

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, July 14, 2020, in a virtual meeting format via internet and phone.

PRESENT: Mayor, Mark Crenshaw; Councilors Sandie Thomas, Robert Stott, Andrea Ceniga, John Gambee, Dale Rowe and Bill DiMarco; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Bob Morris; Public Works Director; Gary Kaping; Finance Director, Mike Crocker; HR/Admin Services Manager, Stephanie Moran; and City Recorder, Kitty Vodrup.

1. Call to Order and Pledge of Allegiance

Mayor Crenshaw called the meeting to order at 6:35 p.m., took roll call, and led the Pledge of Allegiance.

2. Changes to the Agenda

Add Staff Reports before Councilor Comments.

3. Approval of Minutes – June 9, and 23, 2020

MOTION: Councilor Rowe made a motion to approve the June 9 and 23, 2020 minutes. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

4. Public Comment on Items not Listed on the Agenda

None.

5. Street Closure Request for 2020 Scandia Run

Director Kaping presented the street closure request from Valley South Athletic Club to hold the 46th Annual Scandia Run. Scandia Run organizers provided a map and plan on meeting COVID-19 public health laws. Staff had legal counsel update the conditions of approval to give the City more of an ability to protect itself and the community and in case there were some significant changes in the governor's direction; one of the updates included that the applicant would need to resubmit its compliance plan if the public health laws changes between permit issuance and the date of the event. The Community Development Committee reviewed on July 1st and requested moving it to Council for final approval. It was noted that the Governor had just issued a mandate that masks must be worn inside or outside if you were within six feet. Director Kaping added that Chief Morris and Chief Nicol had reviewed the request around July 8th and did not have any objections, but he did have some concerns with impacts of bringing people into the community, contact exposure for City employees picking up barricades, and the challenges of enforcing six foot distancing/and or mask wearing at the event.

Support of the event and concerns with the event were expressed by Council members. Mayor Crenshaw asked if there were any public comments.

Ms. Shannon McAdams, Scandia Run representative, stated that they would be giving masks to every participant to wear around their necks and use when passing someone. They would stagger start times every 10 minutes, so everyone would be spread out over the 6 mile course. Most of the 100 registrants they had to date were from the Eugene/Springfield area, and they had informed registrants that if something changed and they needed to cancel the event, their registrations could be rolled over to next year. They would clean up after themselves and try their best to meet all requirements. She added that there were more races happening in Eugene over the next four weeks and all were being put on by the same race organizers as the Scandia Run.

MOTION: Councilor Rowe made a motion to approve the street closure request for the 46th Annual Scandia Run on August 15, 2020 as conditioned in Attachment B with the nonexclusive use of city streets for street closure from 7:45 a.m. to 12:00 p.m. The use of City streets will apply to the route shown in Attachment A. The motion was seconded by Councilor Gambee and passed by a vote of 4 to 3, with Councilors Stott, Gambee, and Rowe voting in favor, Councilors Thomas, Ceniga, and DiMarco voting against, and Mayor Crenshaw voting in favor to break the tie.

6. City of Monroe Contract

Attorney Connelly announced a conflict of interest and stated that she would stay muted during this agenda item, as her office represented the City of Junction City and the City of Monroe.

Chief Morris presented the contract for the Junction City Police Department (JCPD) to provide Police Services for the City of Monroe. JCPD had been providing these services since 2017 and provided traffic and code enforcement 15 hours per week, mostly with a part time officer. Chief Morris noted that this contract did not negatively impact service delivery to the citizens of City of Junction City, as they only provided coverage to Monroe when they had double coverage in the City. No change to the contract and was for \$32,000 per year, plus any reimbursement to the City for actual personnel time incurred for court appearances or time related to prosecution of cases.

Mayor Crenshaw asked if there were any public comments.

Mr. Sid Washburne, 520 Timothy Street, Junction City, asked what it cost to outfit a car and send it to Monroe, as the \$32,000 would not cover a car if something happened and that car needed to be replaced. He asked how many officers JCPD sent to Monroe.

Chief Morris responded that the cost of the vehicle was irrelevant because they were not adding a vehicle to patrol Monroe but were using the existing fleet. If there were times that they were adequately staffed in the City, they could send an officer or two to work traffic enforcement in Monroe, but not once had they stripped the City of policing services to provide patrol services to Monroe. Each hour an individual officer spent in Monroe, contributed to the 15 hours per week minimum.

Mr. Washburne stated that he felt they should not be doing this because of the way things were and the problems they had in the past. He thought they needed to keep more coverage in our City instead of spreading themselves out too thin. Chief Morris responded that this contract actually gave JCPD the ability to have more people on duty in Junction City. Mayor Crenshaw added that wear and tear costs were included in the \$32,000.

MOTION: Councilor Stott made a motion to approve the contract with the City of Monroe and authorize Chief Morris to sign the necessary documents. The motion was seconded by Councilor Rowe and passed by a vote of 5 to 1, with Councilors Stott, Ceniga, Gambee, Rowe, and DiMarco voting in favor and Councilor Thomas voting against.

7. Lease Agreement with Scandinavian Festival Association

Manager Moran presented the revised lease with the Scandinavian Festival Association (SFA) for the City to lease the Viking Sal Senior Center building through September 30, 2029. It had been many years since the lease had been reviewed and updates included: no vaping in the building along with no smoking; changed lease end date from July to September 30th; the \$1.00 rent would be due annually by November 1st; and the SFA PO Box number was updated.

Mayor Crenshaw asked if there were any public comments. There were none.

MOTION: Councilor Ceniga made a motion to approve the Scandinavian Festival lease agreement and authorize the Mayor to sign the lease agreement. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

8. Library Board Appointment

Manager Moran reviewed that a Library Board position vacancy was advertised, and one application was received. The Library Board reviewed the application as well as the Community Services Committee and both recommended appointment of Erin Dietrich.

Mayor Crenshaw appointed Erin Dietrich to the Library Board.

MOTION: Councilor Rowe made a motion to approve the Mayor's appointment of Erin Dietrich to a position on the Library Board with a term through July 1, 2024. 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 Isler CPAs to perform the Fiscal Year 2019-20 audit of financial reports. The Finance and Judiciary Committee reviewed at their July 2nd meeting and recommended that it be forwarded to Council. Last Request for Proposal (RFP) for audit services was done in 2016, and staff's recommendation was to continue with Isler for this year.

Motion: Councilor Rowe made a motion to direct the City Administrator to sign the audit arrangement letter with Isler CPAs for Fiscal Year 19/20. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

10. **Springbrook Maintenance Contract Renewal**

Director Crocker presented the Springbrook Maintenance contract renewal. Springbrook provided the Finance and Utility Billing software, and total cost for the fiscal year was \$16,684. The option for a 6 month contract was to allow the City to go with another vendor, if desired.

Mayor Crenshaw asked if there were any public comments. There were none.

MOTION: Councilor Stott made a motion to authorize the City Administrator to sign either a 6 month renewal maintenance agreement or a 1 year renewal maintenance agreement with a 6 month termination provision for the Springbrook Software for Fiscal Year 20/21. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

11. **Business Pandemic Impact Support Program Update**

Councilor Gambee recused himself and noted that he would stay muted during this agenda item, as he was a business owner in town that had applied for this program.

Administrator Knope stated that at a previous meeting, the Council had directed staff to discuss with the Finance and Judiciary Committee whether the program should allow reimbursement to business owners for mortgages. The Finance and Judiciary Committee reviewed on July 2nd and recommended changing the program eligible expenses from “rent, lease, or mortgage bills” to “rent and lease.” The updated program language was attached to the resolution. To date in this fiscal year, a little less than \$39,000 had been given out in grants and over \$200,000 had been allocated for this program in this fiscal year.

A. Resolution No.1 – A Resolution of the Junction City Council Establishing a Business Pandemic Impact Support Program and Repealing Resolution No. 1238.

Motion: Councilor Stott made a motion to approve Resolution No. 1. The motion was seconded by Councilor Rowe and passed by a vote of 5 to 0, with Councilors Thomas, Stott, Ceniga, Rowe, and DiMarco voting in favor.

12. **SFA Funding Request**

Administrator Knope reviewed that on July 2nd the Scandinavian Festival Association (SFA) had approached the Finance and Judiciary Committee to request some help funding smaller projects that they would like to accomplish this summer. SFA put together a list of projects and their estimated dollar amount totaled a little over \$2,500. Originally the Committee suggested using RTMP funds for this, but those funds had already been committed to other projects; however, there was \$10,000 of funding in State Shared Revenue for Projects to be Determined by the Council.

Ms. Sue Huntley, SFA representative, expressed appreciation to the Council for considering this request. They had skilled labor, so were asking for materials to upgrade and maintain their property and thus beautify the City.

Attorney Connelly noted that if this was approved, this request had a public purpose behind the expenditure of public funds, which would distinguish it from other requests the City might receive that sound similar but were not due to the public benefit from granting this request.

The Council consensus was to have staff prepare the paperwork for this funding request and bring back to the next Council meeting.

13. **Staff Reports**

Director Crocker reported that the City received \$101,000 from the state for the Corona Relief Fund Grant a few weeks ago, and staff was working on another application for this grant program. The General Fund ended the year on June 30th at \$2,985,931. The budgeted Beginning Fund Balance for the budget just adopted was 2.7 million, so there was an additional amount rolling forward which was always nice. Property taxes came in for the year at 100.9%, which was a gain of \$24,000.

Councilor Thomas asked if the Police Department got a dog, as leashes, dog food, and Countryside Animal Clinic were on the list of expenditures. Chief Morris responded that the department did not have a dog, and leashes had been purchased to put in the patrol vehicles to control dogs at large. Food and vet costs were related to dogs in safekeeping or evidence.

Director Kaping reported that Public Works was close to wrapping up the Laurel Park project of changing the parking, redoing sidewalks, and adding lighting. Next week they would set the generator for the new data center at Public Works.

Councilor Thomas noted that there were automatic flush toilets and faucets in the expenditures for \$2290.11. Director Kaping responded that was for the Laurel Park bathrooms, and they decided to use touchless because of COVID.

Councilor DiMarco stated that concerns were aired tonight about Public Works exposure at the road race, and he asked if Director Kaping would have what he needed budgetarily to protect staff. Director Kaping responded that he did and could make it work; they would just need to take an extra step.

Councilor Gambee stated that a couple months ago he had heard someone say at one of the meetings that slurry sealing did not work on the streets, but he thought that was a good method of preserving streets. Director Kaping responded that the comment had come from a gentleman whose street had been crack sealed, but there was not adequate funding at the time to go back over that and slurry seal; thus, the crack eventually opened up again. Now with more franchise fees going to street maintenance, they were able to crack seal one year and then come back and slurry seal the next year.

Manager Moran reported that the Library opened last week with modified hours and this week had regular hours, except they would now be closed on Monday and Sunday. The opening had been well received by the community, which was positive. Camp Sunshine was still going on at the Community Center, but the Community Center was closed as it was hard to social distance with fitness classes. The Viking Sal Advisory Board still had the Senior Center closed.

Councilor Gambee asked how many kids were participating in Camp Sunshine. Manager Moran responded that they were only going to take 10 this year and 8 had signed up.

Attorney Connelly stated that she appreciated everyone's efforts and struggles for the high level of transparency, clarity, and opportunity for the public to participate in meetings; the City was doing a great job, which was not easy.

14. Councilor Comments/Questions

Councilor Rowe stated that the Public Works Committee was working diligently on the Ratepayers Assistance Program and would be bringing more information to a Council Work Session.

Councilor Gambee thanked everyone for a vibrant discussion.

Councilor Thomas thanked Councilor Rowe for the update and everyone for their hard work.

15. Mayor's Comments

Mayor Crenshaw stated that it was great that they were having the meetings any way they could, but he truly could not wait until they could get things back to normal and have meetings in person; it would probably be a couple of months and there was still talk of things going back the other direction, which was unfortunate. He thanked Erin Dietrich for stepping up to serve on the Library Board and noted that they definitely needed more volunteers all the time.

16. Adjournment

As there was no further business, the meeting was adjourned at 8:36 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor