

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, May 26, 2020, in a virtual meeting format via internet and phone.

PRESENT: Mayor, Mark Crenshaw; Councilors Sandie Thomas, Robert Stott, Andrea Ceniga, John Gambee, Dale Rowe, and Bill DiMarco; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Bob Morris; 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. Public Hearing on Proposed Uses of State Shared Revenue

Would be held at the June 9, 2020 Council meeting.

3. Public Hearing – Supplemental Budget

Mayor Crenshaw opened the public hearing for the supplemental budget.

Staff Report

Director Crocker stated that this was a request to transfer contingency appropriations in General Fund Non-Departmental of \$78,300 to the Capital Projects Fund for a computer network project. This would not increase appropriations for the City. The Finance and Judiciary Committee reviewed on May 7, 2020 and forwarded to Council.

Public Testimony.

None.

Questions or Comments from the Council.

None.

Mayor Crenshaw closed the public hearing.

A. Resolution No. 1 – A Resolution Transferring Contingency Appropriations for the Fiscal Year Commencing July 1, 2019 and Ending June 30, 2020, to the Capital Projects Fund.

MOTION: Councilor Rowe made a motion to approve Resolution No. 1. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

4. Computer Project Award

Administrator Knope presented the request to award a computer upgrade project. This was an important project to install fiber optic lines in City owned conduit and connect all City facilities to the new data center that was close to being completed.

In response to meeting procurement rules, Administrator Knope responded that three bids were requested and received, and the Automation Group was the lowest bidder. Attorney Connelly added that this was a contract in the category of engineering design services, and since it was under \$100,000, it was available for direct appointment.

MOTION: Councilor Stott made a motion to award the Fiber Optic Project to the Automation Group in the amount of \$24,380.00. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

5. Emergency Declaration Resolution Review

Administrator Knope reviewed that at the last meeting, Council directed staff to bring back a discussion on the emergency declaration. The current emergency declaration would expire on May 28th, and a resolution to extend the emergency declaration through June 28th was before the Council in case the Council desired to extend this.

Discussion followed and it was noted that a benefit of the emergency declaration was it would make sure the City would be eligible to receive federal funds. Currently, there were no federal funding opportunities for smaller cities directly, so the City's declaration had not been used. Federal funds were currently going to state, county, and larger cities, and Junction City was under the umbrella of the county and state emergency declarations.

It was noted that there was no harm in extending the emergency declaration and it would be in place, should a funding opportunity present itself. The Council consensus was to extend

for one more month and to evaluate at that time. Attorney Connelly noted that in the future, there would be no legal impediment to extending the timeframe on the emergency declaration or in letting it expire and then starting it up again at some point, if desired.

A. Resolution No. 2 – A Resolution Amending Resolution No. 1236 and Extending the Temporary State of Emergency within the Boundaries of the City of Junction City.

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

6. Business Pandemic Impact Support Program Update

Administrator Knope provided an update on the Business Pandemic Impact Support Program. 68 applications had been received with 3 being ineligible because they were outside of the City limits; 35 checks had been mailed, 15 were providing additional documentation, and 15 were being processed. Based on what had been processed, they were rapidly approaching the \$120,000 that had been earmarked by the Council for this program out of the Economic Development line item. As they went forward, they would probably dip into the additional \$100,000 that had been set aside for grant dollars.

Administrator Knope noted that there had been a few landlords that had applied for the program. The original intent of the program was for small businesses and non-profits, but the current criteria did not exclude landlords. He asked if the Council wanted staff to come back with an updated program to give the Council language options to not have landlords eligible for the program or to include an exception or clarification to the language.

Discussion followed and included there was an interest in seeing both sides of information. Councilor Thomas asked if instead of assisting landlords, maybe assistance could be given to tenants. Administrator Knope recommended having the Finance and Judiciary Committee discuss these things, before bringing something back to Council.

It was noted that in the past the City had a ratepayer assistance program for many years to assist people with their City utility bills, but that had been discontinued by the Council a few years ago. Mayor Crenshaw stated that they could have additional discussion on this, under Other Business.

7. Police Department Surplus Vehicle

Chief Morris presented the resolution to surplus a 1991 Ford Van ambulance that had been donated to the Police Department. Attorney Connelly noted that since the value of the van was less than \$10,000, it was not required to officially declare as surplus per state contracting rules but was probably guided by internal City policy/past practice.

Mr. Sid Washburne, 520 Timothy Street, Junction City, stated that in dealing with surplus, it was good to show transparency of having surplus vehicles come to Council. He thought approving the resolution was the best way to go.

B. Resolution No. 3 – A Resolution Declaring a City Item as Surplus Property and Indicating Intent and Method of Disposal of Such Property.

MOTION: Councilor Thomas made a motion to approve Resolution No. 3. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

8. Other Business

Mayor Crenshaw asked if there was additional discussion on landlords and tenants or other.

Councilor DiMarco noted that he was not advocating one course of action over another, but if the Council wanted to consider a ratepayer assistance program, it would be beneficial to establish a placeholder in the budget and then if desired, the details of the program could be worked out. Administrator Knope responded that it would need someplace to be funded and just because it had a place in the budget did not mean it would need to be used, if the Council decided they did not want to establish that program.

Mayor Crenshaw stated that earlier in the meeting they had talked about landlord/tenants and he thought that discussion and the discussion of a ratepayer assistance program would be separate topics. Administrator Knope expressed agreement.

Councilor Thomas noted that they needed to remember to watch their belts in the budget and asked where funding would come for these programs. Mayor Crenshaw expressed understanding and referred to the domino effect of a person getting behind on their utility bill payments and eventually owing more than the original amount.

Councilor Rowe stated that they he would like to see staff find a proper spot in the budget for the ratepayer assistance program as a placeholder. That did not mean that they would have the program, but a placeholder would be there, if they wanted to proceed.

Councilor DiMarco noted that another thing to think about with the landlord or tenant situation and the utility ratepayers was there were other programs out there that the City might be able to tap into or even perhaps get reimbursement at some point down the line if the City had a placeholder or something in place.

Mayor Crenshaw suggested discussions be held at Finance and Judiciary and the Public Works Committees, and he would work with Administrator Knope and Committee Chairs to see where this would fit in their calendars.

Councilor DiMarco encouraged the Council and Budget Committee members to review Section 3 of the Budget Reference Materials, which included a summary of the Governor’s Executive Orders and how that affected budget meetings and budget schedules. It talked about deadlines and adjustments in the current situation and had information on budgeting in Oregon in general, which would be good to review on what the Budget Committee could and could not do.

9. Adjournment

As there was no further business, the meeting was adjourned at 7:40 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor