

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, December 10, 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 Attorney, Carrie Connelly; City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

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

Mayor Brunscheon called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

**II. CHANGES TO THE AGENDA**

Remove Item 5, State Mental Hospital Update, as Ms. Jones was not able to attend the meeting due to inclement weather. Copies of an e-mail update from Ms. Jones were provided to the Council.

**III. CONSENT AGENDA**

**MOTION:** Councilor DiMarco made a motion to approve the consent agenda, consisting of the bills from November and the minutes from November 12 and 26, 2013. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Council.

**IV. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA**

None.

**V. AUDIT PRESENTATION – GARY ISKRA, ISLER AND CO.**

Mr. Gary Iskra, Isler and Co., presented the annual audit report for Fiscal Year 2012-2013. A clean opinion was given on the financial statements, and there were no significant audit adjustments, no significant difficulties encountered, and no disagreements with management. Statements were reconfigured and trend information added, so the audit could be submitted to the Government Finance Officers Association (GFOA) for a possible certificate of compliance award. Highlights included: General Fund increased by \$35,081; Street Fund increased \$15,060; Building Replacement Reserve decreased by \$182,788; and Street System Development Fund increased by \$212,964. Management comment recommendations: set utility system software “user controls” to strengthen internal control; apply cost allocation methodology for the Internal Services Fund; review fiscal policies for consistency with reporting practices; consolidate “reserve” funds into single capital projects fund; and document approval of general journal entries.

**VI. SCANDINAVIAN FESTIVAL ASSOCIATION – OREGON HERITAGE RESOLUTION OF RECOGNITION**

Administrator Bowers reviewed the request for the Council to recognize the designation by the Oregon Parks and Recreation Department’s Oregon Heritage Commission of the Scandinavian Festival as an “Oregon Heritage Tradition.” Recognition options include a formal resolution on behalf of the Council or a proclamation from the Mayor.

The Council consensus was for the Mayor to read a proclamation at the January 14<sup>th</sup> meeting.

**VII. TRANSPORTATION SYSTEM PLAN UPDATE**

Administrator Bowers stated that at the October 22<sup>nd</sup> meeting, she had reviewed that there was a scope of work and costs for LCOG contracted planning TSP work that had not been included in the current budget, as City staff was unaware of this scope. Since that time, Oregon Department of Transportation (ODOT) had indicated a willingness to fund in full the remaining scope of work as originally defined through a contract with Lane Council of Governments (LCOG). This would be a change in practice, as the City has contracted directly with LCOG for this work in the past. Administrator Bowers added that answers to Council questions and a summary of work from DKS had been included in the Council packet. (Draft Technical Memo #6 was distributed at the Council meeting).

Council discussion followed and included:

- Possibly holding a work session to have DKS and ODOT answer questions of the Council and provide information on the TSP draft and process.

- Is there a final TSP draft and how close is the City to having a draft document?
- Was a portion of the draft TSP included in the materials that DKS provided for the Council packet, i.e., Chapters 3, 4, and 6?
- A lot of public input on the plan was provided at the open house/public hearings.
- What TSP projects would the City be required to do?
- The desire of Council members to move the plan towards finalization, but to have ample time to review and have community input, as well as making sure that it conforms with the Periodic Review and desired transportation plans and development in all areas of the City, including the Urban Growth Boundary area south of town.
- Is there a time constraint on when the plan has to be finalized, due to ODOT's agreement with DKS?
- DKS and ODOT have indicated a willingness to come to meetings and to take whatever time is needed to answer questions and review information with the Council.
- The original work scope timeline was that DKS was to review Technical Memo #6 with the Citizen Advisory Committee (CAC), which has not yet occurred, and DKS would then work on the draft document. The draft document would then be reviewed in a joint work session of the Council and Planning Commission, at which time ODOT and DKS could answer questions.
- Mr. Bob Biswell noted that the City had a history of supporting Pioneer Cemetery, and he was opposed to the proposed change of High Pass going from a minor arterial to a major arterial. He stated that DKS did not make it clear what projects in the TSP would be required, and he cautioned the Council to include too many "pie in the sky" projects that could be hanging over them for many years. He expressed his opposition to having so many bike lanes in the plan.

#### **Outlined Tasks**

In response to a question on supervising the remaining scope of work of the contracted LCOG planner, Administrator Bowers stated that her preference would be to continue as the City has done in the past and for the City to supervise the LCOG planner in doing the work on behalf of the City. There is an estimated \$7,425 for contracted planning work and \$3,500 for the filing with the county that totals \$10,925.

Director Knope added that there was funding available in the Street Fund to absorb these costs.

**MOTION:** Councilor DiMarco made a motion to give the Administrator the authority to spend the money for the tasks that were outlined, all of them if necessary, at her discretion. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

Councilor DiMarco noted that his motion did not include the convening of the CAC, nor the endorsement of following the original timeline.

After further discussion, the Council consensus was for Administrator Bowers to contact the consultants and find out if a draft document was available and if it was not available, what steps needed to be taken to make it available. Administrator Bowers will bring that information back to the next Council meeting and the Council can then decide how to move forward.

#### **VIII. LONG RANGE FINANCIAL PLAN RESOLUTION**

Director Crocker stated that before the Council was the long range financial plan, which Council has had three work sessions on. At the last work session, staff was instructed to bring the final draft before the Council. The Long Range Financial Plan encompasses two major parts: Fiscal Environment Analysis and the Five Year Financial Forecast. He added that attachments to the resolution should read "Exhibit A and B" instead of "Attachments A and B."

##### **A. RESOLUTION No. 1 – A RESOLUTION ADOPTING THE JUNCTION CITY LONG RANGE FINANCIAL PLAN AND PROJECTED TIMELINES.**

**MOTION:** Councilor Hitchcock made a motion to approve Resolution No. 1 with Exhibit A and Exhibit B. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**IX. BID PACKAGE 5C PAY REQUEST #32**

Councilor Christensen left the meeting.

**MOTION:** Councilor Nelson made a motion to approve Pay Request #32 in the amount of \$17,802.99 to The Automation Group. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Councilor present: (K. Leach, DiMarco, J. Leach, Nelson, and Hitchcock).

**X. I AND I PROJECT PAY REQUEST SCHEDULE C PAY REQUEST #4**

**MOTION:** Councilor K. Leach made a motion to approve Pay Request #4 in the amount of \$80,368.88 to NW Kodiak Construction. The motion was seconded by Councilor J. Leach and passed by unanimous vote of the Councilors present (K. Leach, DiMarco, J. Leach, Nelson, and Hitchcock).

**XI. BUDGET OFFICER APPOINTMENT**

Councilor Christensen returned to the meeting.

**MOTION:** Councilor DiMarco made a motion to appoint and designate the City Administrator to be the Budget Officer for Fiscal Year 2014/2015. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**XII. INTER-FUND LOAN BUDGET RESOLUTION****A. RESOLUTION NO. 2 – A BUDGET RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS AND REPEALING RESOLUTION NO. 1090.**

Director Crocker reviewed that at the September 24<sup>th</sup> meeting, the council had approved a budget resolution for a loan from the General Fund to the DOC Fund. It has been determined that a better approach would be to repeal that resolution and pass a revised one that would be done in a similar manner as past loans, where appropriations are transferred and it would be included in the budget report/document.

It was noted that the City had submitted bills to DOC for reimbursement and that staff would keep the Council apprised on this status.

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

Councilor Nelson left the meeting.

**XIII. COPS GRANT**

Chief Chase stated that the Junction City Police Department has been awarded the 2013 COPS Hiring Program Grant. The grant would provide up to 75% of the approved entry level salary and benefits of an additional full time officer for 36 months, with a minimum 25% local cash match. Step one was accepting the grant, and the Public Safety Committee and Council would have future discussions on whether or not to fund the grant.

**MOTION:** Councilor J. Leach made a motion to direct staff to accept the 2013 COPS Grant as presented on behalf of the City of Junction City and to complete the necessary paperwork. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Councilors present (K. Leach, DiMarco, J. Leach, Hitchcock, and Christensen).

**XIV. SEWER SECOND OPINION WORK CONTRACT**

Director Knope stated that before the Council was a request to modify the Sewer Second Opinion work, based on the Work Session that was held on December 5<sup>th</sup>. HBH Engineering put together a modified scope of work to take the next step in changing the facilities plan to incorporate the new treatment option. HBH estimates that the cost would not exceed \$14,000, and staff was requesting up to a \$6,000 contingency for unexpected items.

**MOTION:** Councilor Hitchcock made a motion to approve the modification of the Sewer Second Opinion Work Contract with HBH Engineering in the amount of \$14,000 and to include the scope of work as presented and authorize the City Administrator to sign the

necessary documents, after legal review. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Councilors present (K. Leach, DiMarco, J. Leach, Hitchcock, and Christensen).

The Council consensus was in favor of staff spending up to \$6,000 in contingency, if needed.

**XV. STAFF REPORTS**

Director Crocker reported that there were 3 Budget Committee vacancies and the application deadline was December 27<sup>th</sup>. Auditor Gary Iskra had provided more detailed information on the audit to the Finance and Judiciary Committee on December 9<sup>th</sup>.

Chief Chase reported that they received many calls during the recent cold weather, and he appreciated the cooperation between the Police Department, Fire Department, and Public Works to assist citizens. He attended a work session to address recovery in the event of a dam breaking. He thanked the Council for a great year in 2013 and wished everyone a Merry Christmas and Happy New Year.

Attorney Connelly wished everyone happy holidays.

Administrator Bowers thanked the Council for the discussion on the TSP and thanked staff and the Council for the work on the Long Range Financial Plan, which was a good accomplishment for the City. She reminded everyone of the Light Parade on December 13<sup>th</sup> and wished everyone a good holiday.

**XVI. COUNCILOR COMMENTS/QUESTIONS**

Councilor K. Leach expressed appreciation for the TSP discussion and noted that they needed to have more discussions like that where Council members could say what was on their minds and where ideas are shared. She thanked the Mayor, staff, and Council for their good work and noted that the City had come a long ways in a short amount of time. She added that Local Aid could use contributions, as this has been a tough time for people.

Councilor DiMarco expressed appreciation to staff for their good work and thanked Mayor Brunscheon for his work as Mayor. He introduced County Commissioner candidate Dawn Leslie, who was in the audience.

Councilor J. Leach wished everyone a nice holiday and expressed appreciation to everyone for their hard work. He added that the City had come a long ways in one year.

Councilor Hitchcock thanked the Council and staff for their work and noted that it made his decisions a lot easier.

Councilor Christensen wished everyone a blessed Christmas and Happy New Year.

**XVII. MAYOR'S COMMENTS**

Mayor Brunscheon thanked all the staff and Council for their hard work. He noted that in the last year the Council had come together and accomplished a lot, and he appreciated staff motivating and helping the Council along the way. He wished everyone a Merry Christmas and a Happy New Year.

**XVIII. OTHER COUNCIL BUSINESS**

None.

**XIX. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 8:18 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor