

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, March 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, Sidney Washburne, Andrea Ceniga, John Gambee, 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. Approval of Minutes – February 8, 2022**

**MOTION:** Councilor Leach made a motion to approve the February 8, 2022 minutes. The motion was seconded by Councilor Wells 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, noted that the Police Department would be holding a neighborhood meeting for residences west of Oaklea and asked if meetings would be held in other parts of town and if businesses would be included. Chief Morris responded yes, and the department would notify each residence and business when a meeting was being held in their area.

**5. Red Cross Presentation**

No presentation.

**6. Travel Lane County Presentation**

Andy Vobora presented an update from Travel Lane County that included: Travel Lane County was a private non-profit that had a grant agreement with Lane County to do tourism marketing, and they marketed to leisure travelers, sports planners, and meeting planners. In 2020, Room Tax Revenue was cut in half, but that revenue was now exceeding pre-pandemic levels, largely because of leisure travel. He reviewed upcoming events and activities, including that the World Athletic Championship would be held in Eugene in July, and sporting events scheduled were outpacing pre-pandemic levels.

**7. School District Report**

Mayor Ficek noted that Superintendent Stoops was unable to attend this meeting, but had provided a report, which was distributed at the meeting.

**8. ODOT Upcoming Projects Presentation**

Mr. Brennan Burbank with ODOT (Oregon Department of Transportation), provided information on an ADA project from 1<sup>st</sup> to 18<sup>th</sup> Avenues on Highway 99/Ivy Street. Construction would start in mid-June to July, and there would be no lane closures until October. They would have until the end of December to finish the project.

Mr. Shane Prohaska with ODOT, provided information on a paving project between 1<sup>st</sup> Avenue and Enid Road. The project would include paving, installing rumble strips, upgrading curb ramps and pedestrian signals, replacing Junction City's weigh-in-motion system used to capture truck traffic data, and installing waterproof membranes on three bridges. The project would start at the end of July, with completion anticipated in September.

ODOT would be mindful of the special events occurring in town, to minimize impacts. Mr. Burbank noted that ODOT's GIS website showed a 15,000 to 20,000 average daily traffic through town, with around 10% truck traffic. It was also noted that ODOT had an interactive map on their website that provided information on upcoming projects.

**9. Scandia Run Street Closure Request**

Director Kaping presented the request to close streets for the 48<sup>th</sup> Annual Scandia Run. No staff objections on the event, and the Community Development Committee reviewed on February 2, 2022 and recommended approval.

**MOTION:** Councilor Wells made a motion to approve the street closure request for the 48<sup>th</sup> Annual Scandia Run on August 13, 2022, as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 7:45 a.m. to 12:00 p.m. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

#### 10. Right of Way Ordinance and Resolution

Director Kaping presented the request to adopt the ordinance and resolution for Right of Way permits. The resolution would allow the City to charge a fee of \$25 to cover administrative costs of processing the permit. The Public Works Committee reviewed on November 1, 2021 and recommended approval.

A. Ordinance No. 1 – An Ordinance of the City of Junction City, Oregon, Governing Construction within the Public Rights-of-Way and Establishing and Application Process, Fees, and Terms for Such Use.

Attorney Connelly read Ordinance No. 1 in full.

**MOTION:** Councilor Wells 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.

Mayor Ficek read Ordinance No. 1 by title only.

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

B. Public Comment on Fee  
None.

C. Resolution No. 1 – A Resolution Adopting a Public Rights-of-Way Permit Fee for the City of Junction City.

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

#### 11. EPUD Franchise Agreement

Administrator Knope presented the ordinance to renew the franchise agreement with EPUD.

A. Ordinance No. 2 – An Ordinance Granting an Electric Utility Franchise to Emerald People's Utility District (EPUD), and Oregon People's Utility District, Organized under ORS Chapter 261 and Fixing Terms, Conditions, and Compensation of such Franchise, Repealing Ordinance No. 1201, and Declaring an Emergency.

Attorney Connelly read Ordinance No. 2 in full.

**MOTION:** Councilor Wells made a motion to read Ordinance No. 2 by title only. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

Mayor Ficek read Ordinance No. 2 by title only.

**MOTION:** Councilor Washburne made a motion to adopt Ordinance No. 2. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

#### 12. Portland State University Compensation Comparison Study

Director Crocker presented the salary compensation comparison study from Portland State University. The Council had approved a Request for Proposal (RFP) to have a salary study completed for non-represented positions, and the study was received in January of 2021. The Finance and Judiciary Committee had in-depth review at the December 2021, and January and February 2022 meetings. The study showed that Junction City was near the bottom in ranking compared for most non-represented positions, and staff noted that it had been over 16 years since the non-represented salaries had been looked at.

After review, the Committee recommended that the compensation be adjusted to average plus 5%, which would put Junction City around 3<sup>rd</sup> in ranking. The Committee had agreed to have staff include these changes in the Fiscal Year 2022-23 budget draft that each Committee had or would be reviewing. The budget remained balanced, with changes being covered with existing revenue and no impacts or reduction in service levels; changes would be effective July 1, 2022.

Discussion followed and included that review of compensation should occur on a more regular basis such as every five years for retention and recruitment purposes, as well as to address compression issues with represented compensation outpacing non-represented compensation and minimum wage increasing.

Councilor Gambia noted that he would like to look at increasing the current 5 step range to a 10 or more step range. Administrator Knope responded that would be a separate topic that could be put on the Finance and Judiciary Committee agenda forecaster.

The Council consensus was to bring this back to the April 12, 2022 Council meeting, to give the Council members that were not on the Finance and Judiciary Committee more time to review.

### 13. Agreement to Purchase New Building

Administrator Knope presented the agreement to purchase the building from ACTA LLC (Guaranty) to be used as a new City Hall.

Councilor Ceniga asked about the historic airport that had been interested in the Q-Hut. Administrator Knope responded that they were no longer interested, due to asbestos in that building. Cost to remove the asbestos and the building would be around \$20,000.

Ms. Jenifer Daeges, 765 Greenwood Street, Junction City, stated that like the Council, she was passionate about creating a vibrant downtown area and did not think this building would line up with the downtown plan. She recommended postponing the decision until the purchase was part of an official plan with a timeline of when a new City Hall would be built.

Councilor Ceniga thanked Ms. Daeges for her comments and noted that this building was not a permanent solution for City Hall but would provide the needed space that the current City Hall did not provide. She continued that the downtown plan needed to be revisited and she would like to begin discussions at the Community Development Committee. She invited Ms. Daeges to attend and be a part of those discussions.

Ms. Cindy Montgomery, 1215 Oak Street, Junction City, asked if the site where the modular building would be moved to was in the downtown district. Director Kaping responded that it was probably right on the edge. Ms. Montgomery asked if another site downtown would be allowed to put in a manufactured home. Administrator Knope explained that there were different rules for different zones, such as various Commercial zones or Public Lands, and he would follow up with planning staff.

**MOTION:** Councilor Leach made a motion to authorize the purchase of the building from ACTA LLC in the amount of \$20,000 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.

### 14. Highway 99 Discussion

Director Kaping presented an opportunity for the City to apply for an ODOT grant to do a study to see if a road diet could be done (reducing Highway 99 to two lanes, with one center turn lane and bike lanes on each side). Jenna Berman from ODOT had indicated that a road diet would not work for daily traffic over 16,000 a day, and Director Kaping noted that Mr. Burbank had said tonight that daily traffic was between 15,000 to 20,000 a day. The portion of the grant match the City would need to pay would be between \$18,000 to \$36,000.

After discussion, the Council consensus was not to apply for this grant and to have Director Kaping see if there were other grants the City could apply for to do street projects.

### 15. Trench Box Purchase

Director Kaping presented the request to purchase a larger trench box for the projects crew. Staff requested three bids and received two bids back. The Public Works Committee reviewed on February 7, 2022 and recommended approval.

**MOTION:** Councilor Leach made a motion to approve the purchase of a trench box from DP Nicoli in the amount of \$22,745.28 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.

**16. Council Agenda Forecaster**

Administrator Knope presented the forecaster. Add Compensation Study to the April 12, 2022 agenda and add the agenda item request from Councilor Thomas and follow up on the Council Goals to the March 22, 2022 Work Session.

**17. Committee Reports**

**Public Works Committee.** (March 7, 2022). Councilor Washburne reported:

- One of the test wells went down to 305 feet and was pulling 300 gallons per minute. The water was being tested.

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

- Reviewed Moser Street Closure request for a CrossFit competition, and Function 4 Junction and Scandinavian Festival street closure requests.

**Public Safety Committee.** (February 24, 2022). Councilor Gambee reported:

- Councilor Wells had requested that the monthly Police reports be modified to include categories and more statistics.

**18. Staff Reports**

Chief Morris reported: Would have their first neighborhood policing area meeting at Oaklea Middle School at 7:00 p.m. for all the residences that were west of Oaklea. He added that flyers were put on each door.

Director Kaping reported: Public Works was continuing to work on the 6<sup>th</sup> street waterline as parts came in. Upcoming paving projects included 4<sup>th</sup>, 9<sup>th</sup>, and Laurel Street from 12<sup>th</sup> to the swimming pool parking lot. One test well was drilled to 305 feet and water was being tested. The other test well was currently being set up. After the waterline was finished, would have a few crew members back over at the pool to finish up the fiber optic line that was went down Laurel Street and over to the Dutch's Fieldhouse. Klamath Falls had a few vehicles that the City might be interested in for the Building Official and Internal Services.

Director Crocker reported: The City had received the \$820,000 in ARPA funds from the state that Senator Manning had been involved with. The police portion was put into the Police Capital Projects Fund, with \$30,000 paid back to the Admin Capital Projects Fund for the down payment of the building; in addition, the interfund loan was paid back. The Community Center received \$500,000 of these ARPA funds.

Recorder Vodrup reported: Reminded the Council that Oregon Government Ethics Commission (OGEC) would be emailing each of them after March 15<sup>th</sup> to file their electronic Statement of Economic Interest, which must be completed by April 15<sup>th</sup>.

Attorney Connelly reported: She spoke to City Prosecutor Alex Gavriilidis regarding follow up on the regulations on enforcement of illegally parked vehicles that came out of the last Council Work Session. Mr. Gavriilidis would check with Attorney Pat Melendy, who had done the previous analysis on this topic. Attorney Connelly continued that Councilor Gambee had asked a question about legislative quorums, and she had not done research, but ran across information in the Attorney General's Manual that caucus meetings of the legislature were not subject to public meetings laws and did not need to be open to the public under constitution or chamber rules.

**19. Previous Month's Expenditures**

None.

**20. Councilor Comments/Questions**

Councilor Washburne asked about the status of the forensic audit. Director Crocker responded that no responses were received from the RFP, and the Finance and Judiciary Committee had asked him to check in with a couple of the auditors and bring information back to the Council.

Councilor Thomas asked if a Councilor attending a Committee meeting in the audience could speak as a citizen at that meeting. Attorney Connelly responded that her strong recommendation was to write anything down that such a Council member was curious about and bring that back to a Council meeting to address, especially if that Council member's presence created a quorum of the Council at a Committee meeting. She added that it was not

fair to the other Council members who were not at a Committee meeting to have a quorum of the Council discussing City business and a simple question could start rolling into policy discussions. In addition, her recommended approach was good for public relations, good for relations amongst the Council, and kept a Council member safe from a potentially unlawful public meeting in the event it was not noticed as a possible quorum of the Council.

**21. Mayor's Comments**

None.

**22. Adjournment**

As there was no further business, the meeting was adjourned at 9:21 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Beverly A. Ficek, Mayor