

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, October 9, 2018, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Mark Crenshaw; Councilors Kara McDaniel, Robert Stott, Jack Sumner, John Gambee, Dale Rowe, and Bill DiMarco; City Administrator, Jason Knope; City Attorney, Mark Wolf; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; and City Recorder, Kitty Vodrup.

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. Changes to the Agenda

Add Oath of Office for Honorary Police Officer.

3. Oath of Office Honorary Police Officer Jacob Brown

Mayor Crenshaw administered the oath of office to Jacob Brown as an honorary Police Officer.

4. Approval of Minutes – September 11 and 25, 2018

MOTION: Councilor Rowe made a motion to approve the September 11 and 25, 2018 Council Minutes. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

5. Review of Previous Month's Expenditures

Mayor Crenshaw asked if there were any Council comments or questions on the previous month's expenditures. There were none.

6. Public Comment on Items not Listed on the Agenda

Mr. Bob Biswell, 1750 W. 1st Avenue, Junction City, asked about the status of the burned-out building at 7th and Ivy. Planner Cogburn responded that an enforcement notification letter had been sent to the property owner.

Mr. Tyler Mikkelsen, 276 Knight Avenue, Eugene, Oregon, read an abbreviated version of a letter on his perspective as an employee of the Police Department, which included his support for Chief Morris and the positive changes that were occurring. He noted that he had provided a copy of the entire letter to Chief Morris.

Ms. Sue Huntley, 1065 Laurel Street, Junction City, reminded everyone about the candidate forum that would be held on October 11th. She noted that there were 11 people running for 4 City Councilor positions.

Ms. Sandie Thomas, 1225 Kalmia Street, Junction City, Oregon, stated that she had lived in Junction City over 40 years and that the people who lived in Junction City had a right to ask questions and keep people accountable.

7. Proclamation – Domestic Violence Awareness Month

Mayor Crenshaw read the proclamation proclaiming October 2018 as Domestic Violence Awareness Month.

8. Water Master Plan Update

Director Kaping presented the updated Water Master Plan. The current Master Plan was adopted in August of 2009 and needed to be updated to account for changes and projects that had been accomplished. HBH Engineering had developed the plan draft, with input from Administrator Knope and Public Works staff.

A. Resolution No. 1 – A Resolution Adopting a Water System Master Plan for the City of Junction City.

MOTION: Councilor Rowe made a motion to approve Resolution No. 1. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

9. Wastewater Master Plan

Director Kaping presented the updated Wastewater Master Plan. The current plan was updated in 2013 and had included the prison, as well as projects that had been completed by Public Works, such as pump station upgrades, etc. HBH Engineering prepared the draft plan, with input from Administrator Knope and Public Works staff. The draft plan included everything that needed to be done, except for the Wastewater Treatment Plant; the City was still waiting for DEQ (Department of Environmental Quality) to define the parameters, so the City would know what type of treatment facility would be needed.

Councilor Gambie commended staff for their work and for the savings on large projects; it was noted that the original Wastewater Treatment Plant cost estimation was \$30 to \$50 million and now those numbers were more towards \$10 to \$20 million. Also, the original estimate for the Water Treatment Plant was \$7 million, but staff had completed that project for \$700,000.

Councilor DiMarco noted for the record that plans such as these were required by the state and just because something was in the plan did not mean that rates were going to go up, money had to be spent, or even that things were going to be implemented.

Councilor Rowe added that these plans allowed the public to see what the City was planning, which lined up with being transparent and fiscally responsible. He commended staff for their work.

B. Resolution No. 2 – A Resolution Adopting a Wastewater System Master Plan for the City of Junction City.

MOTION: Councilor Rowe made a motion to approve Resolution No. 2. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

10. City Engineer RFP

Director Kaping presented a draft RFP (Request for Proposal) for City Engineer. The last RFP was done in March of 2013 and it was time to do another RFP, as the current contract with HBH Engineering had a five-year term.

The Council consensus was for staff to proceed with RFP process.

11. Sidewalk Installation Timothy to High School

Director Kaping stated that the City went out for three bids for the sidewalk work between Timothy Street and the High School. AV Utility submitted a bid and that was included in the Council packet; Delta Construction submitted a bid today, and Director Kaping distributed copies. The High School was currently working on the sidewalks in front of the High School and this would be a good time for the City to do this project. This work would also be part of the Safe Routes to School.

MOTION: Councilor Rowe made a motion to award the Sidewalk Installation Project from Timothy to the High School to AV Utility in the amount of \$18,843.94 and a 10% contingency for a total not to exceed \$20,333.94. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

12. Senior Meals Facility Use Intergovernmental Agreement

Director Boldon presented the agreement for Lane Council of Governments (LCOG) to use the Senior Center facility to conduct the Senior Meals Program. The City's legal counsel did not review, as they also represented LCOG. The Community Services Committee reviewed on October 2, 2018 and recommended approval.

MOTION: Councilor Stott made a motion to approve the Facility Use Intergovernmental Agreement as presented and authorize the Mayor to sign the necessary documents. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

13. Annual Light Parade

Planner Cogburn reviewed the request by the Tri-County Chamber of Commerce for the annual Light Parade. Executive Director Rick Kissock requested that the City lower the certificate of insurance amount required from 2 million to 1 million dollars. The Community

Development Committee reviewed and recommended approval, with consideration of the insurance requirement.

It was noted that the City's required certificate of insurance amount of 2 million was due to Oregon Tort limits being raised to over a million dollars. Unfortunately, insurance amounts were only sold in 1 million increments; thus, the 2 million requirement. Council and staff had talked about the City Administrator working with the City's insurance carrier and evaluating the risk of special events on a case by case basis. Administrator Knope stated that he would contact City County Insurance and if they were not comfortable with the 1 million, he would bring back options to the Council for consideration in November.

MOTION: Councilor McDaniel made a motion to approve the street closure request for the Annual Light Parade on Friday, December 7, 2018, as conditioned in Attachment B with the nonexclusive use of City streets for "no parking" from 5:30 p.m. to 9:00 p.m. and the nonexclusive use of City streets for street closure from 6:45 p.m. to 8:30 p.m. The use of City streets will apply to the route shown in Attachment A, contingent upon the approval from the Oregon Department of Transportation, and pending approval from the City's insurance carrier. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

14. Historical Society Grant

Director Crocker presented the annual Historical Society grant request. This had been included in the current budget.

Councilor Rowe noted that the museums were a hidden gem in the community, and he encouraged everyone to visit them.

Mr. Bob Biswell extended an invitation for folks to also visit Pioneer Cemetery on W. 1st Avenue; flyers were available on site.

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

15. Council Agenda Forecaster

Administrator Knope presented the forecaster and noted that unless the Council directed otherwise, staff would observe the standard protocol of not having the Council Work Sessions in November and December, due to the close proximity to the holidays.

Councilor Sumner asked when the Revolving Loan Fund (RLF) program would be coming to Council, as the funds were not being used. Mayor Crenshaw responded that the new RLF Committee members would be appointed in November. He hoped to have a presentation by June of 2018 and would present sooner, if possible.

16. Staff Reports

Chief Morris reported: He thanked Curtis Blue Line for donating the uniform and equipment for Jacob Brown. The department was working on building the chaplaincy and emergency response program from a counseling standpoint for people who were involved in traumatic events. Chaplain Dave Kauffman had been with the department for years and they would be adding another chaplain. The last month had been very busy with several search warrants and significant cases. The department was making good headway.

Director Kaping: Public Works staff was working adjacent to the old water tower to replace the sidewalk, rethatch the grass, and do general clean up to make the area more presentable. Public Works staff would be temporarily hanging some of the new Christmas decorations, to see if the brackets needed to be adjusted.

Director Crocker: Reminder that the Budget Committee would meet on Thursday, October 18th at 6:30 p.m.

Planner Cogburn: Two annexations were before the Planning Commission; one at the corner of Drea's Way and Milliron and one on the west side of Highway 99 near the bottom of the

Urban Growth Boundary. Community Development Committee had been discussing some potential code text amendments. There has been an increase in applications in the Planning Department, and a PUD (Planned Unit Development) application was soon expected to restart what had been the Hayden Homes 300 plus homes project on the west side of Oaklea Drive.

Director Boldon: Applications for the Sharing Tree would begin in the middle of October, and tags would be on the tree by the middle of November. The due date for gifts would be December 7th, which was a week later than previous years.

17. Councilor Comments/Questions

Councilor DiMarco noted that he would have something under Other Business.

Councilor Rowe thanked the Council for letting him participate in the last Council meeting via conference phone. He thanked Recorder Vodrup for setting that up.

Councilor Gambie stated that it was great that 11 people were running for 4 City Councilor positions. He noted that it was the hallmark of an excellent republic form of government when people participated and knew what was going on. A citizen had approached him and said that he had heard that the Police Department was over budget. Councilor Gambie shared the current monthly financial report, which showed that the Police Department was not over budget at all, but right where they needed to be. Councilor Gambie encouraged everyone to seek out facts instead of listening to rumors. He commended staff for saving the City millions of dollars over the last few years.

Councilor Sumner thanked Director Kaping for the information on the sidewalks and asked when donations would be received for Shop with a Cop. Chief Morris responded that Officer Mike Bonner coordinated that program and was working on that.

Councilor McDaniel thanked staff for all their hard work.

18. Mayor's Comments

Mayor Crenshaw stated that it was wonderful to see so many citizens stepping up and showing interest in running for office, as well as attending the Council meetings. One of his goals as Mayor was to promote participation and it was great to see that occurring. He had a local high school student ask why Junction City did not ban plastic bags like Eugene. He explained the process to her and said he would invite her to participate at a Council meeting, so the Council could consider whether banning plastic bags would be good for Junction City or not.

19. Other Business

Councilor DiMarco asked if the Council would want to have the Finance and Judiciary Committee review the City's Code on Street Trees, as it related to sidewalk damage, code enforcement, etc. to make sure that it was up to date and fair.

The Council consensus was in favor of the having the Finance and Judiciary Committee review.

20. Adjournment

As there was no further business, the meeting was adjourned at 8:02 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor