

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, February 8, 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, Andrea Ceniga, John Gambee, and Karen Leach; Excused Absence: Councilor Sidney Washburne; City Administrator, Jason Knope; City Attorney, Lori Cooper; Police Deputy Chief, Eric Markell; Public Works Superintendent, Jeremy Tracer; 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. Approval of Minutes – January 11 and 25, 2022

MOTION: Councilor Leach made a motion to approve the January 11 and 25, 2022 minutes. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

4. Public Comment on Items not Listed on the Agenda

Ms. Cathie Campbell, 554 Kalmia Street, Junction City, asked if the Revolving Loan Fund had been paid back from the purchase of the building. Mayor Ficek responded that City staff would get back to her on that.

5. Staff Introduction – Accountant Diana Williams

Director Crocker introduced Diana Williams, who was the City's new Accountant with Accountant Dallice Drake's retirement. Ms. Williams was a recent graduate of the University of Oregon and had lived in the area her whole life. She noted that it was an honor to be at the meeting and to get to know all the staff and Council. Council members welcomed Accountant Williams.

6. Girl Scouts Request – Book Exchange Boxes

Emme Werner, Jolene Peterson, and Kylie Holton from Junction City Girl Scouts Troop 20315 presented a request to place three book exchange boxes in three parks (Bergstrom, Toftdahl, and Oak Meadows). They would build the boxes and initially supply with books. Then the boxes would be self-sustaining after that, with a take a book, leave a book system. Troup members were using this project towards their Silver Award. The Council commended the troop on their presentation and approved their request.

7. 9th and Ivy Sewer Pump Repair

Superintendent Tracer presented the request to rebuild a sewer pump that would serve as a backup pump to the 9th and Ivy and 14th and Elm sewer pumps. The Public Works Committee reviewed on February 7, 2022 and recommended that the Council approve the request. The City requested three bids and one bid was received.

MOTION: Councilor Thomas made a motion to approve the repair of the 9th and Ivy Sewer Pump in the amount of \$21,776.40 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.

8. Building Opportunity

Administrator Knope shared that Marty Nill from Guaranty Chevrolet had approached the City with the opportunity to purchase a modular office building that was currently located at 336 W. 2nd Street behind Nielsen Appliance; Guaranty was no longer using the building and had other plans for that property. The building was built in 2003 and had 2100 square feet with 8 office/meeting room spaces, two bathrooms, and a break room. Staff looked at the building to see if it would work as an interim City Hall. The current City Hall had 1400 square feet and did not have enough room for all staff; this new building would allow the HR Assistant to be housed at City Hall instead of the Community Center. The building entrance was open and inviting, with vaulted ceilings and skylights, in contrast to the narrow dark hallway entrance at the current City Hall. One of the 8 spaces in the building was a 15 x 15 conference room, which City Hall currently did not have. Public Works staff looked at the building and did not see any concerns from a structural standpoint, and City Hall staff thought the building would

work from a layout/operational standpoint. The City owned the entire block north of the current City Hall, and the plan would be to remove the Q-Hut and move the modular building to that block and place either in the current footprint of the Q-Hut or somewhere on that property. It had been the plan for many years that in the future, there would be a new and expanded City Hall, Community Center, and Library built in this block and taking this opportunity to develop an interim City Hall building on that site would get the City one step closer to that future idea of these facilities being located in that block.

Administrator Knope continued that in the 2019 tax records, the modular building was valued at \$66,000. Mr. Nill said Guaranty would be willing to sell the building to the City for \$20,000 and that would include office furniture that was currently in that building. Moving the building would cost around \$25,000; clean up of the Q-Hut property would be around \$5,000; and painting and new flooring would be around \$25,000, for a total of \$75,000; these were initial estimates and bids would be requested and received. There was funding in the budget; the Building Replacement Reserve Fund had \$50,000 in the current year's budget, with \$58,000 in the Unappropriated Ending Fund Balance that could be allocated for next year's budget. In addition, there was \$60,000 in the State Shared Revenue Line item of Projects to be Determined, that the Council could use for one-time projects. Using these funding sources would not impact any project that the City currently had.

Administrator Knope stated that the Police Department (PD) was in process of cleaning out and relocating items in the Q-Hut, as this needed to happen regardless of the building purchase because of structural concerns with rust. He added that interest had been expressed in the Q-Hut structure from an airport historical museum; they would take down and move the Q-Hut, which would save the City \$15,000 in demolition costs.

Administrator Knope shared that if the Council wanted to move forward with this opportunity, he would work on finalizing the purchase agreement with Mr. Nill and bring back for Council review and approval. Then staff would bring back bids, site plan, and other information to the Council, with the intent to have this project completed in this calendar year.

In response to questions, Administrator Knope stated that the three PD vehicles in the Q-Hut were operational, and he would talk with Chief on surplus those; the footprint of the building was smaller than the Q-Hut footprint, so additional parking ADA spaces could be put in; the company that would move the building would have their structural engineer assess the building as part of the move; and the City's building official had already looked at the building for what permits would be needed and would ensure that the building met all current ADA requirements.

Mayor Ficek opened the floor for public comment.

Ms. Cindy Montgomery, 1215 Oak Street, Junction City, asked if the \$75,000 included the cost of water, sewer, and power connections. Administrator Knope responded that it did.

The unanimous consensus of the Council was to have staff move forward with this project.

9. Council Agenda Forecaster

Administrator Knope presented the forecaster and noted that Attorney Connelly would be presenting a follow up on Senate Bill 3115 at the February 22, 2022 Work Session.

10. Committee Reports

Public Works Committee. (February 7, 2022). Councilor Thomas reported:

- Talked about refurbishing the sewer pump.

Community Services Committee. (February 1, 2022). Councilor Leach reported:

- Talked about upcoming projects and including them in the Capital Expenditure Plan.

Finance and Judiciary Committee. (February 3, 2022). Councilor Gambee reported:

- Recorder Vodrup presented Oregon Records Management System (Electronic Records Management), which would be coming to Council at a future meeting.
- The Committee would not be meeting in April.
- Had been reviewing the compensation schedules for non-represented employees, which would be coming to Council.

Community Development Committee. (February 2, 2022). Councilor Ceniga reported:

- Reviewed the Scandia Run Street Closure Request

11. Staff Reports

Director Crocker reported: At the last PERS Board meeting, the actuaries reported that the investment returns for last year had been 20.5%, which was incredible news, as the assumed rate had been 6.9%; this would have a beneficial effect on the rates the City would be paying for the next biennium beginning July 1, 2023. With this positive return, PERS saved 8 billion dollars on their liability.

Superintendent Tracer reported: Public Works was working on the 6th Street Waterline and would be working on some street crossings. They were also doing a lot of indoor parks projects, such as parks sign refurbishment and building park benches. He did the final walk through of the Reserve Phase II subdivision, which would have 108 lots; would start to see building occurring out there soon.

Deputy Chief Markell reported: The department was busy as usual and were focusing on cleaning out the Q-Hut.

12. Previous Month's Expenditures

None.

13. Councilor Comments/Questions

Councilor Wells complimented Councilor Leach on posting on social media when Council meetings would be occurring and added that meetings were posted on the City's Website Calendar. He thought it was very important that the Council get feedback from citizens, and he encouraged the public to attend meetings and share their comments and input.

Councilor Leach stated that the Council needed the citizens to come to meetings and ask questions and provide comments. She added that making comments on social media was not how the process worked and citizens needed to come to meetings to provide comments to the Council. She noted that if a citizen asked a question at a meeting and did not hear back from staff, they needed to come to a meeting and let the Council know that. She commended a Public Works employee for efforts in Sanitation and shared that with Public Works for positive feedback. She expressed appreciation to all staff and thanked Director Crocker for doing a great job in finance and Administrator Knope for listening and answering her questions.

Councilor Ceniga stated that it had been brought to her attention that Mayor Ficek and Administrator Knope were scheduled to make presentations at a Chamber lunch and those had been cancelled. She asked if those presentations had been rescheduled, as she thought this was important. Mayor Ficek responded that she was waiting to be contacted by the Chamber to reschedule, and Administrator Knope added that he was in communication with the Chamber and something would be rescheduled for the future.

Councilor Leach stated that it was really important to keep a good working relationship and good communication with the Chamber and local businesses, as the City had not had good representation at Chamber functions with the previous Council. She hoped that Mayor Ficek would be able to reschedule her presentation. Mayor Ficek responded she would work on that.

Councilor Thomas asked if the jail was open. Deputy Chief Markell responded that it was open on a very limited basis. Councilor Thomas asked about the \$282.46 Jail Laundry monthly expenditure. Administrator Knope responded that was for the Police Department's facility services and was a minimum monthly amount per contract.

14. Mayor's Comments

Mayor Ficek thanked the citizens who attended the meeting in person and virtually and wished everyone a good evening.

15. Adjournment

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

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Beverly A. Ficek, Mayor