programs, adult assistance and education, and fitness and wellness programs.
- Community Development Department – Works on tourism, business development, and economic development programs.
- Street Department in the Public Works Department – Manages and operates the City streets, bike paths, and stormwater systems.
- Water Department in the Public Works Department – Manages and operates the City's drinking water system, including but not limited to waterlines, fire hydrants, storage tanks, wells, water meters, customer based utility services, and water quality reporting.
- Sewer Department in the Public Works Department – Manages and operates the City's wastewater treatment and collection system, which includes but is not limited to sewer lines, manholes, sewer pump stations, the lagoon pond treatment plant, and customer based utility services.

- Sanitation Department in the Public Works Department – Manages and operates the City’s solid waste collection and recycle collection program, which includes but is not limited to curbside residential garbage, recycle, and yard debris collection, commercial garbage recycling and cardboard collection, will call garbage and yard debris collection, and customer based utility services.

Mayor Brunscheon noted that this was a broad overview of the City’s general services and was by no means all encompassing. He added that he was proud of the range of services that the City offers the rural community.

School District – Chair Pratt reviewed:

a. Programs and Goals

- Boundaries extend well beyond the City limits: 99 East to the Harrisburg bridge, 99 West almost to Monroe, Highway 36 to Low Pass, 99 South to almost Jerry’s, and River Road to Carthage (south of Beacon Drive).
- Students are drawn from a population base of more than 10,000 people.
- The operating budget for the 2014-15 School Year will be nearly \$21 million.
- The District employees almost 175 people, including classified staff (instructional assistants, custodians, food service workers, and secretaries), licensed teachers, counselors, specialists, a district nurse, school psychologist, and administrators, as well as a District level staff for payroll and accounts payable, supervision of facilities, food services, special services, etc.
- Junction City School District is one of the largest employers in the community. Every year the District shops locally by purchasing hundreds of thousands of dollars of services, including plumbing, electrical, well drilling, painting, printing and advertising, banking, vehicle and equipment repair, supplies and books for the classroom, building materials, food for breakfast and lunch programs, and much more. And that’s not counting how much money their employees spend in the local economy.
- Property tax dollars contribute about 1/3 of the District’s operating revenue. Property taxes are collected locally and then sent to the state for redistribution to all districts under a formula known as “equalization”, where each public school district is provided an equal amount of revenue per student. In addition to property tax revenue, the state distributes funding to districts from a variety of other sources as well, such as income tax receipts, lottery revenue, grants, and federal funds.
- Since 2005 the school board has set aside money for larger scale maintenance and facilities projects, as well as for costly intermittent text book adoptions and technology upgrades and projects. These special fund monies are dedicated for specific projects. Unspent money accrues from year to year, providing funds to accomplish projects or to make purchases that are larger than the District’s operating revenue could support in any one year.
- There are over 1700 students in the District. The vast majority, almost 80% of the District’s annual revenue, pays for expenses for staffing. Over 15% covers other operating expenses, instructional supplies and materials, utilities (the annual cost for the district’s electricity, water, sewer, and telephone services is almost \$400,000), other goods and services, student transportation services, insurance and financial services, office equipment rental, maintenance, repairs, and much more.
- Since 2006, the District has used the money set aside for projects in the special funds for fire, security, communication system and other student safety repairs and improvements, including covering the asbestos tile floor in the Laurel gym, totaling nearly \$125,000; ongoing maintenance costs for roof repairs, well and pump pipe repairs, and exterior painting and siding repairs, totaling almost \$175,000; Gym floor and track replacements, tennis court, track and gym floor resurfacing, and sound and public address system replacement that total almost \$200,000.
- Over Christmas break this year, the District spent over \$90,000 to replace the 55 year old bleachers in the west wing gym, which was long overdue.
- The District maintains its facilities as it can through State School Funds, but there’s not nearly enough money left over to accomplish needed projects.

- The District has almost 130 heat pumps that serve the HVAC needs in the schools. These heat pumps have a life expectancy of 15 to 20 years, and the District's are 18 to 25 years old and would cost almost \$18,000 each to replace. The District has spent nearly \$170,000 to repair and replace units as they break, but we are not able to fund a complete replacement of these aging systems. That would cost \$2.3 million.
- The District's mission statement is engage, inspire, educate, and every decision in the school district is an attempt to follow that mission statement through the budget process, book buying process, and everything that they do. The mission statement governs the decisions that are made. They have a great board and a great staff.

IV. RECESS – Break was provided.

V. JOINT OPPORTUNITIES DISCUSSION

Mayor Brunscheon initiated discussion on joint opportunities or areas of assistance between the City and School District. Administrator Bowers added that the intent was that items would be taken back to the Council or respective committees and the School Board to discuss concepts. Also to discuss were areas where the two entities were working well together. (Agreed upon items listed below in bold).

Superintendent Rodden-Nord: Areas where there are existing partnerships seem to be going very smoothly and they look for opportunities as they arise. She and Administrator Bowers meet every six weeks to discuss City and School District items, as well as opportunities that either entity might be interested in or have an impact on the other. Has worked well. The City has a wonderful support staff; Recorder Vodrup responds promptly to address issues. Assistant White provides the same to the City.

Good Partnerships and Communication

Councilor Christensen: They were reaching out to build this relationship and the end result was going to be great. When you are more aware of each other and what is going on, you can get a lot more done. He was excited to see this happening and staying in tune with one another.

Stay in Tune with Each Other

Board Member Croce: The partnership is really important when it comes to community events, such as the Scandinavian Festival and Function 4 Junction. Look at ways to keep the partnership going, help one another out, and list all of the different events. Keep the sharing of information about events in the forefront and build on the partnership.

Sharing Information about Events and Building on Partnership

Councilor K. Leach: Important for high school students to come to Council meetings. Superintendent Rodden-Nord responded that this was a good civics lesson.

Students attend Council Meetings

Superintendent Rodden-Nord: Conversely, they appreciated having Council members attend District function and board meetings. Councilor K. Leach added that it was good to share information.

Council Members Attending District Functions and Meetings

Board Member Ceniga: The District has tried to pass a School Bond Measure and that did not happen. He wondered if the City had any ideas on how they could help them accomplish this.

Information and Resource Sharing for School Bond Effort

Mayor Brunscheon asked when the District would be going out for another bond. Mr. Ceniga responded that they were researching that. The fire bond would be coming off

soon, so maybe they could piggy back on to that one. He asked if the City had any bonds coming up. Mayor Brunscheon responded there could be a sewer bond, but it would not require voter approval but could impact utility rates. Mr. Ceniga asked if the School District would get a break on utility rates increases due to bonds and if that was a negotiable item. Mayor Brunscheon responded that this could be discussed with the Council.

Mayor Brunscheon: He was pleased that the Police Department was able to be active and involved with the School District. The City would be glad to have an open discussion on if there are other things the City can do, such as expanding Public Works involvement, etc.

Police Department Involvement a Positive

VI. OTHER BUSINESS

Chief Chase thanked the City and School Board Budget Committees for approving the funding for the School Resource Officer. It has been a five year goal of applying each year and it was finally awarded. He thanked the Council and School Board for their support of the program, which would be a tremendous asset.

Superintendent Rodden-Nord added that this spoke to the value the School District has for the involvement of the Police Department with the students. They would like to increase that involvement as something that would help them on all kinds of levels, both in terms of intervening with kids that are having troubles and establishing relationships with kids early on so they feel more of a positive connection with law enforcement.

VII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 5:50 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor