

**CAVE JUNCTION CITY COUNCIL MEETING
MINUTES
February 12, 2024**

Council met in the Chamber at City Hall

ATTENDING MEMBERS: Council President, Jean Ann Miles; Councilor Ethan Lane (Zoom), and Council Position 2 - Tina Casey Jones. The Mayor and Councilor Dugas were excused this evening.

Meeting was available via ZOOM Video Platform: ID: 852 6772 1995 Password: 167253

The Council President opened the meeting with the pledge of allegiance at 7:00PM. The expected meeting protocol was briefed by the Council President before starting the agenda.

1. Council Update by PWD

Alex briefed council on information presented in a power point made a part of the agenda packet. This Tuesday, concrete will be poured (assuming the weather allows). Other projects to occur will happen once the concrete has cured. The crew teamed up with Mainstreet CJ and are installing bike rack throughout town. Rockydale Well Renovation is moving forward; New pipe has been installed from the wells to the water plant (across the bridge). Now a waterline back across the bridge to the State Park is being installed soon. The next phase will include pump and control installation. We've had some water leaks to repair; a fire hydrant at A+ Storage (previously damaged by a car) was re-installed; Camera work is still occurring on the sewer lines. The new camera is really nice and we will have data that can be kept and reviewed at a later date. Soft spots discovered on the property for the bulk water station have been studied and a plan has been determined – Timber Mountain will move forward with this project. There have been challenges with a couple of RAS pumps. Non-flushable wipes are the typical culprit for creating blockages – There really isn't a such thing as "flushable" wipes. They are a nightmare for our system. An educational program would be beneficial to teach the public about how our plants operate and how their behavior effects the plant. The new excavator was received last week. The crew is excited to be able to use this new asset on upcoming projects.

Council President suggested that this information be included in the Mayor's weekly newsletter.

2. CONSENT AGENDA:

Minutes of Previous Meeting

Planning Updates

Park Use Requested(s): None

OLCC License Requests: Hasco Stations, LLC
 Peach Rock Market

Councilor Jones made a motion to approve the consent agenda. Councilor Lane seconded the motion.

Discussion:

Councilor Lane asked to confirm the property address and stated that it is marked incorrectly. “Wholesale Malt Beverage and Wine” should be “Off Premises”

The City Recorder will confirm the address and make contact with Hasco to switch to Off Premises.

Councilor Joens rescinded her motion and made a motion to approve the Consent Agenda with confirmations required for the Hasco OLCC Request. Councilor Lane 2nd the motion.

Called to Vote:

Council Position 1 – aye; Council Position 2 – aye; Council Position 3 – aye;

Motion to approve the consent agenda passes 3 – 0

3. COUNCIL LIAISON REPORTS

Teresa Stover, IV Library Renovation Project: Teresa provided a status report for the agenda. Changes have occurred since the update was provided. The contract between City and Ausland has been approved by BizOR and the City Attorney. Questions about insurance are being addressed. Once completed, the contract will be presented to Council for review and approval. Permits have been submitted to Josephine County and the City. Up-to-date drawings will be provided to all entities as is necessary. The environmental review records are in order and will be submitted for public review. This is a 15 days review period followed by a request for release of funds then a State wide review. Ultimately a 30 day lag. If all goes well, BizOR will grant the release of funds – all of this goes to about March 18th. The library will be closed as of Sunday March 3rd at which point moving and preparation for the remodel will begin. Services at the IV Senior Center will be available to place holds or pick up holds. Teresa also pointed out that an extension was granted to December 31st, 2024.

Council President commented that Teresa and her team were able to wade through all these procedures and asked how the public would know of the library options available to them. Teresa responded that the library communications included many things like press releases, social media, signs at the library and more.

Councilor Lane: Attended some meetings but has been traveling for work.

Councilor Jones: Parks & Rec Commission held its regular meeting. John will present information for this meeting.

Councilor Miles: Attended several meetings to include the Solid Waste Agency Meeting; CEDC meeting – a lot of talk about industrial lands; Parks & Rec meeting.

4. PUBLIC COMMENT

No written public comments were received.

No public comment at the meeting was made.

5. IV Library Renovation Contract Review – Continued to a Special Meeting to be held by ZOOM on Wednesday, February 21st at 10:00am.

6. Park & Recreation Commission Annual Update – John Miles, Chairperson

John Miles provided an update to the City Council on the Commission's progress for 2023.

A summary of all P&R meetings was provided for the packet. John briefed the Council by highlighting the splash pad and playground grants and upgrades – he discussed the commission's community outreach and work to include the public's input in each project; John talked about the new property purchased and how that property (originally purchased to install a new ballfield) will be used as the amphitheater area and the new ballfield will be placed by the existing ballfield. The new ballfield is a part of an overall re-design of the park that will include new tennis courts, bathrooms, and pickleball courts. John described a large layout with mobile pieces that he created which allows the public to move things as they envision and the commission's efforts to achieve these visions.

7. CJ KOA Final Inspection Request for Change.

Presentation by Brian Westerhout – Architect for this project. The KOA had requested a final inspection of Phase 1 to allow them to move forward with their proposed grand opening. This inspection was completed, and the findings of the inspection were provided by Alex Ponder, our Public Works Director. Brian represented that several challenges to include weather, has changed the scope of this project as well as the expenses and they are requesting that some things be changed and/or removed from the plan. They would like to move the asphalt in Phase 1 to Phase 2 (previously approved by Council to be completed within 3 years of opening – all other phases to be completed within 5 years of opening); the picnic tables originally planned to be placed on concrete pads – we would like to only place concrete pads under the seven super sites and use gravel under the other picnic tables and fire pits; and delay having a permanent sign installed for 1 month. They have addressed all other items mentioned in the final inspection results and have provided timelines for completion of the items listed in that inspection. Everything addressed will be completed by March 1, 2024, except for the sign. The Grand Opening would be March 1, 2024. Council President Miles reiterated and confirmed the request made by the KOA.

Miles asked about the Council's original concern about dust. Brian responded that they have had conversations with Mark Camp who has represented that the type of rock being used is compressed in such a way that dust is not an issue. However, Brian did recall that this was not considered an acceptable alternative and asphalt pavement was requested by Council.

Councilor Lane made a motion to approve the changes requested with a requirement of a performance bond.

Councilor Jones seconded the motion.

Discussion:

Councilor Lane: The performance bond secures that the actual scope of this project does not change. The type of gravel being used is washed gravel, low dust producing – Lane has seen this but still wants the project to be finished according to what we agreed upon in the original hearing.

Brian stated that currently there was a phasing plan with no performance bond. They would like the changes to be approved without a performance bond. They have enjoyed the opportunity to obtain feedback from people who have visited the park during construction – and it is nice to customize the design based on the feedback.

Councilor Lane responded that the City wants to be guaranteed that the scope of work originally approved and possibly amended tonight is in fact done. We want to get you up and running.

Council President Miles added that the City wants the KOA to be successful and to be doing business. However, once a sign off has been provided, like a certificate of occupancy, our hands are tied unless there is a performance bond. At this point, opening for business could be considered the carrot and stick. Once a sign off is provided, there is no further consequence. She continued and stated that his remark about changing things based on customer feedback does not really support their request because the Planning Commission/Council has already reviewed the project and made decisions based on that. We want to make sure that the project we thought we were getting is the project we are getting.

Brian responded that the City is now asking the KOA to spend more money on a performance bond when they have already represented, that costs have exceeded their original expectations and that is the reason for the change request.

Councilor Lane: This requirement is not a way for the City to make any money on. This is actually an easy ask at the end of the day.

Brian asked what the costs of a performance bond may be?

Alex and Becky responded that the performance bond would only cover the asphalt that is being delayed until Phase 2 to include the original approach and in front of the store – (items marked in grey in the document provided by Brian). Lisa added that it would be up to KOA to determine the cost of the asphalt project and then the City engineers would approve that estimated expense prior to obtaining the performance bond.

Councilor Lane stated that he thinks we could extend the project work as requested. The City has experienced challenges previously with extension requests and seeing the work completed and that is the reason for a required performance bond.

There was further discussion about the process of obtaining a performance bond.

The City Recorder summarized that originally when this came before Council, their primary concern was dust. Asphalt was required and phasing was approved to assist in spreading expenses over time. The request this evening is not to lay asphalt when the weather permits. The request is to bump the asphalt project out to Phase 2 which allows up to 3 years from opening to achieve completion of the project. The costs for a performance bond is unknown at this time. Essentially this whole conversation could be over a \$1,000 expense. We don't know at this time. We have reached out to our insurance representative and asked for some guidance but have not received a response back.

Councilor Lane stated that he would gladly extend the project to Phase 2 as long as a guarantee is provided to the City.

Council President Miles asked if the resort had in fact received positive feedback about upcoming business.

Heidi DeRoule responded that they already have over 30 reservations on the books at this time. There are people stopping every day asking when sites will be available.

Councilor Jones asked about a letter written by Ron. Items 5 – 12; She asked if those were originally a part of Phase 1 and will they all be complete by the end of this month. The response was yes.

It was suggested that KOA be allowed the opportunity to speak only about the asphalt again at the Special Meeting on the 21st.

Lisa Richardson, Planning Clerk interjected and asked if Council had addressed the requested change that concrete slabs under the picnic tables only be poured at the 7 super sites.

Councilor Lane responded that he wasn't looking for changes to the original proposals but to allow a delay completion of the work to a different phase.

It was clarified that KOA does not want to comply with the original scope of the project, and instead would like to pour only under the 7 super sites.

Councilor Lane rescinded his original motion.

Council President Miles made a motion to move asphalt paving planned for Phase 1 to Phase 2; only pour concrete at the 7 super sites, and to allow signage a month extension for completion; and KOA would provide a performance bond for the asphalt expense.

Councilor Lane seconded the motion.

Called to Vote:

Council Position 1 – aye; Council Position 2 – aye; Council Position 3 – aye;

Motion to approve passes 3 – 0

8. Executive Session – ORS 192.660 (2)(b,f,h) {As/If Required}

9. COMMENTS:

City Recorder:

City Hall will be closed Monday, February 19th, and February 29th City Hall will be closed at 3:30pm.

The next regular City Council meeting will be held March 18th, a week later than usual.

There is a Special Meeting scheduled for the 21st, via ZOOM, @ 10:00am.

Councilor Lane: Thanked the KOA group for hanging in.

Councilor Jones: No comment

Council President: She added that she attended the RVCOG meeting in Central Point.

Jean Ann's Gem:

The only time you should ever look back is to see how far you've come.

10. ADJOURNMENT: Meeting adjourned at 8:48 PM

Signed: 
JEAN ANN MILES, Council President

Attest: 
REBECCA PATTON, Recorder