

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, September 9, 2014, 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; 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 6:30 p.m. and led the Pledge of Allegiance.

II. CHANGES TO THE AGENDA

Move Item 12 Building Codes Division IGA discussion to after Item 5, and then Council can determine if the Executive Session is necessary or not.

III. INTRODUCTION OF NEW CITY EMPLOYEE – Ms. GINA MOORE

Administrator Bowers introduced Ms. Gina Moore, who accepted the position of Administrative Aide 1: Receptionist and began on September 2nd. She is a graduate of Junction City High School and comes from the Bethel School District, where she worked as a front office receptionist. She has a great amount of office and reception experience and staff is happy to have her on board.

IV. CONSENT AGENDA

MOTION: Councilor K. Leach made a motion to approve the Consent Agenda, which consisted of the bills from the month of August. The motion was seconded by Councilor Nelson and passed by unanimous vote of the Council.

V. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

None.

VI. BUILDING CODES DIVISION INTERGOVERNMENTAL AGREEMENT

Administrator Bowers stated that the City entered into an Intergovernmental Agreement (IGA) with Building Codes Division (BCD) in August of 2010, and BCD wanted to make some amendments to that agreement. Staff could not find evidence that the IGA went before the Finance and Judiciary Committee or the Council for review or approval; thus, the Council and present City staff are not familiar with the original agreement. Policy level decisions are needed from the Council on any amendments to the IGA, and it was suggested that a work session be held to become familiar with the agreement and proposed amendments.

The Council consensus was for staff to schedule a work session as soon as possible and invite Clair Company and legal counsel to assist with providing information.

VII. PARKS SURVEY OVERVIEW

Administrator Bowers shared advisory information from the Community Services and Parks Committees. It is planned that a survey will be going out citywide related to how people use parks and what types of concepts they would like to have in their parks. This will provide a framework for the park development process, specifically related to a community park at the undeveloped park land at the Reserve (18th and Oaklea). The survey is planned to be distributed in early 2015, with an onsite open house meeting of the Parks Committee in spring 2015.

The Council agreed that after the Community Services Director is on board and new Council members take office that a review of the Parks Master Plan and Community Services Assessment Committee report would be beneficial.

VIII. AMBULANCE DONATION

Administrator Bowers reviewed that the Fire Department had offered a donation of an ambulance to the Police Department. The Public Safety Committee reviewed and recommended that this be forwarded to Council. The Police Department would use the ambulance for onsite evidence processing and storage and transport of range supplies. It is estimated that insurance would be around \$650 per year.

The Council consensus was to have the vehicle inspected by Public Works and to have the Public Safety Committee see the vehicle and further discuss any potential painting/decal and maintenance costs and bring back to Council.

IX. ASSIGNMENT OF ROLES AND TASKS UPDATE

Administrator Bowers provided updates on the assignment of roles and tasks:

- Design Committee and Community Development Committee Staff Lead – Transition has begun for Planner Cogburn to be staff lead. Staff may need to come back to the Council with any budget implications for this position to dedicate more hours to serve as staff lead on these committees.
- Revolving Loan Fund, Revolving Loan Fund Committee, and Microloan Committee – Modified duties for the City Administrator and Finance Director to split duties will need to be brought back to the Council for review.
- Parks Committee and Community Services Committee Staff Lead – Tom Boldon has been hired as the Community Services Director and will begin on September 29th. He will serve as staff lead for these committees.
- Utility Billing Account Review Project – The Utility Billing transition occurred on September 8th, and the account review project is a pending item to be discussed.
- Probation Supervision – Finance and Judiciary Committee will be reviewing the potential of using probation services and with those cost savings to hire a court assistant.
- HR/Risk Management – Local Government Personnel Institute (LGPI) is drafting a job description and pay range for this position and it may be ready to present to Council by the next meeting.
- City Records – Recorder Vodrup created an outline of items for the records project and staff is working on the best way to delegate tasks. This will be brought back to Council for review.
- AIC Police Chief – Eric Markell is currently serving as Interim Police Chief. The Public Safety Committee interviewed City of Gladstone Police Chief James Pryde from Oregon Association Chiefs of Police Linebacker Program to conduct a review and organizational assessment of the Police Department. The City would enter into a Memorandum of Understanding with the City of Gladstone for services.

MOTION: Councilor DiMarco made a motion that the Council authorize the Administrator to enter into an agreement with the City of Gladstone for services of James Pryde and that they grant her the authorization to sign said agreement up to and including an Intergovernmental Agreement and lesser forms of contracts or memoranda of understanding. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

X. STAFF REPORTS

Director Crocker reported that the audit field work team would be at City Hall over the next few days. The audit work is ahead of schedule and anticipated to be presented in November.

Administrator Bowers reported that Council had given her the authority to spend funds necessary to conduct the LGPI investigation related to complaints received by the Police Department. To date, \$15,300 has been spent.

XI. COUNCILOR COMMENTS/QUESTIONS

Councilor K. Leach thanked staff for their work.

Councilor DiMarco introduced House Representative candidate Kathy Lamberg, who was in attendance at the meeting. He noted that Ms. Lamberg was Einar Skovbo's niece.

Councilor J. Leach thanked Councilor DiMarco for watering the downtown flowers.

Councilor Nelson thanked the Council and Mayor for their work. He noted that they have had smooth sailing over the last year and things could get a bit bumpy, but they would do fine as they worked together as a team.

Councilor Christensen echoed Councilor Nelson’s comments and noted that the Council worked well together.

XII. MAYOR’S COMMENTS

Mayor Brunscheon thanked staff, legal counsel, and the Council for their work.

Contracts

He suggested that Council develop an ordinance or policy that would require contracts to be reviewed by the Council. The consensus was in favor of doing this.

Attorney Connelly responded that she could work with Administrator Bowers to prepare different options to impose this requirement and the pros and cons of each approach. The Council consensus was that this was a good approach.

Records

Mayor Brunscheon asked if meeting audio recordings were destroyed. Recorder Vodrup responded that some past audio recordings had been destroyed and staff followed the State’s City Records Retention policy, which reads that audio recordings have a one year retention. In response to if the City was required to destroy the audio, Attorney Connelly responded that the City did not have to and could impose a longer retention, if desired.

Councilor Hitchcock noted that the state sets these guidelines so that in the event that the City would need to purge records there would be a guideline to follow. He added that should the City wish to retain the records longer, it would come down to storage and the cost there of.

Administrator Bowers added that barring any Council direction related to a longer retention, staff had no other direction than what was mandated by the state.

Mayor Brunscheon stated that now that the audio was recorded digitally, storage might not be as large of a concern, and he wanted to bring this to the Council for discussion.

The Council consensus was not to destroy anything until the Council had an opportunity to review and that they would talk about this at their September 27th work session.

XIII. EXECUTIVE SESSION PER ORS 192.660(2)(I) TO REVIEW AND EVALUATE THE JOB PERFORMANCE OF THE CITY ADMINISTRATOR

Mayor Brunscheon called Executive Session at 7:30 p.m. Regular session reconvened at 7:42 p.m.

XIV. OTHER BUSINESS

None.

XV. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:43 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor