

The City Council for the City of Junction City, met in special session at 6:30 p.m. on Wednesday, July 30, 2014, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Acting Mayor, Randy Nelson; Councilors Karen Leach, Bill DiMarco, Jim Leach, Steven Hitchcock, and Herb Christensen. (Excused Absence: Mayor, David Brunscheon); City Attorney, Carrie Connelly; City Administrator, Melissa Bowers; Acting Chief, Eric Markell; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. CHANGES TO THE AGENDA

Administrator Bowers noted that clarification was needed on the July 8th request from Mr. Freeman.

III. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Mr. Bob Biswell, 1750 W. 1st Avenue, Junction City, noted that the Council had the right to make a decision on the Freeman request and he encouraged the Council to do so.

Mr. Dan Alley, President for Function 4 Junction and head of the Truck Function in Junction, expressed appreciation to the Council and staff for this year's Truck Function. It doubled in size from last year, and he asked if there were any concerns or follow up that he could address in planning for next year.

Councilor J. Leach responded that the only comments he received were on the horns and issues in getting in and out of town.

IV. UTILITY BILLING TRANSITION PLAN

Administrator Bowers reviewed that at the June 10th meeting, the Council passed a resolution to establish the Admin Aide I: Receptionist position. Before the Council was a draft transition plan to move Utility Billing from City Hall to Public Works. Supervision for the Utility Billing position would also shift from under the Finance Director to the Public Works Director. During the budget process, the Budget Committee approved and forwarded to Council a budget that included the funding for the receptionist position, and the transition plan was being presented to the Council for consideration and feedback.

Council members expressed appreciation for the good work on the plan.

MOTION: Councilor Hitchcock made a motion to direct staff to proceed with the Utility Billing Transition Plan. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

V. COMMUNITY SERVICES ADMIN AIDE

Administrator Bowers reviewed that in November of 2013 the Council approved changing the position title of Viking Sal Admin Aide to Community Services Department Admin Aide and include duties related to the Community Services Department. The change also included increasing the position to .75 full time equivalent in the Fiscal Year 14-15. Before the Council was a revised job description that reflected those changes.

Administrator Bowers requested that in addition, the position be moved to full time through the close of December to assist with tasks, in response to the recent withdrawal of the Community Services Director candidate and need to repost that position.

The Council consensus was to approve both items.

VI. MEMORANDUM OF UNDERSTANDING LANE COMMUNITY COLLEGE SMALL BUSINESS DEVELOPMENT CENTER

Administrator Bowers reviewed that before the Council was a Memorandum of Understanding (MOU) with LCC Small Business Development Center related to partnering with the City for the referral of business loan applicants in development of a business plan or in other services related to developing their business. The Community Development Committee reviewed and supported entering into the MOU.

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

VII. ASSIGNMENT OF ROLES AND TASKS

Administrator Bowers provided proposed updates on the Assignment of Roles and Tasks that had been discussed at the November 2013 Council meeting.

- #6: Design Committee Staff Lead – Shift from City Administrator (CA) to City Planner.
- #7: Community Development Committee Staff Lead – Shift from CA to City Planner
- #8: Revolving Loan Fund Staff – Shift from CA to split between CA and Finance Director.
- #9: Revolving Loan Fund Committee Staff Lead – Same as #8.
- #10: Microloan Subcommittee Staff Lead – Same as #8.
- #13: Facilities Task Force Staff Lead – No changes at this time, but would like to come back in the future and possibly talk about reassigning.
- #17: Utility Billing Account Review Project – Still need to discuss and come back to this.
- #18: Probation Supervision – Currently being reviewed by Finance and Judiciary Committee.
- #19/20: Human Resources and Risk Manager – Propose drafting a position description for these duties and bringing back budget considerations on this new position.

Additional Items added Since November:

- #21: City Records Project – There are a number of records throughout the city that need to be sorted through, organized, cataloged, and entered into a central system so they can be accessed. Propose drafting temporary and voluntary position descriptions to assist with this project, similar to the recent work done on the Court Records project. This would be brought back to Council, along with budget considerations and what it would take to get the project started and completed.
- #22: AIC Police Chief – Currently assigned to Sergeant Eric Markell. Options include bringing in an outside resource, through the Oregon Association of Chiefs of Police Linebacker Program. Candidate names that would be eligible and willing to serve have been requested. A proposed contract and costs associated could be brought back to the Council.

Councilor DiMarco noted that the comments on #22 included a matched candidate from OACP or another source. Administrator Bowers responded that was correct and #22 could be modified to include another source, as well as the OACP resource.

MOTION: Councilor K. Leach made a motion to direct staff to pursue the following recommendations, in numbers 6, 7, 8, 9, 10, 19, 20, 21, and 22 as presented with the change in 22 as stated by the Administrator. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

VIII. STAFF REPORTS

Administrator Bowers reported that direction was needed on the Freeman request to the Council. Director Knope noted that the original issue was access to 3rd Street, which is a part of a subdivision from the Freeman property (the Freeman property is in the county). The City has a one foot buffer strip at the end of 3rd Street that prevents private access across it. The request to the Council was to release that one foot buffer and allow the Freeman property access to 3rd Street.

Acting Mayor Nelson asked what legal counsel recommended. Attorney Connelly responded that she did not know of a legal way for the Freemans to initiate that and believed this was against City standard policy and land use regulations. Also because the property is not in the City limits, there would also be jurisdiction issues.

It was noted that the Freemans were currently engaged with the county on a land use question on their property and that City taxpayer funds should not be used on a county issue.

The Council consensus was that this request could not be granted and it would not be forwarded to Committee for additional discussion.

Administrator Bowers noted that she had a procedural question on what the process should be for when community members make a request of Council. She continued that the process was not clearly defined on how, if, and when requests would be addressed by Council and what to communicate to community members.

Acting Mayor Nelson responded that this should be discussed to develop a protocol on addressing and notifying citizens after discussion.

The Council consensus was to put this as a future Council item to discuss.

Acting Chief Markell reported that the Police Department was gearing up for the Scandinavian Festival.

IX. COUNCILOR COMMENTS/QUESTIONS

Councilor K. Leach noted that the Clydesdales would be at Bi-Mart and Dari Mart tomorrow.

Councilor DiMarco complimented staff and Administrator Bowers for their work on the packet, in the midst of a lot of distractions. He noted that the progress they made tonight was impressive.

X. MAYOR'S COMMENTS

Acting Mayor Nelson thanked staff for all their hard work.

XI. OTHER BUSINESS

Mr. Bob Biswell thanked Administrator Bowers for keeping on top of the Freeman request and asked if a formal motion needed to be made by the Council.

Attorney Connelly responded that it was not needed and Council consensus was fine.

Mr. Jack Sumner, 1061 Quince, Junction City, thanked Administrator Bowers for answering his questions and Acting Chief Markell for providing information that he needed. He asked why the Council was discussing #22 Acting Chief. He continued that he had been told the Police Chief was on Administrative Leave, but that was it.

Attorney Connelly responded that her office was working with Administrator Bowers on the matter and would advise as it moves through the process.

XII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:17 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Randy Nelson, Acting Mayor