

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, May 10, 2022 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, Beverly Ficek; Council President, Ken Wells; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, John Gambée (joined at 6:34 p.m.), and Karen Leach; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

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

Mayor Ficek 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 12 and 26, 2022**

**MOTION:** Councilor Leach made a motion to approve the April 12, 2022 minutes. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council members present.

**MOTION:** Councilor Wells made a motion to approve the April 26, 2022 minutes, as amended. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council members present.

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

A. Follow-up from Staff on Previous Comments. None.

B. New Comments from Public. None.

Councilor Gambée joined the meeting.

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

**A. Public Hearing**

Mayor Ficek opened the public hearing.

**Staff Report**

Director Crocker stated that this was the second of two state required public hearings. The Council packet included a document from the League of Oregon Cities (LOC) on the various Shared Revenue Sources and their rates, which Director Crocker used to calculate amounts to include in the budget. State Shared Revenue included gas tax, which went into the Street Fund and liquor and cigarette taxes, which went into the General Revenue in the General Fund. There was also State Shared Revenue that went into the State Revenue Sharing Fund. Total for this year was \$723,000. Most of the distribution was based on population, and as the City's population increased, the amount received would increase. The Council would also be required to pass a resolution certifying that the City of Junction City provided at least a minimum number of municipal services to quality to receive these funds and that resolution would be presented to the Council on June 14, 2022.

**Public Testimony**

Ms. Jennifer Daeges, 765 Greenwood Street, Junction City, noted that the LOC handout included information on marijuana funding and asked if that applied to Junction City. Director Crocker responded that it did not. Councilor Leach added that marijuana stores were not allowed in the City, per a vote of the citizens in Junction City.

Ms. Daeges asked if the City would receive marijuana revenue if the City were to legalize having stores but did not have a store. Director Crocker responded that rates were based on a rate per capita, and he could not comment on how that revenue would be calculated if there was not a store in town.

**Questions or Comments from the Council**

Councilor Gambée asked how the rates were set. Director Crocker responded that rates were mostly tied to population, and rate increases could be seen in the history as the population increased. The rates were set at the state level, using certain methodology; an example, would be estimating liquor retail sales and dividing that by the number of people in the state and then using the City's current population of 7032.

Councilor Gambie stated that if consumption went up, the rate could increase even if the tax rate did not increase. Director Crocker responded that was correct.

Mayor Ficek closed the public hearing.

## 6. EPUD Franchise

Administrator Knope reviewed that the Council passed an EPUD franchise agreement via Ordinance No. 1272 on March 8, 2022; however, it was discovered that there was an error in Section 2.3 that gave EPUD only 30 days to sign the document instead of 60 days as noted in other parts of the ordinance. A revised ordinance was before the Council.

A. Ordinance No. 1 – An Ordinance Granting an Electric Utility Franchise to Emerald People’s Utility District (EPUD), an Oregon People’s Utility District, Organized Under ORS Chapter 261 and Fixing Terms, Conditions, and Compensation of Such Franchise, Repealing Ordinance No. 1201 and Ordinance No. 1271, and Declaring an Emergency.

Attorney Connelly read Ordinance No. 1 in full.

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

Mayor Ficek read Ordinance No. 1 by title only.

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

## 7. Oregon Records Management Solution Contracts

Recorder Vodrup presented two contracts to implement the Oregon Records Management Solution (Electronic Records Management System). Benefits included: permanent and vital records of the City would be archived in a secure offsite location to ensure preservation of records in the event of a natural or manmade disaster; records could be more effectively managed, searched, and located; management rules, retention, disposition, and tracking would be applied to each record according to the City’s retention schedule; it would provide a centralized records location and a collaboration tool for all departments where documents could be reviewed and shared; could be used to track projects or update active documents such as City complaints; no major hardware or software to download, house or maintain as there would be with other comparable systems; and there were no upfront costs. Monthly user fee (\$37.02 per user, with a minimum of 10 users - \$370.20 per month). This would fall under the category of a Cooperative Procurement, as the state had a master services agreement for this system; therefore, the City did not need to issue an RFP. The Finance and Judiciary Committee reviewed on February 3, 2022 and recommended approval.

**MOTION:** Councilor Leach made a motion to approve the contracts with Chaves Consulting and the state of Oregon to implement the Oregon Records Management Solution and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

## 8. Library Assistant Job Description

Administrator Knope presented the resolution to create the position of Library Assistant, which would be a 10-hour per week, year-round position. The Community Services Committee reviewed on April 5, 2022 and recommended approval.

A. Resolution No. 1 – A Resolution to Create the Position of Library Assistant Pursuant to Personnel Policy Section 4.2 and Assigning a Range within the City’s Compensation Schedule.

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

## 9. Library Board Appointments

Administrator Knope reviewed that there had been two recent Library Board resignations. Notice of vacancy was posted, and two applications were received.

Mayor Ficek appointed Cyndi Vermilyea to fill the unexpired term through June 30, 2023 and Wendy Thelander to fill the unexpired term through June 30, 2024.

**MOTION:** Councilor Ceniga made a motion to approve the Mayor's appointments. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

#### 10. Vacation Accruals Request

Administrator Knope presented a request to approve a vacation payout for two employees.

**MOTION:** Councilor Wells made a motion to authorize staff to perform a one time buy out of vacation time in the amount of \$77,232.45. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

#### 11. Budget Contingency and Transfer Resolution

Director Crocker presented the resolution to move existing appropriations from contingency and other accounts in operating funds to expenditure accounts. None of the changes increased the total budget appropriations for the City.

A. Resolution No. 2 – A Resolution Transferring Contingency and Other Appropriations for the Fiscal Year Commencing July 1, 2021 and Ending June 30, 2022, within the General, Water, Sewer, Sanitation and Public Works Administration Funds.

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

#### 12. Deal Street Request for Proposal

Director Kaping presented a draft Request for Proposal (RFP), to remove and replace Deal Street from the county line through the intersection of Deal Street and Dane Lane.

The Council consensus was in favor of staff issuing the RFP.

#### 13. Council Agenda Forecaster

Administrator Knope presented the forecaster.

#### 14. Committee Reports

**Public Works Committee.** (May 2, 2022). Councilor Washburne reported:

- Reviewed the RFP for Deal Street; \$5,000 to \$7,000 a year was spent in patchwork on that section of road.

**Community Development Committee.** (May 4, 2022). Councilor Ceniga reported:

- Discussed Welcome to Junction City sign, Community Reader board, and placing planter boxes next to the downtown streetlights to offer more protection for the lights.

#### 15. Staff Reports

Chief Morris reported: The department was working on multiple investigations. Dealing with a lot of fentanyl hitting the streets and had seen a number of overdoses in the last few months.

Director Kaping reported: Public Works was finishing up the waterline on 6<sup>th</sup> Street and catching up on spring projects. The crew had been doing a lot of work at the pool, and the outside work of putting in the dirt mound, irrigation, seeding, etc. was in process.

Director Crocker reported: Finance continued to work on setting up and doing training on the Tyler Software system.

Recorder Vodrup reported: She was preparing Election packets. The General Election would be on November 8<sup>th</sup>, and the first date interested candidates for Mayor or City Councilor could file would be on June 1<sup>st</sup>.

Administrator Knope reported: Were still trying to recruit lifeguards and currently had four interested. Pool operations would have to be limited if they were not able to recruit more guards.

#### 16. Previous Month's Expenditures. None.

**17. Councilor Comments/Questions**

Councilor Wells stated that the next Budget Committee meeting would be on Thursday, and he expressed appreciation to everyone for their hard work.

Councilor Leach expressed appreciation to staff and Councilors for all their hard work.

Councilor Gambie expressed appreciation to staff for backing away from RFPs when the bids came in too high, and he encouraged staff to continue that practice. He expressed appreciation for the Tyler Software Director Crocker was working on and the Oregon Records Management Solution (ORMS) that Recorder Vodrup presented. He felt that more than the \$300 per month would be saved by using ORMS just in staff time savings alone. He stated that in America, people could not self-govern without participation, and he expressed appreciation to everyone for their participation, good questions, comments, and discussions.

Councilor Ceniga expressed appreciation to everyone for their hard work on the budget and encouraged people to apply for the lifeguard positions.

Councilor Washburne thanked staff for taking time to return phone calls and answer questions.

Councilor Thomas thanked everyone on staff for saving the City money when they could and thanked all the Council members.

**18. Mayor’s Comments**

Mayor Ficek stated that the budget process was going great, and she thanked staff and the Budget Committee for making that possible. She continued that this budget did not address staffing shortfalls, and the City had less directors now than two years ago. City staff were hard working, knowledgeable, and dedicated, but she felt it was time to take the extra burden and stress off of them, especially the City Administrator, who was trying to wear all of the hats. She continued that Junction City would continue to grow and along with that growth would be demands for service. She felt the Council needed to address those demands by dealing with the staffing shortfalls now and not later and that they owed that to the citizens.

**19. Adjournment**

As there was no further business, the meeting was adjourned at 7:52 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Beverly A. Ficek, Mayor