

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 14, 2020, in the Community Center at 175 W. 7<sup>th</sup> Avenue, Junction City, Oregon and remotely via internet and phone.

**PRESENT:** Mayor, Mark Crenshaw; Councilors Sandie Thomas, Robert Stott, Andrea Ceniga, John Gambee, Dale Rowe and Bill DiMarco; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; HR/Admin Services Manager, Stephanie Moran; and City Recorder, Kitty Vodrup.

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

Mayor Crenshaw took roll call, 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 – March 10, 2020**

**MOTION:** Councilor Rowe made a motion to approve the March 10, 2020 minutes. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**4. Proclamation**

Mayor Crenshaw read the proclamation to proclaim April as “Child Abuse Prevention Month” in the City of Junction City.

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

Mr. Sid Washburne, 520 Timothy Street, Junction City, asked why there were so many surplus vehicles in the Police Department that the City was paying insurance on. He did not understand why the department needed a bike trailer and thought there were too many Police vehicles considering the number of officers.

Mayor Crenshaw responded that he would work with Administrator Knope and Chief Morris and get answers.

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

Director Kaping stated that before the Council was the Junction City School District Comprehensive Plan Map Amendment and Rezone. The School District submitted the application on March 15, 2019 and it went before the Planning Commission in June and in November of 2019. At the November meeting, the Planning Commission and applicant supported changing to Low Density Residential for the Comprehensive Plan Amendment and to rezone to Single Family Residential. The City Council held a public hearing on January 14, 2020, where no decision was made. It came back to the Council on March 10, 2020, where the ordinance was read in full but did not pass unanimously, so it was back before the Council tonight for consideration.

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.

Mayor Crenshaw read Ordinance No. 1 by title only.

**MOTION:** Councilor Stott made a motion to adopt Ordinance No. 1. The motion was seconded by Councilor Thomas and passed by a vote of 5 to 1, with Councilors Thomas, Stott, Ceniga, Gambee, and Rowe voting in favor and Councilor DiMarco voting against.

**7. Public Hearing – Vacation of Northerly 200-Feet of an Unimproved Right-of-Way Block 94, Original Plat Junction City**

Mayor Crenshaw opened the public hearing and asked if there were any exparte contacts or conflicts of interest. There were none.

**Staff Report**

Director Kaping reviewed that Marcos Bodart had submitted a petition and supporting materials requesting a vacation of a portion of the unimproved alleyway in Block 94 of the Original Plat of Junction City. In order to allow development of the property at 1590 Ivy

Street, vacation of the northerly 200-feet of the unimproved alley had been requested. Vacating this portion of the alley was governed by ORS 271.080. All affected property owners within 300 feet of this property were notified; the City received one comment that was not in favor of this vacation. Director Kaping noted that Planning Technician Tere Andrews was available to answer any questions. Public Works had no issue with this vacation, as there was no way to put an alley there.

**Applicant Testimony**

Mr. Marcos Bodart, 2110 Escalante Street, Eugene, stated that he had met all the requirements, sent out notices, and received the consent required to be able to vacate the alley.

**Public Testimony**

None.

**Additional Applicant Testimony**

Mr. Bodart stated that this was shown as an alley on the map, but it was not an alley and was part of his back yard. He added that he needed this to be gone.

**Questions from the Council**

Councilor Thomas asked how many people were affected by this. Technician Andrews responded that there was only one property abutting the portion of the alley proposed to be vacated and that was Mr. Bodart's. The affected property owners were those in the surrounding area, and Mr. Bodart was able to get 2/3rds of them to consent to the vacation.

Councilor Rowe noted that on page 3 of the staff report on attachment 1 of the AIS (Agenda Item Summary), a condition was listed but had an incomplete sentence that "the easement language was reviewed by the Public Works Director and the City's Attorney who have both found that the easement..."

Director Kaping noted that he, Attorney Connelly, and Recorder Vodrup had worked on making final changes to the easement document. He added that the document was acceptable to the Public Works Department. Attorney Connelly added that they had carefully reviewed and revised the easement document today. Copies of the revised Exhibit C (easement) were distributed around 5:30 p.m. this afternoon. She noted that as long as that version was used, the City Attorney found it acceptable.

Councilor Ceniga asked if traffic could drive through to the property behind the subject property. Director Kaping responded no because there was a ditch there that could not be crossed.

Councilor Gambee asked why the one person had not been in favor of the vacation. Director Kaping responded that the person just did not want to see the area developed.

Councilor Rowe asked what zone the property was in. Technician Andrews responded it was General Commercial.

**Staff Summary**

Attorney Connelly reviewed that in addition to the change to Exhibit C, she wanted to draw attention to the fact that if the Council chose to approve this vacation, it would be contingent upon the City receiving that easement and upon completion of the associated lot line adjustment, which would clear up the access issue created in the event the 9 lots were not consolidated.

Mayor Crenshaw closed the public hearing.

A. Ordinance No. 2 – An Ordinance Vacating the Northerly 200-Foot of an Unimproved Right-of-Way Block 94, Original Plat Junction City.

Attorney Connelly read Ordinance No. 2 in full.

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

Mayor Crenshaw read Ordinance No. 2 by title only.

**MOTION:** Councilor Stott made a motion to approve Ordinance No. 2. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

## 8. Budget Contingency and Appropriations Transfer Resolution

Director Crocker reviewed that there were three areas where additional appropriations were needed in Materials and Services, and none of those would increase the overall budget in any department or fund. All were only moving appropriations and were in Police, Public Works Administration, and General Administration.

Questions were asked about the \$39,000 needed in the Police Vehicle and Equipment Maintenance. Staff noted that there were unexpected costs to replace an engine and they had underestimated the costs to have vehicle maintenance done by an outside vendor; this was the first fiscal year the City had not done vehicle maintenance in house.

A. Resolution No. 1 – A Resolution Transferring Contingency and Other Appropriations for the Fiscal Year Commencing July 1, 2029 and Ending June 30, 2020, within the General Fund and Public Works Administration Fund.

**MOTION:** Councilor Stott made a motion to approve Resolution No. 1. The motion was seconded by Councilor DiMarco and passed by a vote of 5 to 1, with Councilors Stott, Ceniga, Gambee, Rowe, and DiMarco voting in favor and Councilor Thomas voting against.

## 9. COVID-19 Impacts Discussion

### A. State of Emergency Declaration Discussion

Administrator Knope noted that a number of communities had passed state of emergency declarations during this event and a draft resolution was included in the Council packet. The resolution could be useful in being able to apply for federal/state grants or funding, such as through FEMA (Federal Emergency Management Agency).

A concern was expressed about the Staff Designation and City Administrator Delegation sections in the draft resolution. Administrator Knope responded that those could easily be removed, as the City had other processes in place for these things, and a special Council meeting could be called, if additional procurement or other authority were needed. Also noted was that it could be beneficial to have the resolution approved and in place in case it was needed.

It was noted that the City had an Emergency Operations Plan (EOP) that was about 10 years old. Attorney Connelly responded that the resolution referenced the EOP and would be under its authority.

After discussion, it was the consensus of the Council to have staff bring back a draft resolution at the next meeting, with a set expiration of one month.

### B. Small Business Assistance Discussion

Mayor Crenshaw noted that Governor Brown had issued a “Stay at Home, Save Lives” order, as well as closed in house dining at restaurants and bars, both of which have impacted small businesses. Lane County and the cities of Eugene and Springfield implemented a Small Business Relief Fund right away, but there was a minimal amount of funding and that was used up quickly. He noted that the Federal Government had offered funding, but that might not be enough.

Mayor Crenshaw wondered if the Council would be interested in offering a similar assistance program to small businesses in Junction City. He offered that the Council direct staff and the Revolving Loan Fund (RLF) Committee to meet and identify funds that could be available to be used for economic relief and to develop some guidelines and percentages on how much of those funds should be used.

Administrator Knope added that City staff was working with Tri-County Chamber Executive Director Rick Kissock on reaching out to local businesses to find out what their needs were.

Mr. Winn Wendell, 750 Birch Street, Junction City, stated that he was a member of the RLF Committee, and he challenged the Council to walk around and see how many local businesses were closed and in peril. He noted that the RLF was set up to help businesses, and he thought they should get the word out that the City had this program.

Mr. Sid Washburne stated that they should call a meeting of the local businesses to see what they needed and to let them know about the program.

The Council consensus was in favor of looking at options to assist local businesses and proceeding as the Mayor had suggested.

**C. Budget Committee Meeting Schedule**

Administrator Knope noted that the first Budget Committee was scheduled in April, and the social distancing requirements had created some challenges for meeting; consequently, staff requested that the first meeting be moved to May 14<sup>th</sup>.

The Council consensus was in favor of moving the 1<sup>st</sup> Budget Committee meeting to May 14<sup>th</sup>.

**10. University of Oregon Dispatch Contract**

Chief Morris presented the five-year contract for the Junction City Police Department to provide dispatch services for the University of Oregon Police Department.

**MOTION:** Councilor Stott made a motion to approve the five-year contract for dispatching services with the University of Oregon and authorize Chief Morris to sign the necessary document. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

**11. Councilor Comments/Questions**

Councilor Thomas asked where the \$375,000 in U of O contract revenue would go. Administrator Knope responded that it would be shown as revenue for the Police Dispatch Division in the budget.

Councilor Thomas asked if the Police Department was still going to get 74% of taxes. Administrator Knope responded that they would. Councilor Thomas stated that since the department was taking care of themselves, she wondered if something else could be done with part of that tax money.

Councilor Rowe asked when the budget document would be available. Director Crocker responded that at a minimum, it would be a week before the 1<sup>st</sup> Budget Committee meeting.

**12. Mayor's Comments**

Mayor Crenshaw expressed appreciation to everyone who took time to participate in the meeting and hoped the teleconferencing was not a limitation. He stated that he appreciated Mr. Washburne and Mr. Sumner, who stayed through the entire meeting and to anyone else who participated in this evening's meeting. He noted that looking into a crystal ball, it did not look like the restrictions would be ending before next month's meeting. There were some scientists who were saying that stay at home orders might be something that would be cycled. So even as the governor was trying to figure out how to get everyone back to business as usual, they could see themselves right back into this situation just a short time after an order was lifted. He thought it was great that they were able to still hold the meeting, and he encouraged everyone to attend if they were able to. He hoped that everyone found that the Council was still as transparent as they always had been at making this platform a place for anyone who had comments in the community to come and bring them forward.

**13. Adjournment**

As there was no further business, the meeting was adjourned at 8:27 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor