

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, November 9, 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, Carrie Connelly; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; Planning Technician, Tere Andrews; 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 – October 12 and 26, 2021

MOTION: Councilor Washburne made a motion to approve the October 12, 2021 minutes. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

MOTION: Councilor Leach made a motion to approve the October 26, 2021 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. Fire District Report

Chief Brandon Nicol provided a Fire District report: EMS call volume had increased by 33% over last year; they were adding a new brush engine truck to the fleet by utilizing a sizable donation; the Fire Department was a special district that covered the City and another 63 square miles of rural area; they would be putting a levy before the voters on the May 2022 ballot; was backyard burning season and the Fire Department addressed a lot of burn questions/complaints and were glad to do that, but only Lane Regional Air Protection Agency had the authority to investigate illegal burns; and they had 7 paid staff (3 administrative and 4 fire fighter/EMTs) and 35 volunteers. The fighters/EMTs worked alternative shifts with 2 on at a time. They started this five years ago and with the volunteers covering nights, they were able to provide 24/7 coverage.

The Mayor and Councilors thanked Chief Nicol and the department for all their hard work and for always being there to quickly respond and assist the citizens.

6. Unhoused People Discussion – Laura Seiders

Ms. Laura Seiders, 488 Deal Street, Junction City, shared a proposal for the City to develop a facility to help those who were in need of housing. The facility would provide hot meals, showers, laundry facilities, sleeping quarters/areas, and resources for job searching and would only be available for those who had lived in Junction City for at least one year. She shared details of how the facility might operate.

Mayor Ficek thanked Ms. Seiders for sharing this information and added that Ms. Seiders had given the Council something to think about and discuss.

7. Planning Commission Appointments

Planning Technician Andrews reviewed that there were three Planning Commission vacancies, and the Planning Commission had made recommendations on appointments.

Mayor Ficek appointed Chris Miles to fill an unexpired regular member term through October 31, 2022 and Jesse Newman to fill an unexpired alternate member term through October 31, 2024.

Mayor Ficek stated that she would like to re-appoint Jeff Haag to fill his expired term through October 31, 2025. This appointment for a new term required approval of the Council.

MOTION: Councilor Wells made a motion to approve the Planning Commission appointment, as presented by the Mayor. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

8. Light Parade Street Closure Request

Director Kaping presented the request for street closure for the annual Chamber Light Parade. The Community Development Committee reviewed on November 3, 2021 and recommended approval.

MOTION: Councilor Thomas made a motion to approve the street closure request for the Light Parade in Junction on December 3, 2021 as conditioned in Attachment B with the nonexclusive use of city streets for street closure from 6:45 p.m. to 8:30 p.m. The use of City streets will apply to the route shown in Attachment A. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

9. City Engineer Services

Director Kaping presented the addendum to extend the City's contract with HBH Engineering through August 15, 2022. The City entered into a 5-year contract with HBH Engineering in 2019, with renewal every year up to five years. The Public Works Committee reviewed on October 4, 2021 and recommended approval.

MOTION: Councilor Leach made a motion to renew the Engineering contract with HBH Engineering for one year 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.

10. Garbage/Recycling Totes Purchase

Director Kaping presented the request to purchase garbage, recycling, and yard debris totes. Three quotes were requested, and one was received. The Public Works Committee reviewed on October 4, 2021 and recommended approval.

MOTION: Councilor Wells made a motion to purchase the totes from General Equipment in the amount not to exceed \$21,640.00 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

11. Reserve Park Equipment Purchase

Director Kaping presented the request to purchase playground equipment for the new Reserve Park. Staff had been working with the Reserve HOA (Homeowners Association) and the City Engineer to design and develop a new park at the Reserve at the north end of Alderdale. Staff reached out to a few vendors, but only one provided a quote. It would take two budget cycles to see this park completed. The Community Services Committee reviewed on August 3, 2021 and recommended approval.

Ms. Laura Seiders stated that cameras should be installed at each City park to protect the children/parents. Mayor Ficek responded that she would turn that over to one of the Committees to discuss. Director Kaping added that there were cameras at Laurel Park.

MOTION: Councilor Ceniga made a motion to approve the purchase of the Reserve Park playground equipment from Wildwood Playground NW in the amount of \$40,371.00 and authorize the Public Works Superintendent to sign the necessary documents. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

12. Master Fee Schedule

Director Crocker presented the 2021 Master Fee Schedule. This was a compilation of all current Citywide fees that had been approved by the Council and was reviewed annually as recommended by best practices; this document did not set or change any fees.

MOTION: Councilor Washburne made a motion to adopt the City of Junction City 2021 Master Fee Schedule. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

13. Council Policies and Rules

Attorney Connelly reviewed the updated Council Rules, with changes as directed by the Council and updates suggested by Administrator Knope and Recorder Vodrup.

- Section 3.6: Quorum of the Council. Added more specific language: "Either the Mayor and four Councilors or when the Mayor was absent, four (4) Councilors including the Council

President constitutes a quorum for its business, but a smaller number of the Council may meet at other times in accordance with the rules.”

Mayor Ficek asked if the reference to “...a smaller number of the Council may meet at other times in accordance with the rules” was for the Committees. Attorney Connelly responded no, it was for the Council and if a smaller number of Councilors wanted to meet, they could compel attendance and utilize the services of the Police Department or some other way to bring enough Councilors together so the City could conduct its business.

- Section 4 Agenda. Per Council direction, the standard business items for each regular Council meeting were listed. Also noted in this section was if there were regular meetings prior to a Council Work Session, the agenda for regular business items would include pledge of allegiance, address the regular business item, adjournment and then the Work Session would begin.
- Section 5.11. Updated to reflect the Charter to read, “Except as the City Charter otherwise provides (e.g. City Charter Section 12, 24, 27, and 34), when a quorum is present, a majority of the Council present shall decide a motion. A Councilor must be present to vote.
- Section 9.6. The Mayor and Councilors were not authorized to post to City Social Media accounts.
- Section 10.4. Council members seeking information about the operation of various City departments will direct their questions to the City Administrator. Council members must not direct staff to perform any work or attempt to change or interfere with the City’s chain of command or any operation or practice of any City department or personnel. Attorney Connelly noted this was an expansion of the training she provided in terms of individual Council members did not have authority of City staff.

Discussion followed on the language in Section 10.4. Attorney Connelly noted that Council members seeking information about the operation of various City departments would direct their questions to the City Administrator. If a Council member wanted a copy of the minutes or had a quick question, this language did not prohibit them from contacting the appropriate staff person, which in that case would be Recorder Vodrup; however, if the Council member were asking a bigger, broader inquiry about said operations, they would need to pose that to Administrator Knope. It was noted that if Administrator Knope were on vacation, questions would be posed to the person he appointed as Acting in Capacity.

There were no additional Council changes to the rules, and the Council consensus was to have Attorney Connelly bring back the final version of the Council rules to the January Council meeting.

Mr. Jack Sumner, 1061 Quince Drive, Junction City, referred to Section 3.7 and asked where the language was that they would get the police to bring Councilors to a meeting. Attorney Connelly responded that she would look into this and report back in January.

Mr. Sumner noted that in Section 5.11, it read that a Councilor must be present to vote and he asked if that meant physically present. Attorney Connelly responded that it could be physically, virtually, or via phone, per state of Oregon Public Meetings Laws.

Mr. Sumner expressed his opinion that Council members were elected members of the governing body and should be able to ask a question of staff without having to run it through the City Administrator.

14. Revenue Allocations Review

Director Crocker stated that the Council had forwarded the Revenue Allocation discussion to the Finance and Judiciary Committee. The Committee reviewed and made the following recommendations on property tax and general revenue allocations at their September 2, 2021 meeting; these changes were not expected to impact operations or personnel in the Police Department or Community Services:

- Police: Reduce by 2%.
- Community Services: Reduce by 2%.
- Court: Increase by 2%.
- Planning: Increase by 2%.

Concerns were expressed with reducing allocations for Community Services, as it was important to the community. Administrator Knope responded that the 2% reduction for Community Services would come out of the administrative charge for that department from positions no longer on the books and would not impact services.

MOTION: Councilor Wells made a motion to approve the revenue allocations for Fiscal Year 2022-2023, as presented. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

15. Donations Policy

Director Crocker stated that the Council had sent the discussion of creating a Donations Policy to the Finance and Judiciary Committee. The Committee reviewed policies from other cities and created the Junction City Gift Acceptance Policy, for Council consideration.

Discussion occurred on 8B, authorized individuals who were able to seek donations on behalf of the City, which included the City Administrator, Department Directors, or designees. Administrator Knope responded that he would recommend that this language be modified to just be the City Administrator at this point in time. Administrator Knope continued that he would work with Director Crocker to develop a procedure on this and bring back to Committee and Council. Attorney Connelly noted that the updated 8B language would read: Soliciting Donations. The City Administrator is authorized to seek donations on behalf of the City.

Discussion also occurred on the dollar threshold of items donated that must be accepted by the Council. The Council consensus was to set this at \$5,000.

MOTION: Councilor Leach made a motion to adopt the City of Junction City Gift Acceptance Policy with \$5,000 inserted to complete the open term in the 3rd paragraph of Section 2 and Section 8B as modified. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

16. RLF Fund Procedures for Committee Members

Director Crocker presented the resolution to stagger non-Council member terms on the Revolving Loan Fund Criteria. Per Council direction, this had been tasked to the Finance and Judiciary Committee, which discussed and recommended this update at their October 7, 2021 meeting. RLF Members would complete their current two-year terms, and positions would then be staggered when advertising for the next round of terms. The Committee also found a clerical error in 2) Ineligible Projects and Activities, last bullet on page 3; that should be updated to read, "Project outside the Junction City Urban Growth Boundary."

Director Crocker distributed a clean copy of Exhibit A to Resolution No. 1, per Attorney Connelly's request.

Mayor Ficek called for a brief recess at 8:27 p.m. The meeting reconvened at 8:31 p.m.

A. Resolution No. 1 – A Resolution Amending the Business Development Loan Revolving Loan Fund Criteria.

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

17. Council Agenda Forecaster

Administrator Knope presented the forecaster. Mayor Ficek asked if the forecaster needed to include Current Business Items, as she felt that was already in the Council packet and was a waste of paper. After discussion, the Council consensus was to keep the Current Business Items in the forecaster.

18. Committee Reports

Finance and Judiciary Committee (November 4, 2021). Councilor Gambee reported:

- The Committee had tackled all items that had been tasked by the Council. Remaining items on the Committee forecaster were items coming from staff.

Public Safety Committee. Councilor Gambee noted that the Committee would be meeting tomorrow night, combining the October and November meetings.

Public Works Committee (November 1, 2021). Councilor Washburne reported:

- The Committee reviewed items that were on this Council agenda.
- They were still waiting on bids for the test wells.
- He commended Director Kaping and the Public Works crew for doing a great job of picking up leaves in the stormy weather.

Community Development Committee (November 3, 2021). Councilor Ceniga reported:

- Jenna Berman from Oregon Department of Transportation (ODOT) gave a presentation to the Committee and provided a lot of information. Ms. Berman wanted to work with the City on projects, grants, etc.

19. Staff Reports

Chief Morris reported that like the Fire Department, the volume of calls at the Police Department had also increased. The apartments behind the Fire Department and Pear Loop continued to increase with problems. He reviewed an incident where one of the City's dispatchers had received a request for officer back up from University of Oregon security for a fire alarm that had been pulled. When the officer arrived, two additional alarms were pulled and at the suggestion of the dispatcher, they started looking at cameras in the building and found a subject with a weapon. The subject had intentions to harm but was taken into custody without incident.

Director Kaping reported that he would be working with Jenna Berman from ODOT on a grant. Public Works put up the "Bless the USA" banner on 6th Street and put up flags at Founder's Park for Veteran's Day. The Public Works crews continued with leaf pickup, and the bids for the test wells would close tomorrow.

Director Crocker reported that property tax reports for Lane County had been received and were looking positive. He thought there would be a larger increase than what was budgeted.

Attorney Connelly congratulated the Council on accomplishing a lot at this meeting. She noted that Planning Technician Andrews had forwarded a list the City of Corvallis had prepared in response to 2021 legislation. Attorney Connelly would be preparing a list of items for the City of Junction City and would present those at the first of the year. Attorney Wolf would be at the December Council meeting. Attorney Connelly would be collecting the individual City Administrator evaluations from Council members tonight and taking to Attorney Wolf.

20. Previous Month's Expenditures

Mayor Ficek asked if there were any questions or comments.

Councilor Washburne asked why there were lodging costs every month. Chief Morris responded those were for domestic violence criminal cases to provide a safe space. He added that at some point, the City would be reimbursed for those expenditures from Adult Protective Services or Child Protective Services.

Councilor Washburne asked when the City would be receiving the money from the state. Chief Morris responded that Senator Manning had indicated that they would have more information at the end of this week.

21. Councilor Comments/Questions

Councilor Thomas thanked staff for all they had done this month, as there was a lot going on.

Councilor Ceniga expressed appreciation to staff for their work. She asked Chief Morris and Director Kaping to pass along thanks to their staff for all their hard work, as there was a lot going on and it was definitely appreciated.

Councilor Gambia commended everybody on their good work.

Councilor Leach thanked staff for all their work and assistance and expressed appreciation to Director Crocker for all the work he had been doing from the Finance and Judiciary Committee. She asked about the new police building rent being paid in the recent monthly expenditures. Administrator Knope responded that the building had been purchased and had closed and that was the last rent payment before the closing had occurred. Administrator Knope added that the property purchase for the 79 acres west of town had also closed.

Councilor Leach asked for confirmation that the state funding had not yet been received and asked if it would be received in one lump sum. Administrator Knope confirmed that the funding had not yet been received, and his understanding was that the \$320,000 for the Police Department and \$500,000 for the Community Center would be received in one lump sum.

Councilor Leach shared that the Chamber of Commerce would be having a job fair on November 17th at St. Helen's Church and the City might want to be a part of that. Ms. Cathie Campbell noted that she had forwarded that information to Administrator Knope. Councilor Leach expressed appreciation for what Jenna Berman from ODOT shared at the Community Development Committee meeting.

Councilor Wells noted that they had a good turn out in the audience, and he thanked everyone for staying through the meeting. He continued that this was a productive meeting and he thanked staff, Committees, and the Council for all their work.

22. Mayor's Comments

Mayor Ficek expressed appreciation to the public for attending the meeting, to Chief Nicol for his report, and to staff and Council for their work tonight. She noted that for their next Goals Session, she thought they should include a discussion on climate change.

Mayor Ficek continued that she had read in the newspaper that the State of Oregon was offering 2 million dollars in loans to fix failing septic systems. Director Kaping responded that he had seen that notice, but the City did not allow property owners to fix septic systems in town unless it was above the value of their property.

Mayor Ficek wished everyone a nice Thanksgiving.

23. Adjournment

As there was no further business, the meeting was adjourned at 8:57 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Beverly A. Ficek, Mayor