

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, October 22, 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 Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; and City Recorder, Kitty Vodrup.

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Brunscheon called the meeting to order at 6:31 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. TRANSPORTATION SYSTEM PLAN UPDATE**

Planner Nicole Peterson provided an update on the Transportation System Plan (TSP) project and reviewed that under statewide planning Goal 12 Transportation, the City must address transportation needs consistent with any changes to the Comprehensive Plan. The Comprehensive Plan was recently amended, through the Urban Growth Boundary (UGB) expansion process. Without the TSP update, anyone that wished to annex, as a result of the UGB expansion, would need to address transportation in the next 20 years by providing additional transportation analysis on an individual property basis. By updating the TSP, the City avoids any incohesiveness in transportation analysis response to the recent changes in the Comprehensive Plan. Also, a TSP that is consistent with the City's Comprehensive Plan is a good way to gain future funding for transportation improvements from the state and federal government.

Planner Peterson continued that the TSP update provides a citywide list of 20 year transportation needs or projects and these were prioritized through committee review and public comments. She noted that the TSP update was entering into the last phase of the project, which was the adoption phase.

Administrator Bowers added that the prior City Administrator and prior Planner had been involved with the TSP update. She asked Planner Peterson to create a scope of work for what still needed to be done, and it was identified that those tasks were not included in ODOT's contract with DKS & Associates; thus, the City planning costs for Planner Peterson's time on the TSP work would default to the City. Administrator Bowers noted that she had not been aware of this and funds had not been placed in the budget to cover this cost. Administrator Bowers also had reviewed 18 months of minutes to determine when direction had been given to do the TSP update. She was able to find direction on doing elements of the TSP, but not conclusive direction to complete the plan; therefore, this discussion was being brought to the Council for input and direction.

Council discussion followed, and Council members agreed that there had been lack of information and clarity on the TSP project, and they wondered how the project had gotten to a place where it was ready for adoption. Council members expressed their desire to find out more information, before giving direction to proceed with the final phase leading to adoption. Questions included:

- What type of traffic study did the state and Grain Millers have to do, when they annexed?
- What are other cities doing that are in the same situation?
- What are the legal issues surrounding the state requirement, timeline, and deadline?
- Who is part of the TSP Project Management Team and what is their role/task?
- How much has the City paid to LCOG to date on the TSP project work?
- Who is in charge of the TSP project and who is working for whom?

The Council consensus was to have Administrator Bowers work with Planner Peterson to provide additional information to the Council, as requested.

**V. PLANNING COMMISSION WORK PLAN UPDATE**

Planner Peterson reviewed that on October 15, 2013, the Planning Commission recommended moving forward with an item on the Planning Commission Work Plan, which had been adopted in January 2013. The item was under Task #2 to address land use inconsistencies with zoning and designation for the mini storage at 1701 Juniper Street.

The Council consensus was to have Administrator Bowers and Planner Peterson do review and research to determine what planning applications were needed to bring the property into compliance, and bring that information back to the Planning Commission and Council.

**VI. WATER PLANT TELEMETRY BID AWARD**

**A. SCADA UPGRADE** – Director Knope reviewed that the engineer that designed the original 2008 system, did not make the main controller large enough to accommodate current and future needs for the sewer treatment plant and sewer improvements. The plan is to purchase a new controller and to use the current controller in the new Water Treatment Facility. The Sewer and Street Committee recommended approval.

Councilor Christensen left the meeting.

**MOTION:** Councilor J. Leach made a motion to award The Automation Group the SCADA Upgrade project in the amount of \$41,231 and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Nelson and passed with Councilors K. Leach, DiMarco, J. Leach, and Nelson voting in favor. Councilor Hitchcock abstained and Councilor Christensen was not present.

**B. WATER PLANT CONTROLS** – Director Knope reviewed that this was the cabinet for the SCADA controller to run the Water Treatment Plant. Sewer and Street Committee recommended approval.

Councilor Christensen returned to the meeting.

**MOTION:** Councilor Nelson made a motion to award The Automation Group the Water Plant Control Panel Project in the amount of \$54,126 and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

**C. WATER PLANT INSTRUMENTATION** – Director Knope reviewed that this was the monitoring equipment for the Water Treatment Plant. With this purchase, the Water Treatment Plant cost was at \$678,000, which was at the 90% mark for materials.

**MOTION:** Councilor Hitchcock made a motion to authorize staff to purchase the control equipment for the Water Treatment Plant in the amount of \$47,731 from The Automation Group and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**VII. SEWER INTERIM IMPROVEMENTS**

Director Knope stated that before the Council was a request to approve an engineering scope and contract award for sewer interim improvements. In the Mutual Agreement Order with the Department of Environmental Quality, the City had agreed to do interim improvements to the sewer lagoons before the final treatment plant was built, to maintain the City's ability to connect customers to the sewer system in lieu of a moratorium. The request also included doing aeration to the lagoons. Staff is proposing that the City take the role of the general contractor to do the project management, but not necessarily do the work on the project. This is within staff's time and skill set and will save the City money. It was noted that the City's procurement rules allow for direct appointment on architectural or engineering projects that are under \$100,000. For procurement of Goods and Services, direct award bids can be made for contracts less than \$5,000, but Director Knope typically gets three bids, regardless.

**MOTION:** Councilor Christensen made a motion to award the Sewer Interim Project to HBH Engineering and authorize the City Administrator to sign the necessary documents after legal review. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**VIII. STAFF REPORTS**

Chief Chase reported that a Sector 5 meeting would be held on October 28<sup>th</sup>, and additional sector meetings would occur in November. Council members were invited to attend these meetings.

Administrator Bowers reported that the 14<sup>th</sup> Annual Big Hush Senior Center fundraiser would be held on November 10<sup>th</sup>, and the Council would be receiving invitations.

**IX. COUNCILOR COMMENTS/QUESTIONS**

Councilor Hitchcock noted that he had no prior knowledge of the projects in the first two agenda items.

Councilor Nelson stated that as Council President, he wanted to thank everybody. He had seen the ups and downs and low points and high points, but over the last six months had noticed the team coming together. He noted that the Mayor was a big contributor in making this happen, as he had stepped forward and done a lot. Councilor Nelson also referred to the good work of the City Administrator and staff in making their jobs as a Council much easier. He expressed appreciation for all the hard work.

Councilors J. Leach and DiMarco expressed their appreciation of and agreement with Councilor Nelson's statement.

Councilor K. Leach expressed appreciation for Councilor Nelson's comment and noted that she had attended the recent State Hospital community meeting. It was very informative and the state wanted to be a welcoming neighbor.

**X. MAYOR'S COMMENTS**

Mayor Brunscheon thanked Councilor Nelson for his comments and thanked everybody for their hard work.

**XI. OTHER BUSINESS**

None.

**XII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 7:53 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor