

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, January 11, 2022 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; Council President, Ken Wells; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, John Gамbee, and Karen Leach; City Administrator, Jason Knope; City Attorney, Carrie Connelly; 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. Changes to the Agenda**

None.

**3. State of the City**

Mayor Ficek presented the State of the City Address and noted that 2021 was a year of unprecedented challenges for the City and a year of accomplishments. She reviewed department accomplishments and goals:

Public Works Accomplishments in 2021: New subdivision projects, start of Projects Crew, pre-design work for sewer plant upgrade, finished two projects on Water and Sewer Master Plan, new shop for Projects Crew, multiple paving and crack seal projects, bike path from Timothy to Alona Place, five year contract with the City of Harrisburg for Junction City to provide plan review and building inspection services, and installed fiber conduit to the swimming pool and Dutch's Field House.

Public Works Goals for 2022: Tackle more projects from Water and Sewer Master Plans, finish pre-design for sewer plant upgrade and start final design, continue annual maintenance work, and continue to work on water quality.

Finance Department Accomplishments in 2021: Received Government Finance Officers Association (GFOA) award for small government cash basis annual report (8<sup>th</sup> consecutive annual award for the City), received clean audit for City's 2021 Financial Reports, received GFOA award for outstanding budget (3<sup>rd</sup> consecutive year), and processed more than 600 payroll checks and 5071 transactions for payment. For Court: Processed over 1200 citations, tracked 445 community services hours, successfully adapted to pandemic restrictions, and implemented use of video conferencing. For Human Resources: Completed new hire process for 6 full time and 9 seasonal positions.

Finance Department Goals for 2022: Enterprise Resource Planning Software Project (Tyler), FY 21-22 financial audit, FY 22-23 budget, and Budget Stabilization Fund fiscal policy. For Court: Continue providing services with pandemic challenges. For Human Resources: Update Personnel Manual.

Police Department Accomplishments in 2021: Received first ever accreditation from the Oregon Accreditation Alliance for the Dispatch Center and re-accreditation for department operations, processed over 21,000 calls for service, achieved silver-level status through Lexipol for policy management, remodeled new patrol room, resurfaced/striped parking lot, was awarded funding from Senator Manning to purchase building, received ODOT grants for enhanced traffic enforcement, received positive audit on evidence room, recognized by Senator Manning as a positive model of policing; built positive working relationships with Adult Protective Services, Oregon Department of Justice, and Junction City Ministerial Association, successfully investigated and responded to multiple violent/other crimes, Officers Serrano and Bonner and Telecommunicator Deskins received awards from the University of Oregon Police Department, participated in Fallen Soldier's Memorial motorcycle ride, National Drug Take Back Program, and Trunk or Treat, delivered meals from Moose Lodge on Thanksgiving and Christmas, and held annual Shop with a Cop.

Police Department Goals for 2022: Transition into new patrol room, conduct meetings throughout the community, hold Burgers with Bob at the end of summer and Human Trafficking Symposium in June, develop educational symposium on elder abuse and resources available to seniors, and continue working with state elected officials on legislation to improve policing.

Administration Department Accomplishments in 2021: Completed and began using new Records Archive Room, updated the Citywide Phone System, and updated Pacific Power and Northwest Natural Gas franchise agreements.

Administration Department Goals for 2022: Implement Oregon Records Management System (Electronic Records Management), update Public Records policy, implement Public Records and Complaint tracking software, create new City website, update Public Contracting Rules, update Century Link and EPUD franchise agreements, and update City Retention Schedule.

Mayor Ficek concluded that it had been a particularly difficult year, but because of the hard work and dedication of the staff and of the City Council, Junction City continued to provide the services and protection to our citizens that they expected and deserved. On behalf of the citizens and City Council, she thanked all the staff for a job well done. She added, "2022, bring it on, we are ready for you."

#### **4. Approval of Minutes – December 14, 2021**

**MOTION:** Councilor Washburne made a motion to approve the December 14, 2021 minutes. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

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

Mr. Jeff Morrison stated that he was a former resident of Junction City, and his father had been a victim of the theft at the Junction City Retirement Home. Mr. Morrison read a letter of appreciation to Chief Morris for the way he handled the case and had the utmost professionalism, compassion, and understanding in dealing with the family.

#### **6. Municipal Judge Annual Report**

Judge Ashlee Wiese provided the annual Municipal Judge report, which included:

- The Police Department assisted the Court in securing a bed at the Springfield jail where a few individuals were sent to serve their sentences in excess of 30 days.
- When the City's jail was opened back up, the Court would be able to clear out stacks of cases and utilize the jail for pre-trial detention and for sentencing on things like criminal trespass or shoplifting.
- The Court had been using the smart board on a regular basis for video conferencing. This was very useful and helped save the City money with not having to pay attorneys for their drive time and also helped to resolve cases for people who were in prison or in other states.
- The Court had been working diligently to encourage license reinstatement.
- The Court had been seeing a lot of parking tickets, and people were learning about how to correctly park to eliminate hazards.
- When Judge Wiese first became Junction City's judge, she went to the schools and worked with kids, and she looked forward to when that could occur again.
- Judge Wiese had worked with the school to set up a fantastic truancy program, but the legislature changed the laws and unfortunately the municipal court no longer had jurisdiction over truancy.
- The adjustments made to deal with the pandemic and use video conferencing had opened up a new way to expand access to justice going into the future. In the past, if someone did not walk through the door to Court no matter what the situation, they received a warrant for their arrest.
- Judge Wiese shared that a lady had to install a breathalyzer in her car but had issues with its incorrect registration that no one, including her attorney, had been able to resolve and she was going to be charged another \$3,000 for a new device. Court Clerk Sandra Mills looked at the issue and had it fixed within 30 minutes, with much appreciation.

Mayor Ficek expressed appreciation to Judge Wiese for the report and the work of the Court.

#### **7. Water and Sewer Rates**

Director Kaping reviewed that in 2018, SCS Engineering did a rate study for the City, which was approved in 2019. The study called for a five-year plan of incremental rate increases, to be able to continue work on the needed water and sewer master plan projects. Resolutions for rate changes were before the Council, and a typical residential customer would see increases of \$2.48 for water and \$2.37 for sewer. These rate increases would not go into effect until July 20, 2022. The Public Works Committee reviewed and recommended approval.

## A. Public Comment

Mr. Jack Sumner, 1061 Quince Drive, Junction City, expressed concerns about impacts to senior citizens. He realized that the City needed to improve the water and sewer but thought staff did not need to get new vehicles or equipment that could be rented or leased. He noted that he was on the Budget Committee and thought they should delay the increase for this year and maybe wait until next year when the economy had a chance to get back on its feet. He added that with the City growing and the number of utility accounts, he wondered if the increases were really necessary to maintain the water and sewer system.

Mr. Darin Olson, 1715 W. 1<sup>st</sup>, Junction City, stated that when he came to Junction City 7 or 8 years ago, there were a lot of concerns over the color of the water. He asked if this was a band-aid or would the rate increase fix the problem of the color of the water.

Ms. Cindy Montgomery, 1215 Oak Street, Junction City, asked if this was an extension or something different than what was passed a few years ago. Director Kaping responded that this was a continuation of the plan of 2019 for rate increases over 5 years. At the end of that five years, there would be no more rate increases unless the City did another rate study.

Councilor Ceniga asked if the rate increases could be postponed for a year. Administrator Knope responded that on the sewer side, there would be a multi-million dollar project coming soon, and it was intended that the City build up reserves for the sewer project so they would not have to borrow as much later. To address the water quality issues, the City had created the Projects Crew to work on water master plan projects, such as pipeline replacement and other projects. These were projects that could not be put off, as many of those things had already been put off for 30 years and there was some significant deferred maintenance in the piping system that contributed to water quality.

Administrator Knope continued that Public Works had not purchased a new vehicle since 2008 and purchased used vehicles at auction and other sources with cash on hand. The majority of the equipment for the Projects Crew was also used, except for the big excavator that was the main work horse. They leased a backhoe, trying to spread some of the costs out. The City could choose to delay some projects, but the City's costs to provide water and sewer had skyrocketed as well. Back when the rate study was done in 2018, they did not anticipate the economic impacts that were occurring today. Staff's recommendation was to go forward with the increases now to take care of projects and address citizen water quality concerns, as well as prevent cascading failures of the distribution pipe that 30 years ago was at the end of its useful life.

Councilor Thomas asked if there was something to help people with lower incomes. Director Kaping responded that the City did not have anything in place. He added that a few years ago, the City had an assistance program, but it was discontinued by the Council.

Councilor Leach asked if there were churches or other places that offered assistance to people. Director Kaping responded yes, and the City referred customers to those organizations and also worked with people on a payment plan.

Councilor Washburne asked about the status of people who had been delinquent on their utility bills. Director Kaping responded that when the City started to do shut offs again, there were \$75,000 in past due accounts and that was down to \$20,000.

Councilor Wells stated that the cost to do work now was much more expensive than what the 2018 study had anticipated. Director Kaping responded that was correct.

Councilor Wells noted that they could probably all agree that this was not easy for the citizens or Council, but like Administrator Knope said, the work needed to be done. They would pay for that work now or later, and later it would be at a much higher cost.

Councilor Gambie echoed Councilor Wells comments and asked how the City was doing with water quality, to respond to Mr. Olson's question. Director Kaping responded that the calls for dirty water had dropped by 75% with the start of the water quality projects; the auto flushing equipment and testing they were doing on a weekly basis had shown great improvement in the water quality, but the City would continue to monitor and make further improvements.

Councilor Gambia noted that none of them liked to have a higher bill, but the citizens had repeatedly said that they wanted clean water and the improvements that were underway were helping with that. He thanked staff for all their work.

Council members expressed that this was a hard decision to make, but the work needed to be done and would only cost more money in the future if they put this off.

B. Resolution No. 1 – A Resolution Establishing Water Rates for the City of Junction City and Repealing Resolution No. 1254.

C. Resolution No. 2 – A Resolution Establishing Sewer Rates and Charges for the City of Junction City and Repealing Resolution No. 1255.

**MOTION:** Councilor Wells made a motion to approve Resolutions No. 1 and 2. The motion was seconded by Councilor Gambia and passed by unanimous vote of the Council.

## 8. Councilor Rules/Notice for Special Meetings

Administrator Knope presented the ordinance to adopt the Council rules and amend the City's Code that Special Meetings Notice would be not less than 24 hours instead of not less than 48 hours notice.

A. Ordinance No. 1 – An Ordinance Establishing Council Rules and Amending Junction City Municipal Code Section 2.05.020.

Attorney Connell read Ordinance No. 1 in full.

**MOTION:** Councilor Gambia made a motion to read Ordinance No. 1 by title only. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

Attorney Connelly read Ordinance No. 1 by title only.

**MOTION:** Councilor Leach made a motion to adopt Ordinance No. 1. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

## 9. Test Wells

Director Kaping presented the request to have Bill Fielder Well Drilling drill two test wells: one at the Reserve Park and one at the parkland behind Prairie Meadows and Raintree Subdivision. Previous bids received for this project were \$82,000 and \$134,000 per well. Mr. Fielder's bid had been substantially lower, and a 20% contingency was added for any unforeseen costs.

**MOTION:** Councilor Ceniga made a motion to approve the test well project to Bill Fielder Well Drilling in the amount not to exceed \$71,328 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

## 10. Laurel Street Paving Project

Director Kaping presented the request to grind and overlay the asphalt on Laurel Street from 12<sup>th</sup> to the swimming pool parking lot. Contacted three vendors and two bids were received. Funds were in the budget for this project, but staff had received notice from ODOT that the City needed to use \$120,000 of the City's ODOT Exchange Fund dollars by the end of this year or would lose it; therefore, they would be using ODOT Exchange dollars for this project and carry over the budgeted funds for other projects next year. The City currently had \$500,000 in ODOT Exchange funds, but the rules had changed that the City could not hold more than 4 years in that fund.

**MOTION:** Councilor Wells made a motion to award the Laurel Street Paving Project to Pave Northwest in the amount not to exceed \$111,600 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

## 11. Judge Pro Tem Appointments

Director Crocker reviewed that Judge Wiese had forwarded four nominations for Judge Pro Tem Appointments.

Mayor Ficek appointed Jessica Saydack, Lindsay Wostmann, Stephany Eckart, and Cathy Ouellette to serve as judges pro tem.

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

#### 12. Budget Calendar Fiscal Year 2022-2023

Director Crocker presented the Fiscal Year 2022-2023 budget calendar.

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

#### 13. Budget Officer Appointment

Director Crocker stated that historically each year, the Council appointed a Budget Officer; however, the Charter read that the City Administrator shall prepare and transmit to the Council an annual City budget. Given that the Charter outlined that this task would be done by the City Administrator, he wondered if the Council would like to continue the annual appointment or to discontinue this annual practice and rely on the direction of the Charter.

The Council consensus was to rely on the language in the Charter and discontinue the annual appointment process.

**MOTION:** Councilor Ceniga made a motion to direct staff to rely on the City Charter which designates the City Administrator as the Budget Officer. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

#### 14. Finance Committee Purpose Statement

Director Crocker stated that the Finance and Judiciary Committee had reviewed their purpose statement on July 1 and November 4, 2021 and forwarded to Council a draft that their purpose statement be amended to include oversight of the Revolving Loan Fund Committee.

**MOTION:** Councilor Wells made a motion to approve the Finance and Judiciary Committee purpose statement as presented. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

#### 15. Budget Stabilization Fund Fiscal Policy

Director Crocker reviewed that the Council approved the Budget Stabilization Fund on April 13, 2021 and to have \$180,000 be transferred into that fund in this current budget. As part of that process, the Finance and Judiciary Committee was asked to draft a fiscal policy for this fund and the draft was before the Council. This was a Council directed reserve fund, and the authority to access this fund could only come from the Council and not staff.

Councilor Gambee stated that creating the fund and establishing this policy would be beneficial for the City. Councilor Wells expressed his agreement and both Councilors expressed their appreciation to staff for their work on this.

**MOTION:** Councilor Wells made a motion to approve the Budget Stabilization Reserve Fund Policy as presented. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

#### 16. Bucket System Pros and Cons/Departmental Budgeting

Director Crocker reviewed that Councilor Thomas had submitted a Council Agenda Item request to discuss this topic, and the Council had forwarded this to the Finance and Judiciary Committee. The Committee reviewed and asked that the discussion be forwarded to Council:

- In FY (Fiscal Year) 2016-17, the City adopted the bucket system, which gave the General Fund departments the responsibility, just as other departments always had, to have a balanced budget, where expenditures did not exceed available revenue that was allocated to each department.
- Revenue budgeting prior to FY 16-17 was difficult, as it was basically in one large bucket and difficult to determine how much would go to each department. The bucket system allowed revenue amounts to be allocated for each department and to reflect the Council's priorities for funding City services.

- The bucket system allowed department managers to have an incentive to watch their expenses because any savings they had would roll over into their next year's budget and could be used according to fiscal policies, including saving for capital expenditures or projects.
- Another important aspect for the way the City budgeted now was with the internal services funds (IT, Maintenance, Administration, and Finance). These were allocated out to the departments to show the actual costs for providing those services, which added more transparency.
- Since 2013, the Council had taken 11 actions to establish the City's Fiscal Policies, which provided guidance for the way the City currently prepared its budget.
- The City had received the Government Finance Officers Association (GFOA) budget award three times, and this reflected the accuracy, accountability, and transparency the City had in preparing its annual budget.

Councilor Gambie stated that his understanding of government had been that if you did not spend all you had, you would lose it; however, the bucket system incentivized staff to save money, and staff had done that over and over with saving for capital equipment and projects, which he expressed appreciation for.

Mayor Ficek expressed her agreement and thanked the Finance Committee for their review of this and other items that had been on the agenda tonight.

Mayor Ficek called for a break at 8:14 p.m. The meeting reconvened at 8:19 p.m.

#### 17. Council Agenda Forecaster

Administrator Knope presented the forecaster and asked if the Council wanted to put Council Goals on a future agenda. The Council consensus was to put this on the February 22, 2022 Work Session agenda.

Councilor Leach stated that she would like to have a work session to talk more in depth about the bucket system. The Council consensus was to put this on the January 25, 2022 Work Session agenda.

#### 18. Committee Reports

**Finance and Judiciary Committee.** (January 6, 2022). Councilor Gambie reported:

- Continued discussion on the non-represented salary survey from Portland State University that the Council had requested in 2020.

**Public Safety Committee.** (January 7, 2022). Councilor Gambie reported:

- Councilor Washburne had made a request to review CAD reports, and that gave the Committee a better idea of all the different things the Police Department was dealing with; for the month of December, the report was 48 pages.

#### 19. Staff Reports

Chief Morris reported: The department had been busy. They recently recovered guns which had been stolen in another jurisdiction. Over the last month or two they had seen an increase in the number of death investigations, with nothing suspicious.

Administrator Knope reported: The Council would be seeing two contracts in the future – new City website and Public Records/Complaint tracking software. City IT staff had installed most of the new hardware needed for the Tyler Software project and for other IT needs; they would be working next on updating the old hardware at the Police Department.

Attorney Connelly congratulated the Council for getting the Council rules in place and noted that she had been recommending that the Council get these rules in place since 1997. She was working with City staff on various projects that would be coming to the Council, including building permit fees. She added that when the Agenda Item Summary (AIS) read that legal reviewed as part of the packet, she received the information just like the Council did and looked at it from a high level/quick review to try and catch anything that might jump out at her. When the AIS read that legal reviewed prior to the packet, that meant that legal counsel did a more in-depth review of the item or possibly drafted the item, etc. before it went in the packet.

**20. Previous Month's Expenditures**

Councilor Thomas stated that she thought the jail was open, but Judge Wiese had communicated that the Court was not using it. Chief Morris responded that it was open for extreme cases, but not for regular use.

Councilor Thomas asked about the monthly jail laundry cost. Chief Morris responded that was for floor mats, towels, etc.

Councilor Washburne asked about phone expenses for patrol, dispatch, and police administration. Administrator Knope responded that those costs were for Century Link and the regular phone service, and costs were split out amongst the divisions in the Police Department.

**21. Councilor Comments/Questions**

Councilor Wells said that the City was doing well in the first six months of the budget, and he thanked staff and Council for all their hard work, as it took everyone working together.

Councilor Leach read a letter from Billy Thomas, who communicated appreciation to Police Officer Mike Bonner for his response, care, calm demeanor, and encouragement with a potential medical emergency involving Billy's mom.

Councilor Gambie stated that it was nice to hear how the smart board was saving money in the Court system and he asked how it had come about. Administrator Knope responded that he had done the research, based on Council's request that staff look into other options for digital meetings; the board was from a company called Neat and was funded through federal ARPA dollars.

Councilor Gambie continued that he was impressed with the thorough and in-depth review of accomplishments and goals in the State of the City address and expressed appreciation to Mayor Ficek. He stated that his understanding was that a quorum of the Committee or Council should not talk outside a public meeting but was confused when seeing a caucus of legislators interacting with each other outside of a public meeting; he asked Attorney Connelly to comment.

Attorney Connelly responded that she could not speak to the state legislature or representatives but thought that to the extent they were required to, they would be complying with public meetings laws. She stated that for Junction City, it was important to avoid talking about City business outside the confines of a public meeting and to avoid the appearance of impropriety. They should also refrain from serial discussions outside a public meeting where one Councilor talks to another about City business and then talked to another, etc. and then a quorum of the governing body had deliberated on City business outside of a public meeting. She added that if members were talking about non-city business things like their dog or the Light Festival, that was fine until they started talking about how the City was going to pay for the Light Festival. She continued that Councilors could have relationships and talk about personal things but should avoid discussing or deciding City business outside of a public meeting.

Councilor Ceniga stated that 2021 was kind of a rough year, but she was glad that they were back to meeting in person. She expressed appreciation to all staff for their hard work and hoped that 2022 would be a better year. She noted that the City had accomplished a lot and there was a lot more to get done. She thought the virtual meeting option was great for the public to be able to participate in the meetings. She expressed appreciation to those in attendance virtually and in the audience and noted that hearing from the public was very important. The City's 150<sup>th</sup> birthday would be occurring later in the year and they wanted community involvement. Next Junction City Sesquicentennial meeting was January 13, 2022 at 6:30 p.m., and she encouraged people to attend.

Councilor Washburne asked if there was a way to let the public know that they could attend meetings via Zoom, as he would like to see more participation from citizens. Administrator Knope responded that staff could come up with options on how to get the word out.

Councilor Washburne expressed appreciation to those members of the public who were attending the meeting.

Mayor Ficek asked if something could be put in with the utility bills on being able to join meetings via Zoom. Director Kaping responded yes, and he could work with Administrator Knope on that.

Councilor Thomas thanked everyone for attending the meeting. She continued that it had been a hard year, but everybody had worked hard and would continue to work hard as they went forward. She thanked staff for working so hard and expressed appreciation to Recorder Vodrup for all that she did.

**22. Mayor's Comments**

Mayor Ficek thanked the audience for attending the meeting and encouraged everyone to bring a friend to the next meeting, as they would love to see more of the public and hear comments and questions. She thanked Council and staff for their work.

**23. 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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Beverly A. Ficek, Mayor