

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 9, 2024 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, Kenneth Wells; Council President, Karen Leach; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, and Ken Hancock; Excused Absence: Councilor John P. Gambee; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Mark Waddell; Public Works Director, Gary Kaping; Public Works Superintendent, Jeremy Tracer; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

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

Mayor Wells opened the meeting at 6:30 p.m., led the Pledge of Allegiance, and took roll call. He asked for a moment of silence in memory of Police Chaplain Dave Kauffman.

**2. Changes to the Agenda.** None.

**3. Approval of Minutes – March 12 and 26, 2024**

**MOTION:** Councilor Washburne made a motion to approve the March 12 and 26, 2024 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**

- A. Follow-up from Staff on Previous Comments. None.
- B. New Comments from Public.

Isiaha Ansel, 1085 W. 10<sup>th</sup>, Space 21, Junction City, detailed how he and his wife had been harassed by people on the Community Neighborhood Watch Facebook page and in the community, after he had posted about his friends being stalked and harassed.

**5. School District Report**

School Board members Kristina Holton and Dan Allread distributed documentation and reviewed that the district's \$59 million bond would be on the May election ballot for needed facility improvements and would add \$251 a year per household. The district's current bond would end in 2026, so there would be one year of overlap. The district had applied for a \$6 million matching funds grant and a turf grant.

**6. Street Closure Request – 2024 Scandia Run**

Superintendent Tracer presented the street closure request for the annual Scandia Run.

**MOTION:** Councilor Ceniga made a motion to approve the street closure request for the 50<sup>th</sup> Annual Scandia Run on August 10, 2024 as conditioned in Attachment B with the nonexclusive use of city streets for street closure from 6:00 a.m. to 12:00 p.m. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

**7. Street Closure Request – 2024 Function 4 Junction**

Superintendent Tracer presented the street closure request for the annual Function 4 Junction.

**MOTION:** Councilor Leach made a motion to approve the street closure request for the Annual Function 4 Junction on May 31<sup>st</sup> and June 1<sup>st</sup>, 2024, as conditioned in Attachment B with the nonexclusive use of city streets for street closure from 5:00 p.m. to 10:00 p.m. on May 31<sup>st</sup> and from 5:00 a.m. to 10:00 p.m. on June 1<sup>st</sup>. The use of City streets will apply to the route shown in Attachment A, contingent upon approval from the Oregon Department of Transportation. The motion was seconded by Councilor Hancock and passed by unanimous vote of the Council.

**8. Street Closure Request – 2024 Function 4 Junction Swap Meet**

Superintendent Tracer presented the street closure request for the annual Function 4 Junction Swap Meet.

**MOTION:** Councilor Hancock made a motion to approve the street closure request for the Annual Function 4 Junction Swap Meet on April 26<sup>th</sup> and April 27<sup>th</sup>, 2024, as conditioned in Attachment B with the nonexclusive use of city streets for street closure from April 26<sup>th</sup>, 2024 at 5:00 p.m. to April 27<sup>th</sup>, 2024 at 5:00 p.m. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

**9. Sewer Treatment Plant Additional Irrigation**

Director Kaping distributed a technical memo from HBH Engineering and presented the request to purchase additional irrigation equipment from Pacific Ag Systems to be able to irrigate during the non-discharge season at the Sewer Treatment Plant. The Public Works Committee reviewed on March 5, 2024 and recommended approval.

**MOTION:** Councilor Washburne made a motion to purchase the additional irrigation equipment in the amount not to exceed \$47,210.43 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. Funding for Garbage Trucks**

Director Kaping presented funding options for purchase of two new garbage trucks at a cost of \$750,000: Option 1: Borrow from Holman Capital, 7-year term, \$130,000 a year, \$4,000 documentation fee, and a 5.549% rate. Option 2: Borrow from Government Capital. 7-year term at \$133,215 a year, \$7,000 documentation fee, and a 5.859% rate. One truck was scheduled for purchase in this current fiscal year and the other in Fiscal Year 24-25. The Public Works Committee reviewed on April 1, 2024 and recommended Option 1. If trucks were found for purchase, those would come back to Council for approval before purchase.

**MOTION:** Councilor Washburne made a motion to approve Option Number 1 for the funding of the new automated garbage trucks. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**11. Alderdale Well Design and Construction**

Director Kaping presented the request to have HBH Engineering do the design and construction oversight of the new production well at Alderdale Park. He clarified that HBH Engineering would not be doing the construction but would help with the construction bidding process and oversee the contractor's work. The Public Works Committee reviewed on April 1, 2024 and recommended approval. Funds were set aside in the Water Capital Fund for HBH's work on this. The City received a one million dollar grant for this well; the total construction cost of the well could be between 1.3 million and 1.4 million and if so, the City would need to find an additional \$300,000 to \$400,000 to finish the well.

**MOTION:** Councilor Leach made a motion to authorize the contract to have HBH Engineering do the design and construction of Alderdale Well in the amount not to exceed \$251,200 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.

**12. Intergovernmental Agreement – City of Eugene**

Director Kaping presented the intergovernmental agreement between the City of Junction City and the City of Eugene to provide building inspection services as needed to one another. Hourly charge was \$80 and the cap not to exceed was \$20,000 annually, but Director Kaping noted the City would not come close to that amount. He added that the City Attorney's office had not reviewed this contract, as they had a conflict of interest because they represented City of Eugene.

**MOTION:** Councilor Ceniga made a motion to enter into an intergovernmental agreement with the City of Eugene for building inspection services and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

**13. MORE Intergovernmental Agreement**

Director Kaping presented the intergovernmental agreement (IGA) with MORE (Managing Oregon Resources Efficiently). For several years, the City had entered into an IGA with Lane County for street striping of 6th, 10th, Deal, and Rose Streets, as the City did not have the type of equipment to do center divider striping. Lane County had switched to the MORE IGA and was replacing all of their current IGAs with the MORE IGA. This IGA would allow the City to use or provide material or equipment to other agencies at a reasonable cost. The Public Works Committee reviewed on April 1, 2024 and recommended approval.

**MOTION:** Councilor Washburne made a motion to enter into the MORE Intergovernmental Agreement 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.

**14. Connecting 3rd and Cedar to the Water Treatment Plant**

Director Kaping presented the project to connect the 3rd and Cedar Well to the Water Treatment Plant. When the Water Treatment Plant was originally put in, four of the wells were connected to it, with the intention of hooking up the 3rd and Cedar well at some point. After this last year of having to run the 3rd and Cedar well, which was the emergency well, and the issues of stirring up sediment that running the well caused in the system and dirty water in the area of 3rd and Cedar, connecting this well to the Water Treatment Plant was moved up on the priority list. The project would go from 3rd and Cedar up to 5th and then to Deal, and then from 5th and Deal to 8th and Deal, to connect to the raw waterline there which was connected to the Water Treatment Plant. The City's engineer had assured staff that there was plenty of capacity in that raw waterline.

Director Kaping continued that while they go down 5th Street, they would be going right by a really bad water line which had received multiple repairs and so wanted to replace that line as well; thus, the bid included replacement of that waterline. After the waterline work was done, they would look to the Street Fund to overlay or replace the entire street from Birch Street to Deal Street. Bids for services and materials were received for this work. Aside from boring and asphalt work, the entire project would be done in house by staff.

**MOTION:** Councilor Hancock made a motion to approve the project to connect the 3rd and Cedar Well to the Water Treatment Plant and replace the galvanized water line in the amount of \$184,361.39. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**15. Building for Bailey Well**

Director Kaping presented the request to approve the construction of the new building for the well at Bailey Park. Staff put this project out to bid and three bids were received. Pacific Excavation was the lowest bidder, and an intent to award was issued on April 3, 2024. Funding was in the Water Capital Fund. Substantial completion date was June 20, 2024.

**MOTION:** Councilor Leach made a motion to award the project to Pacific Excavation for the construction of the building for Bailey Well in the amount not to exceed \$855,997.20 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.

**16. Building Permit Fees**

Director Kaping presented the resolution to update the building permit fees. Fees were last updated in 2017. Goals were to have consistent and fair fees that covered costs, and the proposed fees had been reviewed by the City Attorney and Building Codes Division. The Finance and Judiciary Committee reviewed on April 4, 2024 and recommended approval.

A. Public Comment on Fees. None.

B. Resolution No. 1 – A Resolution Adopting Changes to the Building Permit Fee Schedules for the City of Junction City and Repealing Resolution No. 1171 and Resolution No. 1271.

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

**17. Tri-County Chamber of Commerce Funding Request**

Director Crocker presented the annual request from the Tri-County Chamber in the amount of \$4,000 for Tourism Promotion. Funding from Room Tax dollars that the City received.

**MOTION:** Councilor Ceniga made a motion to approve the Tri-County Chamber of Commerce's 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.

**18. Budget Contingency and Appropriations Transfer Resolution**

Director Crocker noted that he had titled this as a supplemental budget; however, it was a resolution to transfer contingencies and appropriate expenditures in court, administration, police, library, parks and open spaces, and water. No changes to ending fund balances.

A. Resolution No. 2 – A Resolution Transferring Contingency and Other Appropriations for the Fiscal Year Commencing July 1, 2023 and Ending June 30, 2024, within the General Fund and Water Funds.

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

**19. Police Administrative Assistant Job Description Update**

Chief Waddell presented the resolution, to update the Police Administrative Assistant position. The update was to have the position be under the Police Department only and not be a shared position with the City Administrator, as well as reduce the salary range to reflect this change. The Public Safety Committee reviewed on April 2, 2024 and recommended approval.

A. Resolution No. 3 – A Resolution to Update the Position of Police Administrative Assistant, Pursuant to Personnel Policy Section 4(K) and Assigning a Range within the City's Compensation Schedule.

**MOTION:** Councilor Ceniga made a motion to approve Resolution No. 3. The motion was seconded by Councilor Hancock and passed by unanimous vote of the Council.

**20. CMI Bill from U of O**

Administrator Knope reviewed that when the City entered into a contract to provide dispatch services to the University of Oregon (U of O) Police Department, it was agreed that the U of O would pay the City directly for its annual CMI cost of \$14,650 as part of the yearly dispatch contract fee and then the City would pay the U of O's portion to CMI as a pass through. CMI provided the software that both departments used. The first year, CMI billed the City for the U of O's CMI annual fee and the City used the pass through fees received from the dispatch contract to pay those; however, for unknown reasons, the City did not receive a bill for the U of O's CMI fees in years 2 and 3. Recently CMI discovered this error and contacted the City to let them know that 2 years of fees for the U of O had not been paid. Administrator Knope noted that the City had received the dispatch contract fees from U of O and kept the pass through amount for the CMI bills in the City's bank account. He spoke with Attorney Connelly, and she indicated that the City was contractually obligated to pay these fees for services rendered.

Councilor Thomas noted that it did not seem right that CMI would go two years without billing. She noted that the contract with the U of O had stopped around June of 2023. Councilor Leach shared that she had never seen anything like this before and was not happy about it. Mayor Wells asked if anyone wanted to make a motion.

**MOTION:** Councilor Leach made a motion to approve the CMI bill in the amount of \$29,300 and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Washburne and failed by a vote of 1 to 4, with Councilor Washburne voting in favor and Councilors Thomas, Ceniga, Leach, and Hancock voting against.

Mayor Wells asked Attorney Connelly to share her thoughts. Attorney Connelly confirmed that after review of the contract, the City was contractually bound to pay this amount, and the statute of limitations for a claim under a contract was six years. She noted that future contracts could include an invoice deadline, and it was always beneficial to have legal provide contracts.

Councilor Ceniga asked why this invoice was being brought to Council, if it needed to be paid. Administrator Knope responded because the amount was over his expenditure authority of \$15,000.

Councilor Ceniga asked if there was the possibility of negotiating with them to excuse payment in full or partially, due to this being CMI's error. Attorney Connelly responded that the City could have Administrator Knope contact CMI to share the Council's direction and concern and see if a mutual position could be reached.

The Council consensus was to have Administrator Knope reach out to CMI. It was noted that further discussion on that outcome would occur in open or executive session at a Council meeting.

**21. Council Agenda Forecaster**

Administrator Knope presented the forecaster. Trying not to have a meeting on April 23, 2024, as there were many meetings this month. Councilor Ceniga noted that she would like to discuss at a future meeting removing Committee Reports from the Council agenda, as she felt items would be covered under staff reports.

**22. Committee Reports**

**Public Works Committee** met on April 1, 2024. Councilor Washburne reported:

- Discussed items on tonight's agenda, lagoon property, and Vac truck.
- The 3<sup>rd</sup> and Cedar Project to connect to the Water Treatment Plant would take 3 weeks.

**Public Safety Committee** met on April 2, 2024. Councilor Ceniga reported:

- Discussed Police Administrative Assistant. Current Court Clerk Isaac Cox would be transferring to this position.
- Discussed hiring status, and new building was painted.
- New dispatcher hired and would be introduced to Council.

**Community Services and Development Committee** met on April 3, 2024. Councilor Leach reported:

- Reviewed special events from tonight's meeting, budget, and talked about having a tabletop workshop to review and promote development on vacant properties.

**Finance and Judiciary Committee** met on April 4, 2024. Councilor Leach reported:

- Reviewed Building Permit fees, and Judge Wiese attended and answered questions on the court and noted how important the jail was. Was a really good discussion.

**23. Staff Reports**

Chief Waddell reported: Police Chaplain Dave Kauffman passed away unexpectedly on Sunday, April 7, 2024. Had served as chaplain since 2011 and was an integral member of the department and the community and this was a hard loss for all; candidates were in backgrounds and hoped to have a new patrol officer and sergeant hired by June; Sergeant Serrano administered life sustaining CPR to a citizen on an Amtrak train; 3 VIPS (Volunteers in Police Service) applications had been received and were in backgrounds; and would be meeting tomorrow with a new vendor for Police Department software.

Councilor Thomas asked if new personnel could be sworn in at Council meetings. Chief Waddell responded yes.

Director Kaping reported: The 11<sup>th</sup> and Elm well was being put back together and after that was online, they would move to refurbish the 8<sup>th</sup> and Deal well; 13<sup>th</sup> and Elm well was running well after its refurbishment; received the new Vac Truck; and the City would have a Water System Survey with Oregon Health Division on April 18, 2024.

Director Crocker reported: Busy with budget and first Budget Committee meeting would be on Thursday, April 11, 2024; he appreciated having new staff members and would introduce them to the Council next month.

Superintendent Tracer reported: Staff was busy with parks maintenance and doing internal maintenance at the pool; pool building was painted last month, and lifeguard hiring was underway.

Attorney Connelly reported: Hired a new attorney Vanessa Crakes, who would provide general government work with a focus on labor and employment. Attorney Connelly reported that the City of Portland's Dusk to Dawn regulation to address the unhoused received a court mandate to suspend enforcement; therefore, Portland and other cities who adopted these types of regulations would need to make changes; this did not impact the City of Junction City.

Administrator Knope reported: He had asked Chief Waddell and Director Crocker to meet with the judge on reducing court days per month to 1 or 2 days; Marti Nill had an office building from the old Guaranty RV lot that he would like to donate to the City, and staff would bring more information back to Council to see if there was interest.

**24. Previous Month's Expenditures.**

Director Crocker noted that he would send out expenditure reports tomorrow.

**25. Councilor Comments/Questions**

Councilor Thomas thanked everyone for being at the meeting. She noted that Chaplain Kauffman's recent passing was hard and reminded everyone of the importance of being kind and showing appreciation.

Councilor Washburne stated that he was happy with the way staff had everything organized and prepared for meetings. He thanked Council for their hard work and for working as a team.

Councilor Leach thanked staff for all of their hard work on agendas, packets, and other. She expressed appreciation to Administrator Knope for the City updates and to Recorder Vodrup. She expressed condolences to the Police Department and others for the loss of Chaplain Kauffman and noted that she knew how tough that was.

Councilor Hancock noted that Chief Waddell had been first on scene in response to a phone call of someone living in a festival booth and he addressed the issue. Councilor Hancock expressed appreciation to Chief Waddell for leading by example and noted that it was the little things like that which meant so much and caused him to be thankful to live in a small community. He expressed appreciation to Director Kaping for being proactive in connecting the 3<sup>rd</sup> and Cedar well to the Water Treatment Plant, to Director Crocker for taking the time to answer questions, to Superintendent Tracer for being the “heart and soul” coming right from the community and for being at the meeting, to Administrator Knope for answering questions on the purchase of new garbage trucks, to Attorney Connelly for assisting them with the contracts and that all contracts should go through the attorney, and to Recorder Vodrup for always being there. He added that this was a Council who truly cared, and he hoped it was the type of Council that everyone would get to see in the future.

**26. Mayor’s Comments**

Mayor Wells noted that they worked as a team because everyone was prepared when coming to meetings and they all respected and listened to what everybody had to say, even when they disagreed. The Council, with staff’s help, got a lot accomplished tonight and were very productive. He attended the 75<sup>th</sup> Anniversary at Laurel Elementary on April 6th, as he was asked to speak, and it was a great community event. He appreciated seeing Chief Waddell and School Resource Officer Janet Deckard interact with people and represent the City. He thanked everyone for all they did and had done and noted that they would continue to work effectively through challenges.

**27. Adjournment**

As there was no further business, the meeting was adjourned at 9:05 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Kenneth Wells, Mayor