

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, August 13, 2019, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Mark Crenshaw; Councilors Sandie Thomas, Robert Stott, Andrea Ceniga, John Gambee, Dale Rowe, and Bill DiMarco; City Administrator, Jason Knope; City Attorney, Christy Monson; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; 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. Changes to the Agenda**

No changes.

**3. Approval of Minutes – July 9, 2019**

**MOTION:** Councilor Stott made a motion to approve the July 9, 2019 Council Minutes. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**4. Review of Previous Month's Expenditures**

Mayor Crenshaw asked if there were any Council comments or questions on the previous month's expenditures. There were none.

**5. Public Comment on Items not Listed on the Agenda**

Mr. Zane Goodwin, 474 W. 8<sup>th</sup>, Junction City, requested that Committee packets be posted on the City's website, per the Agenda Process Guidelines. He continued that he would like to see more information on what the Executive Session would be about. Mayor Crenshaw explained how Executive Sessions worked and that the criteria for meeting in private session were communicated to the public. Mr. Goodwin added that he would like to see the body cam footage from the school incident and had submitted a request to City staff.

Mr. Jack Sumner, 1061 Quince Drive, Junction City, stated that he had submitted a Council Agenda Item Request with two items and it was referred to the Public Safety Committee; however, only one of the items was discussed there. He added that he had spoken to Councilor DiMarco about not hearing back from staff on a complaint that he had submitted on August 22, 2018.

**6. Petersen Street Closure Request**

Director Kaping reviewed the request from Jackie Petersen to close a portion of 13<sup>th</sup> Street from Oaklea to Tamarack for a Neighborhood Street party on August 24, 2019. No concerns from staff, as long as emergency access was available.

**MOTION:** Councilor Rowe made a motion to approve the street closure request for the Petersen Street party on August 24, 2019 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 5:00 p.m. to 11:00 p.m. The use of City streets will apply to the section of 13<sup>th</sup> Street between Oaklea and Tamarack Street. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**7. Garbage Truck Purchase**

Director Kaping presented the request to purchase a new automated garbage truck. Per the truck replacement policy, Public Works was scheduled to replace one of the garbage trucks this year. Two quotes were received, and the Bridgeport quote was \$6,000 less; however, work would need to be done to that truck which would end up costing more than the quote from General Equipment. Funds for this purchase were in the current budget.

**MOTION:** Councilor Rowe made a motion to approve the purchase of the garbage truck from General Equipment in the amount of \$256,000 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Gambee and passed by unanimous vote of the Council.

**8. Total Compensation Survey**

Administrator Knope presented the request to have Portland State University do a compensation survey for non-represented employees, to provide the expertise needed to analyze compression issues and compliance with equal pay for equal work rules. Cost was \$4,600, and \$5,000 had been budgeted for this work in the current budget.

**MOTION:** Councilor Rowe made a motion to approve the proposal from Portland State University dated August 5, 2019 and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Stott and passed by a vote of 4 to 2 with Councilors Stott, Gамbee, Rowe, and DiMarco voting in favor and Councilors Thomas and Ceniga voting against.

#### 9. Maintenance Coordinator Job Description Update

Administrator Knope presented the resolution to approve an update to the Maintenance Coordinator job description. As part of the Internal Services reorganization, a dedicated I.T. employee had been included in the current budget. The Maintenance Coordinator job description was being updated to remove the I.T. responsibilities and put more focus on fleet and facilities maintenance.

A. Resolution No. 1 – A Resolution to Update the Position of Maintenance Coordinator Pursuant to Personnel Policy Section 4.2 and Assigning a Range within the City's Compensation

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

#### 10. Master Fee Schedule Annual Review

Director Crocker presented the updated 2019 Master Fee Schedule. The schedule was a compilation of all City fees, which were approved via resolution.

**MOTION:** Councilor Stott made a motion to adopt the City of Junction City 2019 Master Fee Schedule. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

#### 11. Operating Funds Balance Fiscal Policy

Director Crocker presented the Operating Funds Balance fiscal policy, which set minimum fund balance targets for all funds citywide. He distributed an Ending Fund Balance requirements document, which outlined where departments were in meeting this policy as of June 30, 2019. It was noted that it would take a few years for some departments to achieve these minimum fund balances. The Finance and Judiciary Committee reviewed and recommended approval. The policy read:

1. *Operating Funds Balance Policy*

*Measurement of a fund's ending balance will occur annually on June 30<sup>th</sup>. For purpose of this calculation, the expenditures shall be the budget as originally adopted for the subsequent year. The minimum fund balance is the unrestricted or unassigned fund balance amount excluding non-spendable, restricted, or committed fund balance amounts.*

a. *General Fund/Non-Departmental*

*The minimum targeted General Fund/Non-Departmental ending fund balance shall be no less than 35% of all budgeted expenditures (exclusive of transfers and contingency) in the General Fund.*

b. *Utility Funds*

*The minimum targeted ending fund balance shall be no less than 25% of next year's budgeted expenditures (exclusive of transfers and contingency).*

c. *Internal Services Funds*

*The minimum targeted fund balance shall be no less than 15% of next year's budgeted expenditures (exclusive of transfers and contingency).*

d. *Other Operating Funds*

*The minimum targeted fund balances shall be no less than 15% of next year's budgeted expenditures (exclusive of transfers and contingency). Other operating funds currently include the Community Center, Viking Sal, Senior Center, Police, Court, Building, Pool, Parks, and Library Funds.*

**MOTION:** Councilor Rowe made a motion to approve the Operating Funds Balance Policy as presented. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

#### 12. Council Agenda Forecaster

Administrator Knope presented the forecaster and noted that two Council Agenda item Request forms had been received from Zane Goodwin. The first request was a plan to modify Council and Committee procedures and the City website to allow online public comments on Council and Committee agenda items with the intent to increase public participation, public satisfaction, and streamline public meetings.

The Council consensus was to put this on the September 24, 2019 Council Work Session agenda.

Administrator Knope continued that Mr. Goodwin's second request was for the Junction City Police Department to give a rebuttal to the concerns expressed in the Junction City School Board meeting on June 3, 2019. Mayor Crenshaw responded that the City was still gathering facts on this matter and he would hold this request open; if they were able to get it on an agenda soon, they would do so and he would let Mr. Goodwin know.

### 13. Staff Reports

No reports.

### 14. Councilor Comments/Questions

Councilor Thomas stated that she had heard that a police motorcycle went down on Link Lane. Chief Morris responded that he had a mechanical problem with the bike and had pulled off to the shoulder, which was on an incline. As he went to put his foot down, the bike tipped over, but there was no crash or property damage.

Councilor Thomas said that she thought Public Works might have a report on the festival. Director Kaping responded that everything went smoothly and was uneventful for Public Works.

Councilor Ceniga said she had heard from some downtown businesses that the streets were closed all day Monday for festival cleanup, which affected their businesses. She wondered if discussion could be held on opening the street by noon on that Monday.

Mayor Crenshaw noted that the Monday closure was in the conditions, but discussions could be held with the Scandinavian Festival Association. Administrator Knope added that a few years ago, time was allotted with the street closure for the City to wash and clean the streets, as well as put back signs. This was done, in response to downtown businesses complaining about the odor after the festival.

Councilor Rowe said wasn't it nice that there was a four-day festival with approximately 150,000 people on City streets and there was nothing to report. He thanked Public Works and the Police Department for their work and the Scandinavian Festival Association for showcasing the community.

Councilor DiMarco reminded everyone that the City was founded in October 1872 and the 150<sup>th</sup> anniversary would be coming up in three years. Discussions were beginning at the Public Works Committee and Community Development Committee, and it would be nice to look at doing a project, such as creating a fairgrounds or event venue on City property near the lagoons.

Councilor Rowe noted that the September Public Works Committee would be held on Wednesday, September 4, 2019 at 6:00 p.m.

### 15. Mayor's Comments

Mayor Crenshaw stated that they had a great festival with many people attending. He added that yet again, the festival showcased the businesses downtown and a few new businesses were able to open in time for visitors to see their businesses. Unfortunately, the new bakery was not able to open before festival, but he looked forward to seeing what kind of cakes they would produce.

Mayor Crenshaw continued that volunteerism was very important and his platform as the Mayor of Junction City was to make sure that the public had the opportunity to be heard. He encouraged citizens to not go away when they did not hear what they wanted to hear, saying that they were not heard. He noted that they were a town of over 6,000 people with a lot of different opinions, so decisions that a citizen might want to see may not necessarily be the ones that were actually made.

### 16. Executive Session per ORS 192.660(2)(h) to Consult with Legal Counsel Concerning Legal Rights and Duties Concerning Current Litigation or Litigation Likely to be Filed.

Mayor Crenshaw called Executive Session at 7:44 p.m.

Executive Session ended at 8:55 p.m. and regular session was reconvened.

**17. Adjournment**

As there was no further business, the meeting was adjourned at 8:57 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor