

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, July 9, 2019, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Mark Crenshaw; Councilors Sandie Thomas, Robert Stott, John Gambia, Dale Rowe, and Bill DiMarco; Excused Absence: Councilor Andrea Ceniga; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Bob Morris; Public Works Superintendent, Jeremy Tracer; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

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

Mayor Crenshaw called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

**2. Changes to the Agenda**

None.

**3. Approval of Minutes – June 11, 2019**

**MOTION:** Councilor Stott made a motion to approve the June 11, 2019 Council Minutes. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

**4. Review of Previous Month's Expenditures**

Mayor Crenshaw asked if there were any Council comments or questions on the previous month's expenditures. There were none.

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

Mr. Jeff Ware, 1346 Cloudmont, Junction City, stated that he had submitted a Council Agenda Item request form to discuss two items: 1. Assurance that the City's Police Services contract with Monroe did not require absence of a duty patrol officer outside City limits, and 2. Discussion of policy that required a citizen complaint to address City nuisance violations that are a health and safety concern. He added that he had also submitted a complaint form on three properties that were in disrepair that he felt posed fire, health, and safety concerns. He provided photos of the properties.

Mayor Crenshaw responded that on the first issue, the Council had been assured when passing the Monroe contract, that the City would have adequate staffing within the City limits. On the second, he recommended taking that to the Public Safety Committee for discussion. Administrator Knope responded that he would route the agenda item request to Chief Morris to get on the Public Safety Committee agenda.

Mr. Zane Goodwin, 474 W. 8<sup>th</sup>, Junction City, asked if something could be put on the website on citizen training, so citizens would know how to get things on the agenda and when the appropriate time would be for citizens to speak at meetings.

**6. Budget Contingency and Transfer Resolution – Water Quality Project**

Director Crocker presented the resolution to transfer \$75,000 from State Shared Revenue and \$75,000 from General Fund Contingency to the Water Capital Projects Fund, to fund projects in the Water Quality Improvement Plan that was approved by Council on June 11, 2019. He distributed an updated resolution.

A. Resolution No. 1 – A Resolution Transferring Contingency and Appropriations for the Fiscal Year Commencing July 1, 2019 and Ending June 30, 2020, to the Water Capital Projects Fund.

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

**7. Accumulated Fund Balances Fiscal Policy**

Director Crocker presented the fiscal policy that accumulated fund balances may be appropriated in subsequent years, as recommended by the Finance and Judiciary Committee:

*"Accumulated fund balances for operating departments and non-departmental may be appropriated in subsequent years under this policy.*

*An operating department may transfer amounts that are excess accumulated fund balances to a capital projects fund where they may be budgeted by the department. Excess accumulated fund balances are balances above the minimum fund balance requirements for that fund.*

*Non-Departmental excess accumulated ending fund balances in the General Fund may be transferred to a capital projects fund where they may be appropriated by Council. Excess accumulated fund balances are fund balances above the minimum fund balances requirement.*

*Unexpected revenue from property taxes, general revenues or other revenues at the direction of the Council may be transferred to a Capital project fund where they may be appropriated by Council."*

**MOTION:** Councilor Rowe made a motion to adopt the Accumulated Fund Balances Policy, as presented. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**8. Junction City Historical Society Grant Request**

Director Crocker presented the Junction City Historical Society \$2,000 grant request, which had been included in the Fiscal Year 2019-20 budget. For transparency purposes, Councilor DiMarco declared that he was Board President of the Historical Society, and Councilor Rowe declared that he was a member of the Historical Society.

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

**9. Audit Arrangement Letter**

Director Crocker presented the audit arrangement letter for the Fiscal Year 2018-19 audit.

**MOTION:** Councilor Stott made a motion to direct the City Administrator to sign the audit arrangement letter with Isler CPAs for Fiscal Year 2018-19. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

**10. City of Coburg Dispatch Contract**

Chief Morris presented the updated contract with Coburg for the City of Junction City to provide dispatch services. This went before Council on June 11, 2019 but after that meeting, it was discovered that an updated contract and allocation spreadsheet should have been presented. No change in costs or agreement specifications.

**MOTION:** Councilor Stott made a motion to approve the contract with the City of Coburg for Dispatch Services and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**11. Clair Contract Renewal**

Superintendent Tracer presented the contract for Clair Company to provide back up building inspection services. The Public Works Committee reviewed on July 1, 2019 and recommended approval.

**MOTION:** Councilor Rowe made a motion to approve the renewal of the Clair contract for back up building inspection services and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Stott.

Attorney Connelly noted that section one of the contract in the packet would be amended to read that the term would be September 2019 to September 2020.

**VOTE:** The motion passed by unanimous of the Council.

**12. Parks and Open Spaces Supervisor Position**

Superintendent Tracer presented the resolution to create the position of Parks and Open Spaces Supervisor. The Public Works Committee reviewed on July 1, 2019 and recommended approval. No increase to the budget and no additional staff would be hired, as a current employee would be reclassified.

**A. Resolution No. 2** – A Resolution to Create the Position of Parks and Open Spaces Supervisor Pursuant to Personnel Policy Section 4.2 and Assigning a Range within the City's Compensation Schedule.

**MOTION:** Councilor Stott made a motion to approve Resolution No. 2, as presented. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

**13. Water Quality Improvement Equipment Purchase**

Superintendent Tracer reviewed the request to purchase sampling/monitoring equipment, as part of the Water Quality Improvement Plan. Three bids were received, and the Public Works Committee reviewed on July 1, 2019 and recommended purchase from USA Bluebook.

**MOTION:** Councilor Rowe made a motion to approve the purchase of the equipment from USA Bluebook in the amount of \$73,374.82 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**14. Water Quality Auto Flushing Equipment Purchase**

Superintendent Tracer reviewed the request to purchase auto flushing equipment, as part of the Water Quality Improvement Plan. Two bids were received, and the Public Works Committee reviewed on July 1, 2019 and recommended purchase from USA Bluebook.

**MOTION:** Councilor DiMarco made a motion to approve the purchase of the equipment from USA Bluebook in the amount of \$74,373.50 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

**15. Football Fundraiser Request**

Superintendent Tracer presented the request from the Junction City High School Football team to use the City owned parking lot at 6<sup>th</sup> and Deal for a parking fundraiser during the Scandinavian Festival. The requestor has been told that they would only be able to use part of the lot during the Scandia Run on August 10<sup>th</sup>. The Public Works Committee reviewed on July 1, 2019 and recommended approval.

**MOTION:** Councilor Stott made a motion to approve the use of the City parking lot at the corner of 6<sup>th</sup> and Deal for the Junction City Football fundraiser, with the conditions of approval attached to the AIS (Agenda Item Summary). The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

**16. Council Agenda Forecaster**

Administrator Knope presented the forecaster and noted that a Council Agenda item Request form had been received from Jack Sumner to discuss policies and procedures of community policing.

The Council consensus was to send this to the Public Safety Committee to be placed on an upcoming agenda.

**17. Staff Reports**

Chief Morris reported: The department had been aggressively working the homeless camps, with assistance from Union Pacific Police and Lane County Parole and Probation and had made a number of warrant arrests. The department recently made three large drug busts, which led to suspects in recent burglaries. The Department was also in the middle of an investigation of a multi-state fraud scam involving thousands of dollars of fraudulent credit card charges.

Superintendent Tracer reported: Public Works was busy finishing up paving projects and would be gearing up to install the Water Quality Improvement equipment.

Director Crocker reported: In the Fiscal Year 18-19 budget, property taxes came in \$77,000 over budget. Also, with the economy being up, interest came in higher than budgeted; \$176,000 had been budgeted and the City actually received \$348,000. For the Fiscal Year 19-20 budget, the General Fund Carryover was \$200,000 over what was budgeted. The approved budget was posted on the website, and Director Crocker would be happy to update budget notebooks with the adopted budget.

Attorney Connelly reported: The legislative session just ended, and she would be reviewing what changes were made. She was aware that changes were made to the Public Contracting Rules, so she would be working with staff to update the City's rules. She would not be able to attend the August Council meeting but would make sure someone from her firm was in attendance.

**18. Councilor Comments/Questions**

Councilor DiMarco: He thanked legal staff, the City Administrator, and the Mayor for engaging in dialogue on the history of how the City conducts meetings. His main concern was bringing the issue to discussion last month in terms of past practice and addressing possible liability issues in the way the last meeting was conducted. He was satisfied that this had been addressed and appreciated the attention that was given to the issue. He continued that the Historical Society was working very hard to get off life support and great improvements were being made in the organization. They were attracting talented people and he would have a lot to report in the future.

Mayor Crenshaw thanked Councilor DiMarco for his service with the Historical Society and noted that the Historical Society was very important to the community. He encouraged everyone to support the society, through volunteerism or donations. Councilor DiMarco expressed his appreciation and thanked Mayor Crenshaw for his service with the Scandinavian Festival.

Councilor Rowe thanked Public Works for all they had done and would be doing to continue infrastructure improvements and keep our town safe and livable.

Councilor Gambee noted that a lot of Council agenda items had already been thoroughly discussed at Committee meetings, which often led to shorter discussions at Council meetings. He stated that he was impressed with the quality of our police force and the way they interacted with the community in a positive way and fought crime.

**19. Mayor's Comments**

Mayor Crenshaw expressed appreciation to Mr. Goodwin for his comments and attendance at the meeting and stated that the most appropriate time for the public to comment would be under Public Comment for Items Not Listed on the Agenda and also when he asked for public testimony on an issue where the Council might deliberate. He noted that during reports and Councilor Questions and Comments was not a time for the public to bring up an issue. He commended Public Works on saving a young boy's birthday party that had been mis-scheduled at the pool.

Mayor Crenshaw continued that he would not provide responses on Social Media, as he did not feel that was the best forum to seek resolution. He stated that the best forum was to follow the complaint process by filling out a form at City Hall, as Mr. Ware had done. He added that the Council advisory committees were where a lot of work was done on issues in Junction City and that was most likely where any citizen should go to start conversations, although they were always welcome to make testimony on any issue that the Council would be deliberating on. He thanked the public for their participation.

**20. Adjournment**

As there was no further business, the meeting was adjourned at 7:41p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor