

The City Council and the Selection Committee for the City of Junction City, met at 6:30 p.m. on Tuesday, September 12, 2017, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Mark Crenshaw; Councilors Kara McDaniel, Rob Stott, Jack Sumner, John Gambee, and Bill DiMarco; (Excused Absence: Councilor Dale Rowe); City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Sergeant, Eric Markell; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon (arrived at 7:25 p.m.); Court Clerk, Sandra Mills (left at 7:30 p.m.); and City Recorder, Kitty Vodrup.

SELECTION COMMITTEE

1. Call to Order and Pledge of Allegiance

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

2. Selection Committee Review of Municipal Judge RFP

The Selection Committee discussed the RFP responses and how many candidates should be interviewed. The Committee consensus was to recommend to the Council that all five candidates be interviewed in Executive Session, 30 minutes each, starting at 5:30 p.m. on Tuesday, September 26, 2017. If any of the candidates could not make that night, staff would reach back out to the Council for a possible second date for interviews.

3. Adjournment

Mayor Crenshaw adjourned the Selection Committee at 7:24 p.m.

REGULAR COUNCIL MEETING

1. Call to Order

Mayor Crenshaw called the Council meeting to order at 7:25 p.m. and led the Pledge of Allegiance.

2. Changes to the Agenda

None.

3. Consent Agenda

Councilor Sumner asked that the Consent Agenda items be separated.

MOTION: Councilor Stott made a motion to approve the August 8, 2017 Council minutes. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

MOTION: Councilor Sumner made a motion to approve the August 22, 2017 Council minutes. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

MOTION: Councilor Stott made a motion to approve the bills from August. The motion was seconded by Councilor DiMarco.

Councilor Sumner expressed concerns that the Council was being asked to approve bills that had already been paid. It was noted that the Charter delegated the day to day authority to the City Administrator.

VOTE: Passed by a vote of 4 to 1, with Councilors McDaniel, Stott, Gambee, and DiMarco voting in favor and Councilor Sumner voting against.

4. Public Comment on Items not Listed on the Agenda

Ms. Sue Huntley, 1065 Laurel Street, Junction City, stated that she was representing the Scandinavian Festival Association (SFA). She expressed appreciation to the City and staff for a wonderful festival. She thanked Public Works for filling pot holes, putting out bark dust, cleaning the streets, and removing signs and thanked the Police Department for helping with security. She added that SFA and the City talking and working together put forth a great festival.

5. Municipal Judge RFP

Administrator Knope reviewed the Selection Committee's recommendation that the Council interview all five Municipal Judge RFP candidates on September 26th starting at 5:30 p.m., allowing approximately 30 minutes per interview. If any of the candidates could not make that night, staff would reach back out to Council for a possible second date for interviews.

The Council consensus was to approve the Selection Committee recommendation and for the Council to serve as the interview panel. Administrator Knope would email a list of interview questions to the Council on September 18th and Council members could add additional questions by September 22nd.

6. Master Fee Schedule

Director Crocker presented the 2017 Master Fee Schedule, which was a compilation of the fees Citywide. This was not a fee setting process, but a summary of city fees in one place to meet best financial practices and fulfill one of the Council's December 2013 Long Range Financial Goals.

Mayor Crenshaw asked if there was any public comment. There was none.

MOTION: Councilor Stott made a motion to adopt the City of Junction City 2017 Master Fee Schedule. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

7. Vista Dale Sewer Line Award

Director Kaping reviewed that the Council had approved the Vista Dale Sewer Line project in December of 2016. The project was put out to bid; eight bids were received, with H and J Construction being the lowest bidder. They would begin the work at the end of September and the deadline for completion would be October 31st.

MOTION: Councilor Sumner made a motion to award the Vista Dale Sewer Line Project to H and J Construction for \$132,047.00 with a contingency of \$20,000.00 and authorize the Public Works Director to sign the proper documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

8. JC Historical Society Grant Request

Councilor DiMarco declared a bias as he was the President of the Junction City Historical Society and took a seat in the audience.

Director Crocker presented the annual request for grant funding in the amount of \$2,000. The funding for this request was included in the budget in the non-departmental section.

Historical Society President Bill DiMarco stated that the Historical Society was working very hard to be self supporting and had attracted a volunteer museum manager with credentials and degrees, as well as a recently retired grant writer from the University of Oregon. The Historical Society was making great progress and he hoped to share good reports to the Council in the future. He added that they were working with the Viking Sal and would be giving a presentation at an upcoming benefit dinner.

MOTION: Councilor Stott made a motion to approve the Junction City Historical Society Grant Conditions and Agreement, direct the City Administrator to sign the document, and initiate a payment in the amount of \$2,000. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

President DiMarco thanked the Council on behalf of the Historical Society Board and returned to the Council dais.

9. Liquor License Application – New Owner United Grocery

Sergeant Markell presented the liquor license application for the new owner of United Grocery. No concerns from the Police Department.

MOTION: Councilor Stott made a motion to recommend approval of the liquor license application for United Grocery. The motion was seconded by Councilor McDaniel and passed by unanimous vote of the Council.

10. JCHS Noise Parade Street Closure Request

Planner Cogburn presented the request from Co-principal Brian Young for the annual Junction City High School Noise Parade.

MOTION: Councilor Stott made a motion to approve the street closure request for the Annual Noise Parade on September 27, 2017 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 6:00 p.m. to 8:00 p.m. The use of City streets will apply to the route described in Attachment A, contingent upon approval from the Oregon Department of Transportation. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

11. Council Agenda Forecaster

Administrator Knope noted that regular session would occur on September 26th for the Municipal Judge interviews.

12. Staff Reports

Director Kaping: Planner Cogburn had moved into the new Planning Office. Public Works finished the culvert work at 3rd and Maple and were working on the project at 8th and Laurel. That intersection would be closed for approximately one month; ADA ramps would be redone, as well as the intersection torn out a foot deep and rebuilt with fabric, rock, and new asphalt.

Director Crocker: Reminder that the Budget Committee would meet on Thursday, September 14, 2017 at 6:30 p.m.

Planner Cogburn: He had a pre-application meeting for an auto dealership facility behind Bi-Mart. There was interest in development of a farm/tractor implement store on the north side of the "Y" property. He would be meeting with Business Oregon and some potential applicants on a 300,000 square foot processing facility on part of the Grain Millers property at Hwy. 99 and Meadowview. This would generate substantial employment as well as bring in tax revenue, and staff was looking at incentives such as Enterprise Zone funding, etc. Kyle Schweizer, the planning intern from the University of Oregon, would continue serving as an intern to the Planning/Building office through fall term.

Director Boldon: Thanked the Scandinavian Festival Association and Sue Huntley for allowing Community Services to operate a booth at the festival which netted \$2,100. He invited everyone to Music, Dinner, and History night at Viking Sal on Friday, September 22nd from 4:30 p.m. to 6:30 p.m.; tuba band, spaghetti, and JC History Society sharing. Budget proposals for Community Services would go before the Community Services Committee on October 3rd.

Attorney Connelly: She noted that there were three new Councilors and she offered assistance with training and/or a Power Point of training that her firm had provided last spring to the Council.

13. Councilor Comments/Questions

Councilor DiMarco asked about status of the ODOT (Oregon Department of Transportation) access approval at the "Y" development and how that might impact an additional development north of the "Y". Planner Cogburn responded that ODOT had granted the eastern access and provided conditions for the western access, which was the responsibility of the applicant to meet; however, his understanding was that both developments were moving forward regardless of the outcome of the western access.

Councilor Gambee asked for clarification on the appeal being withdrawn at the Reserve. Planner Cogburn responded that the applicant had withdrawn their appeal of the development conditions of approval and would be moving forward with Reserve Phase 2. He added that Reserve Phase 3, a nine lot residential development, would be going before the Planning Commission next week. Councilor Gambee expressed appreciation to the people who attended the Council meetings and stated that the bottom line of the American Experiment was individuals participating in the government process.

Councilor Sumner asked how many applications had been received for the Planning Commission and Budget Committee vacancies. Staff responded that to date one application

had been received for the Budget Committee and two for Planning Commission. Councilor Sumner stated that the Community Services Committee had had a good meeting last week and members of the JCA (Junction City Athletics) Board were in attendance. In response to a question from Councilor Sumner, Administrator Knope stated that staff had not yet had a chance to follow up with JCA.

14. Mayor’s Comments

Mayor Crenshaw thanked the Councilors for doing the hard work and encouraged them to continue reading information from staff and educating themselves on topics, prior to meetings. He stated that they would have some challenges and opportunities coming up with some potential manufacturers who wanted to build here and being educated prior to the meetings would be helpful. He also thanked staff for their hard work and doing a great job and noted that he was always impressed with how much staff was able to accomplish.

15. Other Business

Councilor Sumner said that the building that had the water softener business on 10th Street was empty. Director Kaping responded that the building was sold to Innovation Coach Works.

Mayor Crenshaw stated that he would like to send the discussion of amending the City code on dog fees to the Public Safety Committee. The discussion would include changing the code so that the Senior Discount on dog licenses would only be given if the dogs were neutered or spayed.

The Council consensus was in favor of sending this to PSC.

Mayor Crenshaw noted that Attorney Connelly had provided some options for the three new Councilors on receiving the Power Point of a prior Council training and/or scheduling another Council training.

Councilors Sumner and McDaniel agreed that receiving the Power Point would be sufficient.

Mayor Crenshaw responded that if they had any questions, they could submit them to Administrator Knope. Attorney Connelly added that the protocol for using her services was that Councilors go through Administrator Knope and then he would initiate attorney services, if needed.

16. Adjournment

As there was no further business, the meeting was adjourned at 8:30 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor