

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, January 12, 2021, in a virtual meeting format via internet and phone.

**PRESENT:** Mayor, Beverly Ficek; Councilors Sandie Thomas, Ken Wells, Andrea Ceniga, John Gambia, Dale Rowe, and Sidney Washburne; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; HR/Admin Services Manager, Stephanie Moran; and City Recorder, Kitty Vodrup.

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

Mayor Crenshaw opened the meeting at 6:32 p.m. and led the pledge of allegiance.

**2. State of the City Address**

Mayor Ficek had asked Mayor Crenshaw to prepare and deliver the State of the City Address. Mayor Crenshaw stated:

“Thank you to all who take the time to witness these meetings of the City Council. And to the new City Council, the newly elected and the re-elected, and those of you in the middle of your term, thank you for committing yourselves to the service of our community. Regardless of the troubles that we have endured here, as they have been shared all across America in 2020, we should always look to the future with hope. We begin 2021 knowing that many of the impacts of COVID-19 are not behind us, and so that will be included in much of the focus of the work ahead. We are still very concerned for many citizens who remain unemployed and many of our businesses which are not yet able to operate at full capacity. The federal government has told us that more relief funds are on the way. Perhaps with the recent news of the House and Senate holding a majority in the same party, that relief will be more expedient than it has been while the parties were at odds. Speaking of politics, amongst the financial woes of these hard times, it is a mark in our history when we are so very divided as citizens. A dark force has infiltrated the minds of many; it seeks to disenfranchise our citizens from trusting in the democracy we adore. Winning elections has unfortunately become more important than actually doing the job these officials were elected to do. For even those politicians who are still in the light, the campaign for the next election starts the moment the results are announced. There is very little cooperation or compromise, as any concessions are felt as a betrayal to their own side of the aisle. And while these issues are predominantly at the big money levels of government, I fear that shade be cast on our city’s elected officials as well.

You know, the most influential politicians in the community are not actually the elected officials. They are the loud voices who cry out for their agenda. They are not constrained or inhibited by the rule of law, as are the elected. They need not consider the privacy of the City’s employees, nor do they need to consider the truth behind the pros and cons of the outcome they desire. I feel the need to remind everyone that Junction City’s elected officials are volunteers whose only benefit is the pride from helping move the City forward. Decisions moving the City forward like the wisdom of declining to dissolve the City’s Revolving Loan Fund, a key component to our Community Development Program. Although we are still working on rebuilding that program, the foresight to keep the RLF in the toolbox made it so that there were dollars available to help keep many of our small businesses afloat while they adapted to being safer. I commend all of our citizens who endured these inconveniences and who continue to show respect for their neighbors’ needs to feel safe in the marketplace. Our staff is top notch and these people continue to innovate ahead of the country. Our emergency action plan allowed us to continue providing services while many communities suffered closer. Following our plan, also enhanced the success in recovering the impact costs from the state’s portion of relief funds.

Moving away from pandemic issues, we have been able to make investments that will more cost effectively keep up with infrastructure, maintenance, and continue providing City services in all departments:

**Finance Department**

The Finance Department continues to receive awards for their excellent work. 2020 was the second year Junction City was recognized for their efficiency and accuracy of its budget, and the seventh year in a row that Junction City was recognized for accounting practices. The court was also very busy. Even without the benefit of our jail, agreements with other institutions allowed our judge to reshape the minds of some wayward citizens. Also, with over 500 hours of community service, some of those citizens found themselves paying back the community.

**Police Department**

The Police Department continues to improve relationships with the community and improve officer safety. By partnering with other agencies, Junction City has been able to increase its dispatch center, providing more efficient services to our officers. These agreements, which require some focus and attention be diverted to other communities, have provided our department with additional personnel that would not otherwise be present or available if not for those contracts. These

efficiencies are a major contributing factor to making our officers able to conduct more arrests; the number of arrests in 2020 is more than double from what it was in 2019. There are nearly 50 dispatch centers in Oregon, but Junction City will be one of only 8 that are accredited.

#### **Public Works Department**

Improvements are being made in water quality and the long road to catching up on street repairs has begun. They have also discovered the benefits of partnering with other cities. Our need for more staff to ensure that building codes are met throughout all of the new construction, has been hampered by financial limitations. The income generated by providing building services to other towns has enabled our staff to keep up with the growing demands.

#### **Community Services Department**

The Community Services Department assisted in the Library getting back open during the summer, and although reduced in size, the Summer Camp program was able to continue. The generous spirit of the community was made apparent by the 83 pints of blood given in November, and 98 gifts were presented to the needy children through the Sharing Tree Program in December.

Moving forward into 2021, among the things we still have going for us: we still have a balanced budget, we have no external debt, property values continue to rise, people recognize that Junction City is a great place to live. And while not all of us see eye to eye on every issue, our citizens are willing to work together to overcome the obstacles ahead. So while the state of the city is not where we would like it to be, especially compared to the ramp over the last decade and 2020 has set the bar pretty low for 2021, I see bright possibilities. I see neighbors looking out for neighbors. I see generosity where there is little excess. I see improvements being made; even the burned-out building at 7<sup>th</sup> and Ivy is on the mend. I see community spirit. I see cooperation, and I see the volunteers who are the key to keeping Junction City self-sufficient. Thank you to all the citizens of Junction City. It has been my honor to serve you and now it is time for me to hand off the gavel to Mayor Ficek.”

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

Recorder Vodrup stated that the oaths of office had been administered in the afternoon to Mayor Beverly Ficek and to City Councilors Sidney Washburne, Ken Wells, and John Gambee. Those four would now join Councilors Dale Rowe, Sandie Thomas, and Andrea Ceniga and take their places at the virtual Council seats.

### **4. Appreciation to Mayor Crenshaw and Councilors Stott and DiMarco**

Mayor Ficek thanked Mayor Crenshaw on doing a great job on the State of the City address. She expressed appreciation to Mayor Mark Crenshaw, Councilor Robert Stott, and Councilor Bill DiMarco for their service to Junction City and its citizens and stated that their expertise and time away from family and personal activities, and the amount of reading that was required as a member of the Council were to be commended. She noted that because of their hard work, devotion to duty and leadership, Junction City was the envy of other municipalities, not only for its financial standing but also for the services that were provided to our City. She provided the years of service for each: Mark Crenshaw 4 years, Robert Stott 18 years, and Bill DiMarco 17 years. She added that the details of their service history had been included in the Council packet for the record and was on the City’s website.

### **5. Changes to the Agenda**

Councilor Thomas asked if staff reports could be added to the agenda, as she thought these reports were something that the Council should hear each month. Mayor Ficek asked for staff input. Administrator Knope noted that in the past, staff reports had been on the agenda and included verbal and written reports from staff. If staff reports were desired by Council, he would recommend formally adding that back on the agenda and the written reports could be included in the packet.

Councilor Thomas added that when she had requested that this be added to the agenda over the last few months, staff gave verbal reports which she was fine with. Mayor Ficek asked Councilor Thomas what members of staff she would want to hear from. Councilor Thomas noted the following:

- She had reached out to Administrator Knope a few times over the last month and a half on seeing who had received the pandemic money but had not heard back. Administrator Knope responded that he would have the report available in the next week or two.
- \$310 was being spent each month on jail laundries, but they were not using the jail. Mayor Ficek responded this was something Councilor Thomas needed to ask Chief Morris outside of a Council meeting.

- There was an insurance deductible payment of \$800 for a car accident. Administrator Knope responded that he did not have the ability to answer that tonight but he or Director Crocker would be happy to get back to her.

Mayor Ficek stated that to have more concise and meaningful Council meetings, she would ask Council members to ask staff questions outside of Council meetings and for staff and Council to work together to make sure questions were answered. She added that if something was not being addressed and needed to come before the whole Council, there could be a request to add it to the agenda.

## 6. Approval of Minutes – December 8, 2020

**MOTION:** Councilor Rowe made a motion to approve the December 8, 2020 minutes. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

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

Mr. Jack Sumner asked why the Police Department needed a bus, as they already had more vehicles than officers. Chief Morris responded that the bus would be used for an emergency back up dispatch center, an emergency command vehicle at incidents, and as a community service vehicle for community-based events such as crime prevention education, bicycle safety, etc. Mr. Sumner stated that he did not agree with the reasons to have the bus and there would be costs to maintain it, etc. He added that the department already had a command vehicle and he did not know why they needed another one.

## 8. Nuisance Code Update

Director Kaping presented the ordinance to amend Junction City Municipal Code 8.10 Nuisance Code to add reasonable time extensions for abatement and the resolution to establish the criteria and guidelines to govern requests to extend abatement deadlines. In December of 2019, Council asked staff to develop time extensions to make the nuisance code stronger, and staff, legal counsel, and the Public Works Committee worked to develop the ordinance and resolution before the Council.

A. Ordinance No. 1 – An Ordinance Amending Junction City Municipal Code Section 8.10.140, Regarding Nuisance Abatement.

Attorney Connelly read Ordinance No. 1 in full.

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

Attorney Connelly read Ordinance No. 1 by title only and noted that the reference to the sections Nos. in Section 3 should read, “(i.e., Section Nos. 2 through 4)” instead of “(i.e., Section Nos. 2 through 5).”

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

B. Resolution No. 1 – A Resolution Establishing Criteria and Guidelines to Govern Requests to Extend Abatement Deadlines for Nuisance Violations Under Junction City Municipal Code Chapter 8.10.

Councilor Rowe noted that in the past, the public was given the opportunity to provide comments and he did not know if Mayor Ficek wanted to continue that tradition or not.

Mayor Ficek asked Attorney Connelly for her opinion. Attorney Connelly responded that this was fully discretionary; there had been an effort made to involve the public on matters before the Council and so Mayor Ficek could ask for public comment on this, but there was no requirement to do so.

Mayor Ficek asked if there were any public comments. There were none.

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

**9. Temporary Construction Easement**

Director Kaping presented the Temporary Construction easement for the Maple Springs Apartment complex. The City owns an easement down 10<sup>th</sup> Street for a pressure sewer main, and the Temporary Construction Easement agreement would allow the contractor of the Maple Springs Apartment to work in that area. The Public Works Committee reviewed on January 4, 2021 and recommended that the Council approve.

Mayor Ficek asked if there were any public comments. There were none.

**MOTION:** Councilor Rowe made a motion to approve the Temporary Construction Easement and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

**10. City Prosecutor Contract**

Director Crocker stated that on November 24, 2020, the Council awarded the City Prosecutor Services to Leahy and Cox LLP and the final contract was before the Council. Contract amount was \$42,000 per year. Updates to the contract as requested by Leahy and Cox and that were acceptable to staff included: Change term from 3 years with 3 one-year extensions to 2 years with 2 two-year extensions; termination of the contract could be made by City or contractor; and Professional Liability insurance would not be less than 1 million.

Councilor Rowe asked if the \$42,000 was in the budget and how much of an increase would this be over the previous contract. Director Crocker responded that the contract amount was in the budget and was about a \$5,000 increase.

Mayor Ficek asked if there were any public comments. There were none.

**MOTION:** Councilor Ceniga made a motion to approve the agreement with Leahy Cox LLP for City Prosecutor Services, with the changes as discussed, and authorize the Mayor to sign the agreement. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**11. Tyler Technologies Contract**

Director Crocker presented the contract with Tyler Technologies for the Finance, Utility Billing, and HR software implementation, licensing, and annual maintenance. The Request for Proposal (RFP) recommendation for Tyler Technologies was approved by Council on December 8, 2020, and staff was directed to bring back the contract. The contract was reduced from \$165,000 to \$159,000, and the annual maintenance was reduced from \$24,980 to \$23,561.

Mayor Ficek asked if there were any public comments.

Mr. Jack Sumner stated that in Exhibit A of the contract, it showed that the customer would pay \$1.25 fee per transaction if they paid online. He added that if the notification people had to call them, the company received a \$.10 per call anytime a customer was being notified for late notices and general notification. He asked why the City would agree to that. Director Kaping responded that the City was willing to absorb that cost, so the customer would not be paying that fee. Administrator Knope added that the \$1.25 was in line with what the City currently paid today.

**MOTION:** Councilor Ceniga made a motion to approve the agreement with Tyler Technologies for the Incode software as presented and authorize the City Administrator to sign the agreement. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

**12. Check Signature Authority**

Director Crocker presented the resolutions to add Mayor Ficek and remove Mayor Crenshaw as a check signer on the three City bank accounts. No members of the Finance Department signed checks, for internal control purposes.

Councilor Thomas asked if this was associated with spending limits. Director Crocker responded that this was only for check signature authority and the spending limits were a completely different component that was set by resolution.

Mayor Ficek asked if there were any public comments.

Mr. Mark Crenshaw, 1280 Oak Street, Junction City, noted that he had seen reference to two resolutions and asked what the three banks were. Director Crocker responded that the resolutions included US Bank, Citizen's Bank, and Columbia Bank. Councilor Rowe added that updated information had been sent out earlier in the day, and Mr. Crenshaw expressed appreciation for the clarification.

A. Resolution No. 2 – A Resolution Authorizing the Signing of Checks by Beverly A. Ficek, 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. 1152.

B. Resolution No. 3 – A Resolution Authorizing Signature Authority by Beverly A. Ficek, 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. 1153.

C. Resolution No. 4 – A Resolution Authorizing Signature Authority by Beverly A. Ficek, 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. 1153.

**MOTION:** Councilor Washburne made a motion to approve Resolutions No. 2, 3, and 4. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

### 13. **Budget Calendar Fiscal Year 2021-2022**

Director Crocker presented the Fiscal Year 2021-22 Budget Calendar. First Budget Committee meeting was scheduled for Thursday, April 15, 2021.

Councilor Rowe noted that in the past, the Budget Committee had met quarterly, and he asked if there were any plans for the Budget Committee to meet in January, February, or March. Director Crocker responded that nothing was scheduled.

Councilor Rowe stated that he thought it would be prudent for the Budget Committee to meet in the next 4 to 6 weeks to keep abreast of changes in the budget. Administrator Knope added a point of clarification that if the Budget Committee met before April 15<sup>th</sup>, it could only consider the current year's budget and not the upcoming budget.

Administrator Knope asked who the Vice Chair of the Budget Committee was. Councilor Washburne responded that he had been appointed as Vice Chair. Administrator Knope stated that if the Council wanted to move forward, he would have Director Crocker work with Councilor Washburne to come up with an agenda and then at either the next Finance and Judiciary Committee or Council meeting, some date options could be proposed for Council consideration.

The Council consensus was in favor of having the Budget Committee meet, as proposed by Councilor Rowe.

Mayor Ficek asked if there was a motion to approve the Budget Calendar.

**MOTION:** Councilor Rowe 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.

### 14. **Appointment of Budget Officer**

Director Crocker stated that Council appointed the Budget Officer each year and this was for Fiscal Year 2021-22. It was noted that per City Charter, the City Administrator was to prepare and transmit to the Council an annual budget and thus had been appointed as Budget Officer each year.

Councilor Rowe noted that Administrator Knope had done a wonderful job in his role of Budget Officer and he certainly deserved to continue in this position.

**MOTION:** Councilor Rowe made a motion to appoint and designate the City Administrator to be the budget officer for the Fiscal Year 2021-2022 budget year. The motion was seconded by Councilor Gambee.

Mayor Ficek asked if there were any public comments. Mr. Jack Sumner stated that he echoed Councilor Rowe’s comments that Administrator Knope had done an excellent job as Budget Officer.

Councilor Thomas asked why the Council needed to make this appointment if it were in the Charter. Attorney Connelly responded that it was a legal requirement under Oregon Budget Law; the City had delegated authority to the City Administrator, but Oregon Budget Law had additional steps/hoops to jump through each year.

**VOTE:** The motion passed by unanimous vote of the Council.

**15. Appointment of Council President**

Councilor Thomas nominated Councilor Ken Wells as Council President. Councilor Gambee nominated Councilor Dale Rowe as Council President. Councilor Rowe seconded the nomination for Councilor Wells. There was no second for the nomination of Councilor Rowe.

**MOTION:** Councilor Thomas made a motion to appoint Councilor Wells as Council President. The motion was seconded by Councilor Rowe.

Mayor Ficek asked if there were any public comments. There were none.

**VOTE:** The motion to appoint Councilor Wells as Council President passed by a vote of 5 to 1, with Councilors Thomas, Wells, Ceniga, Rowe, and Washburne voting in favor and Councilor Gambee voting against.

**16. Council Committee Appointments**

Mayor Ficek made the following Council Committee appointments:

**Public Works Committee**

Councilor Dale Rowe – Chair  
Councilor John Gambee  
Councilor Sid Washburne

**Community Services Committee**

Councilor Sid Washburne - Chair  
Councilor Andrea Ceniga  
Councilor Sandie Thomas

**Community Development Committee**

Councilor Andrea Ceniga – Chair  
Councilor Sandie Thomas  
Councilor Sid Washburne

**Finance and Judiciary Committee**

Councilor John Gambee – Chair  
Councilor Dale Rowe  
Councilor Ken Wells

**Public Safety Committee**

Councilor John Gambee – Chair  
Councilor Dale Rowe  
Councilor Ken Wells

Councilor Ficek asked the Community Development Committee to review their mission statement.

**17. Councilor Comments/Questions**

Councilor Thomas asked how Mayor Ficek had decided on the Council Committee appointments. Mayor Ficek responded that she had done a lot of homework.

Councilor Thomas asked if Councilor Gambee was chair of two different committees. Mayor Ficek responded that was correct.

Councilor Thomas noted that Councilor Wells had been on a lot of other committees over the years for Junction City. Mayor Ficek responded that she had done her homework and the appointments were what she had come up with.

Councilor Wells congratulated Mayor Crenshaw, Councilor Stott, and Councilor DiMarco for their years of service and for all the hours and time they had put in. He thanked them for being part of Junction City and noted that he was sure that they would continue being

involved with the City. He noted that it was an honor for him to have been elected, and he looked forward to working with City staff, the City Councilors, and Mayor and hoped to do as good a job as possible in the future.

Councilor Ceniga thanked Mayor Crenshaw, Councilor DiMarco, and Councilor Stott for their time serving the community on the Council. She noted that at each meeting they had Public Comment for Items not Listed on the Agenda and she wanted to know if they could put an agenda item before that to address the questions from the previous meeting's public comment.

Mayor Ficek asked for input from Administrator Knope. Administrator Knope that they could add an item on the agenda before public comment to answer the previous public comments and then the pertinent staff member could read the question and answer into the record.

Councilor Ceniga noted that she was a little disappointed in the selection of the committee and was hoping to stay on the committees she had been on but understood that it was Mayor Ficek's decision.

Councilor Gambiae thanked Mayor Ficek for the appointments on the Council Committees and noted that he would do his best to serve on the Committees. He added that there were other Committees like the Budget Committee and Revolving Loan Fund Committee that people could serve on. He stated that Mayor Crenshaw's devotion to participation and volunteering, in addition to staff's excellent work and ideas, had created a strong volunteer program at the Library which saved the City over \$100,000 per year while increasing service hours.

Councilor Gambiae continued that he liked Councilor Ceniga's suggestion, but did want to point out that all questions were not equal; some questions were repeated over and over again, even though staff had answered them, because the person was trying to get a different answer. He thought it would be worthy to add this topic to an upcoming agenda to discuss the nature of public comments and questions that were asked and how the City wanted to respond to those, before adding a public comment follow up item to each agenda.

Councilor Gambiae shared some thoughts on government regulations and integrity and the importance of following laws, but also of not creating laws that were not necessarily needed. He stated that he would like the Council to start discussing ways to get back into meeting in person and proposed adding that as an agenda item for an upcoming meeting.

Councilor Rowe thanked Mayor Crenshaw and Councilors Stott and DiMarco for their service. He noted that the mark of a good Council was to make an impact on their community and to make their community a better place, and both of those were accomplished with grace, even though the road was bumpy sometimes. He thanked them for their participation and service and added job well done.

Councilor Rowe welcomed Councilors Gambiae, Wells, and Washburne to the dais and noted that he looked forward to their input and fruitful discussions. He reminded them that they were friends going into this and would have disagreements which were healthy but hoped they could remain friends as they went through the process. He added that their mission was to make our community a better place and he thought they could do that.

Councilor Rowe thanked Councilor Ceniga for her comments and thought they needed to make the meetings a little more user friendly and address the concerns of the citizens who had taken the time to reach out. He expressed his agreement with Councilor Thomas that they needed to have staff reports included at Council meetings. He stated that it was the Council's responsibility and the citizen's right to know what was happening and a staff report was the only way they could get that information. He added that he looked forward to serving with each of the Councilors on the various committees and to the challenges ahead.

Councilor Washburne thanked Mayor Crenshaw, Councilor Stott, and Councilor DiMarco for their years of service and thanked them for working to get our town going in the right direction. He expressed agreement with Councilor Gambiae and thought it was time that they got back to meeting in person. He added that he was looking forward to working with everyone and expressed appreciation for everybody's time.

**18. Mayor's Comments**

Mayor Ficek stated that Mayor Crenshaw was a hard act to follow, and she realized coming to the end of her first meeting that she had some homework to do. As a Council, they all had their work cut out for them to live up to the previous Council's achievements, but they owed it to the previous Council, the staff, and the citizens to give them the Council's very best. To better achieve those goals that they were going to set for themselves and to keep the City going forward into the future, some of the things that she hoped to set as goals were having training sessions, working on 5,10, and 20 year plans, making the citizens of Junction City more aware of who the Council members were, and encouraging citizens to come to the Council with questions, problems, etc. She asked for the Council's help so they could work together for the community. She expressed appreciation to everyone for the meeting and wished everyone a good rest of the evening.

**19. Adjournment**

As there was no further business, the meeting was adjourned at 8:27 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Beverly A. Ficek, Mayor