

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, November 14, 2017, 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; Carrie Connelly; 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.**

None.

**3. Oath of Office – Municipal Judge Ashlee Wiese**

Recorder Vodrup administered the oath of office for Municipal Court Judge to Ashlee Wiese.

**4. Judge Pro-Tem Appointments**

Director Crocker stated that Judge Wiese had submitted two nominations for Judge Pro-Tem appointments. Mayor Crenshaw appointed Jessica Saydack and Lindsay Wostmann.

**MOTION:** Councilor Stott made a motion to approve the Mayor's appointments for Municipal Judge Pro Tem. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**5. Consent Agenda**

Councilor Sumner asked that the consent agenda items be separated.

**MOTION:** Councilor Sumner made a motion to approve the October 10, 2017 minutes. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

**MOTION:** Councilor Stott made a motion to approve the bills from October. The motion was seconded by Councilor DiMarco and passed by a vote of 5 to 1, with Councilors McDaniel, Stott, Gambee, Rowe, and DiMarco voting in favor and Councilor Sumner voting against.

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

Senator James Manning thanked Junction City for hosting Senator Wyden's town hall meeting and noted that he would be hosting a town hall meeting on health care Measure 101 that would on the January 23, 2018 ballot. He had worked hard to keep the JC Hospital open and would continue. He congratulated the City on the new business coming into town and said he wanted to work with the Council to bring in more businesses. His door was always open.

Ms. Sue Huntley, 1065 Laurel Street, Junction City, thanked the Council for using the microphones.

Ms. Sandie Thomas, 1225 Kalmia Street, Junction City, asked for receipts, donated items, and donors for the new patrol cars and recently rented building. She asked if the department was two officers down. Chief Morris responded just one, as a new officer was hired last month.

Mr. Paul Kauzlarich, 1112 Green Meadows Avenue, asked if the Council had changed the ordinance to allow the Police Department to tow vehicles that were illegally parked. Chief Morris responded that the Public Safety Committee was currently reviewing what other cities were doing and would be working on creating an amendment to the City's current code. Mr. Kauzlarich stated that there were cars parked for over a year and a half at the corner of Bryant and Laurel.

Mr. Kauzlarich asked if it were legal to put speed bumps in the City limits. Director Kaping responded that the Public Works Committee was currently reviewing traffic calming devices with Traffic Engineer Kelly Sandow, and Mr. Kauzlarich was welcomed to attend these meetings.

**7. Ophelia's Place Presentation – Shea Selby and Anuheia Wall**

Ms. Shea Selby and Ms. Anuheia Wall shared that Ophelia's place was a non-profit organization with the mission of empowering girls 10 to 18 through education and support. With School District, Soroptimists, and community support, they would be opening a physical site in Junction City at the Dutch's Field. They distributed informational materials and shared about their services. They thanked Junction City for the warm welcome.

**8. Audit Presentation – Mr. Gary Iskra, Isler and Co.**

Mr. Iskra, City Auditor, presented the Fiscal Year 2016-2017 audit report. An unmodified or clean opinion was issued, with no adjustments, difficulties, or disagreements with management. All fund balances increased from one year ago, and the General Fund had a net increase of \$76,000. He thanked staff for their good work.

**9. Code Amendment for Hunting and Trapping in City Limits**

Director Kaping presented the ordinance to amend the City Code to allow hunting and trapping within the boundaries of the city sewage lagoon, with prior written authorization from the City. The Public Works Committee reviewed on October 2, 2017 and recommended approval.

**A. Ordinance No. 1 – An Ordinance Amending Junction City Municipal Code Section 6.05.030.**

Attorney Connelly read Ordinance No. 1 in full, changing Section 3 to read "(i.e., Section Nos. 2 through 4)", instead of "2 through 5."

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

Attorney Connelly read Ordinance No. 1 by title only.

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

**10. Building Department Fees**

Planner Cogburn presented the ordinance to amend JCMC 15.05, as well as a fee resolution adopting new and updated changes to the Building Department Fee schedule. The proposed fees were based on the City's conversion of the state's e-permitting system from the D-14 model to the current model. Based on that conversion, the new fees must be established in order to be in compliance with the State Building Codes Division fee requirements.

**A. Ordinance No. 2 – An Ordinance Amending Junction City Municipal Code (JCMC) Chapter 15.05 Specialty Codes; which Provides for the Issuance of Permits and Collection of Fees.**

Planner Cogburn read Ordinance No. 2 in full.

**MOTION:** Councilor Rowe made a motion to read Ordinance No. 2 by title only. The motion was seconded by Councilor Stott and passed by a vote of 5 to 1, with Councilors McDaniel, Stott, Sumner, Rowe, and DiMarco voting in favor and Councilor Gambee voting against.

Discussion followed on whether the fees were what the City currently charged or if fees were increasing, what were the benefit to citizens, and if it would be better for the City to set its own fees and building code requirements separate from the state.

Mr. Dave Flemings, Clair Company, reviewed that the fees were currently what the City charged and they were not adding or increasing fees. Some of the fees were being separated into new categories to line up with the structure of the state's e-permitting system. The benefit was that the state e-permitting system was free for cities and it provided a more efficient way for citizens to obtain permits. He added that the City could charge permit fees to cover the costs of administering the program, but that was separate from the minimum building code requirements from the State, which each jurisdiction was required to meet.

It was noted that the City could amend the fee resolution at any time, if it was determined that amendments were needed.

Ms. Cindy Montgomery, 1215 Oak Street, Junction City, stated that she used the e-permitting system every day, and Junction City needed to update to have the necessary permit categories and provide email authorization for work.

The Council consensus was to consider the ordinance, take public comment, and consider the fee resolution at the December 12, 2017 Council meeting.

#### 11. Astound Broadband Franchise Agreement

Administrator Knope presented items for Council feedback:

##### Franchise Agreement

- Astound Broadband would like to enter into a franchise agreement with the City to provide connection between two cell phone towers in the community. Per City Code language, the franchise fee would be \$6,489, based on \$.70 per linear foot. In the future, if Astound provided service to customers in the City, the fee would be based on 5 to 7% of revenue.
- The City's Code allowed for in kind services in lieu of franchise fees and this could be a benefit for the City, with Astound providing internet services to some City facilities.

##### Lease Agreement

- Astound Broadband would like to lease space in the City's fiber optic conduit. Currently, Monroe Telephone and LCOG (Lane Council of Governments) lease conduit space.
- Astound Broadband proposed to add interducts, which would allow the City to more efficiently and fully use the conduit. The first year of the lease could be credited for the installation costs for the interducts.
- The lease charge would be \$6435 and separate from the franchise agreement fee.

Mr. Corey Lucas, Astound Broadband, stated that the other benefit to the community would be boosting the cell signal for folks in town by tying a cell tower on Lovelake Road to one on Highway 36. The Council consensus was in favor of having staff bring back agreements and allowing in kind services for the franchise agreement.

#### 12. Light Parade Street Closure Request

Planner Cogburn presented the Light Parade request. The Community Development Committee reviewed and recommended approval.

Mr. Winn Wendell, 750 Birch Street, Junction City, President of Tri-County Chamber, voiced concerns with the City requiring a 2 million dollar certificate of insurance and provided examples of other cities requiring 1 million.

Attorney Connelly stated that her recommendation was that the City make sure it was covered in the amount of the Oregon Tort Claims (OTC) Act, which increased on an annual basis. Currently the OTC limits were at 1.4 million, but insurance policies were only sold in 1 million dollar increments; therefore, a 2 million dollar coverage was required to cover the OTC limits. It was a policy call for the City to determine the level of risk it was comfortable with, and she always recommended working with the City's insurance provider, City County Insurance, and looking at events on a case by case basis.

It was noted that an option could be using Rural Tourism Marketing Funds to subsidize the insurance premium. Mr. Wendell stated that an extra 1 million dollar policy ranged from \$200 to \$300, which was a lot of money for some of the non-profit groups, who did not charge for events. Attorney Connelly recommended that if the Council wanted to consider subsidizing premiums that they first develop a written policy to include the criteria and other specifications.

**MOTION:** Councilor DiMarco made a motion to approve the street closure request for the Annual Light Parade on Friday, December 8, 2017 as conditioned in Attachment B with the nonexclusive use of city streets for "no parking" from 5:30 to 9:00 p.m. and nonexclusive use of City streets for street closure from 6:45 to 8:30 p.m. The use of City streets will apply to the route shown in Attachment A, contingent upon approval from the Oregon Department of Transportation and the Council consensus for staff to bring back options for mitigating insurance rider premiums. The motion was seconded by Councilor Stott and passed by a vote of 5 to 1, with Councilors McDaniel, Stott, Sumner, Gambee, and DiMarco voting in favor and Councilor Rowe voting against.

#### 13. Function 4 Junction Street Closure Request

Planner Cogburn presented the request for the 2018 Function 4 Junction. The Community Development Committee reviewed and recommended approval.

Mr. Dan Alley noted that he was looking at adding a poker run on Sunday and using a City parking lot, but the details had not been finalized. Once finalized, he would bring that to the Council for approval. No street closure would be involved with that.

Mayor Crenshaw asked if Mr. Alley had notified the business owners on the 2018 Function 4 Junction event. Mr. Alley responded that he had not done that, but would do so before the event and bring that back to the Council.

**MOTION:** Councilor Rowe made a motion to approve the street closure request for the Annual Function 4 Junction on Friday, June 1, 2018 and Saturday, June 2, 2018 as conditioned in Attachment B with the nonexclusive use of city streets for street closure from 6:00 p.m. to 10:00 p.m. on Friday, June 1<sup>st</sup> and 5:00 a.m. to 10:00 p.m. on Saturday, June 2<sup>nd</sup>. The use of City streets will apply to the route shown in Attachment A, contingent upon approval from the Oregon Department of Transportation. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

#### 14. Liquor License Application – JC Raven Tap Café

Chief Morris presented the liquor license application request for a new business at 160 W. 6<sup>th</sup>. The Police Department had no concerns with the Council recommending approval.

**MOTION:** Councilor Stott made a motion to recommend approval of the liquor license application for JC Raven Tap Café. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

#### 15. Planning Commission Appointments

Planner Cogburn stated that there were three vacancies on the Planning Commission because of two resignations (Jason Thiesfeld due to residency requirements and Jack Sumner due to being appointed as Councilor) and one term expiration (Jeff Haag).

Mayor Crenshaw made the following regular member appointments: Jeff Haag to a new 4 year term through October 31, 2021; Patricia Phelan to fill an unexpired term through October 31, 2020; and Shaylor Scalf to fill an unexpired term through October 31, 2018.

**MOTION:** Councilor Sumner made a motion to approve the Mayoral appointments to the Planning Commission as stated. The motion was seconded by Councilor Gambie and passed by unanimous vote of the Council.

#### 16. Budget Committee Appointments

Director Crocker reviewed that there were five openings on the Budget Committee, and two applications had been received, to date.

Mayor Crenshaw appointed Austin Lee to Position 6 to fill an unexpired term through December 31, 2019 and Kenneth Wells to Position 5 for another three year term through December 31, 2020.

**MOTION:** Councilor Rowe made a motion to appoint new members to the City Budget Committee as follows: Ken Wells to Position #5 and Austin Lee to Position #6. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

#### 17. Health Insurance Contracts Procedure

Director Crocker stated that the Finance and Judiciary Committee had forwarded information on Health Insurance Contract procedures. These contracts included Regence (medical/vision), Delta Dental, Pacific Source, and SAIF. Contracts were initially approved by Council and renewed each year.

The question was should staff bring these renewals to Council each year. The Finance and Judiciary Committee consensus was that these types of contracts only needed to be brought back to Council when there was a significant change. This direction may be added to the fiscal policies.

The Committee commended staff for their work on cleaning up contracts and encouraged staff to put these types of renewals in a schedule so review could happen in a timely fashion.

**18. City Contracts****A. Pacific Source Administrators Contract**

Director Crocker stated that the City's Flexible Spending Account was managed by Pacific Source Administrators. The AFSCME contract required that this benefit be in place. The Finance and Judiciary Committee reviewed at the October 5, 2017 meeting and recommended approval.

**MOTION:** Councilor Rowe made a motion to approve the Pacific Source Administrators agreement as presented and direct staff to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**B. Professional Credit Services Contracts**

Director Crocker reviewed that Professional Credit Services provided collection services for Court and Utility Billing. The Finance and Judiciary Committee reviewed the Court Collections contract and recommended approval. The Public Works Committee reviewed the Utility Billing Collections contract and recommended approval. Staff intended to go out for bids, in three years.

**MOTION:** Councilor Rowe made a motion to extend the collection contracts with Professional Credit Service for an additional three years and direct the City Administrator to sign the necessary documents. The motion was seconded by Councilor McDaniel and passed by unanimous vote of the Council.

**C. Net Assets Corporation Contract**

Director Crocker stated that Net Assets provided online lien services. The Finance and Judiciary Committee reviewed and recommended approval. Staff would go out for bids next year.

**MOTION:** Councilor Stott made a motion to direct staff to extend the contract with Net Assets Corporation for an additional year and direct the City Administrator to sign the necessary documents. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

**19. Council Agenda Forecaster**

Administrator Knope presented the forecaster. Add Insurance Mitigation Discussion to the November 28<sup>th</sup> Agenda. Add Building Department Fees to the December 12<sup>th</sup> agenda.

Administrator Knope asked if the Council wanted to cancel the standing December 26<sup>th</sup> Work Session meeting. The Council consensus was in favor of cancelling.

**20. Staff Reports**

Chief Morris: Individuals who had committed recent thefts in the area had been identified. Decals were being printed for police cars this week and the department was working on getting the rest of the equipment. Chief Morris added that during the meeting he had an officer investigate Mr. Kauzlarich's parking complaint at Bryant and Laurel and unfortunately that was outside of the Police Department's jurisdiction as it was outside of the City limits.

Director Kaping: Currently doing the annual leaf pickup and would continue until the all the leaves were picked up. Staff would be giving a tour of the water treatment plant to the Oaklea Middle School robotics students November 16<sup>th</sup>. Clean Sweep would be held on November 18<sup>th</sup> from 9:00 a.m. to Noon at Public Works.

Director Crocker: The County Assessor had posted the City's property taxes. The City budgeted for a 4% increase and the numbers came back a little higher than that.

Planner Cogburn: Grain Millers submitted a development review application for Northern Gold Foods facility, a 300,000 square foot facility located on the Grain Millers site. Grain Millers also submitted a code text amendment for amendments to allow for reductions in off street parking as well as clarify industrial uses of floor area space. The Planning Commission reviewed the code text amendment request on boarding, rooming, and lodging houses at their October 25<sup>th</sup> meeting. The Commission was unable to reach a decision regarding initiating that process and wanted more information from staff.

Director Boldon: The Sharing Tree went up today at the Community Center. Gifts were due back to the Community Center by December 1<sup>st</sup>. Distribution day would be on December 10<sup>th</sup>. The Community Center would be hosting the Community Gathering again after the Light Parade on December 8<sup>th</sup> from 7:30 p.m. to 8:30 p.m.

Attorney Connelly: She noted that the request for public records made during public comments could be processed through the City's public records process.

#### 21. Councilor Comments/Questions

Councilor DiMarco thanked Senator and Mrs. Manning for attending the Council meeting and expressed appreciation for the attention Senator Manning was giving Junction City.

Councilor Gambee stated that he appreciated people participating in public meetings and supported the request for public documents. He continued that the Council had approved the purchase of the recently acquired police vehicles and he expressed support for the Chief. He noted that Chief and other City staff had saved hundreds of thousands of dollars and he was proud of them. He continued that if he did not understand something, he would ask questions. He expressed appreciation to Senator Manning for his work, but disagreed that the state did not have enough money. Councilor Gambee added that the state had more money this year than they ever had and more creativity was needed, instead of continuing to take money from the citizens.

Councilor McDaniel thanked staff for all their hard work and for providing information and answering questions.

#### 22. Mayor's Comments

Mayor Crenshaw stated that he had attended Senator Wyden's town hall meeting and believed in the process where the public had the opportunity to voice their opinions to their elected officials. He added that the Council needed people's comments, and he did not want to do anything that discouraged that.

Mayor Crenshaw wanted to make sure the Council was fully on track with its rights, responsibilities, and restrictions. He noted that the Council was a body that gave guidance to the City and made laws, but were not to micromanage staff. The Council entrusted staff and provided guidance, but did not belong in their daily business. The Council needed to feel comfortable going to staff and asking questions, but the Council also needed to be careful not to abuse that privilege. Mayor Crenshaw stated that he would hate for the Council to have to create specific restrictions in Council rules that Council members were only allotted so much time with staff and then some resulting inefficiencies could occur. He noted that the Council needed to be careful that they were not asking the same questions over and over and that they were having appropriate decorum in speaking to each other. He added that derogatory remarks may not be received as intended.

#### 23. Other Business

Mr. Wendell noted that Baseball Hall of Fame member and former Boston Red Sox player Bobby Doerr passed away yesterday at age 99.

#### 24. Adjournment

As there was no further business, the meeting was adjourned at 9:18 p.m.

ATTEST:

APPROVED:

---

Kitty Vodrup, City Recorder

---

Mark Crenshaw, Mayor