

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 28, 2015, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Michael Cahill; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, Steven Hitchcock, and Herb Christensen; City Attorney, Christy Monson (arrived at 7:00 p.m.); City Administrator Pro Tem, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

## REGULAR SESSION

### 1. Call to Order and Pledge of Allegiance

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

### 2. Changes to the Agenda

Added a proclamation and Chamber of Commerce Funding Request.

### 3. Proclamation

Mayor Cahill read the proclamation, which proclaimed April as Child Abuse Prevention Month.

### 4. Public Comment on Items not Listed on the Agenda

None.

### 5. Chamber of Commerce Funding Request

Director Crocker presented the Chamber request of \$2,000 for an upcoming website project. Finance and Judiciary Committee reviewed and recommended using State Revenue Sharing Funds.

**MOTION:** Councilor K. Leach made a motion to grant the funding request by the Chamber of Commerce and direct staff to issue a check in the amount of \$2,000 to the Chamber. The motion was seconded by Councilor J. Leach and passed by a vote of 5 to 1 with Councilors K. Leach, DiMarco, J. Leach, Hitchcock, and Christensen voting in favor and Councilor Nelson voting against.

### 6. 5 Year Forecast

Director Crocker reviewed the 5 Year Forecast, which is an item in the City's Long Range Financial Plan; the Long Range Financial Plan was adopted by Council in December of 2013. The 5 Year Forecast was based on the Fiscal Year 2014-15 budget and does not include any changes that have or are being made to the Fiscal Year 2015-16 proposed budget. The intent of the document is to serve as a tool in looking forward instead of just looking one year at a time during the annual budget process. It is not binding like the adopted budget, but is a living document that is to be updated and can be reviewed on a quarterly or semi-annual basis.

Councilor DiMarco expressed appreciation for the document. He wondered if it was a good idea to formally adopt as that might give it more weight than merited as a planning tool.

Administrator Pro Tem Knope noted that the intent was for the Council to endorse the process itself and approve staff time and resources to continue the process and update the projection with the most relevant and accurate information.

**MOTION:** Councilor Christensen made a motion to adopt the 5 Year Financial Forecast as reviewed by the Finance and Judiciary Committee and presented by staff. The motion was seconded by Councilor K. Leach and passed by a vote of 5 to 1 with Councilors K. Leach, J. Leach, Nelson, Hitchcock, and Christensen voting in favor and Councilor DiMarco voting against.

The Council consensus was that staff could post on the City's website that the forecast was available at City Hall. Council members expressed appreciation to staff for their good work on preparing this document.

**7. Inter Fund Loan – Community Center Fund**

Director Crocker reviewed that the Community Center Fund was running low on cash, due to the timing of when seasonal revenue is received and it was proposed that an interfund loan be approved. The loan would keep the fund's cash balance positive over the next few months and would be paid back within this fiscal year (by June 30, 2015) from revenue received through event sponsorships, After School Program, and Summer Program.

Because this happens each year, the Finance and Judiciary Committee recommended transferring \$10,000 from State Revenue Sharing to this fund, so that this same issue does not occur each year. It is anticipated that this will be done through a supplemental budget resolution on May 12<sup>th</sup>.

**MOTION:** Councilor K. Leach made a motion to direct staff to process and record an inter-fund loan from the General Fund to the Community Center Fund in the amount of \$10,000 to be paid back by June 30, 2015. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

**8. Other Business**

The Council consensus was to hold a special Council meeting on Monday, May 4, 2015 at 6:30 p.m. to discuss the Police Association Contract in Executive Session.

**9. Adjournment**

As there was no further business, the meeting was adjourned at 7:17 p.m.

**WORK SESSION****1. Call to Order**

Mayor Cahill called the Work Session to order at 7:21 p.m.

**2. Agenda Process Review**

Administrator Pro Tem Knope reviewed the Agenda Process Guidelines, which is an internal control document for staff to use for creating Council and Committee agendas. The process can be adjusted, if needed, going forward.

The Council consensus was in favor of the process and for staff to begin implementation in June.

**3. Executive Session per ORS 192.660(2)(f) to discuss advice in the City Attorney's Confidential Memo and ORS 192.660(2)(a) to discuss the employment of the City Administrator and the recruitment process and ORS 192.660(2)(i) to evaluate the performance of a public officer or employee.**

Mayor Cahill announced Executive Session at 7:25 p.m. Regular session reconvened at 8:36 p.m.

**4. Other Business**

**MOTION:** Councilor Nelson made a motion that the Council temporarily delay the City's current recruitment process, notify the applicants of the delay, discuss the City's hiring criteria and needs in an additional Executive Session to be scheduled on May 12, 2015. The motion was seconded by Councilor J. Leach and failed by a vote of 2 to 4, with Councilors Nelson and J. Leach voting in favor and Councilors K. Leach, DiMarco, Hitchcock, and Christensen voting against.

**MOTION:** Councilor DiMarco made a motion that the Council temporarily delay the City's current recruitment process and appoint Jason Knope to the City Administrator position and direct legal counsel to enter into a contract negotiation. The motion died for lack of a second.

**MOTION:** Councilor DiMarco made a motion that the Council terminate the City's current recruitment process, direct staff to notify and thank the applicants, and offer the City Administrator position to Jason Knope as a direct appointment, contingent upon a successful contract agreement with legal counsel. The motion was seconded by Councilor Hitchcock and passed by a vote of 4 to 2, with Councilors DiMarco, Nelson, Hitchcock, and Christensen voting in favor and Councilors K. Leach and J. Leach voting against.

Council members congratulated Administrator Knope on the appointment. The Council consensus was to have Mayor Cahill assist with the contract negotiation and to bring the contract back to the Council for approval.

**5. Adjournment**

As there was no further business, the meeting was adjourned at 8:59 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Michael J. Cahill, Mayor