

The City Council for the City of Junction City, met to hold a Work Session at 6:30 p.m. and Regular Session at 7:30 p.m. on Tuesday, May 28, 2013, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, David Brunscheon; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, and Herb Christensen; City Attorney, Carrie Connelly (attended regular session only); Interim City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

WORK SESSION

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Brunscheon called the Work Session to order at 6:30 p.m. and led the Pledge of Allegiance.

II. COUNCIL GOALS UPDATE

Interim Administrator Bowers reviewed that the Council had developed and approved six Council goals in March. Part of the follow up for the goals was to complete specified action with 60 days, and staff had prepared a summary of what had been done to date on the goals. Interim Administrator Bowers reviewed the following updates and noted that follow up, any potential modifications, and direction on these goals was totally at the discretion of the Council:

Council Goal #1: Conduct joint goal setting session with the School District and Tri-County Chamber of Commerce by 06-30-14.

1. Councilors, as able, attended the March 11th School District meeting.
2. Councilors, as able, attended Chamber functions between March and May.
3. A Council-liaison to the Chamber of Commerce has yet to be appointed by the Mayor. At the March goal setting session, Councilors Christensen and K. Leach indicated an interest in attending Chamber meetings on behalf of the City.
4. Mayor Brunscheon and Interim Administrator Bowers met with the Tri-County Chamber of Commerce Executive Director, Chamber President, and President Elect on March 28, 2013 and talked about the concept of holding a joint meeting. The direction from that meeting was for the Interim Administrator and Chamber Executive Director to continue meeting and they plan on doing so on the fourth Wednesday of each month. The Chamber Board is open to having a joint meeting with the Council. Chambers representatives indicated that useful events for Council liaisons to attend would be networking breakfasts at 7 a.m. on the 2nd Wednesday of each month and the lunch forums on the 3rd Thursday of each month at noon. Chamber Representatives said that it would be beneficial for as many Councilors that are able to attend three major events throughout the year: Annual meeting in July, the Distinguished Service Awards in November, and the Auction that is held in March.

Interim Administrator Bowers and Mayor Brunscheon are scheduled to meet with the School Superintendent Kathleen Rodden-Nord and the School Board President tomorrow to talk about the possibility of having a joint meeting. Superintendent Rodden-Nord has indicated that there is interest from the School Board to hold a meeting in the fall. .

Council Goal #2: Establish Council Committee structure, including roles, authority, operating rules, etc. by 12-31-13.

Council Goal #4: Achieve more structured Council meetings, including, rules, protocol, and etiquette by 12-31-13.

Interim Administrator Bowers noted that the proposed action was to combine Goals #2 and #4, as both could be accomplished through the same plan and approach. It is anticipated that there will be a high volume of information for review, including samples from other communities, etc. Options include detailed review by a Council Ad Hoc Committee, full Council review, or other options that the Council may desire.

The Council consensus was to have the full Council review and to hold off on moving forward with these goals, until after the permanent City Administrator position is filled.

Council Goal #3: Build a new Water Treatment Plant by 03-31-14.

1. Director Knope provided the appropriate committee with a report related to filter feasibility.
2. Council approved a budget resolution to make funds available in the current and proposed fiscal year budgets.
3. Council approved a purchase agreement.

Director Knope reviewed a Water Treatment Plant timeline and noted they were two to three weeks ahead of schedule. Within the next week or so they will be submitting plans for review by the Health Department, and the Sanitation and Water Committee will review ongoing pieces of the project each month.

Council Goal #5: Complete plan, approval, engineering, and a financial plan for a new Wastewater Treatment Plant by 12-31-14.

1. Director Knope has continued weekly contact with DEQ to determine the status of the City's facility plan.

Director Knope reviewed two timeline documents for the Wastewater Treatment Plant and addressing the Mutual Agreement Order (MAO) with DEQ. DEQ has reviewed the facilities plan and has given tentative approval, pending some modifications. Westech is in process of finishing those modifications and those will go before the Council to meet the August deadline.

Council Goal #6: Establish budget policies that the Finance Committee recommends to Council by 12-31-13.

1. Director Crocker collected examples from other municipalities and presented the samples to the Finance Committee.
2. The Finance Committee reviewed examples at their April meeting.

Director Crocker reviewed a timeline for fiscal policy review, which included Finance Committee review and presenting a progress report to the Council in August.

Follow up Discussion on Goals

After discussion, it was the Council consensus to review updates to these goals on a quarterly basis in a Council Work Session. It was noted that as goals are accomplished, the Council could add additional goals to the list, if desired.

III. WORK SESSION ADJOURNED

As there was no further work session business, the session was adjourned at 7:09 p.m.

REGULAR SESSION

I. CALL TO ORDER

Mayor Brunscheon called Regular Session to order at 7:30 p.m.

II. CHANGES TO THE AGENDA

Add discussion on staffing options for positions of permanent City Administrator and Community Services Director.

III. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

None.

IV. BATTLE OF THE BANDS NOISE PERMIT REQUEST

Interim Administrator Bowers reviewed that before the Council was a request to hold Battle of the Bands for the 2nd year, which will be a benefit for Looking Glass. Staff has reviewed and has no concerns with Council granting this request.

MOTION: Councilor Christensen made a motion to approve the noise permit request for Battle of the Bands to be held on Saturday, July 20th from 8:30 a.m. to 7:00 p.m. at Festival Park. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

V. POLICE DEPARTMENT STAFFING

Interim Administrator Bowers stated that before the Council was a request to provide authorization to hire a 10th Police Officer. The current and proposed budgets include funding for a total of 10 Police Officers, and the position that is vacant is a Police Sergeant. Interim Administrator Bowers would like to fill the vacancy with a Police Officer position. It is not determined at this time how any savings may or may not be utilized by doing this. There is a possibility that, in the future, staff could bring back a request to the Council for promotion to a sergeant position, but at this time the request is to receive authorization to fill the 10th position with a Police Officer.

MOTION: Councilor J. Leach made a motion to approve the City Administrator's request to hire one Police Officer. The motion was seconded by Councilors Nelson and passed by unanimous vote of the Council.

VI. ANNUAL LIQUOR LICENSE RENEWALS

Chief Chase reviewed that before the Council was a list of the establishments that serve or sell alcohol in Junction City. For the annual reviews, the Police Department looks at the calls of service and any issues that might be raised by those establishments. The Police Department reviewed, had no concerns, and recommended approval.

MOTION: Councilor Nelson made a motion to grant the Police Department the authority to make a written recommendation to OLCC to renewal all licenses. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

VII. BUDGET RESOLUTIONS

Director Crocker stated that before the Council were three budget resolutions to transfer contingency in the Water, Sewer, and Sanitation funds to the Materials and Services sections of each of those funds.

A. RESOLUTION No. 1 – A RESOLUTION TRANSFERRING CONTINGENCY APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013 WITHIN THE WATER FUND.

B. RESOLUTION No. 2 – A RESOLUTION TRANSFERRING CONTINGENCY APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013 WITHIN THE SEWER FUND.

C. RESOLUTION No. 3 - A RESOLUTION TRANSFERRING CONTINGENCY APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013 WITHIN THE SANITATION FUND.

MOTION: Councilor K. Leach made a motion to approve Resolutions No. 1, 2, and 3. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

VIII. FORCEMAIN BREAK REPORT

Director Knope reviewed the Sewer Forcemain Report. The forcemain broke at the intersection of 13th and Rose Street on May 16th, and this is the same line that has broken two other times in the last 18th months. This is a good example of a pipe that was beyond

the end of its useful life and was put in around the late 1960s or early 1970s, when the City relocated its treatment facilities to the lagoons. The cost for repairs was over \$33,000 and \$25,000 of that was for the street repair.

The Council commended Public Works on their response to the issue and for the report.

IX. STAFF REPORTS

Chief Chase stated that Officer Baker's training should be completed by mid-summer. At the next Public Safety Committee meeting, the Committee will be reviewing a grant opportunity for hiring a School Resource Officer. The Lane County Jail Levy passed and will be of great assistance in holding people accountable for felony crimes.

Director Knope reviewed that Public Works staff was working to get things ready for the Function 4 Junction and were down to the final third of the waterline project.

Director Crocker reported that the Ratepayer Assistance Program had finished for the year and came in at \$19,500, which was approximately \$1,000 less than last year.

Attorney Connelly noted that she was assisting Interim Administrator Bowers as needed.

Interim Administrator Bowers advised the Council that a request was made by Relay for Life for the City to write a letter to ODOT regarding a Curbing Cancer event at 10th and Ivy on Thursday, June 20th from 4:00 p.m. to 6:00 p.m. She reminded the Council that they were invited to the Employee Recognition Dinner on Wednesday, June 12th at 6:00 p.m.

X. COUNCILOR COMMENTS/QUESTIONS

Councilor Christensen stated that Council and staff were doing a great job, and he noted that the continuity and flow of the meeting had greatly improved over the last few months.

Councilor Nelson asked for an e-mail reminder on the June 12th dinner. He noted that they had a good meeting with State Representative Val Hoyle and County Commissioner Jay Bozievich last Saturday and he thanked those who attended.

Councilor K. Leach expressed agreement on the meeting with Representative Hoyle and Commissioner Bozievich and noted that this was very helpful to the community and showed that they cared.

Councilor DiMarco referred to the staffing discussion. Mayor Brunscheon put the discussion under "Other Business."

Councilor J. Leach echoed Councilor Christensen's comments that things were going really well.

XI. MAYOR'S COMMENTS

Mayor Brunscheon encouraged everyone to remember the Function 4 Junction and stated that there this should receive a big turnout and be a great event.

He appointed Councilor K. Leach and Councilor Christensen to serve as Council liaisons to the Chamber of Commerce.

Attorney Connelly reminded the Council that two members constituted a quorum for the three person Council Committees, and two Councilors who serve on the same Committee should be cautious not to discuss Committee business outside of the Committee meeting.

Mayor Brunscheon thanked Public Works for taking care of the sewer forcemain break. He also thanked the Council, Chief Chase, Director Crocker, Interim Administrator Bowers, and Recorder Vodrup for their hard work and expressed agreement that things were going really well.

XII. EXECUTIVE SESSION PER ORS 192.660 (2)(f) TO CONSIDER INFORMATION OR RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION.

Mayor Brunscheon called Executive Session at 7:59 p.m. Regular session reconvened at 8:31 p.m.

XIII. OTHER BUSINESS

Councilor DiMarco noted that Interim Administrator Bowers was in month three of the six month Interim City Administrator position and was also serving as Community Services Director, which was a tremendous work load. He referred to the fact that even before the Administrator vacancy, the Community Services Committee had discussed that a possible reorganization of the Community Services Director position needed to occur, because of the high work load and wide range of responsibilities.

After discussion, the Council consensus was to offer Interim Administrator Bowers the permanent City Administrator position, contingent upon contract negotiations. Attorney Connelly confirmed that the Council could make this appointment, without posting for the position.

Interim Administrator Bowers expressed her interest in accepting this position, and she, Mayor Brunscheon, and Attorney Connelly will work on a draft contract and bring back to the June 11th meeting for Council consideration.

Council members commended Interim Administrator Bowers on her excellent work and noted that after the permanent position is filled, they would address the Community Services Director job responsibilities and filling that vacancy.

XIV. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:37 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor