

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, June 8, 2021, at the Community Center, 175 W. 7th, Junction City, Oregon and in a virtual meeting format via internet and phone.

PRESENT: Mayor, Beverly Ficek; Councilors Sandie Thomas, Ken Wells, Andrea Ceniga, John Gambia, Karen Leach, and Sidney Washburne; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Public Works Director, Gary Kaping; Police Chief, Bob Morris; Deputy Chief, Eric Markell; 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., took roll call, and led the Pledge of Allegiance.

2. Changes to the Agenda

None.

3. Approval of Minutes – May 11 and 25, 2021

MOTION: Councilor Wells made a motion to approve the May 11, 2021 minutes. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

MOTION: Councilor Washburne made a motion to approve the May 25, 2021 minutes. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

4. Public Comment on Items not Listed on the Agenda

None.

5. Public Hearing – Fiscal Year 2021-22 Budget

Mayor Ficek declared an actual conflict of interest and recused herself, as she had a relative that was employed by the City.

Councilor Ceniga declared an actual conflict of interest and recused herself, as her brother in law worked at Public Works.

Council President Wells took over chairing the meeting.

A. Public Hearing

Council President Wells opened the public hearing at 6:37 p.m.

Staff Report

Director Crocker stated this was for the adoption of the City's 2021-22 approved budget. The hearing notice was published in the May 27th Tribune News and on the City's website. The Budget Committee approved the budget, and the budget document was included in the Council packet, as well as reference to two changes the Budget Committee made to the proposed budget. Changes were: Increased Pool Capital Projects Fund by \$30,000 and reduced Non-Departmental Materials and Services by \$10,000. The adoption of the budget by the Council authorized the assessment of taxes at the City's permanent tax rate of \$6.0445 per \$1,000 of assessed property value.

Public Testimony

None.

Questions or Comments from the Council

Council President Wells stated that as Chair of the Budget Committee, he wanted to thank everyone on the Budget Committee for doing a tremendous job and also thank staff for all the work they had done on the budget.

Council President Wells closed the public hearing at 6:42 p.m.

B. Resolution No. 1 – A Resolution Adopting the Budget; Making Appropriations; Imposing the Taxes; and Categorizing the Taxes for Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022.

MOTION: Councilor Leach made a motion to approve Resolution No. 1 adopting the Fiscal Year 2021-22 approved budget, making appropriations as shown on Schedule A of

Resolution No. 1, imposing a tax rate of \$6.0445 per \$1,000 of assessed value for the permanent rate tax levy, and categorizing taxes by tax levy. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council members participating in this agenda item: Councilors Thomas, Gambia, Leach, Washburne, and Wells.

Council President Wells turned the meeting back over to Mayor Ficek.

6. State Shared Revenue Resolution

Director Crocker stated that this was the last of the annual requirements for the City to receive its share of State Shared Revenue, which included levying taxes in the previous year and passing a resolution electing to receive these revenues. He noted that the resolution for certifying eligibility passed in previous years was no longer a requirement. Public Hearings were held by the Budget Committee on April 22, 2021 and by the Council on May 11, 2021. The State Shared Revenue total in the 21-22 budget was \$614,000.

A. Resolution No. 2 – A Resolution Declaring the City of Junction City's Election to Receive State Revenues.

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

7. Fiscal Year 2021-22 Compensation Schedules

Director Crocker presented the Fiscal Year 2021-22 compensation schedules for temporary/seasonal and non-represented employees. The temporary/seasonal compensation schedule included the minimum wage increase for Oregon, and all compensation schedules had been included in the Fiscal Year 2021-22 budget.

A. Resolution No. 3 – A Resolution to Approve the Fiscal Year 2021-22 Compensation Schedules for Management and Non-Represented Positions and Temporary Seasonal Positions.

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

8. Budget Contingency Appropriations and Transfer Resolution

Director Crocker presented the resolution to transfer \$10,900 from General Fund Administration contingency to the Administration Capital Projects Fund for computer and network appropriations.

A. Resolution No. 4 – A Resolution Transferring Contingency and Appropriations for the Fiscal Year Commencing July 1, 2020 and Ending June 30, 2021 to the Capital Projects Fund.

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

9. Previous Month's Expenditures

Mayor Ficek asked if there were any questions or comments on the previous month's expenditures.

Councilor Thomas asked about the \$1,457 accreditation fee. Chief Morris responded this was for Police Department and Dispatch to meet the many accreditation standards and criteria on policies, procedures, equipment, etc. He added that of the 49 public safety answering points for 911 centers in the state, Junction City would be one of seven that met all the criteria.

Councilor Washburne asked about the \$971.23 repair fee to European Motorcycle. Chief Morris responded that was to repair one of the two motorcycles that had been donated to the City by the City of Portland that replaced two other motorcycles that would be going up for auction.

10. Planning Commission Alternate Member Position Appointment

Mayor Ficek appointed Jesse Newman to fill the unexpired term of Ken Wells as an alternate member on the Planning Commission.

11. Junction City Historical Society Grant Request

Director Crocker presented the Historical Society \$2,000 grant request for Fiscal Year 2020-21. This was budgeted in Non-Departmental, and the City had given this grant to the Historical Society for a number of years to assist with the cost of utilities, building maintenance, and artifact acquisition.

MOTION: Councilor Wells made a motion to approve the Junction City Historical Society Grant Conditions and Agreement, direct the Mayor to sign the document, and initiate payment in the amount of \$2,000. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

12. Scandinavian Festival Association Request

Director Kaping presented the request from the Scandinavian Festival Association to add an alcohol vendor booth that would be selling braggot. Chief Morris reviewed and did not have any issues with adding this vendor.

MOTION: Councilor Washburne made a motion to approve the additional booth request for the Scandinavian Festival Association. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

13. Sewer Plant Property Request to Negotiate

Director Kaping presented the request for the Council to designate the Public Works Director to negotiate land purchase for the sewer treatment plant upgrade. Over the last 20 years or more, DEQ (Department of Environmental Quality) had been talking with the City about upgrading the sewer plant to meet the City's discharge permit. As part of that upgrade, the City would need to purchase additional land, and this designation would allow Director Kaping to gather information and bring that back to the Council for a decision. It was noted that there was money in the budget for this land purchase.

Director Kaping continued that the City had 300 days to do a sewer pre-design and that would be up in August. After that, the City would have to start construction drawings.

MOTION: Councilor Thomas made a motion to designate the Public Works Director as the person to negotiate a land purchase for the sewer treatment plant upgrade. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

14. Media Policy

Administrator Knope presented the resolution to adopt the Media Policy. The Council reviewed this policy in draft form at the last meeting; the Council did not have any changes and asked staff to bring back a final version for approval at the next meeting.

Councilor Thomas noted that she had sent an email with information from LCOG (Lane Council of Governments) and asked if the rest of the Council had seen that. Administrator Knope responded that they had not, and this media policy had been based off the Attorney General's office guidance for these types of policies.

A. Resolution No. 5 – A Resolution Adopting an Executive Session News Media Attendance Policy.

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

15. Committee Reports

Public Works Committee (June 7, 2021). Councilor Washburne reported:

- New building should be completed by the end of the month.
- Hot box was in.

Councilor Washburne thanked Director Kaping and his crew for everything they did to keep things clean after the Function 4 Junction.

Finance and Judiciary Committee (June 3, 2021): Councilor Gambee reported:

- Prioritized 18 items on the Committee Agenda Forecaster and looked forward to addressing those. Some of those items had been referred to the Committee by the Council.
- Had an excellent discussion on Administrator Knope and Director Crocker's recommendations to remedy the deficit in the Court budget.

Community Development Committee (June 2, 2021): Councilor Ceniga reported:

- Lights for downtown were on back order and would be received the end of June.
- Kept some things on the Committee forecaster to discuss in the future.

Public Safety Committee (June 1, 2021): Councilor Gambee reported:

- Discussed an item that would be discussed on this Council agenda.

16. Staff Reports

Director Kaping reported: The new Public Works building was nearing completion and just needed the man door, electrical, gas, and some plumbing. The Lyle Day project was nearing completion, and they had done concrete work, replaced the bathroom doors, put in automatic locks like at Laurel Park, and put in building dividers so someone could not see into the bathroom when the door was opened. He had received many positive comments on the "Bless the U.S.A." banner downtown. The banner would be left up for Flag Day and the 4th of July and then taken down until the next holiday. He had received suggestions to leave it up all year, but the banner would not last very long if left up.

Director Crocker reported: The City received some good news, as the property, auto, and general liability insurance invoice for the Fiscal Year 2021-22 had come in at \$174,000, due to some policy changes and additional discounts. He normally budgeted a 10% increase and had budgeted \$205,000 in the Fiscal Year 2021-22 budget. For the current budget year, the City had paid \$185,000.

Administrator Knope reported: Staff would soon be mailing 2900 copies of the Public Works Newsletter, and the newsletter could also be viewed online at www.cityofjc.com. Staff would be looking at the City's digital footprint that would include improvements to the City's social media and websites. The new Library Coordinator was tech forward and would be assisting in some of that work for the Library. He was working with Public Works to update their website, and the Police Department would be launching something shortly. Staff continued to work on the 200 plus item checklist to improve computer network and security; should have that completed in the next three to six months, and I.T. Coordinator Jacob Hawes had been working really hard on that. Administrator Knope was working with Building Maintenance Coordinator Chad Walberg on taking a pro-active approach to Building Maintenance and identifying the key areas that the City was behind in. This was going well, especially as the City was using local vendors for vehicle maintenance, which freed up time for these other areas to be addressed. At next month's Council meeting, he would introduce Michelle Schneider, who would be taking over as Library Coordinator after Freda Darling retired. Ms. Darling's party would be June 30th from 11:00 a.m. to 1:00 p.m. under the water tower and everyone was invited.

Attorney Connelly reported: The forecaster included her presenting the first annual attorney report in July. The Revolving Loan Fund Committee appointments were discussed at the May 11, 2021 Council meeting; the Mayor had not been sure how to proceed, and Attorney Connelly was going to look into this and report back. She stated that the AIS (Agenda Item Summary) had been accurate and there was nothing more in Resolution No. 1196; appointments were made by the Mayor and approved by Council for terms of two years.

Deputy Chief Markell reported: Two people were taken into custody during the Function 4 Junction; one was a reckless driver that left 600 feet of burnout on Ivy Street, and the other was a reckless driver at the Safeway gas station who punched a medic in the face.

17. Council Agenda Forecaster

Administrator Knope presented the agenda forecaster and noted that some Council Agenda Item Request forms had been submitted for review:

1. "Council Goal Session" from Councilor Leach. Administrator Knope stated that Mayor Ficek was working with Recorder Vodrup to get that on the forecaster.
2. "Get feedback from Council on street pole banner design options for "Welcome to Junction City" (Hwy. 99) and "Historic Downtown (6th Avenue) banner designs and Update on 2020 Rural Tourism Marking Grant amount of \$1,794.00."

COUNCIL CONSENSUS: Put on July 13, 2021 Council agenda.

18. Councilor Comments/Questions

Councilor Thomas said that it looked like everybody had a busy week and weekend in Junction City and she thanked staff for all they had been doing and to Director Crocker specifically for his work on processing the adopted budget.

Councilor Gambee echoed the comments from Councilor Thomas. He thanked Councilor Wells, the Budget Committee, and staff for all their good work on ending up with a balanced budget per Junction City's definition. He added that it was not a small undertaking to do the budget without Councilors Rowe and DiMarco, who had both been long time participants in that process. He expressed appreciation to the officers who responded quickly and took care of incidents over the weekend and noted that he was grateful for all the Police Department did.

Councilor Washburne stated that he had been talking to Administrator Knope about getting the pool back open and hoped they could do that for the citizens of Junction City. He expressed appreciation to Administrator Knope for his time on this.

Councilor Ceniga shared that she wanted to piggy-back onto the comments of Councilor Thomas and Councilor Gambee. She was grateful the officers were able to quickly get suspects into custody, especially when there was a big event going on, and when things could have escalated quickly. She reminded everyone that next year would be the City's 150th anniversary, and they had talked about this at a Community Development Committee meeting. She had been doing some research on the history of Junction City and hoped they could do something to celebrate this milestone. Director Kaping added that this would probably be on the Community Development Committee agenda in August.

Councilor Leach thanked Administrator Knope for his work on the Media policy and noted that she looked forward to the downtown lights arriving. She thanked staff and the City Councilors for all their hard work.

Councilor Wells asked if a Facilities Improvement Plan had been reviewed or updated in the last three or four years, as buildings had come to their attention at this meeting and he was curious on the plan. Administrator Knope responded that it had not been updated.

Councilor Wells asked Administrator Knope if he was aware if any City staff, the Mayor, or Council members had any discussion with Senator Manning or his staff concerning the funding of the police building and/or Community Center prior to the May 25th Council meeting. Administrator Knope responded that he had been made aware that Chief Morris had been contacted by Senator Manning about some potential options and the Chief was working to get a letter into the Senator. He added that he believed this was the same for the Mayor, and they were working together to do two separate letters for two separate things, which Administrator Knope found out after they had already had these conversations. Councilor Wells said that the reason he was asking was because he and some other Councilors were taken off guard when Senator Manning was here and made those presentations and comments, so he just wanted clarification.

Councilor Wells said that he had received a letter on May 25th from the League of Oregon Cities and was not sure if the Mayor had received this letter as well, but he wanted to provide this to her. It was about a company called Home Service that worked on loans for people that had water lines fixed that were outside a city's system.

Councilor Wells stated that the May 11th Council meeting was a long meeting and at times stressful. He continued that the meeting was adjourned without the Mayor asking for or requesting Councilor Comments or Questions. He noted that the Mayor and six Councilors were a group and must work together, respecting everyone's input to properly serve the

citizens of Junction City who they represented. He shared that he was disappointed by this and it could have been an oversight which he could understand, but they represented the citizens and the citizens followed and knew exactly what they were doing and what was going on.

19. Mayor’s Comments

Mayor Ficek thanked the Councilors for all the work they did on behalf of the City, as they gave their time and expertise which she appreciated. She hoped they would not dwell on the things that divided them as a Council but on what they could achieve together and hopefully leave the City better than it was before they all started. She reminded everyone of Freda Darling’s party on June 30th. Mayor Ficek stated that she would be reading the proclamation from the Council to Dr. Kathleen Rodden-Nord on June 18th at 9:00 a.m. at the high school and she invited the Council to attend.

Mayor Ficek called for a break at 7:44 p.m. The meeting reconvened at 7:52 p.m.

20. Executive Session per ORS 192.660(2)(e) to Deliberate with Persons Designated by the Governing Body to Negotiate Real Property Transactions.

Mayor Ficek called Executive Session at 7:52 p.m.

Regular session was reconvened at 8:59 p.m.

21. Real Property Purchase

No discussion.

22. Adjournment

As there was no further business, the meeting was adjourned at 9:00 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Beverly A. Ficek, Mayor