

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, November 28, 2017, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, Mark Crenshaw, Councilors Kara McDaniel; Robert Stott, Jack Sumner, John Gambee, Dale Rowe, and Bill DiMarco; City Administrator, Jason Knope; Finance Director, Mike Crocker; Community Services Director, Tom Boldon; 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. Community Services Department Budget Discussion**

Administrator Knope stated that before the Council was a report that had been reviewed and modified by the Community Services Committee. The goal was to complete the budget reduction exercise that all the other General Fund Departments had gone through to balance their budgets within their allocated portions (buckets) and address the \$248,500 deficit in the Community Services Department. This plan would address the deficit over a two year period. In Fiscal Year 2018-2019, the projected deficit would be reduced to \$26,105, and by Fiscal Year 2019-2020 there would be a surplus of \$1,636. The plan included:

**Parks**

- Eliminating the Parks Lead Position: Current Parks Lead was retiring. Savings \$100,045.
- Moving Parks Maintenance back under Public Works.
- Adding a new 20 hour per week Parks Seasonal Position: \$11,000. Current Parks Seasonal hours would increase from 20 hours to 30 hours per week.
- Current Public Works groundskeeper would do more with parks. Add \$17,246.
- Parks oversight, activity programming, rentals, etc. would still remain under the Community Services Director.
- Total savings in Parks: \$81,000 annually.

**Pool**

- Eliminating the Pool Manager Position: Currently have four seasonal supervisors at the pool and only need three, as structure has changed.
- Total savings in Pool: Savings \$9,203.

**Library**

- Eliminating the Library Director Position: Savings \$80,325. Library Aide position would continue and a volunteer program would be put into place. Existing Library staff, Community Services management, and City Hall staff would back fill the administrative tasks that are currently handled by the Director.
- Eliminating the Summer Reading Program Help. Savings: \$1,337.
- Total savings in Library: \$81,662.

**Viking Sal Senior Center**

- Reducing the Senior Center Aide to three quarters time for the first year and then eliminating the position the second year, after the current staff member in that position retires.
- First year savings to  $\frac{3}{4}$  time = \$13,060 and with retirement in second year savings = \$52,241.

**Community Center**

- Reinstating scholarships for Spring and Summer Camps from State Revenue Sharing Fund. Savings = \$15,000.

**Grant Writer**

- Adding a Grant Writer/Fundraiser position to expand the revenue base in the 2<sup>nd</sup> year: \$24,500 cost to Community Services. The position would initially focus on Community Services, but after a few years would focus citywide.

Councilor DiMarco noted that it would be important not to lose the advocacy and autonomy for the separate divisions that comes from having staff at each location and to not over-centralize at a top management level.

Councilor Rowe asked if there were models available for what was being proposed at the Library. Director Boldon responded that there were and staff was looking at those and following up with those libraries to create a model for Junction City.

Councilor Gambia noted that there would be a great value in having a Grant Writer position and asked why it would be put off until the second year.

Administrator Knope responded that the original proposal included making additional cuts, which allowed bringing the grant writer in the first year; however, the Community Services Committee did not want to make all of those cuts, so a plan B was added to include the Grant Writer position in the second year (July 2020).

Councilor Gambia stated that since the Council had funds available from State Revenue Sharing, he would like to add to a future Council agenda the discussion of hiring the Grant Writer sooner. Administrator Knope responded that this would be a great Budget Committee discussion.

The Council consensus was to add this to the December 7, 2017 Budget Committee agenda.

Mayor Crenshaw asked about ending the custodial contract. Director Boldon responded that this would only be for the Library, as all of the other divisions already took care of their own custodial duties.

Councilor DiMarco wondered if it would be useful to have staff look at why most schools in recent years have felt comfortable in eliminating their official, degreed, specialty Library positions.

Ms. Jackquelyn Morrow stated that she was on the Library Board and expressed concerns that the report talked about the volunteer program being expanded, yet there were currently no real volunteers. Her other concerns were without Library staff, would Junction City still be able to participate in the Lane County Lending Library and would the state still consider this to be a Library. Director Boldon responded that the Library would continue to have lending and would be considered to be a library by the state.

The Council expressed appreciation to Administrator Knope, Director Boldon, and the Community Services Committee for addressing and accomplishing this challenging task.

The Council consensus was to send the Community Services Budget Discussion to the December 7, 2017 Budget Committee meeting.

#### **4. Ophelia's Place Lease Agreement**

Director Boldon presented the agreement for Ophelia's Place to lease the space at the Dutch's Field House, which was previously occupied by Our Gang Preschool. The Community Services Committee reviewed in October and November and recommended approval.

Mayor Crenshaw asked if Ophelia's Place had submitted a sign plan for approval, per Section 6.4. Director Boldon responded not yet. Mayor Crenshaw recommended that staff be diligent to ensure that all lease requirements were met.

Mayor Crenshaw noted that the insurance liability was in the amount of 1 million dollars, and he wanted to make sure the City was consistent on these requirements and had an answer for why different amounts would be required. Administrator Knope responded that legal counsel had reviewed and approved the lease document; however, there was language in the agreement that would allow the City to increase that amount, if needed.

**MOTION:** Councilor Stott made a motion to approve the Lease Agreement with Ophelia's Place 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.

**5. City Purchase Cards**

Councilor McDaniel declared a conflict of interest, as she works for one of the banks being considered and took a seat in the audience.

Director Crocker stated that the City's current program for credit or purchase cards became problematic; therefore, staff asked for and received bids from US Bank, Columbia Bank, and Wells Fargo. It was noted that all credit cards assignments, including the use of a credit "ghost" card would need to be assigned and approved for use by the City Administrator.

Councilor Sumner noted that the use of credit cards posed the same concerns he had expressed with the bills, that the Council would be asked to approve purchases that had already been made. Mayor Crenshaw asked Administrator Knope to add this discussion to a future Council Work Session agenda and make sure that Attorney Connelly was in attendance at that meeting.

**MOTION:** Councilor Stott made a motion to direct staff to execute the purchase card agreement with Columbia Bank for the Community Card to replace the current US Bank credit card program and sign the necessary documents. The motion was seconded by Councilor Sumner and passed by a vote of 5 to 0, with Councilors Stott, Sumner, Gambia, Rowe, and DiMarco voting in favor.

A. Resolution No. 1 – A Resolution Authorizing a New Bank Account at Columbia Bank, Junction City Branch and for Assigning Signature Authority to Mark Crenshaw, Jason F. Knope, and Kitty Vodrup and the Use of Facsimile Signature of City Recorder Kitty Vodrup.

**MOTION:** Councilor Stott made a motion to approve Resolution No. 1 and direct staff to sign the necessary documents with Columbia Bank. The motion was seconded by Councilor DiMarco and passed by a vote of 5 to 0, with Councilors Stott, Sumner, Gambia, Rowe, and DiMarco voting in favor.

Councilor McDaniel returned to her Council seat.

**6. Budget Committee Appointment**

Director Crocker reviewed that there were three vacancies on the Budget Committee and one additional application had been received. Ms. Montgomery indicated she would prefer the shorter term of Position Number 4 through December 31, 2018.

**MOTION:** Councilor Rowe made a motion to appoint Cindy Montgomery as a new member to the City Budget Committee to Position #4. The motion was seconded by Councilor McDaniel and passed by a vote of 4 to 2, with Councilors McDaniel, Stott, Gambia, and Rowe voting in favor and Councilors Sumner and DiMarco voting against.

Councilors Sumner and DiMarco indicated that they voted no, as they would prefer Ms. Montgomery fill the 3 year term.

**7. Other Business**

None.

**8. Adjournment**

As there was no further business, the meeting was adjourned at 7:45 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor