

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, February 11, 2020, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Mark Crenshaw; Councilors Sandie Thomas, Robert Stott, Andrea Ceniga, Dale Rowe (via phone), and Bill DiMarco; **Absent:** Councilor John Gambee; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Sergeant, Eric Markell; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

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

Mayor Crenshaw called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

**2. Changes to the Agenda**

None.

**3. Approval of Minutes – January 14, and 28, 2020**

**MOTION:** Councilor Stott made a motion to approve the January 14 and 28, 2020 minutes. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

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

Mayor Crenshaw asked if there were any Council comments or questions on the previous month's expenditures. Councilor Thomas asked about some expenditures and staff provided answers.

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

Ms. Anita McClure, 525 S. 6<sup>th</sup>, Harrisburg, stated that she was an advocate for the homeless in rural areas. She expressed concerns about a homeless camp north of town that was in poor condition with many rats. She stated that she would love to see a legal camp within the City limits of Junction City that would include amenities and be within walking distance to services and bus lines. She added that the City would have the support of local pastors and others in Harrisburg and Junction City.

Mr. Jack Sumner, 1061 Quince Drive, Junction City, stated that he had lived in Junction City since 1988 and it was a very nice community but recently that was changing and not for the better. He had been involved with the Police Department on and off for 15 years through the SCOP (Senior Citizens on Patrol) program and as a City Councilor. He expressed concerns that his car was broken into in November, but he had not yet heard back from the Police Department. He said it was a shame that the senior citizens in town were not being properly protected, and he thought the City should be getting a little more bang for its buck with the amount of money that was being spent on the Police Department. He noted that the City had not had a Reserve Program for a few years and that should be put on a Public Safety Committee agenda to get the program going. He asked why the City did not receive more than one bid for the police cameras and tasers that cost \$139,000.

Ms. Karen Leach, 385 Timothy Street, Junction City, asked why Councilor Gambee had not been attending meetings over the last few months and said she was disappointed that the people were not being represented. Mayor Crenshaw responded that Councilor Gambee had not resigned and that her question would be answered soon.

**6. CPA-19-01/RZ-19-01 School District Comprehensive Plan Amendment and Rezone**

Mayor Crenshaw asked that Ordinance No. 1 be read in full.

A. Ordinance No. 1 – An Ordinance Amending the City of Junction City Comprehensive Plan Map and Official Zoning Map for Lane County Tax Assessor's Map 15-04-31-11, Tax Lot 05902.

Attorney Connelly read Ordinance No. 1 in full for its second reading.

Mayor Crenshaw stated that he had asked that the ordinance be read in full for its second reading, as he thought that it would be better to hear that in full. He continued that he had promised Councilor DiMarco that the Council would have an opportunity to deliberate on this matter and even though the public hearing had already happened he would take

additional public comments at this time and then allow the Council to move forward with the proceeding.

Attorney Connelly asked if the applicant had been given notice that this would occur. Staff responded that notice had not been given and the hearing and record had been closed. Mayor Crenshaw responded that he thought it had been in the minutes.

Attorney Connelly stated that the public hearing and record had been closed and since this was a land use issue and it was not noticed that additional comments would be taken at a specific date, time, and place, public comments could not be received on this matter as the applicant and others had not been given proper notice; however, the Council could discuss and deliberate as much as they would like.

Mayor Crenshaw asked the Council how they would like to proceed.

**MOTION:** Councilor Stott made a motion to adopt Ordinance No. 1. The motion was seconded by Councilor Rowe.

Mayor Crenshaw asked if there was any Council discussion.

Councilor Ceniga asked about taking public comment. Attorney Connelly responded that for land use matters, notice of a public hearing was provided per Code requirements before a meeting. In addition, at the time of the hearing, the Council could continue the hearing to a certain date, time, and place or could close the hearing and announce they were going to have the next hearing at a certain time, date, and place so that anybody who was interested could be there.

Councilor Thomas noted that a representative from the School District was in the audience. Attorney Connelly responded that the City would still need to follow the land use notice requirements to allow additional comments on this matter.

Mayor Crenshaw asked if there was additional discussion.

Councilor DiMarco stated that his concern, which he thought the Mayor might have misinterpreted last month, was there was not enough Council deliberation before the jump to reading by title only.

**VOTE:** The motion failed by a vote of 2 to 3, with Councilors Stott and Rowe voting in favor and Councilors Thomas, Ceniga, and DiMarco voting against.

## 7. Five Year Forecast

Director Crocker presented the updated Five Year Forecast. The Finance and Judiciary Committee reviewed on December 5, 2019 and asked that it be forwarded to Council. The forecast was based on national standards and best practices and included fiscal trends and challenges. The City's fiscal policies were included as an appendix, and the forecast would be included in the upcoming budget.

Significant changes in this update:

- Minimum wage increases, effective July of 2020. Those changes would be at a 5% to 6% increase per year and it was important to keep in mind that the rest of staff (union contracts and unrepresented) were in the 2% and 2.5% range.
- Updated minimum fund balance standards from the latest fiscal policy had been included. A few departments had negative fund balance numbers, but it was anticipated that progress would be made towards those departments meeting their minimum fund balance requirements.
- PERS forecasted rates went down a bit. 10 years ago, PERS was 9.7% of the personnel services budget Citywide. For the Fiscal Year 2020-2021 budget, that would grow to 14.6%; if the advisory rates that were talked about at a recent Work Session were applied to the FY 2020-21 budget, that percentage would become 16.21%.

**8. Supplemental Budget for the Building Department**

Director Crocker reviewed the supplemental budget to recognize additional revenue received of \$137,000 and to appropriate that revenue of \$125,000 in the Building Official Contract and \$12,000 in personnel services for the Building Department.

A. Resolution No. 1 – A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2019 and Ending June 30, 2020, and Making Appropriations in the General Fund.

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

**9. Tri-County Chamber Funding Request**

Director Crocker presented the Tri-County Chamber of Commerce request for funding, which was budgeted in non-departmental Tourism Promotions/Transient Room Tax. The Finance and Judiciary Committee reviewed on February 6, 2020 and forwarded to Council.

**MOTION:** Councilor Stott made a motion to approve the Tri-County Chamber of Commerce request and direct staff to issue a payment to the Chamber in the amount of \$4,000. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**10. Lagoon Pre-Design Report**

Director Kaping presented the request to have HBH Engineering start the pre-design report for the sewage treatment plant upgrades. Over the last 20 years, there had been discussions about upgrading the lagoon to meet discharge limits. The City currently was operating off a MAO (Mutual Agreement Order), which was the longest one running in the state. Staff met with DEQ (Department of Environmental Quality) in December and it looked like they finally had some numbers put together that they could present for the City's discharge limits. Once those numbers were issued to the City, it would start a 300-day clock in which the City would need to have the pre-design report done.

Director Kaping had asked legal counsel if HBH Engineering could do this work under their contract with the City or if this had to go out to bid. Legal staff told him that because HBH's contract was originally a formal competitive bid process that did not include spending limits, the City could use HBH for this work and would not need to go out for bid.

**MOTION:** Councilor Ceniga made a motion to award the work for the pre-design report to HBH Engineering in the amount not to exceed \$99,600 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**11. Seismic Analysis**

Director Kaping provided an update on the Seismic Analysis that the Council approved on June 11, 2019. The Oregon Health Division had issued a new seismic requirement for the Water Master Plan, and that Seismic Analysis had now been completed and added to the City's Water Master Plan. With the addition of this analysis, the overall Water Master Plan cost increased by \$4,946,250 over the next 50 years.

**12. Orkin Contract Extension**

Recorder Vodrup reviewed that the City entered into a 3-year contract with Orkin for Pest Control Services in February 2017; that contract allowed for extensions by written mutual agreement, and the City desired to enter into a 2-year extension for the bi-monthly service. The Finance and Judiciary Committee reviewed on February 6, 2020 and recommended that the Council approve.

**MOTION:** Councilor Stott made a motion to approve the contract extension with Orkin and to authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**13. Aramark Contract Extension**

Recorder Vodrup reviewed that the City entered into a 3-year contract with Aramark for Facility Services in February of 2017; that contract allowed for extensions by written mutual agreement, and the City desired to enter into a 1-year extension. The City would obtain

bids for these services later this year. The Finance and Judiciary Committee reviewed on February 6, 2020 and recommended that the Council approve.

**MOTION:** Councilor Stott made a motion to approve the contract extension with Aramark and to authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

#### 14. Pacific Office Automation Contract Renewal

Director Kaping presented the request to enter into a contract with Pacific Office Automation for copiers for City Hall, Public Works, and Internal Services. Lease terms were 5 years.

**MOTION:** Councilor Ceniga made a motion to enter into a contract with Pacific Office Automation for City Hall, Public Works, and Internal Services and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

#### 15. Paddock Zone of Benefit Follow-up

Director Kaping stated that on December 10, 2019, the Council voted to purchase the rights to the Paddock Zone of Benefit. The contract to purchase those rights had been executed and the City now owned those rights. Staff was looking for direction on what the Council would like to do with those rights.

The Council consensus was to send this to the Public Works Committee.

#### 16. Council Agenda Forecaster

Administrator Knope presented the forecaster. Currently no agenda items for the February 25<sup>th</sup> Work Session.

#### 17. Staff Reports

Director Kaping: Installation of the new filters for the Water Treatment Plant and projects associated with the Water Quality Project were going well. For the update on the burned building at 691 Ivy Street, he had emailed the owners and they responded that they were working with their insurance company.

Sergeant Markell: In response to a question from Councilor Thomas on how the hiring was going at the Police Department, Sergeant Markell stated that he was not sure about dispatch, and the department was at full staffing for patrol.

Director Crocker: Halfway through the fiscal year and 95% of property taxes had been collected. The General Fund had 3.6 million dollars but would go down slowly and probably hit the budgeted Ending Fund Balance of 2.1 million. Had only done one budget adjustment so far this year, and that was a good indicator that budgeting was on track. Would see a supplemental budget in March to recognize two grants being received in Water and Streets Capital Projects Funds. To date, \$790,000 had been transferred into capital project reserve funds for various operating funds.

In response to a question from Councilor Thomas on where property taxes were in the budget, Director Crocker stated that the property taxes were allocated out to various departments, as defined by Council. Administrator Knope added that property taxes and general revenue went into non-departmental and then went into the other departments' revenue.

Attorney Connelly: There was no final action taken this evening by the Council for approval or denial on the School District Comprehensive Plan Amendment and Rezone which was needed. She would work with Administrator Knope on what to bring back to the March Council meeting; there was a likelihood that there would be an optional denial and findings of fact to support that denial as well as bringing back the same approval ordinance so the Council could choose how they wanted to proceed.

Administrator Knope: Staff was busy working on the upcoming budget. Many committees had received their budgets in February, which was a first and had been a goal of his and Director Crocker's. Administrator Knope was really happy with the work staff had done to put the budget information together. It was anticipated that the employee who would be moving from dispatch to the I.T. (Information Technology) position would move to I.T.

fulltime in 4 to 6 weeks. Once that happened, staff would pick up speed on the I.T. issues that Administrator Knope had been talking about with the Finance and Judiciary Committee.

**18. Councilor Comments/Questions**

Councilor Thomas thanked everyone for being at the meeting, showing support, and trying to find out what was going on in the City.

Councilor Ceniga asked if people in the back row could hear. Someone responded not always. Cathie Campbell added that sometimes it was hard to hear staff at the side tables.

Mayor Crenshaw noted that citizens in the audience had commented to him that they could not hear when Council members leaned back in their chairs, and he encouraged Council members to practice speaking more directly into the microphones.

Councilor DiMarco asked when the response to the School District complaint would be available. Administrator Knope responded that it was ready, and he would email to the Council.

Councilor Rowe thanked Director Crocker for the clear and concise Five Year Forecast. He thanked members of the Council and the audience for allowing him to participate in the meetings from afar. He noted that he would be at the March meeting and looked forward to seeing everyone in person.

**19. Mayor’s Comments**

Mayor Crenshaw said that he wanted everyone to know that he did hear their complaints and like Mr. Sumner, was also concerned about a few things that were going on. He thanked Ms. McClure for her comments on the homeless issue; he did not know if the City of Junction City was going to be in a position to help them, but his compassion was there, and he agreed that something needed to be done. As far as the amount of crime going on in Junction City, it was easy to turn a blind eye until something happened to you. Whether or not it was out of proportion, he did not know, but when someone preyed upon another that was not good community for sure. He had confidence in the current Police Department and that they were out on the streets doing the best they could to protect citizens. He added that he would like to see more volunteerism and supported Chief Morris in his efforts to re-develop the Reserve Program, which was underway. Volunteerism could include something like the SCOP program, where retired citizens with experience could participate in helping out with public safety.

Mayor Crenshaw continued that he wanted to recognize Karen Leach for her efforts in being vocal in the community and encouraging people to attend meetings. He referred to the Neighborhood Watch page and stated that he believed fully in neighbors watching out for neighbors. He noted that 10 officers could not see everything in town; this town had a history of being self-sufficient and part of that self-sufficiency was looking out for each other. He commended those in the community who had stepped up and adopted that attitude and thanked everyone for coming to the meeting.

**20. Adjournment**

As there was no further business, the meeting was adjourned at 7:46 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Kitty Vodrup, City Recorder

\_\_\_\_\_  
Mark Crenshaw, Mayor