

The Public Works Committee of the City Council for the City of Junction City met on Monday, December 2, 2019, at 6:30 p.m. in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT WERE:** City Public Works Director Gary Kaping, Councilors Dale Rowe and Bill DiMarco.

**ABSENT WERE:** Councilor John Gambee.

**I. CALL TO ORDER**

Chairman Dale Rowe called the meeting to order at 6:31pm.

**II. CHANGES TO THE AGENDA**

Chairman Rowe asked to move item VIII up to item IV.

**III. APPROVAL OF MINUTES – October 7, 2019**

The consensus of the Committee was to approve the minutes as written.

**VIII. PADDOCK ZONE OF BENEFIT**

Director Kaping noted that at the last Council meeting the Paddock Zone of Benefit came forward as a public hearing. The Council decided to table it and send it back to the Committee for review. Director Kaping would like to know if the City was willing to purchase the rights to the Zone of Benefit from Mr. Paddock. Discussion followed.

**ACTION:** The consensus of the Committee is to forward the Paddock Zone of Benefit to the Council with four different options, including purchasing the rights.

**IV. TRACTOR SUPPLY UTILITY EASEMENTS**

Director Kaping stated that when the Tractor Supply went in, they connected to the public water, sewer, storm and right of way. For the City to obtain access to those things, an easement needs to be put into place. The work has been done, however the City requires the Committee and Council to approve them so they can be signed.

**ACTION:** The consensus of the Committee was to forward the easements to the Council with the recommendation to approve.

**V. JCMC 8.10 AND 15.20 REVIEW**

This is a review of the nuisance and danger building ordinances. Director Kaping informed the Committee that as currently written, he is required to give a 10-Day notice, then at the end of the 10-days the City may abate. After speaking to the City Attorney, Director Kaping suggests that the ordinance is rewritten to state that if the work cannot be completed in 10 days, the Public Works Director must be contacted and a signed contract stating the given time for the extension must be completed. If at the end of the contract the work is not done. The City will abate. Discussion followed.

**ACTION:** The consensus of the Committee was for Director Kaping to work with the City Attorney to make the proposed changes. He will then bring it back to the Committee for approval.

## **VI. MAINTENANCE AND PROJECT SUPERVISOR POSITIONS**

Director Kaping stated that when the initial rate study he added in staff for Public Works to start working on Capital Projects in house. With the additional of that staffing, it has been decided to split the Utility Crew into a Projects Crew and a Maintenance Crew. With the split it was also decided to add positions to oversee the work, not the people. These are those positions and they would be paid at a Utility II wage.

**ACTION:** The consensus of the Committee was to forward the positions to the Council with the recommendation to approve.

## **VII. UTILITY WORKER I AND II JOB DESCRIPTION UPDATES**

While making the Supervisor Positions, Director Kaping looked at the Utility Worker Job Descriptions and found outdated information. He is asking to update the job descriptions to reflect current duties and requirements.

**ACTION:** The consensus of the Committee was to forward the positions to the Council with the recommendation to approve.

## **IX. CAPITAL EXPENDITURE REVIEW**

Director Kaping informed the Committee that every five years the City is supposed to go through the Capital Expenditure Plan to make sure that it is up to date and that the City on track financially to make the listed purchases. During the review there were several items that were found that needed updated items and prices.

**ACTION:** The consensus of the Committee was to forward the Capital Expenditure to the Council with the recommendation to approve the changes.

## **X. AGENDA FORECASTER REVIEW**

Director Kaping added the current items that the Committee is working on and removed the completed street projects.

**XI. OTHER BUSINESS**

There was no other business,

**XII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Tiffany Shafer  
Public Works Technician