

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, October 12, 2021 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, Beverly Ficek; Council President, Ken Wells; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, John Gambee, and Karen Leach; City Administrator, Jason Knope; City Attorney, Mark Wolf; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

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

Mayor Ficek opened the meeting at 6:30 p.m., led the Pledge of Allegiance, and took roll call.

**2. Changes to the Agenda**

None.

**3. Approval of Minutes – September 14 and 28, 2021**

**MOTION:** Councilor Gambee made a motion to approve the September 14, 2021 minutes. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

**MOTION:** Councilor Washburne made a motion to approve the September 28, 2021 minutes. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

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

None.

**5. School District Report**

Superintendent Troy Stoops distributed copies of a Power Point presentation and provided a School District Report. He introduced Annette Sisler, Principal at Territorial Elementary and Director of Pre-School Promise Childhood Program. Superintendent Stoops' report included: District enrollment was steady; JC Options, K through 12 alternative program had 105 students; review of safety precautions/Lane County health statistics; Damaris Bishop was district nurse; review of COVID protocols and the upcoming vaccine mandate; 20 job openings in district; 1.2 million dollars received in SIA (Student Investment Account) to provide social and emotion support to students; received 2.1 million dollars in ESSER (Elementary and Secondary School Emergency Relief) Funds and would be used for adding modular classrooms and addressing health and safety issues in buildings; the School Board adopted a resolution addressing equity; and the District would be doing 5, 10, and 15 year long range facilities planning.

Principal Sisler reviewed: Two preschools in Junction City: Territorial Community Preschool and a new program called Preschool Promise, which was in east wing of the high school and currently had 18 students. Preschool Promise was a statewide, high quality program that prioritized services to families and students who faced economic challenges and for whom long standing inequities related to race and ethnicity most effected. 30% of the students in Junction City's program were in foster care, and students had significant challenges in many areas. The goal of the program was to prepare students for kindergarten and beyond.

The Council expressed appreciation for the report and all the good work the district was doing.

Ms. Laura Seiders apologized for being late to the meeting and noted that she wanted to talk about the homeless with the Council. Mayor Ficek stated that she would put Ms. Seiders on the next Council agenda in two weeks.

**6. Staff Introduction – HR Assistant Emily Eastland**

Director Crocker introduced new HR Assistant Emily Eastland. Assistant Eastland provided her background and noted that she was busy working on the personnel manual, office procedures, getting proper paperwork for employees, and getting the office organized. She added that she loved being in Junction City and being a part of this community.

**7. Audit Arrangement Letter**

Director Crocker presented the audit arrangement letter. Cost was \$30,000, which was a \$700 increase over the current year. The Finance and Judiciary Committee reviewed and recommended approval.

**MOTION:** Councilor Leach made a motion to direct the City Administrator to sign the audit arrangement letter with Isler CPAs for Fiscal Year 20/21. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

#### 8. **NW Natural Gas Franchise**

Administrator Knope reviewed that the Council passed an ordinance to renew the NW Natural Gas Franchise in August; however, it contained language that NW Natural had 30 days to ratify the agreement or the ordinance would become null and void. Unfortunately, NW Natural was not able to sign within the 30 days; therefore, a new ordinance was before the Council, with revised language to give more than 30 days for signature.

A. Ordinance No. 1 – An Ordinance Granting a Non-Exclusive Franchise with Northwest Natural Gas Company for the Operation and Maintenance of a System to Provide Natural Gas Services, Repealing Ordinance No. 1122, and Declaring an Emergency.

Administrator Knope read Ordinance No. 1 in full.

**MOTION:** Councilor Wells made a motion to read Ordinance No. 1 by title only. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

Administrator Knope read Ordinance No. 1 by title only.

**MOTION:** Councilor Washburne made a motion to adopt Ordinance No. 1. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

#### 9. **Resolution Updating Committee Bylaws**

Administrator Knope presented the resolution to update the Committee bylaws, which included language to allow removal of a Committee member for three unexcused absences.

A. Resolution No. 1 – A Resolution Amending Resolution No. 850, Which Established Council Committee Bylaws; and Repealing Resolution No. 1168.

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

#### 10. **Updated Committee Agenda Forecaster**

Administrator Knope presented the updated Committee Agenda Forecaster, which updated the Committee Agenda Template to include Public Comment for Items not Listed on the Agenda and Committee Member Comments. The chair of a Committee could change the order of agenda items, but the items would need to be on each Committee agenda.

**MOTION:** Councilor Leach made a motion to adopt the Committee Agenda Forecaster template as presented. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

#### 11. **PD Building Purchase Temporary Funding**

Administrator Knope noted that copies of Resolution No. 2 had been distributed to the Council. This resolution would recognize the \$320,000 funding that would be coming from the state for purchase of the new building and set the appropriation in the Police Capital Fund. The resolution also specified that an interfund loan could be made from the Community Development Revolving Loan Fund and repaid over a 10-year period in the event of a worse-case scenario that funding was not received.

A. Resolution No. 2 – An Appropriation Resolution for the Fiscal Year Commencing July 1, 2021 and Ending June 30, 2022, and Making Appropriations within the Police Capital Projects Fund and Authorizing an Interfund Operating Loan.

**MOTION:** Councilor Wells made a motion to approve Resolution No. 2. The motion was seconded by Councilor Gambee and passed by a vote of 4 to 2 with Councilors Ceniga, Gambee, Leach, and Wells voting in favor and Councilors Thomas and Washburne voting against.

#### 12. **Set Schedule for City Administrator Evaluation**

Attorney Wolf noted that the evaluation forms were approved at the last Council meeting and the next step would be to set the schedule.

After discussion, the Council consensus was to have staff distribute hard copies of the individual evaluation forms to the Council this week. Each Council member would fill out an evaluation form and submit to the City Attorney at the November 9, 2021 Council meeting. Attorney Wolf would then compile all the individual forms and merge into one consolidated performance evaluation. The Council would then review the consolidated evaluation in Executive Session at the December 14, 2021 Council meeting to see if they wanted to make any changes. The Council would then review the evaluation with Administrator Knope in Executive Session, unless he requested that it be done in open session, at the January 11, 2022 Council meeting.

### 13. Rescheduling Council Goals Session and 5, 10, and 20 Year Plans

Mayor Ficek asked when the Council would like to reschedule the Council Goals Session and 5, 10, and 20 Year Plans. After discussion, the Council consensus was to put these on the October 26, 2021 Council Work Session agenda.

Mayor Ficek asked if the Budget Committee would be meeting in October. Director Crocker responded that the Budget Committee had talked about scheduling something for January. After discussion, the Council consensus was to have Director Crocker draft a Budget Committee agenda and bring that and potential dates back to the Council.

### 14. Committee Reports

**Finance and Judiciary Committee** (October 7, 2021). Councilor Gambee reported:

- The Committee was tackling a lot of projects.

**Public Works Committee** (October 4, 2021). Councilor Washburne reported:

- Reviewed contract extension with HBH Engineering.
- Would be ordering new garbage totes.
- Public Works was getting a lot of things done before winter.

**Community Services Committee** (October 5, 2021). Councilor Washburne reported:

- Had update on Reserve Park, which was coming along.
- Discussed projects and long-range forecast for the pool.
- Discussed the Community Center and the upgrades that were needed.

### 15. Council Agenda Forecaster

Administrator Knope reviewed that a Council Agenda item request form had been received from Mr. Jack Sumner on doing a forensic audit of the funds and program uses of the Business Pandemic Impact Support Program. Administrator Knope said that he had provided answers to Mr. Sumner on each of his questions regarding the program. It was noted that a forensic audit could be around \$5,000.

Various Council members talked about the importance of transparency. After further discussion, the Council consensus was to have the Finance and Judiciary Committee prepare a scope of work and RFP (Request for Proposal) for a forensic audit which would be brought back to Council.

### 16. Staff Reports

Director Crocker reported: He was busy working on projects coming out of the Finance and Judiciary Committee, which would be coming to Council over the next couple of months.

Attorney Wolf reported: Attorney Connelly was working with staff on the Council rules, which would be coming back to Council on November 9<sup>th</sup>. Attorney Wolf had been working with the school and fire districts on the vaccine mandates, which did not apply to the City.

### 17. Previous Month's Expenditures

Mayor Ficek asked if there were any questions or comments.

Councilor Washburne asked about the \$1,230 for Maple Springs Apartment. Director Kaping responded that was for pass-through engineering.

Councilor Washburne stated that the Police Department spent \$600 on a refrigerator from Lowes, and he asked if a local vendor had been contacted. Chief Morris responded that the cost was 1/3 of regular cost and he did not think a local vendor had been contact. Councilor

Washburne stated that he thought it was important to show support for the community and use local vendors when possible. Councilor Thomas added that sometimes vendors will match prices from other stores.

Mayor Ficek asked staff to take that under advisement for future expenditures.

**18. Councilor Comments/Questions**

Councilor Thomas thanked Administrator Knope and staff for all their work for tonight’s meeting.

Councilor Washburne stated that he was glad to see Councilor Wells back. Councilor Thomas and Mayor Ficek expressed their agreement.

Councilor Ceniga thanked staff for all their hard work and thanked HR Assistant Eastland for staying through the entire Council meeting. She echoed that it was nice to have Councilor Wells back.

Councilor Gambie expressed his personal opinion and support for people on what he considered to be standing up for freedom regarding vaccine mandates.

Councilor Leach thanked staff for all their work. She expressed appreciation to Recorder Vodrup for all that she did and for always going above and beyond in her work. She thanked Administrator Knope for the items he brought forth to the Council tonight. She added that it was nice to have Councilor Wells back. She asked if the saddlebags in expenditures were for Police Department motorcycles. Chief Morris responded yes. Councilor Leach continued that transparency was very important and, she expressed appreciation to Attorney Wolf for doing a great job of explaining things.

Councilor Wells expressed thanks to staff and to the Council. He stated that the City had great staff that went beyond the call of duty because they cared. He thanked everyone for their support and prayers while he was going through a very rough time. He noted that what mattered is that you go through things and come through it stronger with the support of friends.

**19. Mayor’s Comments**

Mayor Ficek asked if she would work with Director Crocker on setting up a meeting of the Revolving Loan Fund Committee. Administrator Knope responded yes.

Mayor Ficek stated that she had been receiving some calls and would like Director Crocker and Administrator Knope to present to the Council a comparison of salaries for both salaried and union employees and compare them to our surrounding communities. She reminded everyone that the Junction City Sesquicentennial Committee would be meeting on October 14<sup>th</sup> at 6:30 p.m. at City Hall to plan the City’s 150<sup>th</sup> birthday.

**20. Adjournment**

As there was no further business, the meeting was adjourned at 8:12 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Beverly A. Ficek, Mayor