

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, May 26, 2015, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Michael Cahill; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, and Steven Hitchcock (Excused Absence: Councilor Herb Christensen); City Administrator, Jason Knope; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; and Community Services Director, Tom Boldon.

REGULAR SESSION

1. Call to Order and Pledge of Allegiance

Mayor Cahill called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

2. Changes to the Agenda

None.

3. Public Comment on Items not Listed on the Agenda

None.

4. Scandinavian Festival 2015 Street Closure Discussion

Administrator Knope reviewed that he had discussions with Mr. Matt Nelson, Scandinavian Festival Association (SFA) President on two pending issues:

1. 7th and Holly Parking Lot: SFA was no longer asking to use the parking lot at 7th and Holly, as the vendor does not wish to relocate there. The City will continue to use that lot like it did last year for business parking.

2. Community Center: The City would let SFA use this facility this year, with the understanding that SFA and Community Services will work on addressing issues on future facility use.

Mr. Nelson noted that he had requested use of the City parking lot north of the Library for Saturday and Sunday, but would like to request use Thursday through Sunday for vendor fundraising.

In response to a question from Councilor K. Leach, Administrator Knope stated that when business owners needed parking set aside, Public Works took care of that.

Mr. Nelson added that Ms. Pat Straube had shared that the parking lot at their Dari-Mart Corporate office was available for \$3.00 a day and business people could use it. Ms. Straube would also be offering vendor camp sites for parking RV's, but with no hook ups.

Director Boldon noted that he would like to see discussions start early on the Community Center facility use. Mr. Nelson expressed agreement.

The consensus was that discussions would be held at the September Community Services Committee meeting.

Councilor K. Leach expressed appreciation to Mr. Nelson, Mr. Brad Lemhouse, and Mr. Jeff Peterson for attending the Community Development Committee meetings for the SFA request last November/December.

The Council expressed support for what had been discussed.

Next Steps:

Administrator Knope noted that this would go back to Community Development Committee to finish their work as part of the normal special event process and then come back to Council.

Councilor DiMarco added that at some point, the City needed to review options to not displace the seniors and kids for a week during the festival.

5. Public Works Director Recruitment

Administrator Knope asked for direction on a policy question. The Personnel Manual reads that the City Administrator has the ability to appoint staff to vacant positions, but in that same section reads that the City Administrator could appoint department heads, with the recommendation of the respective Committee. Past practice has included City Administrators hiring department heads with and without Committee review.

Mayor Cahill recommended following the Charter language that reads that the City Administrator shall appoint, discipline, and remove appointed personnel, except appointees of the Mayor or Council.

The Council consensus was to have Administrator Knope follow the Charter language and appoint the Public Works Director without consulting a committee.

6. Other Business

Planner Cogburn stated that at the May 20th Planning Commission meeting, the preliminary approval for the PUD-14-01 for the Rolling Meadows PUD was approved. Part of that approval process was a request from the applicant to donate 18.5 acres of wetland/open space to the City. The majority of the acreage is wetlands, with a plan for some trails along the borders. It was noted that the Planning Commission had conditioned that a pocket park be designated within the PUD and that must be platted no later than phase 3.

The Council consensus was for this to go to the Community Services Committee for further discussion and recommendation on if the City wanted to accept this parcel.

7. Adjournment

As there was no further business, the meeting was adjourned at 7:06 p.m.

WORK SESSION**1. Call to Order**

Mayor Cahill called the Work Session to order at 7:06 p.m.

2. Reorganization Plan

Administrator Knope reviewed the reorganization plan, which would take a look at the following citywide and included:

- Organizational Structure and Efficiency Review: Are we using the most efficient model in all departments? Review all aspects of departmental and employee functions to determine best way to accomplish city tasks more efficiently.
- Job Description Review: Are descriptions up to date and reflect current employee tasks?
- Plans, Policies, and Procedures Review: Are policies up to date and/or do new policies need to be created at the departmental and citywide level? Example: Social Media Policy, updating Personnel Manual, etc.
- Council/Public Information: The plan results would assist in providing information to educate the Council and Public on City operations and what departments/employees do within the City.

Administrator Knope noted that the goal was to have this accomplished by December 2015, so any significant changes could be included in preparation for the next budget cycle, which will begin in January 2016. He added that there were many administrative tasks on the 69 items project list that would be accomplished by completing this plan.

In response to a question on how this ties into the HR position, Administrator Knope stated that in August, City County Insurance would be doing an assessment on the City's HR functions and identify a list of strengths and weaknesses on current practices. He added that there would be some HR improvements that would be made, within the 6 month delay of the HR position.

In response to a question on who the HR position would report to, Administrator Knope stated that HR would be part of the Administration Division. He added that conversations

could be held on which committee should oversee such areas as HR, Internal Services, and I.T., as these were not in place when the Committees were established.

Mayor Cahill shared that he hoped each Committee could review and update their mission statements on a regular basis to make sure they are accurate and reflect what the Committees are overseeing.

Administrator Knope asked how the Council would like information on this plan to be reported to them.

The Council consensus was to bring back information at future Council Work Sessions.

Mayor Cahill asked if there were items on the 69 items project list that were to come back to the Council directly and that could begin to be worked on at future Council Work Sessions. It was noted that many of those tasks were assigned to Committees or to Administration, and Administrator Knope responded that he would check on this to make sure.

3. Water Conservation Letter

Director Kaping reviewed that Lane County and the State of Washington had recently declared droughts, and even though the City of Junction City was not currently in a drought, he wanted to be proactive and send a letter to citizens on ways to voluntarily conserve water. He also provided a copy to the Council of the City's Water Curtailment Plan to be used in the event of a water shortage. He added that there had been days in May where water production was up between 800,000 to 900,000 gallons when normal production for this time was 600,000 to 700,000. The intent was for the letter to be included with the next Utility Billing Statements on May 28th. Information could also be included with future statements to remind citizens on conservation and providing answers to any questions that may arise.

Mayor Cahill suggested including information in the letter about where the City's water comes from. Acting Director Kaping noted that he had included that information for the Council in the Agenda Item Summary: Junction City does not use water from the river, but uses ground water/wells; when river levels rise and fall, it gives the City a good indication of what the aquifer will do.

The Council consensus was in favor of sending out the letter.

4. Other Business

None.

5. Adjournment

As there was no further business, the meeting was adjourned at 7:30 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor