

The City Council for the City of Junction City, held a Work Session at 10:00 a.m. on Saturday, September 27, 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 Administrator, Melissa Bowers; Public Works Director, Jason Knope; and City Recorder, Kitty Vodrup.

**I. CALL TO ORDER**

Mayor Brunscheon called the meeting to order at 10:00 a.m.

**II. GOALS SESSION**

Mayor Brunscheon asked what the role of a City Councilor was. Councilor answers included:

- Working together as a group with the rest of the Council.
- Listening to and answering problems of the community.
- Being a responsible cog in the wheel from the community to reflect and be objective to ensure that the decisions that are made for the City are those that the City wishes to have.
- Listening to the public and bringing different ideas to the table.
- Exchanging of ideas at Council meetings and being a volunteer position in which it was a privilege to serve the community.
- Setting policy for the City, as one of six.

Mayor Brunscheon asked what the role of Mayor was. Councilor answers included:

- Working closely with the City Administrator.
- Being a facilitator for City staff and Council and pointing and keeping them in the right direction.
- Doing what's best for the City.
- Keeping order in meetings.
- Being the pinnacle of ruling or governing for the City.
- Listening to the Council and keeping the peace with the Councilors.
- Not acting alone and working with the Council and City Administrator.

Mayor Brunscheon noted that his term was short, and he would encourage the new Mayor and Council to meet at the beginning of the year to set goals for the future. He suggested setting goals through the end of 2014. The Council consensus was in favor of doing that.

The Council listed the following goals.

**1. Contract Review – Attorney Connelly to Council. (Done – Delegated to Attorney)**

Pros and cons of having all contracts go through the Council. It was noted that there was equipment on the water tower with no contract and other vendors on the water tower like Western Internet that did not go through the Council. Also noted was the most recent discovery of the Building Codes Division IGA not going through Council. Administrator Bowers will contact Attorney Connelly.

**2. Relationship between the Police Department and business community.**

**a. Invite Chief Pryde to make a presentation to the Council on community policing and invite the community. (10-14 or 10-28 Council Meeting).**

Council members have received complaints about the Police Department and shown texts where officers benchmarked certain businesses because they serve alcohol. There were other concerns related to the perception of the department in the community. It was noted that two current processes were occurring with the Police Department: one was a formal investigation related to complaints made in July from the Police Association, which had to follow a very defined process and were being conducted by an independent investigator from LGPI to determine if the complaints are founded or not. The other was Council direction given in June for an independent review of the entire Police Department be conducted by an outside source, which was being done by Chief Pryde. It was noted that Chief Pryde was an expert in community policing and it would be valuable to have him

make a presentation and assist the City on this topic. Administrator Bowers will contact Chief Pryde on making the presentation and the community will be invited via the reader board, Public Works post card mailer, and Chamber.

**3. Records Destruction Moratorium. (Done – Direction provided to City staff).**

Until the Council has an opportunity to review the records retention schedule, they asked that a citywide moratorium on all records destruction be implemented.

**4. Council Agenda Item on State – City Records Retention. (12-09 Council Meeting).**

Staff noted that absent a City Records Policy, each department refers to the State Retention Schedule for direction on retention of records and manages their own records retention and destruction. The state minimums vary, depending on the record type. It was noted that the state's retention on audio recordings was one year, but Council members expressed their desire to retain audio recordings longer than that. Council members noted that a Citywide Standard Operating Procedure or records policy was needed to provide guidance to staff. The Council consensus was to have this as an agenda item for the entire Council to review and to have staff present the State Retention schedule as well as each department's current practice. Then the Council can look at items and determine if they would like to have longer retention periods on certain items and set that as City policy. It was noted that if this topic became a large item, it could be moved to a work session for further discussion.

**5. Community Development Committee will monitor marijuana policy. (Done – CDC began review on October 1<sup>st</sup>).**

The City moratorium on medical marijuana facilities in town will end on May 1<sup>st</sup>, and Council members wanted to make sure the City was prepared to take action on any ordinance on time, manner, and place where those types of facilities would be permitted. An initiative will be on the ballot in November to legalize recreational marijuana, and the legislature could make their own rules when they meet in February of 2015. It was agreed that CDC would monitor this issue and look at what other cities are doing, League of Oregon Cities information, and legislative action and report back to the Council and keep them updated.

**6. Update on the General Fund (Not Optional) (Begin at 10-14 Council Meeting).**

**a. Monthly detail report to replace summary of all funds report.**

**b. Monthly verbal report by Finance Director to Council with analysis on General Fund in plain English (Not optional).**

It was noted that the detail report would provide a better picture of what is going on in the General Fund and should be included in the 1<sup>st</sup> meeting of the month Council packet. Administrator Bowers will pass along this information to Director Crocker.

**7. HR/Risk Manager (Not optional) (Administrator Bowers will provide a verbal update at every Council meeting).**

**a. Job Description**

**b. Cost of Position**

**c. Effect on budget**

**d. Determination to post**

Council consensus that this was not optional and extremely important. Possibility to hire someone, if agreed upon, before end of fiscal year.

**8. Legal Services (11-25 Council Meeting).**

**a. What other cities do?**

**b. What are the options?**

It was noted that the City currently does not have a contract with Speer Hoyt for legal services. Clarity was needed on who the City attorney works for – the City Administrator, the Council, the City? What about when specialists are needed for certain areas like human resources or land use? Would it be advantageous to hire an in house attorney on staff and then contract out for specialty items? It was noted that when hiring an attorney, you don't want the cheapest, but you want the best. It was also noted that you could hire a reputable attorney firm and they could send their cheaper interns to serve, especially in a smaller city.

**9. Haag Home (11-12 Council Meeting).**

**a. Invite representatives of the Haag Home to a Council meeting to explain operations.**

There had been many community concerns, since the recent young man that had been involved in a gang murder had escaped from the Haag Home. Council members noted the importance of finding out about operations, what is the communication with the Police Department, what the state mandates were, what the Haag Home mission statement, what are the ages of the boys in residence, etc. It was noted that the Council had directed this to Finance and Judiciary, but wanted this to now be presented to the entire Council.

It was noted that the 1<sup>st</sup> standing meeting in November was on Veteran’s Day. It was the Council consensus to not meet on that date but to meet the following day on Wednesday, November 12<sup>th</sup>.

**III. OTHER BUSINESS**

**Water Tower**

Councilor Nelson asked if the current contracts on the old water tower was causing a delay in getting the tower down, as that had been one of the goals. Administrator Bowers noted that a six month notification was needed, before the tower is taken down. It was noted that there was equipment on the tower that did not have contracts with the City. Also noted was Police Equipment was up there as well.

Council discussed the possibility of putting up another tower for equipment, such as ones that look like trees and noted that the new water towers were not designed to have equipment on them.

It was noted that previous estimates on the old water tower removal had been underestimated and did not take into consideration the lead paint nor PCDs. Current estimates are \$150,000 to \$200,000. It was noted that the tower definitely needed to be taken down.

The Council consensus was to notify the vendors with equipment on the tower to start the six month notification process. It was also noted that discussions should be held on if the Q-Hut should be taken down at the same time as the water tower. It was suggested that space for the evidence room and parking of patrol cars could be found at Public Works.

**IV. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 2:05 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Kitty Vodrup, City Recorder

\_\_\_\_\_  
David S. Brunscheon, Mayor