

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, July 23, 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, Steven Hitchcock, and Herb Christensen; City Attorney, Carrie Connelly; City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Brunscheon called the meeting to order at 6:32 p.m. and led the Pledge of Allegiance.

II. CHANGES TO THE AGENDA

Mayor Brunscheon read a letter that he had received at 5:00 p.m. from Mr. Jim Rue of the Department of Land Conservation and Development (DLCD), which formally notified the City that the Land Conservation and Development Committee had granted DLCD an extension of up to six weeks, September 6, 2013, to take action on the City's Periodic Review Task Submittal, Tasks 1 – 5. After discussion, the Council consensus was to have staff and legal counsel prepare Council options and bring back for review.

III. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Mr. Jeff Haag, 27430 8th Street, Junction City, referred to the time and work that had gone into the CPR process and he encouraged the Council not to allow DLCD to negotiate changes to the CPR work, as the City had a good proposal.

Mr. Gary Crum, 25534 Hall Road, Junction City, referred to a letter of support for the CPR document that he had written to the Council and shared information he had received about a meeting to negotiate. He encouraged the Council not to allow any compromises or changes to the document.

Mr. William Boresek, 27948 Green Oaks Drive, Eugene, referred to receiving public records information on DLCD correspondence and asked for a response from Attorney Connelly on DLCD extensions timeframes. Attorney Connelly responded that DLCD had full range of when it is that they ask for an extension and whether they ask it from the City or from the Commission. The length of the extension is the prerogative of the Commission.

Mr. Michael Henry, HBH Consulting Engineers, distributed and reviewed copies of reference information, in response to Mr. David Clyne's June 25th letter to the Council.

IV. CITY ENGINEERING FOLLOW UP

Attorney Connelly provided a review of the public contracting rules and options for the Council in responding to the recent City Engineer of Record RFP. Options included: Award the contract under the current RFP to the highest scoring participant or cancel the RFP. If the RFP is cancelled, the Council has three options: 1. Continue under existing contract with Westech, 2. Issue another RFP, or 3. Directly appoint an engineer of record and award a contract of less than \$100,000 annually. Council discussion followed.

MOTION: Councilor DiMarco made a motion to direct staff to prepare a draft negotiated contract with HBH Engineering and to bring back before the Council for consideration and review. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

V. EXTRATERRITORIAL WATER CONNECTION REQUEST

Director Knope reviewed the two extraterritorial water connections requests from Jerry Brown and American Pride Glass and noted that as part of the Southern Industrial Corridor pipeline project, the wells that serve these businesses would need to be abandoned and connection would be required to the City's water system. The City will put in the meters and Emery and Sons, as part of the original Bid Package One, will finish the connections.

MOTION: Councilor Nelson made a motion to approve Jerry Brown's extraterritorial water connection with conditions based on the Findings of Fact and to authorize the City

Administrator to complete the necessary paperwork, as contained in Exhibit 1.d, g, and h. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

MOTION: Councilor K. Leach made a motion to approve American Pride Glass's extraterritorial water connection with conditions based on the Findings of Fact and to authorize the City Administrator to complete the necessary paperwork, as contained in Exhibit 1.d, g, and h. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

VI. TRUCK FUNCTION REQUEST

Administrator Bowers reviewed the draft conditions for the Truck Function request, as directed by the Council on July 9th.

It was the consensus of the Council to have the Community Development Committee look at refining the Special Events process to address new events.

MOTION: Councilor Nelson made a motion to grant the street closure conditions as presented for the Truck Function on September 28, 2013. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

VII. NUISANCE ENFORCEMENT OVERVIEW

Director Knope reviewed a draft internal flow chart that staff was working on for processing nuisance violations that are under Public Works purview.

VIII. BUILDING MAINTENANCE DEPARTMENT OVERVIEW

Director Knope presented an overview of the Building Maintenance Department, which includes two existing Public Works employees who are responsible for fleet and building maintenance citywide, as well as I.T. for most departments. The newly created Internal Services Fund and written procedures formalize current processes and will provide better tracking of expenses and tasks being done for each department.

IX. EMPLOYEE RECOGNITION OVERVIEW

Administrator Bowers reviewed an internal Administrative Rule and Standard Operating Procedure (ARSOP) on Employee Recognition. The goal was to develop a consistent method of recognizing employees and includes two annual employee events and specifications on recognizing employees for years of service and end of service.

X. ICE PIGGING PROJECT

Director Knope reviewed that Public Works would be doing a pilot project of cleaning water lines in the Timothy Street and Quince Drive areas with a slushy ice mixture process called "Ice Pigging." The cost will be \$12,000, and the Sanitation and Water Committee will review the results, with the goal of developing better long term cleaning solutions.

XI. BID PACKAGE 5C PAY REQUEST #27

MOTION: Councilor K. Leach made a motion to approve Pay Request #27 in the amount of \$24,713.93 to The Automation Group. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

XII. COBURG DISPATCH CONTRACT

Chief Chase reviewed the contract for dispatch services, which included a new term of three years and ending date of December 31, 2016. It was noted that the current agreement expired June 30th, and the Police Department was still providing services.

MOTION: Councilor Hitchcock make a motion to approve the Intergovernmental agreement with Coburg as presented and to authorize the City Administrator to sign the agreement, conditioned upon Coburg approving and executing this agreement by August 31, 2013. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

XIII. COMMITTEE APPOINTMENTS

Mayor Brunscheon appointed Councilor Steven Hitchcock to the following Committees:

- Sanitation, Water, and Recycling Committee - Chair

- Finance and Judiciary Committee
- Community Development Committee

XIV. STAFF REPORTS

Director Knope distributed a letter of request from Mr. Jim Rauschert for Holly Street parking and loading zones, as requested in previous years. The Council consensus was to allow Director Knope to handles this request.

Director Knope provided updates on City projects and noted that Public Works was on the last block of the waterline replacement project.

Chief Chase reminded the Council of the upcoming Sector meetings. He noted that 10th Officer Nathan Rankin was doing well, and the department would be providing a report to the Public Safety Committee on operations with full staffing.

Administrator Bowers commended staff for doing a good job of putting in the time to develop and review policies and procedures. She noted that the Council would see a number of these in the future, as staff's goal was to continue documenting internal procedures.

XV. COUNCILOR COMMENTS/QUESTIONS

Councilor Hitchcock asked if a different term could be used for the general public, other than "Ice Pigging." Director Knope responded that in communication to the public, it is expressed as working on a waterline cleaning project.

Councilor Nelson thanked staff for the good work on the I and I project and for documenting policies and procedures.

Councilor J. Leach thanked staff for their doing a good job and working as a team.

Councilor DiMarco thanked the Council for pulling together to get things done. He commended staff for tackling the backlog of deferred maintenance with the infrastructure work and documenting procedures.

Councilor K. Leach thanked the Council for working together and expressed her appreciation for the hard work of staff. She added that she appreciated seeing more of a police presence in the community.

XVI. MAYOR'S COMMENTS

Mayor Brunscheon thanked the Council and staff for their good work.

XVII. OTHER COUNCIL BUSINESS

Mr. Michael Henry thanked everybody for the process and stated that he looked forward to being the City's engineer.

XVIII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:22 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor