

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, September 24, 2013, 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; Police Chief, Mark Chase; 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

None.

III. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

None.

IV. SCHOOL DISTRICT BOND MEASURE

Superintendent Kathleen Rodden-Nord shared information on the School District's 32.4 million dollar bond measure for district facility improvements that will be on the November 5, 2013 election ballot. Improvements include a new Laurel Elementary building, updating heating/ventilating systems at all the schools, upgrading communication and security infrastructure, and replacing the grandstands and lighting at the high school.

V. SEWER 2ND OPINION WORK

Director Knope reviewed that the Council approved a request from the Treatment Stakeholder Subcommittee to have a second opinion evaluation on the City's proposed sewer treatment options. During that approval, the Council requested that the sewer capacity for the South Industrial Corridor also be evaluated. Since that time, the City has received a letter from DEQ (Department of Environmental Quality) in regards to temperature requirements for the discharge from the sewer treatment plant. All of the work on the treatment plant options was based on the old temperature rules that can no longer be used.

The Sewer and Street Committee reviewed and recommended that the City engineer put together a scope of work that included: The Sewer Treatment Plant 2nd Opinion, sewer capacity for South Industrial Corridor, and evaluation of the impacts of the temperature issues to the City's treatment plant options (Task Order #1).

MOTION: Councilor Nelson made a motion to approve Task Order #1 to HBH Engineering in the amount of \$30,500 and authorize the City Administrator to sign the necessary paperwork. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

VI. PROBATION OFFICER POSITION OVERVIEW

Administrator Bowers reviewed that the Finance and Judiciary Committee asked that an overview of the Probation Officer position be forwarded to the Council as an advisory. The current budget includes a .5 FTE Probation Officer position (increase from prior year at .2 FTE). Before determining what the needs are for the position, a temporary position has been created to take care of a large backlog of records updating that needs to be done. Future Council review includes: October – update on records project and recruitment plan; and November – review of proposed long term staffing needs, as determined by Judge Loomis and other staff.

VII. INTERFUND LOAN BUDGET RESOLUTIONS

A. STAFF REVIEW – Director Crocker distributed a revised resolution and reviewed the proposed interfund loan in the amount of \$96,000 from the Sewer System Improvement Fund to the DOC Fund for the purpose of paying for remaining DOC IGA projects. The loan term is two years and will be funded by reimbursement from DOC. After discussion, the Council consensus was to loan the money from the General Fund, instead of the Sewer System Improvement Fund.

B. RESOLUTION No.1 – A RESOLUTION AUTHORIZING AN INTERFUND CAPITAL LOAN.

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

VIII. FISCAL POLICIES INITIAL RECOMMENDATION

Director Crocker reviewed that the expanded budget policies were presented to the Council on August 27th and were before the Council again for any potential feedback.

There were no additional comments from the Council and the policies will go back to the Finance and Judiciary Committee for final recommendation and then back to the Council in November for possible adoption.

IX. CODE ENFORCEMENT PROCESS OVERVIEW

Administrator Bowers noted that the Agenda Item Summary on the Code Enforcement process from the April 9th Council meeting had been included in the Council packet, as requested by the Council at the last meeting. It was noted that policy direction was needed from the Council on this topic.

After discussion, the Council consensus was:

- To have code enforcement continue to be complaint driven, at this time.
- To have staff prepare and bring back to the Council considerations for a code enforcement policy, such as definition of a complaint, costs associated with a change in process, priorities in Code Enforcement, ability to apply enforcement consistently and citywide, instances where the code is outdated, and other considerations.

X. CONTRIBUTION ACKNOWLEDGMENT LETTER

Administrator Bowers stated that before the Council was a letter from the Community Services Committee to Junction City Athletics (JCA) that will be copied to the School District. The letter acknowledges the value for the services that the City provides to JCA for water, dumpster, and building use. The annual value per year totals \$23,873.26, and JCA can use this information should they need it in seeking grants or other funding.

XI. STAFF REPORTS

Director Knope noted that the Ice Pigging project had been delayed for a 3rd time, due to equipment failure. The company offered a 25% discount because of the delays, and Director Knope asked if the Council wanted to proceed with the project.

The Council consensus was to proceed with the project and to have Public Works go door to door to notify residents.

Director Knope added that construction of the water plant began this week.

Chief Chase stated that he received a nice letter from Haag Home, thanking Officer Jackson for the way he handled a recent situation. Chief Chase also received two other citizen correspondences on Officer Rankin's professionalism during traffic stops.

Administrator Bowers reported that Country Coach had decided not to pursue a supplemental business loan from the City and will be going with conventional bank financing that is available at the same interest rate and does not have a job creation requirement. The City received the signed copy of the Intergovernmental Agreement for dispatch services from the City of Coburg and they have been billed for the 1st quarter of this fiscal year.

XII. COUNCILOR COMMENTS/QUESTIONS

Councilor Christensen stated that he was encouraged with the way Council meetings were going and how the Council and staff were moving forward.

Councilor J. Leach noted that he had received a comment that Officer Rankin was professional and courteous from a citizen who had received a ticket.

Councilor K. Leach thanked the Council and staff for their hard work.

XIII. MAYOR'S COMMENTS

Mayor Brunscheon encouraged the Council to review their packets before the meetings.

XIV. OTHER COUNCIL BUSINESS

Councilor J. Leach initiated discussion on moving forward with hiring a Community Services Director, as Administrator Bowers was still covering that position and it wasn't fair to impose such a heavy work load. It was noted that the Community Services Director position included responsibilities for two full time positions and duties needed to be shifted.

After discussion, the Council consensus was that Administrator Bowers would bring back options for the Community Services Director position duties and shifting of roles to other positions to the October 22nd Council meeting.

XV. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:00 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor