

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, June 27, 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 John P. Gambee; Excused Absence: Councilor Ken Hancock; City Administrator, Jason Knope; 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. 17<sup>th</sup> and Ivy Pump Station**

Director Kaping presented the request to upgrade the 17<sup>th</sup> and Ivy Sewer Pump Station. The Public Works Committee reviewed on June 5, 2023 and recommended approval.

**MOTION:** Councilor Washburne made a motion to approve the 17<sup>th</sup> and Ivy upgrade project in the amount not to exceed \$46,992.50 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**3. Camel Vac Truck Purchase**

Director Kaping presented the request to purchase a Camel Vac truck. He distributed copies of the E-15 Exemption rule. The Public Works Committee reviewed on June 5, 2023 and recommended approval.

**MOTION:** Councilor Ceniga made a motion to approve the purchase of a Camel Vac truck from Western Systems in the amount not to exceed \$516,088.63 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**4. Tri-County Chamber Funding Request**

Director Crocker presented the Tri-County Chamber annual funding request.

**MOTION:** Councilor Leach made a motion to approve the Tri-County Chamber of Commerce's request and direct staff to issue a payment to the Chamber in the amount of \$4,000. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

**5. HR Assistant Job Description Update**

Administrator Knope presented the resolution to update the HR Assistant position.

Councilor Leach noted that Section 1. should read, "The position of HR Assistant, as described in Exhibit A..."

A. Resolution No. 1 – A Resolution to Update the HR Assistant 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. 1 to update the job description for the HR Assistant position as amended. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**6. Oakridge Dispatching Contract**

Administrator Knope presented the contract for Junction City to provide dispatching services for the City of Oakridge. The Public Safety Committee reviewed on June 6, 2023 and recommended approval.

**MOTION:** Councilor Washburne made a motion to approve the Intergovernmental Agreement with the City of Oakridge for dispatching services and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

**7. Budget Transfer Resolution**

Director Crocker presented the resolution to transfer appropriations in the Sewer Capital Projects Fund, decreasing Professional Services in Materials and Services by \$200,000 and

transferring \$200,000 to a new line called System Construction/Expansion by \$200,000; this was to meet budget requirements on appropriations for the City's recent property purchase.

A. Resolution No. 2 – A Resolution Transferring Appropriations for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023, within the Sewer Capital Projects Fund.

**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.

**8. Adjournment**

As there was no further business, the meeting was adjourned at 6:54 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Kenneth Wells, Mayor