

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, May 9, 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:** 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; Public Works Director, Gary Kaping; 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.

**2. Changes to the Agenda.**

None.

**3. Approval of Minutes – April 11 and 25, 2023**

**MOTION:** Councilor Ceniga made a motion to approve the April 11 and 25, 2023 minutes. The motion was seconded by Councilor Washburne 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.

Laura Seiders, 230 Birch Street, Junction City, asked about the status of a proposal she had submitted last year to have security cameras in all City parks for the safety of all people. Administrator Knope responded that the proposal was reviewed by the Community Services Committee, and the Committee directed staff to put together a plan to work those in as time and budget allowed.

**5. Public Hearing on Proposed Uses of State Shared Revenue**

Mayor Wells opened the public hearing for proposed uses of State Shared Revenue.

**Staff Report**

Director Crocker stated that this was the second required public hearing for the City to be eligible to receive State Shared Revenue. The Budget Committee conducted a public hearing on April 20, 2023. The notice for this hearing was published on April 20, 2023. The proposed Fiscal Year 2023-24 budget included the City receiving the following in State Shared Revenue: State Revenue Sharing Fund - \$92,000, gas tax - \$557,000, liquor taxes - \$136,000, and cigarette taxes - \$6,000, for a total of \$792,000. The City expected to receive \$723,000 in the current year.

**Public Testimony**

None.

**Council Questions or Comments**

Councilor Hancock shared that he had spoken with Executive Director Brenda Wilson from LCOG (Lane Council of Governments) about State Revenue Sharing, and she had confirmed that the cigarette and liquor taxes were unrestricted in their use and the Council could use those funds for whatever they felt was most important for the community. He thanked Director Crocker for putting State Shared Revenue information in the Budget Reference Materials notebook and asked for clarification on where the different State Revenue sources could be found in the budget.

Director Crocker responded that cigarette and liquor taxes could be found in the General Fund, Non-Departmental section; gas taxes could be found in the Street Fund and Bike Path Reserve Funds; and General State Revenue Sharing could be found in the State Revenue Sharing Fund.

Councilor Thomas thanked Councilor Hancock for asking that question.

Mayor Wells noted that Director Crocker had provided good information on the State Shared Revenue information, and the cigarette and liquor taxes could be used at the Council's discretion which was why they were in the General Fund, Non-Departmental Fund.

Mayor Wells closed the public hearing.

**6. Public Hearing for Supplemental Budget**

Mayor Wells opened the public hearing for a Supplemental Budget.

**Staff Report**

Director Crocker stated that this was a required public hearing for a supplemental budget because the change in appropriations was more than 10% of the existing appropriations. This supplemental budget was to increase appropriations in the Internal Services Fund, due to higher than anticipated costs, largely in vehicle costs in water, streets, and sanitation. These appropriations were offset by revenue, since the Internal Services fund was self-balancing; therefore, there would be no change to the Internal Services Ending Fund Balance. The hearing notice was published in the Register Guard on May 4, 2023. Total increase in appropriations was \$80,000.

**Public Testimony.** None.

**Council Questions or Comments.** None.

Mayor Wells closed the public hearing.

A. Resolution No. 1 – A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023, and Making Appropriations within the Internal Services Fund.

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

**7. Supplemental Budget, Contingency and Appropriations Transfer Resolutions**

Director Crocker presented the budget resolutions.

A. Resolution No. 2 – A Resolution Adopting a Supplemental Budget for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023, and Making Appropriations within the General, Sewer, and Sanitation Funds.

B. Resolution No. 3 – A Resolution Transferring Contingency and Other Appropriations for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023, within the General, Streets, and Water Funds.

**MOTION:** Councilor Washburne made a motion to approve Resolutions No. 2 and 3. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**8. Tri-County Chamber Report**

Executive Director Rhonda Giles reported: Chamber was in a new location for better visibility; increased number of members by over 20% in last 14 months; bank balance had more than doubled; been doing more social media and improved their website; their website would include local government pages, and they would be offering to build a webpage on their website for members; Chamber was working to be a better resource to businesses, non-profits, residents, and tourists in Junction City, Monroe, and Harrisburg; had an opening for a part time position to do social media, other; had a meeting room that members could use anytime for free; would start sending welcome packets to new businesses that included information on City government, etc.; and would hold a business expo on July 26<sup>th</sup>. She invited Council members and others to attend their breakfast and lunch forums, business after hours, and ribbon cutting events.

Mayor Wells and Councilor Leach expressed appreciation to Director Giles and the Chamber Board on their good work.

**9. Code Changes in Compliance with HB 3115/ORS 195.530**

Administrator Knope presented the ordinance to enact the changes discussed at the April 25, 2023 Council Work Session. Attorney Connelly added that a tracked changes version of Exhibit A had been included in the Council packet and showed the code changes.

Linda Beebee, 565 SW Quince Street, Junction City, stated that she had lived in Junction City for three years and loved the town. She asked if there would be a homeless site in Junction City. Administrator Knope responded that there would not be an officially created one.

A. Ordinance No. 1 – An Ordinance Amending City of Junction City Municipal Code 9.25.020 City Park Regulations, Definitions; 10.05.010 Applicability of State Traffic Laws; 10.05.220 Prohibited Parking and Standing; 17.100.020 Parking; and Repealing Section 9.10 Curfew and 17.100.040 Sewer Connections to Ensure Compliance with the Requirements of ORS 195.530.

Attorney Connelly read Ordinance No. 1 in full.

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

Attorney Connelly read Ordinance No. 1 by title only.

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

## 10. Council Rules Amendments

Administrator Knope presented the ordinance to amend the Council Rules to: Require all Council members to attend Executive Session in person, add language to each Council agenda on specifications for public comments, clarify when the Council may choose to talk about public comments if they desired to at a meeting, and clarify that Council Rules would be amended by ordinance rather than by resolution.

A. Ordinance No. 2 – An Ordinance Amending Rules Established by Ordinance No. 1269.

Attorney Connelly read Ordinance No. 2 in full.

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

Attorney Connelly read Ordinance No. 2 by title only.

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

## 11. SFA Grant Requests

Councilor Hancock declared an actual conflict of interest, as both of his daughters were on the Scandinavian Festival Association Board; he left the room.

Administrator Knope presented two grant requests from the Scandinavian Festival Association (SFA):

- \$3,000 to replace the speaker system downtown. \$5,000 total project, and SFA had fundraised \$2,000. Could be funded from State Revenue Sharing in the Projects to Be Determined.
- \$25,000 to replace the roof on the Annex Building at Fletchall Hall. SFA had not done any fundraising yet for this project.

The Council consensus was to have staff bring back grant paperwork for the City to fund the \$3,000 speaker system request and to have Administrator Knope speak to SFA to let them know the City might consider some sort of a match on the roof project, after SFA did some fundraising.

Councilor Hancock returned to the room and Council dais.

## 12. Accountant Job Description

Administrator Knope presented the updated job description for the Accountant position, to change the pay range from 30 to 35, which was included the Fiscal Year 23-24 budget.

A. Resolution No. 4 – A Resolution to Update the Accountant Position Pursuant to Personnel Policy Section 4.2 and Assigning a Range within the City's Compensation Schedule.

**MOTION:** Councilor Leach made a motion to approve Resolution No. 4. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

**13. City Prosecutor Contract Extension**

Director Crocker noted that the Council had approved a two-year extension for the City Prosecutor contract on March 14, 2023 and then received a letter from the City Prosecutor requesting a \$500 a month increase; annual cost of \$42,000 would increase to \$48,000. The Finance and Judiciary Committee reviewed the request on April 6, 2023 and recommended approval; therefore, an updated two-year contract extension was before Council. Next Request for Proposal for this contract would occur in the fall of 2025.

**MOTION:** Councilor Ceniga made a motion to approve the 2-year extension as presented for the City Prosecutor contract with Leahy Cox, LLP and authorize the Mayor to sign the necessary documents. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**14. Goodin Street Closure Request**

Director Kaping presented the street closure request from Carl and Kathryn Goodin for a street party.

**MOTION:** Councilor Leach made a motion to approve the street closure request for the Goodin Street closure on June 24, 2023 as conditioned in Attachment B with the nonexclusive use of City streets for street closure from 12:00 p.m. to 8:00 p.m. The use of City streets will apply to the section of Kalmia Street between 8<sup>th</sup> and 9<sup>th</sup> Avenue. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**15. Council Agenda Forecaster**

Administrator Knope presented the forecaster. Councilor Ceniga asked if it was listed on an agenda forecaster to discuss the traffic master plan or overall traffic for the City. Administrator Knope responded that the Public Works Committee could discuss this, and he recommended that Director Kaping reach out to the firm that did the stop sign analysis.

**16. Committee Reports****Lane ACT (Area Commission on Transportation)**

Councilor Washburne reported: Repaving of I-5 from Goshen to Cottage Grove would begin on July 6, 2023. Culverts on Highway 58 would be replaced down to Klamath Falls. House Bill 2095, photo radar for cameras, was moving forward in the legislature.

**17. Staff Reports**

Director Kaping reported: First part of the path at the Reserve Park had been completed and was 1/3 of a mile. Would be planting native plants this fall and putting up signs and kiosks. This would eventually tie in with future walking paths. He was working on the last pump station to be upgraded and that would go to the Public Works Committee in June. Staff met with DEQ (Department of Environmental Quality), and the pre-design was moving forward. Staff had reviewed a draft discharge permit, and this could be finalized in June.

Director Crocker reported: He expressed appreciation to the Council for approving the Accountant job description. Next Finance and Judiciary Committee would have four or five items.

Attorney Connelly reported: Felt good to accomplish the two big projects they knew would be coming for a year. The legislature was in session and she would be advising the City on pertinent updates. Attorney Rebekah Dohrman had left their firm to take a job with Lane County Counsel's office, and a new attorney, Armand Resto-Spotts would start on May 30<sup>th</sup>. Her paralegal, Kim Dahlgren, was working alone, as they were in process of hiring staff.

Recorder Vodrup reported: A few months ago, she took an updated public records policy draft to the Finance and Judiciary Committee, and they asked her to do some follow up. She was unable to attend the April meeting and the May meeting had been cancelled, so she would be bringing the draft policy back to Committee at their June meeting and then hopefully to Council soon after in the form of a resolution. She provided a status update on the ORMS (Oregon Records Management Solution) electronic records management program. Staff was making good progress and starting with the City Recorder files. She was working on file structure and naming conventions for scanned records and making sure the records were scanned and set up properly. She, Administrative Aide Tere Andrews, and IT Coordinator Jacob Hawes had received training on using ORMS, and she and Ms. Andrews would soon have a second training. She was excited for the progress that would be made on records projects, with Ms. Andrews having more dedicated time for records management beginning July 1<sup>st</sup>.

Administrator Knope reported: Would accept Police Chief applications until Friday. He asked the Council if they would like to do a formal interview or have an informal meet and greet.

The Council consensus was for the Council to hold a special meeting to do a formal interview on May 23, 2023. Administrator Knope noted that the process would include an internal interview panel to recommend up to four applicants. The City Council would then hold their interview to recommend up to two applicants. Then the community could have a meet and greet. Recommendations would be given to Administrator Knope, for him to make the final decision.

Administrator Knope continued that the Council would be seeing some computer items in the future, in response to an increase in ransomware attacks on police agencies.

**18. Previous Month's Expenditures.**

None.

**19. Councilor Comments/Questions**

Councilor Thomas thanked everyone for their hard work and felt that they were headed in the right direction.

Councilor Washburne thanked everyone for their hard work and noted that they did a good job of getting through all of the items tonight and getting things done.

Councilor Ceniga expressed appreciation to Attorney Connelly for all of her great work, especially with being short staffed. She continued that one of the biggest things she liked about this Council was they were constantly getting things done. She thanked staff for providing great packets and noted that everyone had done a great job.

Councilor Leach expressed agreement with Councilor Ceniga and noted that having the great information provided by staff enabled the Council to have good discussions and make informed decisions. She expressed her appreciation for the great job Interim Chief Larson was doing and noted that she was finally seeing regular patrols in her neighborhood. She expressed appreciation to staff and added that they had a good Council.

Councilor Hancock expressed appreciation to staff and Council for all of their hard work and for tackling tough issues. He continued that HB 3115 was a huge bite and he knew the community was greatly relieved that the City now had a plan. He thought the final product was tremendous and really did answer the community's concerns.

**20. Mayor's Comments**

Mayor Wells stated that when he looked back on this year, it seemed like January was a long time ago and a month later, Councilor Hancock joined the Council. He continued that the Council and staff had accomplished one of their biggest goals and that was to communicate with each other very openly. That was why the Councilors were able to say what they did tonight, because they were working together for the good of the community and were respecting each other's input. He thanked everyone for that and encouraged that to continue. He agreed that the City had great staff and it was nice to have community members in attendance at the meeting, as the Council wanted to respect their wishes. He expressed appreciation to Council President Leach for serving as Acting Mayor in his absence.

**21. Adjournment**

As there was no further business, the meeting was adjourned at 8:25 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Kenneth Wells, Mayor