

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, June 13, 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, Armand Resto-Spotts; 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.

At the request of the Junction City Historical Society, removed Agenda Item 12, Junction City Historical Society Grant Request.

3. Approval of Minutes – May 9, 2023

MOTION: Councilor Washburne made a motion to approve the May 9, 2023 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

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

B. New Comments from Public. None.

5. Public Hearing – Fiscal Year 2023-2024 Budget

Councilor Ceniga declared an actual conflict of interest, as her brother-in-law worked for Public Works; she recused herself and left the room.

A. Public Hearing

Mayor Wells opened the public hearing for the Fiscal Year 2023-2024 Budget.

Staff Report

Director Crocker stated that this public hearing was for the adoption of the Fiscal Year 2023-2024 approved budget. The budget hearing notice (Attachment B) was published in the Register Guard and on the City's website, as required by law. The Budget Committee approved the budget (Attachment C). A summary of the approved budget changes made by the Budget Committee were in Attachment A. Director Crocker summarized the changes:

- Police, General Fund
 - U of O Dispatch Contract – Revenue increase of \$108,000
 - School Reimbursements – Revenue increase of \$66,000
 - Salary and Benefits – Appropriations increase of \$106,300
 - Police Administration – Materials and Services increase of \$35,000
- Sanitation Fund
 - Garbage Collection Revenue – Increase of \$61,000
 - Transfer to Sanitation Capital Projects – Reduction of \$70,000

There were minor changes in a few other funds that did not change appropriations in the following: Police Capital Projects Fund, Sanitation Capital Projects Fund, Streets Capital Projects Fund, and Sewer Capital Projects Fund.

Public Testimony. None.

Council Questions or Comments. None.

Mayor Wells closed the public hearing.

B. Resolution No. 1 – A Resolution Adopting the Budget; Making Appropriations; Imposing the Taxes; and Categorizing the Taxes for Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024.

MOTION: Councilor Leach made a motion to approve Resolution No. 1, Adopting the FY 2023-24 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 Hancock and passed by a vote of 4 to 0, with Councilors Thomas, Washburne, Leach, and Hancock voting in favor and none against.

Councilor Ceniga returned to the room and Council dais.

6. Fire District Report (Fire Chief Nicol was not able to attend the meeting).

7. State Shared Revenue Resolution

Director Crocker presented the state required resolution for the City to receive State Shared Revenue.

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

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

8. Fiscal Year 2023-2024 Compensation Schedules

Director Crocker presented the Fiscal Year (FY) 2023-2024 Compensation schedules for Non-Represented and Temporary/Seasonal positions. Funding had been included in the FY 23-24 adopted budget. AFSCME and Police Association compensation schedules were in the union contracts.

A. Resolution No. 3 – A Resolution to Approve the Fiscal Year 2023-2024 Compensation Schedules for Management and Non-Represented Positions and Temporary and Seasonal Positions.

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

9. Job Descriptions Resolution

Director Crocker presented the resolution to create the position of Accounting Technician and update the job description for the Accountant position, which would be restructured and called Senior Accountant. Funding had been included in the FY 23-24 budget.

A. Resolution No. 4 – A Resolution to Create the Position of Accounting Technician and to Update the Position Job Description and Title for Senior Accountant, 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 Hancock and passed by unanimous vote of the Council.

10. Updated Public Records Policy

Recorder Vodrup presented the resolution to approve an updated public records policy. The Council adopted the City's first public records policy on March 9, 2004 via Resolution No. 826. Highlights of the updated policy included: Added the state requirements on response timelines; added staff contact for General Records, Court Records, and Police Records; more clearly defined types of requests by separating into three different levels (Levels 1, 2, and 3); provided specific guidelines on how the City would process responses; and added language on how the City would process waiver and fee reduction requests. As part of this review, staff looked at the public records fees and confirmed that the fees were still applicable and would remain the same. The Finance and Judiciary Committee reviewed the updated policy at their March 2, 2023 and June 1, 2023 meetings and recommended that the Council approve.

A. Resolution No. 5 – A Resolution Adopting an Updated Public Records Policy and Repealing Resolution No. 826.

MOTION: Councilor Washburne made a motion to approve Resolution No. 5. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

11. Portland State University Intergovernmental Agreement

Director Crocker presented the request for Council to approve an agreement to have Portland State University (PSU) School of Government do a compensation study for AFSCME and Police Association union positions. The League of Oregon Cities had an Intergovernmental Agreement with PSU to provide professional services to cities, and the compensation study would not exceed \$24,666. Funding for this study had been included in the Fiscal year 2023-2024 budget. The Finance and Judiciary Committee reviewed on June 1, 2023 and recommended approval.

MOTION: Councilor Ceniga made a motion to approve the Intergovernmental Agreement with Portland State University and the City of Junction City Task Order. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

12. Scandinavian Festival Association Grant

Councilor Hancock declared an actual conflict of interest, as both of his daughters were on the Scandinavian Festival Association (SFA) Board and his wife operated a booth during the festival. He recused himself from this agenda item and left the room.

Administrator Knope stated that on May 9, 2023, the Council had directed staff to bring back a grant award agreement to assist SFA with the purchase of downtown speakers. Funding would come from the Projects to be Determined Line in State Revenue Sharing.

MOTION: Councilor Ceniga made a motion to approve the \$3,000 grant award agreement with the Scandinavian Festival Association and authorize the Mayor to sign the necessary documents. The motion was seconded by Councilor Washburne and passed by a vote of four to 0, with Councilors Thomas, Washburne, Ceniga, and Leach voting in favor and none against.

Councilor Hancock returned to the room and Council dais.

13. Hernandez Street Closure Request

Administrator Knope presented the street closure request for a graduation/block party on June 17, 2023. The Community Services and Development Committee reviewed on June 7, 2023 and recommended that the Council approve.

MOTION: Councilor Leach made a motion to approve the Hernandez Street Closure request as conditioned in Attachment B with the nonexclusive use of City streets. The motion was seconded by Councilor Hancock and passed by unanimous vote of the Council.

14. Sanitation Operational Analysis

Director Kaping presented the request for SCS Engineering to do a Sanitation Operational Analysis. Over the last few years, the Sanitation Ending Fund Balance had been decreasing, and it was realized during the Fiscal Year 2023-24 budget process that an analysis was needed to find a way to make the fund stable again. The Public Works Committee reviewed on June 5, 2023 and recommended approval. Funding would come from the Sanitation Capital Fund, as staff would delay purchase of a garbage truck until after the analysis was completed.

MOTION: Councilor Thomas made a motion to approve the Sanitation Operational Analysis by SCS Engineers in the amount not to exceed \$31,525.00 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

15. Planning Commission Appointment

Director Kaping shared that there was one alternate member vacancy on the Planning Commission and one application had been received. The Planning Commission recommended the appointment of Vanessa Brown. Mayor Wells appointed Vanessa Brown as an alternate member on the Planning Commission, to fill the unexpired term through October 31, 2024.

16. Committee Reports

Finance and Judiciary Committee met on June 1, 2023. Councilor Leach reported:

- Items discussed came to Council tonight, including the updated Public Records Policy.

Community Services and Development Committee met on June 7, 2023. Councilor Leach reported:

- Items discussed came to the Council tonight. Mayor Wells added that Councilor Gambee said the Committee had a great discussion and a good meeting.

Public Safety Committee met on June 6, 2023. Councilor Ceniga reported:

- Talked about contracts with Oakridge and U of O.
- Officer MacDonald had performed lifesaving measures in the lobby of the Police Department on someone who had walked in, and Officer Bonner had also performed lifesaving measures on someone. Councilor Ceniga noted that each should be recognized for these efforts.

Jack Sumner, 1061 Quince Drive, Junction City, asked about the police contracts. Administrator Knope responded that the U of O contract would terminate in August, and the Oakridge contract would go before Council at the June 27, 2023 meeting.

Public Works Committee met on June 5, 2023. Councilor Washburne reported:

- Talked about buying another mower and a Vac truck and had a good discussion about the sewer treatment plant.

Lane ACT (Area Commission on Transportation). Councilor Washburne reported:

- HB 2095 was before the legislature and would allow local jurisdictions more options in changing speed limits. He had provided a Lane ACT document to staff on a project wish list and noted that Lane ACT had five open stakeholder member positions.

17. Staff Reports

Director Kaping reported: Just finished three approaches on 6th Street and were close to finishing the Safe Routes to School project. Would be crack sealing Alder next week from 2nd to 9th. Finishing up spring projects and had a lot of summer projects on the books, such as pump rebuilds, typical maintenance, etc. Public Works had started to TV lateral sewer lines to make sure they were clear before issuing a final on new residential/commercial construction, due to experiencing sewer line backups because the lateral was full of rock from construction.

Councilor Ceniga asked if Public Works had filled their summer help positions. Director Kaping responded that one position had been filled.

Councilor Washburne asked what the pool hours would be. Administrator Knope responded that the hours were posted on Facebook and at the pool.

Director Crocker reported: He was very busy with the shortage of finance staff, but a new Accountant had been hired and would start next month. He had items on tonight's agenda that he would be busy following up on. He added that Isaac Cox had been hired as the new Court Clerk and was in his second week of training.

Recorder Vodrup reported: The new electronic reader board had been well received by the community. More reader board message applications were being submitted, due to people not having to manually put up reader board letters. Pool hours and the Summer Program Guide would be posted on the City's website tomorrow.

Administrator Knope reported: Mark Waddell had accepted the position of Police Chief and pre-employment screening had been scheduled. Hoped to have him start by the middle of July. HR Assistant Emily Eastland had resigned and her last day would be Thursday. He would be bringing a revised HR Assistant Job Description to the next meeting. Maintenance Coordinator Chad Walberg was retiring and his last day would be Friday, after working 19 years for the City. Would not be refilling this position and would work to address those duties internally.

Attorney Resto-Spotts reported: He recently joined Local Government Law Group after returning to Eugene in the last three years with his family and had experience working with special districts and with cities in private practice. The Council welcomed him.

18. Previous Month's Expenditures. None.

19. Councilor Comments/Questions

Councilor Thomas thanked everyone for their hard work this month.

Councilor Washburne stated that he was glad to see that all the ADA ramps were finally installed on Highway 99.

Councilor Ceniga asked if anything could be done with the building/property at 7th and Ivy. Director Kaping responded that he would work with the new Chief on this.

Councilor Ceniga asked what could be done to clean up and improve the curb appeal along Ivy Street. She noted that this was a high traffic area, and she felt it should be clean, good looking, and inviting. Mayor Wells responded that they might have something in the Council goals on this or a goal that this could be added to, so they could look at that.

Councilor Leach stated that she was excited about Mr. Waddell and was looking forward to a fresh start. She thanked staff for all their hard work and expressed appreciation to the Council.

Councilor Hancock expressed his appreciation to everyone for their hard work. He agreed with Councilor Ceniga that they needed to improve the appearance of the City and he looked forward to having the new Chief on board to proceed with Administrator Knope's direction to the Police Department on code enforcement and having the SCOPS assist with that. He noted that RVs, vehicles, and trailers with garbage had been stored on City streets for years, and he hoped these things would be addressed in short order. He added that normally it took 90 days to complete testing and background investigations, so he appreciated Administrator Knope's work to be able to have the chief start around mid-July.

20. Council Agenda Forecaster

Administrator Knope noted that the June 27th Council meeting would not include a work session but would include overflow of some regular session items.

21. Mayor's Comments

Mayor Wells shared that on June 6, 2023, he attended the Lane County Commissioners meeting and it was nice to see how another government agency worked. He spoke to the Commission on the O and C timber property land. The meeting was well organized and Commissioner Ryan Ceniga, commissioner for Junction City, did a very good job.

Mayor Wells attended a Mayor's meeting for Lane Council of Governments, with representatives from Eugene, Coburg, Creswell, Oakridge, Springfield, and Junction City discussing the homeless issue. The bigger cities took a different approach, and the smaller cities had used the same plan as Junction City in passing legislation and waiting to see what would happen in the future. He expressed appreciation to Attorney Connelly and Administrator Knope for making sure Junction City had taken care of the necessary requirements by the July 1, 2023 deadline. Mayor Wells noted that they had a large agenda tonight, and he thanked Council and staff for their hard work and efforts. He appreciated that Councilors were doing their homework and coming prepared for discussion, which made the meetings better.

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

Mayor Wells announced Executive Session at 7:32 p.m. Regular session reconvened at 7:47 p.m.

23. Other Business

MOTION: Councilor Hancock made a motion to approve the purchase of 28179 High Pass Road for \$1,395,000, pursuant to the presented "Farms, Ranches, Acreage, and Natural Resource Property Real Estate Sale of Agreement" and authorize the City Administrator to sign all necessary documents. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

Director Kaping distributed an agenda item summary and presented the request to purchase a Bobcat UW 56 (Tool Cat), which was needed to maintain the Sewer Treatment Plant property. Funding would come from the Sewer Capital Fund.

MOTION: Councilor Ceniga made a motion to purchase Bobcat UW56 and attachments from Bobcat of Eugene for \$76,769 and authorize the City Public Works Director to sign the necessary documents. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

24. Adjournment

As there was no further business, the meeting was adjourned at 7:59 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor