

The Public Works Committee of the City Council for the City of Junction City met on Monday, August 3, 2020, at 6:30 p.m. Virtually at <https://join.freeconferencecall.com/cjcoregon>

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

ABSENT WERE: None.

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 – July 13th, 2020

The consensus of the Committee was to approve the minutes.

IV. PURCHASE TRUCK/SUV FROM LANE COUNTY AUCTION

Director Gary Kaping informed the Committee this year's auction will be held virtually at the end of September. This purchase would be for the replacement of the Public Work Director's Jeep Cherokee, which would then be sold. Discussion followed.

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

V. PURCHASE OF A TRUCK FROM LANE COUNTY AUCTION

Director Kaping added that they would also like to look for a truck for \$10,000 or less for the Project's Crew. Discussion followed.

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

VI. PURCHASE OF METAL BUILDING

City Administrator Jason Knope stated that the City would like to buy a metal building kit for the Public Works department to use for storage equipment and other storage needs. The City received bids from two companies and is requesting to purchase the kits from Steel Factory in the amount of \$23,396.

Councilor Rowe asked if the \$23,396 covers the cost of the concrete and electrical. Director Kaping stated that it did not. Discussion followed.

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

VII. INTERGOVERNMENTAL AGREEMENT WITH KLAMATH COUNTY

Director Kaping asked the Committee to review the agreement with Klamath County for A level electrical inspection and plan review. This would be for virtual inspections and would supplement the loss of the Coburg contract. Discussion followed.

ACTION: The consensus of the Committee was to forward the agreement, with the research of the word 'contemplating', to the Council with the recommendation to approve.

VIII. PROJECT CREW OVERVIEW

Director Kaping explained to the Committee that during the Rate Study, the City realized that it would not be able to include the cost of the Water and Wastewater Master Plan projects into the rate structure because it would raise the rates higher than what anyone would be willing to pay. The City then decided that it could save money by doing these jobs in house.

Director Kaping then informed the Committee on what the Projects Crew would need in order to do these projects. Discussion followed.

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

IX. PURCHASE OF ROLLER

Director Kaping stated that before the Committee tonight is a request to purchase a roller for the Projects Crew. The City received three quotes and is recommending that the City purchase the 2014 Bomag from Herc Rental. Discussion followed.

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

X. UTILITY BILLING UPDATE

Director Kaping asked the Committee what their comfort level was for the City to send out a letter to past due customers reminding them of their account balance. A copy of the proposed letter is included in the packet. Discussion followed.

ACTION: The consensus of the Committee was to allow the letters to be sent.

XI. RECOVERY PROGRAM DISCUSSION

After the last Council work session, Director Kaping is asking for clarity on what the Committee would like a Recovery Program to look like. Discussion followed.

ACTION: The consensus of the Committee was to research what other 'Covid Relief Programs' are out there and bring the information to the next Committee Meeting.

XII. AGENDA FORECASTER REVIEW

Director Kaping included today's agenda items in current business and removed past projects.

XIII. OTHER BUSINESS

The next Committee meeting will be held on Monday, August 31st, 2020.

Director Kaping informed the Committee that the contract with Clair Company for backup inspections and plan review is coming up for renewal and he would like to cancel it. Discussion followed.

ACTION: The consensus of the Committee was to allow Director Kaping to not renew the Clair contract.

XIV. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:30 p.m.
Respectfully submitted,

Tiffany Shafer
Public Works Technician