

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, September 13, 2016, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Michael Cahill; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, and Steven Hitchcock; City Attorney, Carrie Connelly; Administrator, Jason Knope; Interim Police Chief, Ken Summers; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; and Community Services Director, Tom Boldon.

**1. Call to Order and Pledge of Allegiance**

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

**2. Changes to the Agenda**

None.

**3. Flag Presentation to Mrs. Vernetta Christensen**

Mayor Cahill read the following statement of appreciation in honor of Mrs. Vernetta Christensen's husband Councilor Herb Christensen, who passed away on August 12, 2016:

"Tonight we have the occasion to honor one of our own. Herb Christensen was more than a resident of Junction City. Many people in Junction City called him brother. At Herb's memorial service last month, many of us got to see the positive impact Herb had on people all over the world through his church ministry. Herb Christensen was a devoted and committed man. That commitment and devotion was evident in his work here on this City Council. To be a Councilor in Junction City, you have to be willing to commit five to six evenings each month. Herb served a total of 13 ½ years for our community and attended no less than 1,080 city related meetings. This of course took him away from his work and his hobbies, and most importantly away from his family. Herb's nearly 14 years of service provided him the opportunity to serve on every one of the City's standing committees. And in addition, he sat on the Budget Committee every year, as well as the Transportation System Plan Committee until 2013. Herb served as the Chairperson on the Finance and Judiciary Committee, the Sanitation and Recycling Committee, and on the Community Development Committee.

The City Council of Junction City, in honor of Herb Christensen's dedication and honorable service to our community, do hereby present to Vernetta Christensen the American Flag that was flying over City Hall on the day of Herb's passing and which was lowered to and remained at Half-staff on August 16 through August 22, 2016. This American Flag represents our appreciation for the Christensen family's sacrifices over the years of Herb's service to Junction City, Oregon, Lane County, U.S.A. Signed by all of the members of the City Council."

The American Flag and framed certificate were presented to Mrs. Christensen, and Councilors expressed their appreciation for Councilor Christensen and his service to the City.

**4. Consent Agenda**

**MOTION:** Councilor Nelson made a motion to approve the bills from August and the August 9 and 23, 2016 Council minutes. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**5. Public Comment on Items not Listed on the Agenda**

Ms. Kim Waite, 1190 Vine Street, Junction City, requested that the City Code be changed to require dogs at large to be on a leash, in response to many incidents where she and others have been attacked by dogs that were not being controlled by their owners.

Administrator Knope responded that he and Chief Summers would review, take through the Public Safety Committee, and bring back to the Council.

**6. Public Hearing – Transportation System Plan (CPA-16-02)**

**A. Public Hearing**

Mayor Cahill opened the public hearing and asked if there were any ex parte contacts or conflicts of interest. There were none.

**Staff Report**

Planner Cogburn reviewed that this was number two of potentially three public hearings regarding the Transportation System Plan (TSP) and Comprehensive Plan Amendment to enact that particular plan. The City recently completed an update to the adopted 2000 TSP, which was the transportation element of the Comprehensive Plan. The intent of that TSP was to guide the management and implementation of transportation facilities, polices, and programs within the urban area over the next twenty years.

This process was initiated in 2010 and had been updated through a comprehensive public involvement process that included public meetings, stakeholder interviews, questionnaires, and extensive Council and Committee Task Force review. At the standing May 10, 2016 City Council meeting, the Council consensus was to initiate this particular Comp Plan Amendment and adoption process and to meet at the May 24, 2016 Council Work Session to review any prior concerns. During that time, there were some additional areas of the TSP that the Council wanted to see addressed. Those particular changes were communicated to the Transportation Engineer working on the project.

The City received a finalized draft on June 3, 2016, which included Exhibit A. That draft went before the Planning Commission at the July 20, 2016 meeting. At that meeting, the Planning Commission recommended approval of the TSP and associated Appendix with a minor change to Table 11, which included some transportation funding. There was an incomplete table, as well as the state of Oregon had notified the City that there were some potential STIP (Statewide Transportation Improvement Program) funding available that the City might want to include on that list. The Planning Commission voted to include those changes and forward that on to the Council for review as part of this public hearing process. Policies related to this matter included Chapters 1, 3, and 6 of the Comprehensive Plan, as well as Chapters 1 – 14 of the Oregon Statewide Planning Goals. That included Division 12, which was the Transportation Planning Rule, and the Findings of Fact, ordinance, TSP and Appendix, and support information showed compliance.

Public notice was posted, as required by the City's development code, and no concerns were received from the referral agencies. The only comment was from ODOT (Oregon Department of Transportation) on possibly including the STIP funding as a potential funding source. The only new information that was coming to the Council, other than the table change in the resubmitted document, was the Comprehensive Plan Text Amendments, which would be the implementing action under Element 6 of the Comprehensive Plan (Exhibit C of the ordinance).

**Proponent/Opponent Testimony**

None.

**Questions from the Council**

None.

**Staff Summary**

Planner Cogburn stated that it was nice to see the dedication of the City Council and Planning Commission in getting the TSP right and making sure that the projects listed and traffic numbers associated with it came out in Junction City's favor, as it was a Junction City document.

Mayor Cahill closed the public hearing.

- B. Ordinance No. 1** – An Ordinance to Repeal and Replace the Transportation System Plan Element of the Junction City Comprehensive Plan and Adopting the 2016 Junction City Transportation System Plan.

Planner Cogburn read Ordinance No. 1 in full.

**MOTION:** Councilor DiMarco made a motion to read Ordinance No. 1 by title only. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

Planner Cogburn read Ordinance No. 1 by title only.

**MOTION:** Councilor K. Leach made a motion to adopt Ordinance No. 1. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

Mayor Cahill thanked Task Force Committee members Councilor Karen Leach, Jason Thiesfeld, Alisha Beymer, Gary Crum, Jeff Haag, and James Hukill, as well as Planner Cogburn for their work. Planner Cogburn thanked Ms. Kelly Sandow for providing a well crafted TSP draft.

## 7. Public Hearing – Zoning Code Amendments (AMD-16-01)

### A. Public Hearing

Mayor Cahill opened the public hearing and asked if there were any ex parte contacts or conflicts of interest. There were none.

#### Staff Report

Planner Cogburn reviewed that before the City Council were some potential code text amendments to the Junction City Municipal Code Chapter 17. These were based on a number of years of the Planning Commission going through Work Plan agenda items and looking at various discrepancies in the Municipal Code, as well as some antiquated language and potential areas for revision.

The Planning Commission initiated this process at the February 17, 2016 meeting, and the specific chapters were Chapters 17.20, 17.45, 17.50, 17.80, 17.115, 17.150, and 17.160. Outstanding issues included:

- Multi-family residential standards regarding “eyes on the street”, making it burdensome for development to have a requirement that made it almost unsafe to build based on the percentage of windows required for front facades
- Antiquated language on flood plains
- Sign Code Conflict on fees and penalties.
- List of permitted uses as opposed to unpermitted uses and providing some mechanism for review for industrial properties, similar to that of commercial properties.

The Planning Commission directed staff to initiate the code text process, but take the sign code discussion to the Community Development Committee. The Committee added additional concerns on the sign code size for the C2 district and to increase the projecting signs from 10 square feet to 12 square feet.

The Planning Commission held a public hearing on July 20, 2016 and voted unanimously to recommend the proposed changes to the City Council.

#### Proponent/Opponent Testimony

None.

#### Questions from the Council

None.

Mayor Cahill closed the public hearing.

### B. Ordinance No. 2 – An Ordinance Amending City of Junction Municipal Code Chapters 17.20, 17.45, 17.50, 17.80, 17.115, 17.150, and 17.160.

Attorney Connelly read Ordinance No. 2 in full.

**MOTION:** Councilor Nelson made a motion to read Ordinance No. 2 by title only. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

Attorney Connelly read Ordinance No. 2 by title only.

**MOTION:** Councilor Nelson made a motion to adopt Ordinance No. 2. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**8. Police Chief Recruitment Update**

Administrator Knope distributed a Chief of Police Recruitment Process timeline and asked for Council direction on the recruitment flyer and recruitment process.

The Council discussed and the consensus was to approve the flyer with some minor changes and to approve the recruitment selection process, which would include the Council doing the first round of interviews, staff, other law enforcement, and community members doing the 2<sup>nd</sup> round of interviews, and then the top applicants attending a Community Meet and Greet. The position would remain open, until filled.

**9. Skinner Lane Street Vacation**

Director Kaping reviewed that Grain Millers had submitted a request to vacate a portion of Skinner Lane, which was a gravel road adjacent to the Department of Corrections (DOC) property. This went before the Sewer and Street Committee on January 4, 2016, and the Committee requested that staff reach out to DOC for their consent, which was received on July 18, 2016. On August 1, 2016, the Sewer and Street Committee reviewed and asked that staff review the Intergovernmental Agreement (IGA) with DOC to make sure there were no violations of that agreement. Attorney Connelly responded that Skinner Lane was not specifically talked about in the IGA, and with the DOC consent there was no risk for the City to approve the vacation request. The next step would be to hold a public hearing for this request.

**10. Water Tower Update**

Director Kaping shared that the Council had asked staff to get new estimates from an independent contractor on costs to take down and to restore the old water tower. Preferred Tank and Tower (PTT) inspected the tank and provided a report to staff. The tower would not have water in it, but would need to meet OSHA standards, as people would be climbing on it at times. The bid to take the tower down was between \$130,000 and \$145,000. The bid to restore it was \$141,475, minus any structural work that might need to be done, as PTT were not structural engineers. Staff had contacted a structural engineer, who would be examining the tower and preparing a structural report by the end of September. Any potential structural repair costs would then be added into the total for restoration and brought back to the Council.

In response to what maintenance costs would be if the tower were to be restored, Administrator Knope stated that the biggest maintenance cost would be maintaining the protective coating on the tower, and he and Director Kaping could get some estimates and bring that back to the Council.

**11. Junction City Historical Society Grant Request**

Director Crocker presented the annual grant request from the Junction City Historical Society. Councilor DiMarco excused himself from voting, as he was President of the Historical Society Board.

**MOTION:** Councilor K. Leach made a motion to approve the Junction City Historical Society Grant Conditions and Agreement and direct the City Administrator to sign the document and initiate a payment in the amount of \$2,000. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Councilors voting: K. Leach, J. Leach, Nelson, and Hitchcock.

**12. Lagoon Grinder Request**

Director Kaping presented the request to purchase a new grinder for the lagoon. The grinder removes large debris before entering the treatment facility. The cost to repair would be \$27,000 plus shipping with no warranty. A new grinder would cost \$29,818 with shipping and an 18 month warranty.

**MOTION:** Councilor Nelson made a motion to approve the purchase of the grinder in the amount of \$29,818.00 and have the Public Works Director sign the necessary documents. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**13. Council Agenda Forecaster**

Administrator Knope presented the forecaster and reminded the Council that the September 27<sup>th</sup> Work Session included a Budget Discussion on the Community Services Department.

**14. Staff Reports**

Attorney Connelly congratulated the Council on getting the TSP in place.

Director Boldon reported that the Community Services Department had a busy and good summer. The pool operations and Summer Camp went well and Parks staff were very busy. The Community Center had a good relationship with the Scandinavian Festival with this being the first year the Community Center bay was not used for the festival. Some new classes and a movie night would be added at the Community Center. Viking Sal would be having an October Fest luncheon.

Planner Cogburn reported that the next step in the TSP process would be sending all the documents to Lane County for their Planning Commission to review, and he would let the Council know the date of that meeting. He added that the RLF Committee had recently denied a loan application and the applicant wanted to appeal the decision to the City Council. The RLF Criteria did not provide guidance on an appeal process.

Councilor K. Leach, Chair of the RLF Committee, said that it would be beneficial to invite the other RLF Committee members to the appeal meeting.

Attorney Connelly would look at regulations related to the public records piece for RLF loans and the process for loan appeals that was recommended to the Council by Attorney Poppe in the past.

It was noted that with Councilor Christensen's passing, there was a vacancy on the Council and there were questions about what the quorum and voting rules would be with only five Councilors. It was also noted that the Council could appoint someone to serve as a Councilor through December and staff could outline the process that had been used in the past to fill Council vacancies.

It was the Council consensus that Attorney Connelly would provide this information to staff via email, and then staff could forward to the Council.

Planner Cogburn asked if the loan appeal should be listed on the September 27<sup>th</sup> Council Work Session and Mayor Cahill responded yes.

Director Crocker reported that the auditors were currently doing field work at City Hall, with involvement of all of the departments. The Financial report included figures from the second month of the fiscal year with the new bucket system and the budget was on track.

Director Kaping reported that Public Works staff was performing I and I (Inflow and Infiltration) work and would begin TV line inspection and cleaning. They would also begin looking at the storm line between 4<sup>th</sup> and 5<sup>th</sup> on Greenwood. In response to a question on the status of the suit against the tree removal at 6<sup>th</sup> and Kalmia, Director Kaping stated that it would be going before the Ninth Circuit Court in Portland in October.

Chief Summers reported that the department was very close to filling the vacant officer position and hoped to have that finalized before the next Council meeting. With Administrator Knope's assistance, the department now had a private office for the Sergeants to do counseling, performance evaluations, etc. The department was excited to have received and installed the speed radar sign, which would be used in front of the schools.

#### **15. Councilor Comments/Questions**

Councilor K. Leach shared that the RLF Committee would like to request that a moratorium on loans be put in place, while the Committee and Council work on improving the RLF Loan Criteria and process to reflect the purpose that the Council would like to have for the program, whether it be for macro loans, microloans, façade improvements, etc. Administrator Knope noted that the review could probably be accomplished in two or three meetings.

Councilor J. Leach stated that staff was doing an excellent job and he appreciated all the work on the new bucket system in the budget. He also expressed appreciation for the work on the TSP and at the Vista Dale Stakeholder Subcommittee.

Councilor Nelson expressed appreciation for the good job on the TSP and suggested combining the September 27<sup>th</sup> Work Session and the October 11<sup>th</sup> Council meeting into one meeting, as staff and everyone had worked extra hard and everyone could use one less meeting.

Administrator Knope responded that staff could easily roll the September 27<sup>th</sup> agenda items onto the October 11<sup>th</sup> regular session agenda. The Council consensus was in agreement to do that.

**16. Mayor's Comments**

Mayor Cahill expressed appreciation to Public Works and employee Elaine Payne on her work assisting the state firefighters at the lagoon property and at the Nazarene Church. He added that he was happy the Council was able to make the presentation to Mrs. Christensen, as he thought that was the right thing to do.

**17. Other Business**

Mayor Cahill asked the Council for direction on the RLF Committee request to place a moratorium on loans.

In response to a question on application status, Planner Cogburn stated that he had responded to some inquiries on the program, but there were no current applications. The only issue was the pending appeal.

The Council consensus was that it would be good to talk about this at the next work session.

**18. Adjournment**

As there was no further business, the meeting was adjourned at 8:05 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Michael J. Cahill, Mayor