

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, January 10, 2023 in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon and in a virtual meeting format via internet and phone.

**PRESENT:** Mayor, Beverly Ficek (opened meeting); Mayor, Kenneth Wells; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, John P. Gambia, and Karen Leach; City Administrator, Jason Knope; City Attorney, Rebekah Dohrman; 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 Ficek opened the meeting at 6:30 p.m., led the Pledge of Allegiance, and took roll call.

**2. Mayor Ficek Comments**

Mayor Ficek thanked the citizens of Junction City for having the faith in her experience to allow her to serve a second time as Mayor and stated that it had truly been an honor and a privilege. She thanked the members of the 150<sup>th</sup> Committee for giving of their time and expertise for many months to plan the City's 150<sup>th</sup> birthday celebration. She thanked all the organizations, groups, and individuals who participated in the four-day celebration which was a once in a lifetime event for our City. She noted that the Council would soon have a new member to fill the Councilor seat vacated by Mayor Wells, and she hoped that the Council would welcome them and show them what it meant to serve the wonderful people of Junction City and that it meant not letting pre-conceived ideas or personal bias cloud your judgment, not letting fear of retaliation interfere with your decision, and listening to the staff and respecting their advice because they were the ones that dealt with the problems of the public and the City on a day to day basis. She added that in essence, it came down to one word "choice." She looked forward to seeing how the Council used the days to come and wished them all the best. She sent her prayers and hopes to everyone and especially to all the citizens of Junction City.

**3. Oaths of Office for Elected Officials**

Recorder Vodrup administered the oaths of office to Mayor Kenneth Well and City Councilors Andrea Ceniga, Sandie Thomas, and Karen Leach.

**4. Appreciation to Mayor Ficek**

Mayor Wells presented a plaque of appreciation and recognized Beverly Ficek for 20 years of service to the City of Junction City in the following roles: Mayor, City Councilor, Planning Commissioner, Budget Committee Member, Library Board Member, and many other Committees. He added appreciation for Mayor Ficek's leadership and initiative on the City's 150<sup>th</sup> Birthday celebration and in reinstating the "If I Were Mayor Contest" in 2022.

**5. Changes to the Agenda.**

None.

**6. State of the City Address**

Mayor Wells delivered the State of the City Address: "It is my pleasure to present the State of the City Address. This past year has been a great journey for everyone. Like in past years, we have had our share of challenges but with staff and Council working closely together, we addressed these not as challenges but learning opportunities. In most cases, our efforts resulted in positive outcomes. I would like to share with you a few of the positive outcomes: we established short term and long term goals; we reviewed and updated Council meeting rules; we revised the compensation schedule and paid time off policies for management, non-represented, and seasonal positions to be more competitive with our surrounding cities; working with our legal counsel, the Chief of Police, and City staff, we reviewed issues governing homelessness. These continue to be an ongoing challenge with statewide legislation and court decisions from the 9<sup>th</sup> Circuit Court of Appeals; our counsel and the League of Oregon Cities is providing updates as we move forward. We also celebrated our 150<sup>th</sup> Anniversary. I received input from the City Administrator and City staff, and they provided the following departmental accomplishments:

**Administration**

**Accomplishments:** Purchased a building to serve as our City Hall and moved it to its new location; updated the EPUD franchise contract; entered into a contract and began implementation of Oregon Records Management Solutions (ORMS); processed all necessary candidate filings and the psilocybin ban measure for the November 2022 General Election; and processed 182 citizen comments. **Goals:** Discuss noise from the trains at night; review options to increase community involvement by adding community members to our existing

committees; improve working relationships with other cities; and review creation of a Youth Advisory Council similar to what the City of Cottage Grove has in place.

### **Community Services**

**Accomplishments:** The Max Strauss Pool was fully staffed and scheduled with programs for the public and was open through Labor Day; we added two new instructors at the Community Center to provide Yoga and Thai Chi classes and a meditation class was also added; the Viking Sal Senior Center opened and provided dine in meals two days a week and LCOG Meals on Wheels three days a week; in working with Food for Lane County, the Community Center was one of the sites for the Summer Food Program, serving free meals to children in our community. **Goals:** Review and update the City's Parks Master Plan and System Development Charges; discuss the potential for covering the Max Strauss Pool; discuss the potential for adding a kiddie pool at the Max Strauss Pool; and discuss adding a water park.

### **Public Works**

**Accomplishments:** Completed the construction of the park at the Reserve. The citizens of the Reserve have been waiting for a park for a long time and we are pleased to say we got there; numerous paving projects were completed, including one of the largest, Deal Street; they reduced past due water bill accounts from \$70,000 during the pandemic to the current amount of \$5,000; drilling of test wells for future water supply; the Planning Department, which is part of Public Works, had a total of 43 land use applications, which was a 58% increase over the prior year. Of these 43 applications, 34 have been completed and applicants have been notified of their results; the Housing Inventory was increased with the approval of two subdivisions, the Reserve Phase II with 108 lots and Rolling Meadows Phase II with 92 lots; additionally added was the 129 unit apartment complex west of Oaklea Drive and west of 10<sup>th</sup> Avenue and Breckenridge Drive. **Goals:** Review and update the City's Water Master Plan and System Development Charges; review and update the City's Sewer Master Plan and System Development Charges; review and process the west side Water Plant project; and review and update the department's Water and Sewer Emergency Response Plans.

### **Finance Department**

**Accomplishments:** Financial Software System implementation (Tyler Software). This new system is the City's primary tool for accounts payable, cash receipts, banking, payroll, human resources, utility billing, and budget. The planning for this upgrade began five to six years ago and involves staff from all departments. This upgrade allows staff to make significant improvements to the efficiency of these systems, internal controls, and services available to the public. This upgrade will support the citizens for at least the next decade into the 2030s. Director Crocker, Administrator Knope, and the whole staff of the City have done a phenomenal job in getting this done. Everyone should be proud, and it will make everybody else's job and your interaction with us easier; there was established this past year the Budget Stabilization Reserve Fund through that department. **Goals:** Review short term and long-term impacts of the increasing minimum wage on the City salary scales.

### **Public Safety**

**Accomplishments:** The Uniform Crime Reporting (UCR) program generates reliable statistics for the use in law enforcement. The department has achieved our reporting accuracy goals by educating staff on the proper collection and entry procedures and by retroactively correcting data back to 2017; the department strives to deliver high quality operational efficiency and customer service. Our officers intervened on numerous cases, some including suicide, drug overdose, and emotionally disturbed individuals; in December, the City established a partnership with Cordico, the leader in wellness technology for the high stress professions, providing trusted, confidential, 24 hours, proactive and preventative wellness support specifically developed for law enforcement, fire fighters, dispatch, and others serving in the most demanding and critical roles; they completed a thorough administrative and physical inventory of all evidence and found property in the custody of the Police Department; placed more emphasis on improving public relations and developed improved relations with the Junction City School District, reestablished neighborhood community meetings, reinstated the annual Burgers with Bob, and conducted our annual Shop with A Cop. **Goals:** Fully staffed department and that will occur when our three newest officers are certified; and potential improvements to the information the department provides to the Council and the community at large.

### **Community Development**

The Committee reviewed numerous street closure requests, which were forwarded to the full City Council for their review and approval; still in the discussion stage is the design and

purchase of Welcome to Junction City signs; and they ordered a new electronic Reader Board for Highway 99, which would be arriving soon.

In closing, success is measured in results. Results are achieved through open communications, proper planning, unlimited teamwork, hard work, constant project review, and constructive input and/or feedback as needed. As your Mayor, I accept the challenge but need participation from everyone, the citizens, the City staff, and the City Council for the City of Junction City to have another successful year. Thank you.”

**7. Approval of Minutes – December 13, 2022**

**MOTION:** Councilor Washburne made a motion to approve the December 13, 2022 minutes. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

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

- A. Follow-up from Staff on Previous Comments. None.
- B. New Comments from Public.

Kris Sherman, 23644 Hall Road, Cheshire, expressed appreciation to Mayor Ficek for making her feel so welcomed and included as part of the 150<sup>th</sup> Birthday Committee. She was impressed by Mayor Ficek’s caring for the community and noted that Mayor Ficek was a bright light and a very important lady to be remembered. Ms. Sherman hoped the Council would invite the community to meetings and listen to comments, as Mayor Ficek had done that and it was so nice to have been heard.

**9. Judge Pro Tem Appointments**

Director Crocker reviewed that Judge Wiese had forwarded two nominations for Judge Pro Tem Appointments. Mayor Wells appointed Lindsay Wostmann and Cathy Ouellette.

**MOTION:** Councilor Leach made a motion to approve the Mayor’s Appointments for Municipal Judge Pro Tem. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**10. Check Signature Authority**

Director Crocker presented the three resolutions, to remove Mayor Ficek and add Mayor Wells as a check signer on the City’s bank accounts.

**A. Resolution No. 1** - A Resolution Authorizing the Signing of Checks by Kenneth Wells, Jason Knope, and Kitty Vodrup and the Use of a Facsimile Signature of City Recorder Kitty Vodrup, with the United States National Bank of Oregon, Junction City Branch; and Repealing Resolution No. 1250.

**B. Resolution No. 2** – A Resolution Authorizing Signature Authority of Kenneth Wells, Jason Knope, and Kitty Vodrup and the Use of a Facsimile Signature of City Recorder Kitty Vodrup with Citizens Bank, Junction City Branch; and Repealing Resolution No. 1251.

**C. Resolution No. 3** – A Resolution Authorizing Signature Authority by Kenneth Wells, Jason Knope, and Kitty Vodrup and the Use of a Facsimile Signature of City Recorder Kitty Vodrup with Columbia Bank, Junction City Branch; and Repealing Resolution No. 1252.

**MOTION:** Councilor Thomas made a motion to approve Resolutions 1, 2, and 3 as presented. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

**11. Budget Calendar Fiscal Year 2023-2024**

Director Crocker presented the Fiscal Year 2023-24 Budget Calendar.

**MOTION:** Councilor Washburne made a motion to approve the budget calendar as presented by staff. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**12. Budget Committee Work Session**

Director Crocker noted that the Budget Committee had sometimes met for a Work session in the past and asked if the Council was interested in having the Budget Committee meet before the Fiscal Year 23-24 Budget season began. In response to a question on the number of citizen vacancies on the Budget Committee, Director Crocker stated that there was one.

The Council consensus was to hold a Budget Committee Work Session on February 16, 2023.

**13. Lagoon Groundwater Project**

Director Kaping presented the request to have a company do groundwater testing for the Sewer Treatment Plant pre-design work. Staff reached out to three vendors and three responses were received. The Public Works Committee reviewed on January 9, 2023 and recommended approval.

**MOTION:** Councilor Washburne made a motion to award the Lagoon Groundwater project to Shannon and Wilson in the amount not to exceed \$32,691 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

**14. Appointment of Council President**

**MOTION:** Councilor Washburne made a motion to appoint Councilor Karen Leach as Council President. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

**15. Council Committees and LCOG/Lane ACT Appointments**

Mayor Wells made the following appointments:

**Public Works Committee**

Sid Washburne – Chair  
John Gambee  
Sandie Thomas

**Public Safety Committee**

Andrea Ceniga - Chair  
Karen Leach  
Sid Washburne

**Community Services Committee**

John Gambee – Chair  
Karen Leach  
Sid Washburne

**Community Development Committee**

Sandie Thomas - Chair  
John Gambee  
Andrea Ceniga

**Finance and Judiciary Committee**

Karen Leach – Chair  
Andrea Ceniga  
Sandie Thomas

Mayor Wells stated that for the Lane Council Board of Directors appointments, he would serve as the representative and Councilor Leach as an alternate. For Lane ACT (Area Commission on Transportation), Mayor Wells appointed Councilor Washburne as the representative and Councilor Thomas as the alternate.

**16. Revolving Loan Fund Committee – Council Representative**

Mayor Wells appointed Councilor Leach as the Council representative to the Revolving Loan Fund Committee.

**MOTION:** Councilor Ceniga made a motion to approve the Mayor's appointment to the Revolving Loan Fund Committee. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

**17. Councilor Appointment Process**

Mayor Wells stated that with his being sworn in as Mayor, there was now a City Councilor vacancy on the Council. He continued that the City Charter provided guidance on filling Councilor Vacancies, and the Council had some flexibility in how to proceed. He referred to a Councilor Appointment history document that showed what the Council had done on Councilor appointments from 2003 to 2021 and that a majority of the time the Council chose to advertise for 30 days and take applications.

After a brief discussion, the Council consensus was to advertise for 30 days, take applications, and to appoint at the February 14, 2023 Council meeting.

**18. City Administrator Evaluation Schedule**

Attorney Dohrman reviewed that Attorney Wolf had provided a City Administrator evaluation form in the packet and it was the same form that had been used last year. Mayor Wells confirmed that the Council had approved using this form at the December meeting.

Attorney Dohrman continued that Attorney Wolf had prepared a proposed timeline: The Council would complete the individual forms and bring them in a sealed envelope to the January 24, 2023 Council Work Session. Recorder Vodrup would get the evaluations to Attorney Wolf, who would prepare a summary of the evaluations and have those ready for the February 14, 2023 Council meeting. Attorney Wolf would review the summary with the Council in Executive Session at the February 14<sup>th</sup> meeting and then the Council would have Administrator Knope's evaluation in Executive Session that same evening. The Council consensus was in favor of that timeline.

Attorney Dohrman noted that Attorney Wolf wondered if the Council wanted him to type up all the comments in the summary evaluation or merge them into categories. Administrator Knope responded that he had requested at the last meeting that Attorney Wolf either list each Council member comment and who provided that comment on the summary evaluation or provide the summary and then a copy of each individual Council evaluation form. He added that this would be helpful in facilitating open communication and better understanding. A majority of the Council was in favor of facilitating Administrator Knope's request and to have Attorney Wolf do whichever approach was easier for him.

#### **19. Review of Draft Council Training Agenda**

Attorney Dohrman reviewed that Attorney Connelly had prepared a draft outline of Council training topics for the January and February Council Work Sessions. The Council consensus was that the outline looked fine, and they wanted to wait to have the trainings until the new Councilor was appointed; therefore, training dates would be at the February and March Council Work Sessions. If there was a delay in the Councilor appointment, the trainings would be moved accordingly.

#### **20. Council Agenda Forecaster**

Administrator Knope presented the forecaster and noted that he would add Council training placeholders for the February and March Work Sessions. He added that he would be bringing Council Goal #5 Increase Community Involvement, to discuss adding community member back to the Committees as well as Goal #7 Youth in Government to the Council for review.

Mayor Wells responded that the Goals Work Sheets were an excellent tool, and he encouraged the Committee Chairs to work with their staff leads to get their goals on their agendas. Administrator Knope added that he had given staff direction to have at least one goal a meeting.

Mayor Wells added that it would be nice to have the Fire Department, Tri-County Chamber, and School District each give their reports on separate meetings once a quarter. Administrator Knope responded that staff would arrange that.

#### **21. Committee Reports.**

Public Works Committee. (January 9, 2023). Councilor Washburne reported:

- Discussed the Lagoon Groundwater project and looked at some goals.
- Looked into flashing stop signs and were high priced at \$2100 per sign.

#### **22. Staff Reports**

Chief Morris reported: The department activity continued, and they had received good feedback on the neighborhood policing meetings. He congratulated the newly elected Council members.

Mayor Wells asked how it was going for the three new officers. Chief Morris responded they were each doing well in training and would graduate on March 17, 2023.

Councilor Thomas asked if they could get a tour of the Police Department. Chief Morris responded yes anytime. Councilor Thomas asked for confirmation that the jail was open. Chief Morris responded that it was and had been for months.

Director Kaping reported: The Reserve Park was complete; they were waiting to install the basketball hoops until the grass was more established. The Reserve Sewer line redo was coming to an end and had one section left to do. Public Works was doing a lot of maintenance and trying to get ready for spring so they could start projects again. Management staff had been very involved in meetings for the Sewer Treatment Plant pre-design; there was still a lot of work to do to get the pre-design done and then forward to DEQ (Department of Environmental Quality) for their review. The cost of the Sewer Line repair at Rose Street was

\$37,000, which included paving, and Director Kaping would be advocating replacement of that line with the upgrade of the lagoon; it was noted there had been four breaks in this line.

Director Crocker reported: It had been a busy and challenging year for finance, with the software project. Staff was beginning to enjoy some of the efficiencies of using this software, and employees were more directly involved with this system, such as entering their time into the system instead of on timesheets. Accounts Payable was more efficient and a check run was being done every week instead of twice a month. Staff was beginning work on the upcoming budget.

Administrator Knope reported: The new City Hall building had been lowered onto its foundation. The contractor was 90 to 95% done with the repair and restoration of the building exterior, and utilities would be reconnected this week. Director Crocker would be resuming the role as staff lead for the Finance and Judiciary Committee in February, now that the Tyler Software conversion had been completed. Administrator Knope would be working with Superintendent Tracer and Coordinator Jenkins on being staff leads for the Community Services Committee. Administrator Knope would continue as staff lead for the Public Safety Committee and transition that back to Chief Morris and Deputy Chief Markell after the new officers were up to speed. He added that for the first time an attorney expenses spreadsheet had been included in the packet to track where the attorneys were spending their time throughout the year. This report would be included in the packet on a quarterly basis.

Attorney Dohrman reported: Legislature was in session and would hear updates from their firm as things progressed.

**23. Previous Month's Expenditures.** None.

**24. Councilor Comments/Questions**

Councilor Thomas stated that she looked forward to going forward and doing what they could for their City and the taxpayers. She was happy with her appointments on the Committees.

Councilor Washburne shared that they set goals last year and they should keep working on those goals one at a time each month so they could eventually get through them all. He added that they could then start over and set new goals.

Councilor Ceniga stated that she was looking forward to the next four years. She was excited to keep working on things in the Community Development and Community Services Committees, which were important to her. She added that she was excited to serve on the Public Safety Committee.

Councilor Leach noted that she was excited to start a new year and was looking forward to working with the Police Department, Director Crocker and Finance, and Community Services, which she loved. She added that she was happy with the Committee assignments.

**25. Mayor's Comments**

Mayor Wells stated that in response to Ms. Sherman's public comment, he wanted her to know that the Council always encouraged and asked for citizens to be part of the Council process, which was important in getting things done. He continued that this was a good meeting and he appreciated everyone's support and all the things that everyone had done. As he had said in his message, it took all of them, along with the citizens, to achieve what needed to be done. He looked forward to a great year and to do that again the following year, because of having great people.

**26. Adjournment**

As there was no further business, the meeting was adjourned at 7:57 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

\_\_\_\_\_  
Kenneth Wells, Mayor