

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, August 22, 2017, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Acting Mayor, Bill DiMarco; Councilors Robert Stott, Jack Sumner, John Gambie, and Dale Rowe; (Excused Absences: Mayor Mark Crenshaw and Councilor Kara McDaniel); City Attorney, Carrie Connelly; City Administrator, Jason Knope; Finance Director, Mike Crocker; Court Clerk, Sandra Mills; and Administrative Assistant, Tere Andrews.

1. Call to Order and Pledge of Allegiance

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

2. Changes to the Agenda

None.

3. XS Media Lease Agreement

Administrator Knope presented the request by XS Media (formally Unwiredonline) to transfer the existing lease of equipment on the old water tower to McMinnville Access Company, who recently bought XS Media. There would be no changes to the existing contract.

MOTION: Councilor Rowe made a motion to approve the Assignment and Assumption of Lease Agreement with XS Media and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

4. Legal Services Agreement – Eileen Eakins, LLC

Administrator Knope noted that the City was currently working on upgrading the Police Department dispatch center to a primary PSAP (Public Safety Answering Point) and needed legal services regarding the 911 Emergency Services Contract with Central Lane Communications District. The City's attorney had a conflict of interest, as they do work for the City of Eugene. Administrator Knope presented a letter of engagement from Eileen Eakins, LLC.

MOTION: Councilor Stott made a motion to approve the Engagement for Legal Services from the Law Offices of Eileen Eakins, LLC and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

5. Municipal Judge RFP Review

Director Crocker stated that the Council directed staff to issue a RFP (Request for Proposal) and that was done on June 20, 2017. Five responses were received by the deadline of August 11, 2017, and all five met the minimum qualifications of three years legal experience and being a member in good standing with the Oregon State Bar. This fulfilled Step 1 in the Evaluation Process.

Attorney Connelly reviewed the nine factors in the evaluation criteria and presented options for Council consideration.

The Council consensus was to proceed with Step 2 of the Evaluation Process and form a selection committee.

MOTION: Councilor Stott made a motion to form a selection committee consisting of the full Council, including the Mayor plus the Court Clerk, Finance Director, City Attorney, and City Administrator to evaluate Municipal Judge proposals submitted. The motion was seconded by Councilor Sumner and passed by unanimous vote of the Council.

Further Council consensus was:

- The Selection Committee would meet on September 12, 2017 at 6:30 p.m. to continue the evaluation process. The goal would be to select the top proposers for Council consideration and then the regular Council meeting would convene after that.

- Selection Committee members would be given the RFP packets and a score sheet, prior to the meeting. The score sheet could be filled out in advance and updated at the meeting after discussions.
- The Council would then receive the recommendations and decide who and when to interview. Interviews could take place at a special meeting or at the September Work Session.

6. Other Business

None.

7. Adjournment

As there was no further business, the meeting was adjourned at 7:31 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Bill DiMarco, Acting Mayor