

The Public Works Committee of the City Council for the City of Junction City met on Monday, July 13, 2020, at 6:30 p.m. Virtually at <https://join.freeconferencecall.com/cjcoregon>

PRESENT WERE: Public Works Director Gary Kaping, Councilors Dale Rowe and Bill DiMarco.

ABSENT WERE: Councilor John Gамbee.

I. CALL TO ORDER

Chairman Dale Rowe called the meeting to order at 6:30pm.

II. CHANGES TO THE AGENDA

There were no changes to the agenda.

III. APPROVAL OF MINUTES – June 8th, 2020

The consensus of the Committee was to approve the minutes as read.

IV. PLANNING SERVICES

Before the Committee tonight is a request to review the contract with Eric Hall Architects for upper level planning services. Director Kaping explained that with the changes to the Planning Department the Planning Technician can handle 90% of the City's planning needs. On occasion there is a need for assistance with the other 10%. Due to this need, the City went into contract with Branch Engineering, which is where Jordan Cogburn went to work. Jordan has since left Branch and went to Eric Hall. Director Kaping would like to go into contract with Eric Hall Architects in order to maintain a contract with someone who has an idea of the happens of the City. This does not remove the Branch Engineering contract; it simply adds Eric Hall Architects. Discussion followed.

ACTION: The consensus of the Committee was to forward the Contract to the Council with the recommendation to approve.

V. RATEPAYERS ASSISTANCE PROGRAM

Director Kaping stated that this is a continuation of last month's discussion. Last month, staff was asked to bring back information on what other City's are doing for a Rate Payer's Assistance program. Director Kaping then reviewed his findings with the Committee. Discussion followed.

Councilor Bill DiMarco asked if this program was going to be a temporary program for current needs or an ongoing program.

Director Kaping responded that he would like Councils direction on that. Discussion followed.

ACTION: The consensus of the Committee was to send the information to the next Council work session. Director Kaping will also research how much additional administrative time it will take to process payments if the City allows assistance donations on the bill.

VI. UTILITY BILLING UPDATE

Director Kaping notified the Committee on the current balance of past due accounts is \$42,000. Before the City stopped past due notices and shut offs the past due amount was \$7,000. At the last meeting there was some discussion on a timeline of reestablishing past due notices. Using the same timeline that City Administrator Jason Knope is using for businesses, Director Kaping introduced a plan to mail notification letters to past due customers stating the dollar amount that they are past due 30-days after the Governor's executive order 20-12 ends. 30-days later the second notice would go out as a shut off notice. 30-days after that the City would proceed with a shut off notice, a door hanger and shut offs if no arrangements are made. This plan would give the customer 90-days from the day that the Governor releases the order before any disconnection would occur. Discussion followed.

ACTION: The consensus of the Committee was to approve Director Kaping's plan and timeline.

VII. AGENDA FORECASTER REVIEW

Director Kaping moved today's agenda items to current business and will move the Rate Payer's Assistance program to pending business.

VIII. OTHER BUSINESS

Councilor Rowe does not believe that the Council ever finished zoning for food trucks in Junction City. He would like to see that complete before the Council changes at the end of the year.

Director Kaping believes that this item needs to be done by the Finance and Judiciary Committee.

IX. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:13 p.m.

Respectfully submitted,

Tiffany Shafer
Public Works Technician