

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, June 13, 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, and Bill DiMarco; (Absent: Councilor Steven Hitchcock); City Attorney, Carrie Connelly; 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. Budget Committee Consideration to Approval the April 20, 2017 Minutes**

A quorum of the Budget Committee briefly convened to consider the April 20, 2017 minutes. Citizen members present: Vice Chair Ken Wells, Mr. Jack Sumner, Dr. Dale Rowe, Ms. Sue Huntley, Mr. James Hukill, and Mr. Jason Thiesfeld.

**MOTION:** Committee Member Huntley made a motion to approve the April 20, 2017 Budget Committee minutes. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Committee.

**3. Changes to the Agenda**

None.

**4. Consent Agenda**

**MOTION:** Councilor Stott made a motion to approve the bills from the month of May. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**MOTION:** Councilor Stott made a motion to approve the May 9 and 23, 2017 Council minutes. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

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

None.

**6. Public Hearing – Fiscal Year 2017-18 Budget**

**A. Public Hearing**

Mayor Crenshaw opened the public hearing.

**Staff Report**

Director Crocker stated that this was a required public hearing for the budget, which had been approved by the Budget Committee. The hearing notice was published in the Register Guard. The adoption by the Council authorized the assessment of taxes at the City's permanent rate of \$6.0445 per \$1,000 of assessed property value.

**Public Testimony**

None.

**Council Questions or Comments**

None.

Mayor Crenshaw closed the public hearing.

**B. Resolution No. 1 – A Resolution Adopting the Budget; Making Appropriations; Imposing Taxes; and Categorizing the Taxes for Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018.**

**MOTION:** Councilor K. Leach made a motion to approve Resolution No. 1 adopting the FY 2017-18 approved budget, making appropriations as shown on Schedule A of Resolution No. 1, imposing a tax rate of \$6.0445 per \$1,000 of assessed value and allocating all the property tax money collected into the General Fund. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**7. Public Hearing – Supplemental Budget****A. Public Hearing**

Mayor Crenshaw opened the public hearing.

**Staff Report**

Director Crocker stated that this public hearing was required, due to changes being made in the Building Reserve Fund. This supplemental budget was for the Building and Planning Department's office project. Expenditures were made out of the Building Reserve Fund and \$50,000 in appropriations needed to be transferred to that fund. \$9,000 was coming from the Building and Planning Contingency and \$41,000 from the General Contingency in the General Fund.

**Public Testimony**

None.

**Council Questions or Comments**

None.

Mayor Crenshaw closed the public hearing.

**B. Resolution No. 2- A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2016 and Ending June 30, 2017, Transferring General Fund Contingency and Making Appropriations within the Building Reserve Fund.**

**MOTION:** Councilor Stott made a motion to approve Resolution No. 2. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

**8. State Shared Revenue Resolutions****A. Resolution No. 3 – A Resolution Declaring the City of Junction City's Election to Receive State Revenues.**

**MOTION:** Councilor K. Leach made a motion to approve Resolution No. 3. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**B. Resolution No. 4 – A Resolution Certifying the City of Junction City's Eligibility to Receive State Shared Revenues under ORS 221.760.**

**MOTION:** Councilor Stott made a motion to approve Resolutions No. 4. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

**9. Reserve Funds Review****A. Resolution No. 5 – A Resolution Authorizing the Establishment of New Reserve Funds.**

**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.

**Resolution No. 6 – A Resolution to Rename and Designate Reserve Funds.**

**MOTION:** Councilor Stott made a motion to approve Resolutions No. 6. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**10. FY 17/18 Compensation Schedules****A. Resolution No. 7 – A Resolution to Approve the Fiscal Year 2017-2018 Compensation Schedules for Police, AFSCME, Temporary and Seasonal, and Management and Non-Represented Positions.**

**MOTION:** Councilor K. Leach made a motion to approve Resolution No. 7. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**11. City of Monroe Police Services Contract**

Chief Morris reviewed that the City of Monroe had approached the Junction City Police Department (JCPD) about providing 15 hours per week of police services to them. A waiver of attorney conflict was needed, as the City's law firm also represented the City of Monroe.

**MOTION:** Councilor Stott made a motion to authorize the City Administrator to sign the waiver of attorney/client conflict. The motion was seconded by Councilor DiMarco and unanimous vote of the Council.

**MOTION:** Councilor Stott made a motion to have staff bring a finalized draft contract to the next Council Work Session on 06-27-17. The motion was seconded by Councilor DiMarco and passed by a vote of 4 to 1, with Councilors K. Leach, Stott, Gambee, and DiMarco voting in favor and Councilor J. Leach voting against.

**12. Harrisburg Enterprise Zone Extended Abatement Request****B. Resolution No. 8 – A Resolution Approving an Extended Property Tax Abatement Agreement between Junction City, a Cosponsor of the Harrisburg Enterprise Zone and Hot Tech Industries, LLC.**

**MOTION:** Councilor J. Leach made a motion to approve Resolution No. 8. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**13. Water Master Plan Update**

Director Kaping reviewed the request to update the City's Water Master Plan. The current plan was updated in August of 2009 and since that time the Public Works Department had done a significant amount of work on the water system projects that had been in the plan. The plan also was prepared with the assumption that the prison would be built.

**MOTION:** Councilor K. Leach made a motion to approve the Water Master Plan project with HBH Engineering for \$31,900 and authorize the Public Works Director to sign the proper documents. The motion was seconded by Stott and passed by unanimous vote of the Council.

**14. Wastewater Master Plan Update**

Director Kaping reviewed the request to update the City's Wastewater Master Plan. The current plan was updated in 2013 and included a huge upgrade to the Wastewater Plant that staff did not believe was necessary, based on the population of the prison not being a relevant factor.

**MOTION:** Councilor J. Leach made a motion to approve the Wastewater Master Plan project with HBH Engineering for \$33,000 and authorize the Public Works Director to sign the proper documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**15. Winnebago Parking Lease Agreement**

Director Boldon presented the lease agreement for Winnebago to use 11 RV parking spaces at Lyle Day Park. The Lee's, who donated the property to the City for parks use, gave their permission and the \$400 a month lease payment would go towards parks. The Community Services Committee reviewed on June 6<sup>th</sup> and recommended approval.

**MOTION:** Councilor K. Leach made a motion to approve the License Agreement with Winnebago and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**16. Building Department Services Contract Renewal**

Planner Cogburn stated that on April 13, 2017, Clair Company submitted a two year extension request for their current contract. The Finance and Judiciary Committee reviewed on June 1, 2017 and recommended approval. Extending the contract did not prevent the City from examining the potential of bringing these services in house.

**MOTION:** Councilor K. Leach made a motion to approve the contract renewal request as presented with Building Department Services being awarded to Clair Company for an additional two years and to authorize the City Administrator to sign the necessary documents.

The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

#### 17. City Engineering Contract Renewal

Director Kaping noted that the current contract with HBH Engineering would expire on August 15<sup>th</sup>. The original contract was approved in 2013 and allowed for one year contract renewals for up to five years. The Sewer and Street Committee reviewed on June 5, 2017 and recommended approval.

**MOTION:** Councilor J. Leach made a motion to approve the contract renewal with HBH Engineering for a period of one year and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

#### 18. Pacific Office Automation Contract

Director Kaping presented the new contract with Pacific Office Automation for two new copiers for Public Works that would reduce the monthly cost from \$853 to \$486. The Sanitation, Recycling, and Water Committee and the Sewer and Street Committee reviewed on June 5, 2017 and recommended approval.

**MOTION:** Councilor K. Leach made a motion to enter into the contract with Pacific Office Automation and authorize the Public Works Director to sign the proper documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

#### 19. Vacation of City Alley Right-of-Way

Director Kaping presented the request from Chief Morris for the Council to initiate the vacation of the alley behind City Hall and the Police Department.

**MOTION:** Councilor Stott made a motion to initiate the alley vacation, including the notification and public hearing process. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

#### 20. Senior Meals Intergovernmental Agreement

Director Boldon reviewed the Intergovernmental Agreement with Lane Council of Governments (LCOG) for the City to provide management of the Senior Meals Program. The rate would be the same as last year, which was \$15,000.

**MOTION:** Councilor K. Leach made a motion to approve the Intergovernmental Agreement as presented and authorize the Mayor to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

#### 21. Laurel Street Project

Director Kaping reviewed the projects on Laurel Street; Concrete work at the intersection of 8<sup>th</sup> and Laurel and an overlay project from 10<sup>th</sup> to 12<sup>th</sup> on Laurel Street. The City intends to pay for this project with the Federal Fund Exchange Program, at \$.94 on the dollar. The total cost of the 8<sup>th</sup> and Laurel Project would be \$40,878.91 and the City's portion would be \$2452.70. The total cost of the overlay project would be \$37,750.00 and the City's portion would be \$2265.00. The Sewer and Street Committee reviewed on June 5, 2017 and recommended approval.

**MOTION:** Councilor J. Leach made a motion to approve the 8<sup>th</sup> and Laurel Street projects to Pave Northwest to do the paving for \$24,242.49 and AB Utility to do the concrete for \$16,636.42 and the 10<sup>th</sup> to 12<sup>th</sup> Laurel Street project to Western Asphalt to do the work for \$37,750 and authorize the Public Works Director to sign the proper documents. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

#### 22. Library Board Appointments

Director Boldon reviewed that Ms. Donetta Wood's 2<sup>nd</sup> term and Ms. Chris Vanderlinde's 1<sup>st</sup> term were ending on June 30, 2017. Per City Code, Ms. Wood would need wait one year before possibly serving again on the Board.

Mayor Crenshaw appointed Ms. Chris Vanderlinde and Ms. Jackquelyn Morrow.

**MOTION:** Councilor DiMarco made a motion to approve the Mayor's appointments of Chris Vanderlinde and Jackquelyn Morrow to serve on the Library Board with terms from July 1,

2017 through June 30, 2021. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

### **23. Municipal Court Judge RFP**

The Council provided feedback on the Municipal Judge RFP and contract. The Council consensus was to have Attorney Connelly make revisions and for the Council to further discuss further at the June 27<sup>th</sup> Council Work Session.

### **24. Revolving Loan Fund Discussion**

Administrator Knope stated that the minutes where the Council had previously discussed the Revolving Loan Fund (RLF) were included in the Council packet.

Discussion followed. Mayor Crenshaw noted that past discussion had included the Mayor leading a Committee to bring a recommendation back to the Council.

Council consensus was to have further discussion at the June 27, 2017 Work Session.

### **25. Building Lease Request**

Chief Morris stated that the existing Police Department structure for dispatch and patrol was insufficient. The possibility of the Police Department moving into the current City Hall and City Hall moving to a new location (if the Council decided to do this), would take a couple of years for planning and sequence of work needed. An option to lease the back portion of the building that was south of the Police Department came up and would provide an immediate solution to the Department's needs.

The Council consensus was to have Chief Morris bring a draft lease agreement back to the Council for discussion at the June 27, 2017 Work Session.

### **26. Council Agenda Forecaster**

Administrator Knope stated that an agenda request was received to discuss Boarding Houses as a permitted use in the C2 Zone. The Council consensus was to discuss at the July 11<sup>th</sup> Council meeting.

To add to the June 27<sup>th</sup> Work Session: RLF Discussion, Judge RFP, Monroe Contract, and Building Lease.

### **27. Staff Reports**

Attorney Connelly: She would be working on the Municipal Judge RFP and provide to Administrator Knope.

Planner Cogburn: The Planning Commission conditionally approved the Reserve Phase II, 122 lot subdivision. 31 lot subdivision was currently underway at 10<sup>th</sup> and Tamarack. Staff conditionally approved the "Y" development at the north end of town. A pre-application meeting was scheduled for a 120 plus multi-family development on 18<sup>th</sup> and Magnolia.

Director Crocker: He thanked the Council for working through finance items.

Director Kaping: The department was working on filling Admin/Utility Billing position and started testing 26 applicants. Over 130 applications received. They were looking to fill the two seasonal positions, starting July 5<sup>th</sup>. The Planning Office was coming along: framing, electrical rough in, and HVAC rough in completed. Windows and door were in.

Chief Morris: The department recently filled the first of two bailiff positions with Chuck Mangas. He retired from Lane County Sheriff's office as a corrections officer and he serves as court security for the Sheriff's office. The department just hired a new police officer, Jeff Garrity, who had worked 18 years with Skamania County Sheriff's office. The department did a mini-pedestrian sting on Ivy Street and would work on ODOT funding for pedestrian traffic enforcement grants. The department was looking at purchasing two motorcycles to help with traffic enforcement.

### **28. Councilor Comments/Questions**

Councilor Gambee: Impressed that staff was building the new planning office for less than \$90 a square foot.

Councilor J. Leach: Was great to see the officers handing out stickers to the kids at the Function 4 Junction.

Councilor K. Leach: Reminder on JC3.1 race/walk on Saturday. Commended Dan Alley on the Function 4 Junction and doing a great job of cleaning after the event. Thanks to staff for always answering questions and taking care of Council and the people.

**29. Mayor’s Comments**

Mayor Crenshaw congratulated all the high school graduates. The speaker at the recent 2017 Junction City High School graduation talked about something the Mayor had been talking about: participation in the community. The speaker had quoted Woody Allen to say, “80% of success is just showing up.” Mayor Crenshaw added that Oregon was recognized in leading the nation in having 98% of citizens compliant with wearing seat belt. As a result, the state would be eligible for some additional federal grant funding. The legislature had decided to keep the Junction City Hospital open, with the same service levels. Mayor Crenshaw would be paying close attention to House Bill 2391 to figure out how the state would actually be paying for it. He thanked the Budget Committee for their hard work and reminded everyone the retirement party for Judge Loomis would be held on June 29th.

**30. Other Business**

It was noted that the Mayor from the City of Monroe was in the audience and he had previously served as a Junction City Councilor.

**31. Adjournment**

As there was no further business, the meeting was adjourned at 9:38 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Kitty Vodrup, City Recorder

\_\_\_\_\_  
Mark Crenshaw, Mayor