

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 11, 2023 in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon and in a virtual meeting format via internet and phone.

PRESENT: Acting Mayor, Karen Leach; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, John P. Gambee, and Ken Hancock; Excused Absence: Mayor Kenneth Wells; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Finance Director, Mike Crocker; HR Assistant Emily Eastland; and City Recorder, Kitty Vodrup.

1. Call to Order and Pledge of Allegiance

Acting Mayor Leach opened the meeting at 6:30 p.m., led the Pledge of Allegiance, and took roll call.

2. Changes to the Agenda.

Add School District Report.

3. Approval of Minutes – March 14 and 28, 2023

MOTION: Councilor Ceniga made a motion to approve the March 14 and 28, 2023 minutes. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

4. School District Report

Superintendent Troy Stoops reported: Dealing with kids being two or three grades behind, since COVID; School Board had reviewed all board policies, completed a district visioning process, and been involved in a Memorial Scholarship Program; Working on long range facility planning to determine whether or not to go out for a bond in the next year or two; Had an active Equity Advisory Committee to address inequities in the district; He met with Administrator Knope and Interim Chief Larson last week on having a contract next year for a School Resource Officer; Had 31 job openings at the School District; and had adopted a new communications platform called Parent Square.

5. Public Comment on Items not Listed on the Agenda

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

6. Budget Contingency and Transfer Resolution

Director Crocker presented the transfer resolution.

A. Resolution No. 1 – A Resolution Transferring Contingency and Other Appropriations for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023, within the Viking Sal Senior and Internal Services Funds.

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.

7. Job Descriptions Resolution

HR Assistant Emily Eastland presented the resolution to create and update job descriptions.

Councilor Hancock recommended an amendment to Exhibit C Senior Citizens on Patrol to remove “In teams of two” in the first sentence under Essential Functions.

A. Resolution No. 2 – A Resolution to Create the Positions of Permit Technician, Administrative Aide II (Assigned to Community Services), and Senior Citizens on Patrol, and to Update the Position Job Descriptions for the Court Clerk, Administrative Aide IV, Library Assistant, Community Services Coordinator, and Chief of Police, Pursuant to Personnel Policy Section 4.2 and Assigning a Range within the City’s Compensation Schedule.

MOTION: Councilor Washburne made a motion to approve Resolution No. 2, with the changes discussed. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

8. City/Fire District Radio Equipment Contract IGA

Administrator Knope presented the contract between the City and Junction City Rural Fire Protection District (JCRFPD), for placement of JCRFPD radio equipment on the City’s north water tower.

MOTION: Councilor Ceniga made a motion to approve the Intergovernmental Agreement for Placement of Radio Equipment with Junction City Rural Fire Protection District and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Hancock and passed by unanimous vote of the Council.

9. New City Hall Roofing Bid

Administrator Knope reviewed that staff had obtained four bids to replace the roof on the new City Hall building. Requested a \$5,000 contingency to repair a soft spot on the roof over one of the bathrooms. Councilor Ceniga announced a potential conflict, as her sister in law's father had submitted a bid for Parker Roofing.

MOTION: Councilor Hancock made a motion to award the new City Hall roofing project to Premier Roofing in the amount of \$10,505 with a \$5,000 contingency and to have the project funded from the State Shared Revenue Fund Projects TBD (to be determined) line. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

10. Liquor License Application – Cherries Chicken Basket Snack Shack

Administrator Knope presented the liquor license application for this new business.

MOTION: Councilor Washburne made a motion to recommend approval of the liquor license application from Cherries Chicken Basket Snack Shack to OLCC. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

11. Discussion on Virtual Attendance at Executive Sessions

Attorney Connelly stated that she had prepared a memo to address the Council's question on could the Council require members to attend executive sessions in person. The Council was able to require this and under Public Meetings Laws, the Council was allowed to attend meetings virtually. The reason behind allowing virtual attendance was to allow a quorum to meet in emergency circumstances, when someone was out of town, etc. and to allow City business to continue to move forward. One of the points she had raised in her memo was even if the Council required its members to appear in person for executive sessions, there still needed to be a level of trust that no one would speak about the executive session outside of the meeting. Whether a Council member was in person or not, they could leave a meeting and still violate the executive session privileges by sharing confidential City information without the authority to do so. It came down to maintaining flexibility in exchange for trusting each other versus imposing some strict requirements that were not otherwise required by the Public Meetings Laws to protect confidential information.

Councilor Leach noted that she brought this up as executive session information had been out in the public the day after and executive session, which caused her great concern.

Councilor Thomas stated that she thought it was the right thing to have attendance at executive sessions be in person, as a measure of accountability.

Attorney Connelly shared that she understood the experience of hearing that information discussed in a confidential setting was out on the street but asked if there was any reason to tie that to virtual appearance. Councilor Leach responded that Attorney Connelly was right that if someone were going to share confidential information, they could do so after a meeting whether attending virtually or in person.

Administrator Knope stated that from a staff perspective, there were two reasons why he felt it was important for people to attend executive sessions in person: 1. You could not read someone's body language if they were attending virtually, which was an important part of communication; and 2. There would be lack of control of confidential documents if someone were attending virtually. He often brought numbered documents to the executive sessions and collected all of those back after discussion. He felt Council members attending regular Council sessions virtually was fine but thought it would be best to have everyone meet in person for the very important topics covered in executive sessions.

Councilor Hancock expressed his agreement with Attorney Connelly that if someone wanted to talk about an executive session outside of the meeting, they could do that if they were in person or had joined virtually. He felt the executive session topics covered critical areas that deserved in person attendance. If he could not attend an executive session in person, he would call in and be excused as a matter of respect.

Councilor Washburne asked if a Council member on vacation could attend the Council regular session by phone but not participate by phone for the executive session. Attorney Connelly responded that her understanding was this was the rule the Council was considering, that a Council member would not be prohibited from attending virtually or by phone for regular session but would be prohibited from attending executive sessions virtually or by phone, which might mean that the executive session could be disbanded if the Council did not have a quorum.

Councilor Ceniga expressed her agreement with Administrator Knope and Councilor Hancock. She shared how upset she had been after a citizen contacted her the day after an executive session and knew what had been discussed. She noted that if something were important enough to be discussed in executive session then it should be important for them to attend in person. If a Council member could not attend in person, they should excuse themselves from attendance. She added that if they did not have a quorum, the executive session could be rescheduled to a different night.

Administrator Knope responded that he could work with Attorney Connelly and draft potential changes to the Council rules and bring back for Council consideration. The Council consensus was in favor of that.

12. Council Agenda Forecaster

Administrator Knope presented the forecaster. Add Homelessness/Code Audit discussion to the April 25, 2023 Council Work Session.

Councilor Hancock asked if they could move one pending item at a time to a Council agenda so they could complete the items on the pending items list. Administrator Knope responded that they could; he would put CC-07 Include Youth in Government on an upcoming work session agenda.

Councilor Ceniga asked if they wanted to keep CC-04 Train Noise at Night on the Future Items list, as there was really nothing the City could do about that. The Council consensus was to remove that goal.

13. Committee Reports

Public Safety Committee met on April 4, 2023. Councilor Ceniga reported:

- Reviewed Homelessness Code Audit and Volunteer Job Description. Interim Chief Larson had identified some areas of concern like graffiti, abandoned grocery carts, and furniture and would be working with Public Works to get some things cleaned up.
- Jail was being refurbished and painted.
- Talked about Oakridge Dispatch IGA and the SRO position.

Community Services and Development Committee met on March 5, 2023. Councilor Gambee reported:

- The new Committee (combination of Community Services and Community Development Committees) seemed like it would function well. He was glad they were able to combine the two committees and have one less meeting a month.
- Reviewed some street closure requests.

Finance and Judiciary Committee met on March 6, 2023. Acting Mayor Leach reported:

- Staff would be issuing an RFP (Request for Proposal) for insurance agent of record in June or July, as the contract with Wilson Heirgood had expired.
- Reviewed job descriptions that were presented to Council tonight.
- City Prosecutor agreed to the two-year contract extension but asked for a \$500 a month increase. Committee recommended approval and this would be coming to Council.

14. Staff Reports

Director Crocker reported: Budget documents had been delivered, and Budget Committee would meet Thursday, April 13, 2023. He would confer with staff to see if there were items that needed to go to Finance and Judiciary Committee in May.

Assistant Eastland reported: Had begun using Applicant Pool, to receive job vacancy applications online. Currently recruiting for Court Clerk, lifeguards, and pool supervisors.

Would advertise soon for Utility Billing Clerk position. Had received 24 applications for the pool and many were returning lifeguards that already had their certifications.

Administrator Knope reported: Recruitment would begin this week for the Police Chief. Work continued on the new City Hall building. IT staff continued to work on IT improvements and should be ready in three to four months to rerun testing that the City had failed in 2018. He added that it had been great working with Interim Chief Larson and his hard work was appreciated.

15. Councilor Comments/Questions

Councilor Thomas thanked everybody for their hard work.

Councilor Washburne thanked Administrator Knope and Public Works for the quick repair on a large pothole by Safeway.

Councilor Hancock stated that his understanding was there would be a number of people submitting their applications to serve as citizens members on the Public Safety Committee. The Council had approved adding two citizen members to each Council Committee, and he thought it would be nice to increase that number and allow interested citizens to contribute.

Administrator Knope responded that he would be happy to bring back to the Council Work Session some options to add more citizens.

Councilor Hancock continued that as follow up on the Public Safety Committee discussion of Homelessness/Code Audit, Interim Chief Larson had met with Judge Wiese, and she said there would be no problem enforcing parking longer than 72 hours on the streets; JCPD would not have to worry that someone moving their vehicle one inch or around the block would reset the clock, which would make the JCPD work easier regarding RVs and cars on the streets.

Councilor Hancock added that he wanted to talk about code enforcement. There was a book called Broken Windows, which included an illustration of seeing a building that had a broken window and if nothing was done, eventually all of the windows would be broken. He brought up the example of a trailer parked on the street and then three years later there were three trailers on the street, which gave the perception that it did not matter. He continued that code enforcement should be a normal part of the Police Department and having SCOPS (Senior Citizens on Patrol) would be a wonderful way to address this. They would be trained on the code regulations and most of their work would be talking with citizens, with rarely having to take a law enforcement action to get something done. He noted that at the Public Safety Committee, there was a concern about whether or not the Police Department had the latitude to enforce City Code on their own or if they had to have a complaint from the public first. He thought clear direction was needed and noted that neighbors did not like calling on their neighbors.

Administrator Knope responded that he had a lengthy discussion on this with Interim Chief Larson and had directed that if something was in plain site on the curb, the Police Department was to address that. If something was behind a fence and could not be seen, then a citizen would need to submit a comment form. He continued that he wanted the Police Department and Public Works to work together; he provided the example of the Police Department getting three trailers off the street and then Public Works sweeping the street and repainting the curb to clean up the area.

16. Mayor's Comments

Acting Mayor Leach noted that the Council had received a letter from Eleanor Hunt, who had surveyed 76 people and requested that a bowling alley be developed in Junction City. She expressed appreciation to Eleanor for the letter and asked if Administrator Knope could send her a letter of appreciation.

Administrator Knope suggested inviting Eleanor and her family to present her idea to the Community Services and Development Committee. Acting Mayor Leach stated that was a great idea. Administrator Knope added that he would follow up on this.

Acting Mayor Leach continued that she spoke with Interim Chief Larson the other day and thought he was doing a wonderful job. She noted that the change in attitude from people was huge and they were so appreciative. She received a message today from someone that said there were patrols before and after school, which was so important to the citizens. She

expressed appreciation to all the staff and felt the City was moving forward in a positive way, which was wonderful.

17. Previous Month's Expenditures.

None.

18. Adjournment

As there was no further business, the meeting was adjourned at 7:53 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Karen Leach, Acting Mayor