

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, December 8, 2020, in a virtual meeting format via internet and phone.

PRESENT: Mayor, Mark Crenshaw Councilors Sandie Thomas, Robert Stott, Andrea Ceniga, John Gambee (joined at 6:42 p.m.), 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 opened the meeting at 6:32 p.m., took roll call, and led the pledge of allegiance.

2. Changes to the Agenda

Move the City Prosecutor Contract to the January 12th Council meeting and add Staff Reports towards the end of the agenda.

3. Approval of Minutes – November 10 and 24, 2020

MOTION: Councilor Rowe made a motion to approve the November 10 and 24, 2020 minutes. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Councilors present: Thomas, Stott, Ceniga, Rowe, and DiMarco.

4. Public Comment on Items not Listed on the Agenda

None.

(Councilor Gambee joined the meeting at 6:42 p.m.)

5. Audit Presentation – Isler and Company

Mr. Gatlin Hawkins, Isler and Company, presented the Fiscal Year 2019-2020 audit and expressed appreciation to Director Crocker and City staff for their assistance in performing the audit. His presentation included:

- An outline of management and auditor responsibilities.
- The auditors had gathered sufficient and appropriate evidence to say that the financial statements were materially correct.
- Review of the financial statements and compliance testing standards.
- The City had received the Government Finance Officers Association Small Government Cash Basis Reports award for the previous year's financial statements.
- The overall cash position for the City improved by 2 million dollars compared to the previous year; this was largely due to increased property tax revenue and prepayment from the University of Oregon for dispatch services. While both revenues and expenditures did go up, the increase in revenue outpaced the increase in expenses, leaving the City with more cash on hand at the end of the year than the prior year.

6. Finance, UB, and HR Software RFP

Director Crocker stated that the City received three RFP (Request for Proposal) responses from Caselle Software, Tyler Technologies (Tyler) and Springbrook; however, Springbrook, the City's current vendor, did not meet the RFP requirements. A staff committee evaluated the proposals, viewed vendor demonstrations, and checked references from other cities; the committee unanimously recommended Tyler. Caselle did not propose a solution for one required element of position budgeting, which was a \$30,000 item that Tyler had included in their RFP. In addition, the 10 year cost for Tyler was \$4,300 less than Caselle, bringing the two bids into a comparable cost range.

Director Crocker continued that the contract amount for Tyler was \$159,590, and the annual maintenance cost was \$23,500. Tyler also would provide upgrades and enhancements free of charge, as long as the annual maintenance costs were paid. Funds for this software purchase were budgeted in various capital project funds. If approved by the Council, the contract would be brought back to the next Council meeting.

Director Crocker noted that this RFP did not cover the hardware necessary to run the system, so that would be coming before the Council at a later date. It was also noted that the City currently paid annual maintenance for Springbrook; this cost was included every

year in the budget in various department's Software Maintenance line item in Materials and Services; this line item also included other software maintenance costs for some of the departments

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

MOTION: Councilor Stott made a motion to approve the purchase of Tyler Technologies' Incode software as proposed and prepare the contract for the Council review at the next meeting. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

7. Judge Pro-Tem Appointments

Director Crocker stated that as required in the Judge's contract, Judge Wiese had made her annual nominations for Judge Pro-Tem appointments, re-nominating the four current Judge's Pro-Tem.

Mayor Crenshaw appointed Jessica Saydack, Lindsay Wostmann, Stephany Eckart, and Michael Bergamini as Judge's Pro-Tem.

(Councilor DiMarco became disconnected from the meeting)

MOTION: Councilor Rowe made a motion to approve the Mayor's appointments for Municipal Judge Pro-Tem. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Councilors present: Thomas, Stott, Ceniga, Gambee, and Rowe.

8. Budget Committee Appointments

(Councilor DiMarco rejoined the meeting at 7:24 p.m.)

Director Crocker reviewed that there were three vacancies on the Budget Committee and four applications had been received:

- Positions #2 and #5: Terms would expire December 31, 2020 and new terms would be for three years through December 31, 2023.
- Position #6: To fill the unexpired term of Beverly Ficek, who was elected to serve as Mayor; term through December 31, 2022.

MOTION: Councilor Rowe made a motion to appoint Sue Huntley to Position #2. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

MOTION: Councilor Stott made a motion to appoint Joshua Guth to Position #5. The motion was seconded by Councilor DiMarco and passed by a vote of 4 to 2, with Councilors Stott, Gambee, Rowe, and DiMarco voting in favor and Councilors Thomas and Ceniga voting against.

MOTION: Councilor Thomas made a motion to appoint Darin Olson to Position #6. The motion was seconded by Councilor Ceniga and passed by a vote of 5 to 1, with Councilors Thomas, Ceniga, Gambee, Rowe, and DiMarco voting in favor and Councilor Stott voting against.

9. Moose Lodge Street Closure Request

Director Kaping presented the Moose Lodge's request to hold a drive by Santa event on Saturday, December 19, 2020 from 10:30 a.m. to 2:30 p.m. The street closure would be on Front Street from 3rd to 6th Streets, and Fire, Police, and Public Works Departments did not have any issues with the request.

Mayor Crenshaw asked if there were any public comments.

Ms. Beverly Ficek, 670 W. 6th Avenue, Junction City, asked for clarification that Santa would be outside, and people would just be driving by with children in the cars. Director Kaping responded that was his understanding.

MOTION: Councilor Rowe made a motion to approve the street closure request for the Moose Lodge Drive-by Santa on December 19, 2020 as conditioned in Attachment A with

the nonexclusive use of City streets for street closure from 10:30 a.m. to 2:30 p.m. The use of City streets will apply to the section of Front Street between 3rd and 6th streets. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

10. Intergovernmental Agreement with the City of Harrisburg

Director Kaping presented the Intergovernmental Agreement for Junction City to provide Building Permit Program Services for the City of Harrisburg. He noted that there would be three changes to the contract before the Council:

1. Under Agreement (2) Duration and Termination: "The term of this Agreement will extend for one (1) year..." will be changed to "The term of this Agreement will extend for four (4) years..."
2. Under Agreement (2) Duration and Termination: "...it shall automatically renew for successive one (1) year terms unless and until either party provides at least sixty (60 days) written notice..." will be changed to "...it shall automatically renew for successive one (1) year terms unless and until either party provides at least six (6) months written notice..."
3. Junction City's legal department noticed a small clerical item and that would be corrected.

Director Kaping continued that the City of Harrisburg's Council approved the contract last month and would be considering the revised contract at their meeting tonight; it was anticipated that they would pass it.

Councilor Rowe noted that the Public Works Committee had reviewed and unanimously approved. He asked if the City would have to hire additional personnel with this contract. Director Kaping responded that he and Building Official Russ Young were not anticipating any new personnel being needed; if for some reason back up was needed, the City of Junction City did have contracts with Lane County and NW Code Professionals.

Councilor Thomas asked if staff would still be able to take care of Junction City's building services needs and not fall short in that by branching out to Harrisburg. Director Kaping responded that staff would still be able to take care of Junction City's needs.

Councilor Rowe reminded everyone that in the day and age of COVID where they were worried about revenues, this would probably bring in around \$50,000 in revenue for the City, so not only did this help their neighbors it also helped our City.

Mayor Crenshaw asked if there were any public comments.

Mr. Ken Wells, 554 SW Pine Street, Junction City, asked if they had any idea how many permits they would be doing for Harrisburg, as the number and size of the permit would directly affect whether they had enough people or not. Director Kaping responded that he and Official Young reviewed Harrisburg's permits over the last three years and did not see anything that was out of their capability. The permits varied from year to year, so it was hard to come up with an exact number. He added that Harrisburg was expecting some industrial permits in the next couple of years; those would bring in more money and Junction City had one of the only qualified inspectors around to do those inspections.

MOTION: Councilor Ceniga made a motion to enter into an Intergovernmental Agreement with Harrisburg for Building Inspection Plan Review Services and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

11. Excavator Purchase

Director Kaping presented the request to purchase an excavator for the projects crew. Money had been put in this year's budget in the Water and Sewer Capital Funds to purchase equipment for the projects crew, which included an excavator, backhoe, and dump truck. The excavator would be used by the projects crew for water and sewer lines and streets projects. Three quotes were received, and staff and the Public Works Committee recommended the purchase from Triad Machinery.

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

MOTION: Councilor Rowe made a motion to approve the purchase of an excavator from Triad Machinery for \$146,500 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

12. Backhoe Lease

Director Kaping presented the request to lease a backhoe for the projects crew. This would be a 10 year lease with the option to purchase for \$1.00 at the end of the 10 years. The City currently had one backhoe, which was not scheduled to be replaced until 2027-2028; however, a second backhoe was needed for the projects crew work. Leasing would allow more funds to be available for a dump truck or other projects crew equipment, and the lease amount would be the same amount that was currently being set aside in the Capital Expenditure Fund (CEP) for a backhoe, so it would not cost the City additional money than what was being done today. The CEP would be adjusted next year, as having two backhoes would extend the life of both backhoes.

Mayor Crenshaw asked if there was a maintenance agreement. Administrator Knope responded that the Internal Services Department had maintenance agreements for Public Works heavy equipment and due to the age of the current 2004 backhoe, it would be removed from that agreement and the leased one would be added, so no changes in maintenance agreement costs.

Councilor Thomas asked who would pay the insurance on this lease. Director Kaping responded the City would.

Councilor Rowe noted that 2.99% interest was a good rate and in five years they would be very glad they did this. He suspected they would be even happier in 10 years that they did this because they would have saved a lot of money and it would be a good purchase for \$1.00 in 10 years. Mayor Crenshaw added that it was almost certain that its residual value would be much higher and even though this was written as a lease, it was a creative method of financing.

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

MOTION: Councilor Rowe made a motion to approve the lease of a backhoe from Peterson Cat and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

13. Certified Election Results

Recorder Vodrup presented the certified election results from Lane County Elections. She congratulated those who were elected and expressed appreciation to all who ran for office. Elected to the position of Mayor was Beverly Ficek and elected to City Councilor positions were Sidney Washburne, Ken Wells, and John Gambia. The oaths of office would be administered on January 12, 2021.

14. Staff Reports

Chief Morris reported that the department was very busy with cases and other work.

Director Crocker reported that the property tax reports came out last month and the assessed value for the City went up another 20 million dollars, which was a 4.14% increase; the City budgeted a 4% increase, so that was good news. For the prior year, the City's assessed value increased by 6.73%, and the state average was 4.5%, so property taxes continued to go up and that was always very helpful to the budget.

Attorney Connelly reported that the funds received from the CARES Act needed to be expended by the end of December, and she was working with most of their cities on how to appropriately use those funds before the deadline. She noted that this was not a problem for the City of Junction City, as City staff and the Council had set up a program in the spring for use of these funds and she commended the City on doing a great job on this. She added that it had been a pleasure to serve the current Council and she looked forward to meeting new Council members. She wished everyone happy holidays.

Director Kaping reported that Public Works was doing leaf pickup, maintenance projects, and getting the new Public Works building going. They got the holiday lights up a bit earlier

this year to try and bring a little more cheer. They put the lighted tree on top of the north water tower again this year and will be looking at creative ways to change that decoration for next year.

Manager Moran reported that the City was partnering again with Junction City Local Aid to do the Sharing Tree, which would be held at the Community Center on December 13th. There were 98 gift tags and they were all picked up in less than a week. The Community Center was also receiving donations for the World of Good give away. People had been extremely generous, and this would make a lot of children very happy.

15. Councilor Comments/Questions

Councilor Thomas asked for more information on the CARES Act funding. Attorney Connelly responded that these were federal funds that City's had applied for and received, and the requirement was that all funds needed to be expended between March and December of 2020. Many cities waited until they knew what money they would be receiving to implement programs for appropriate uses of those funds, but because of Administrator Knope and the Council's forethought, Junction City had the business pandemic support program set up in the spring.

Councilor Thomas thanked staff and everybody who volunteered for all that they did.

Councilor Ceniga asked if this would be the last meeting of the current Council. Mayor Crenshaw responded that the current Council would be convening to start the January 12th Council meeting and then the swearing in of new Council members would occur and the new Mayor and Council members would take their seats. Attorney Connelly and Recorder Vodrup confirmed that was correct.

Councilor Ceniga thanked Councilor Stott and Councilor DiMarco for their service and noted that it had been a pleasure to be on the Council with them over the last two years. She added that she appreciated everything they had done.

Councilor Gambie echoed Councilor Ceniga's comments and noted that he was grateful that our Police department had better equipment and its staff were better compensated for their extremely valuable work, based on the good work from Councilor Stott on the Committee. He continued that Councilor DiMarco had rightfully taken a lot of the credit for the work on the Budget Committee over the years, and Councilor Stott was also a consistent voice for reason on the Budget Committee; both of their work and advocacy for a strong fiscal policy over many years had resulted in the surplus that the City was currently seeing, which the auditor had verified. Councilor Gambie noted that Administrator Knope and staff had a huge part to do with this too, but he would be remiss if he did not point out the tremendous work of Councilor DiMarco and Councilor Stott over the years in making this a reality.

Councilor Gambie asked if there was a way to find out how many people were listening to the meeting or how many listened to the audio or looked at minutes on the City's website. Administrator Knope responded that typically 4 to 8 people listened in at the first meeting of the month, and the City's website did not have the ability to show how many times audio or minutes were accessed.

Councilor Gambie wished everyone a good Christmas.

Councilor Rowe echoed the sentiments of Councilors Ceniga and Gambie and thanked Councilor Stott and Councilor DiMarco for their service to the Council and in particular their service to Junction City. He continued that they had made Junction City a better place, and when looking back in years, the City had made huge strides and it was because of their leadership and hard work. He thanked them for all they had done and said that he hoped to see them at more meetings and participating in a variety of levels.

Councilor Thomas thanked Councilor Stott and Councilor DiMarco for their service.

Councilor DiMarco echoed the comments concerning Councilor Stott. He asked Director Crocker what the percentage was that property tax assessments increased. Director Crocker responded 4.14%.

16. Mayor's Comments

Mayor Crenshaw thanked all of those who had endured attending the meetings in this format. He knew that it was not nearly as fun as meeting in person, but they did need the public to participate. He thanked the Councilors for the job they had done this last year and noted that it had been his pleasure to be able to serve the City in this capacity. He wished a lot of luck to incoming Mayor Bev Ficek.

17. Adjournment

As there was no further business, the meeting was adjourned at 8:29 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Mark Crenshaw, Mayor