

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 28, 2020, in a virtual meeting format 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; and City Recorder, Kitty Vodrup.

1. Call to Order

Mayor Crenshaw called the meeting to order at 6:30 p.m. and took roll call.

2. Police Department Job Descriptions

Chief Morris presented the resolution to update the job description of the Dispatch/Records Supervisor and to create the position of Deputy Chief. The Dispatch/Records Supervisor position had been vacant for a number of years and was not included in the last round of officer and dispatch salary adjustments. There was a need in the department for this position, and the updated description clarified specific duties, cleaned up language, and adjusted the salary. A current staff member was qualified to fill this position and since this position was exempt from overtime, there would be substantial overtime savings.

Chief Morris continued that Eric Markell presently had the title of Sergeant yet had been serving in the capacity of second in charge of the department for quite some time. The existing Sergeant position description did not reflect the actual authority granted to or duties for that second in charge position; thus, the position of Deputy Chief was created to accurately reflect the duties of second in charge and assign the appropriate salary range for that position, as well as fix the organizational structure going forward. The sergeant position would not be filled but would remain as a position for possible filling at some time in the future as the City grows.

Some comments were expressed to research comparable police positions to other cities, to consider pandemic financial concerns, and for staff to bring back two separate resolutions for these positions. Comments also included support for creation of the Deputy Chief position and update to the Dispatch/Records Supervisor position, trust of management staff to effectively organize the department, and that the financial impact would be small and manageable.

- A. Resolution No. 1 – A Resolution to Create the Position of Deputy Chief and to Update the Position of Dispatch/Records Supervisor, Pursuant to Personnel Policy Section 4.2 and Assigning a Range within the City's Compensation Schedule.

MOTION: Councilor Stott made a motion to approve Resolution No. 1. The motion was seconded by Councilor DiMarco and passed by a vote of 4 to 3, with Councilors Stott, Gambee, and DiMarco voting in favor, Councilors Thomas, Ceniga, and Rowe voting against and Mayor Crenshaw voting in favor to break the tie.

3. Emergency Declaration Resolution Review

Administrator Knope presented the Emergency Declaration resolution, which had been updated per Council direction at the last meeting. The resolution would be in place, should the City need to use it.

- A. Resolution No. 2 – A Resolution Declaring a Temporary State of Emergency within the Boundaries of the City and Delegating Authority to the City Administrator.

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

4. Business Pandemic Impact Support Program Review

Administrator Knope presented the draft Business Pandemic Impact Support Program, which had been worked on by the Finance and Judiciary Committee. This would be a grant program for small businesses in Junction City with 10 or fewer employees. Grants would be up to \$2,500 per business per month for rent, lease or mortgage payments; utility bills (water, sewer, garbage, electricity, gas, telecommunications); and building insurance. Funding would come from the Economic Development line item in the Revolving Loan Fund, which was funded by interest from the fund. The program would be in effect for 30

days after the Governors Executive Order 20-12 ended, until available funds were depleted, or the program was ended sooner by the City Council.

A. Resolution No. 3 – A Resolution of the Junction City Council Establishing a Business Pandemic Impact Support Program.

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

5. Revolving Loan Fund Committee Recommendation Review

Mayor Crenshaw stated that the Revolving Loan Fund Committee met on April 21st and make the following recommendations for the potential use of loan dollars out of the Revolving Loan Fund for a small business relief package: Use \$300,000 of the \$715,000 available in the fund; \$100,000 of the \$300,000 to provide 50 grants in the amount of \$2,000; Use \$200,000 of the \$300,000 to provide loans in the amount of \$10,000 at 0% interest and no interest or payments for the first 6 months with the loan paid over the next 30 months for a total of 36 months; the applicant would only be eligible for either a grant or a loan and not both; and that the Council develop a subcommittee to approve and monitor the grants and loans.

Mayor Crenshaw noted that the grant recommendation was made without the knowledge of the previous agenda item so they might consider not using the RLF Committee recommendation on grant funds now and that could be additional dollars to look at later if the funds in the Business Pandemic Impact Support Program were exhausted.

Mayor Crenshaw continued that the RLF Committee had recommended that the Council develop a subcommittee to approve and monitor grants and loans. Since that meeting, he had spoken to Community Lending Works, who could assist the City with administration of the loan portion (staff could handle the grant administration of the prior agenda item). Community Lending Works information and an example of a contract with the City of Albany were included in the packet. Community Lending Works would charge 6% for this service, which could be added onto the loan amount and paid by the borrower. Mayor Crenshaw added that this could be positive in terms of a silver lining to be able to do something good for small businesses immediately and then it could work out into being a stimulus to get the RLF program back up and running in future perpetuity.

Discussion followed and it was noted that before proceeding further, the City needed to develop the eligibility criteria that they would want to see for this program.

MOTION: Councilor Stott made a motion that the Council appoint a subcommittee consisting of Mayor Crenshaw, Councilor DiMarco, and Councilor Thomas to establish criteria and be able to move forward with a presentation for the Council to approve at the next Council meeting. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

Mayor Crenshaw asked if there was any additional direction that the Council had for the subcommittee and did they have any ideas on how to evaluate the needs of the small businesses. He added that the subcommittee could invite small businesses to attend and provide comments at the virtual meeting. Ideas to get the word out to businesses included the Community Reader Board, City website, Utility Bills, and news media.

6. Other Business

None.

7. Adjournment

As there was no further business, the meeting was adjourned at 8:07 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor