

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, December 12, 2023 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, Kenneth Wells; Council President, Karen Leach; Councilors Sandie Thomas, Sidney Washburne; Andrea Ceniga, and Ken Hancock; Excused Absence: Councilor John P. Gambee; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Mark Waddell; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

1. Call to Order and Pledge of Allegiance

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

2. Changes to the Agenda

Item 13 Council Rules Update would be moved to the January 23, 2024 Council Work Session.

3. Approval of Minutes – November 14, 2023

MOTION: Councilor Washburne made a motion to approve the November 14, 2023 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

A. Follow-up from Staff on Previous Comments. None.

B. New Comments from Public. None.

5. Hunter Communications Presentation

Jason Robinson, Operations Manager, shared information on Hunter Communications and the internet services they provide. The company was founded in 1994; they purchased Unwired Online, a Junction City company, in 2021. They started connecting homes in Junction City recently and looked forward to serving the community.

6. Fire District Report

Fire Chief Brandon Nicol provided the quarterly Fire District report: 1991 calls so far this year. 90% of calls were for EMS, with 78% in City and 22% rural. Fire calls were 68% rural and 32% City. He encouraged people to make sure their fireplace flues were cleaned and to make sure space heaters were on a big enough circuit, as most circuits were not designed for space heaters.

Council members thanked Chief Nicol and the department for their professional and compassionate service to the community.

7. 13th and Elm Well Rehab Change Order

Director Kaping reviewed that the rehab work at 13th and Elm was going well and to obtain the best results, it was recommended that the City invest more time to identify and isolate the spot where the majority of sand was entering the well, which would require 60 additional hours from Schneider Water Services. In addition, staff was asking the Council to approve up to an additional 50 hours (\$18,250) for possible change orders for each of the other previously approved well rehab projects.

MOTION: Councilor Leach made a motion to approve a change order for the 13th and Elm well to Schneider Water Services in an amount not to exceed \$22,970 and further authorize the City Administrator to approve up to 50 hours each in change orders to the previously approved 11th and Elm, 5th and Maple, 8th and Deal, and 3rd and Cedar well rehab project contracts. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

8. Lagoon Wetland Delineation/Functions and Values Assessment

Director Kaping stated that as the City moved forward with the predesign for the Sewer Treatment Plant, the City needed to complete a wetland delineation study and functions and values assessment on City property near the lagoon. HBH Engineering received bids from Cascade Environmental Group to do this work.

MOTION: Councilor Thomas made a motion to have HBH Engineering move forward with the wetland delineation project for tax lot 600 in the amount not to exceed \$18,957 and the functions and values assessment project for tax lots 900, 700, 701, 702, and 800 in the

amount not to exceed \$54,471 and authorize the Public Works Director to sign the necessary documents. the motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

9. Sanitation Request for Proposal

Director Kaping reviewed that at the October 24, 2023 meeting, the Council asked staff to prepare a Sanitation Services Request for Proposal (RFP) and to bring back for Council review. If Council wanted to move forward, staff would issue the RFP with a deadline to receive bids on February 5, 2024. Completed proposals would come back to Council in February for review and discussion.

The Council consensus was to have staff issue the RFP. Mayor Wells noted that issuing the RFP was to gather information only and did not necessarily mean the City would no longer provide sanitation services.

10. Bailey Park Well Design and Construction Services

Director Kaping presented the request for HBH Engineers to do the design and construction services for a new well at Bailey Park. Staff had been working with HBH Engineering on two new wells at Alderdale Park and Raintree Meadows; it was decided to move the Alderdale well to position number three since they were waiting on the cultural study, and have the Bailey Park well be the 2nd well to be completed after Raintree.

MOTION: Councilor Hancock made a motion to approve the contract to have HBH Engineers do the design and construction services of the Bailey Park Well in the amount not to exceed \$132,500 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.

Councilor Leach asked about the status of the water rights. Director Kaping responded that two were almost done and the one for the Bailey Park well would be processed in January.

11. Bailey Park Well Electrical

Director Kaping presented the request to have HBH Engineers use The Automation Group to do the electrical drawings and specifications for the Bailey Park Well.

MOTION: Councilor Leach made a motion to approving having HBH Engineers use the Automation Group to do the electrical drawings and specifications for the Bailey Park Well in the amount not to exceed \$26,991 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.

12. Property Acceptance at 755 W. 3rd Avenue

Administrator Knope presented the request for the Council to accept the property donation from ACTA LLC at 755 W. 3rd. The property was partitioned in 2020 to separate the westernmost third of the lot which contained the City lift station that had been in that location for a few decades, and the Council needed to formally accept the donation of property so the deed could be recorded at Lane County.

MOTION: Councilor Hancock made a motion to accept the property donation and Statutory Warranty Deed for Parcel 1 on the property located at 755 W. 3rd Avenue and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

13. Revolving Loan Fund Application Loan Documents

Director Crocker presented the loan documents prepared by legal counsel to provide a Business Development Loan to Oneness Fish/Fighting Fish Investments. Loan amount was \$50,000 at 8% for a 7-year term. Loan was secured and could be pre-paid without penalty.

MOTION: Councilor Leach made a motion to approve the loan documents for the RLF (Revolving Loan Fund) application and direct the City Administrator to sign the necessary documents, coordinate with the applicant to sign the documents, and disburse the funds accordingly. The motion was seconded by Councilor Hancock and passed by unanimous vote of the Council.

14. Budget Committee Appointments

Director Crocker reviewed that there were four vacancies on the Budget Committee, and two applications had been received.

MOTION: Councilor Washburne made a motion to appoint members to the City's Budget Committee as follows: Travis Ducker to Position #2 with a new term through December 31, 2026 and to appoint Jacklyn Pendergrass to Position #5 with a new term through December 31, 2026. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

15. Budget Calendar Fiscal Year 2024-2025

Director Crocker presented the Fiscal Year 2024-2025 Budget Calendar.

MOTION: Councilor Thomas made a motion to approve the budget calendar, as presented by staff. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

16. PD Building Project Bids

Chief Waddell reviewed that bids were received to complete the patrol/locker room and the façade work at the new Police Department building (annex). Attorney Connelly noted that if approved by Council, she would prepare a contract to include the ORS 279 C provisions and other requirements.

MOTION: Councilor Hancock made a motion to award the completion of both proposed work projects at the Police Department building annex to JP Custom Contracting in the amount not to exceed \$35,950 with a project contingency of 20% and authorize the Chief of Police to sign the necessary documents. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

17. Council Agenda Forecaster

Administrator Knope presented the forecaster. Councilor Hancock requested two items: Lateral Sergeant Position and how we are going to deal with the \$210,000 deficit that came about from not being able to execute the contracts with dispatch. Administrator Knope responded that he could have those items ready in February.

18. Committee Reports

Public Safety Committee met on December 5, 2023. Chief Waddell reviewed:

- Reviewed: PD Building Bids, hiring status for dispatchers and officers, and CIS Jail Assessment, which recommended the jail be closed until certain requirements were met.

Community Services and Development Committee met on December 6, 2023. Councilor Leach reported:

- Discussed Junction City entrance signs. Scandinavian Festival Association brought a design option, for consideration.
- Library Director Michelle Schneider presented the Library Annual Report, Library Mission statement, and Library Values Statement. Their mission statement, "To strengthen the community, inspire learning, and spark imagination."

Finance and Judiciary Committee met on December 7, 2023. Councilor Leach reported:

- Discussed Personnel Manual update and updated Public Contracting Rules.

19. Staff Reports

Chief Waddell reported: The department participated in the Light Parade and Shop with a Cop.

Director Kaping reported: Still had an open Sanitation position; he and Superintendent Tracer were working on a parts list for the mainline from the Bailey Well to the mainline in Bryant Street; and the Public Works had a float in the Light Parade.

Director Crocker reported: Busy working on budget.

Attorney Connelly reported: Legislative Session would start in February and go to early March, and she would keep the Council apprised on relevant topics. She wished everyone Happy Holidays and Happy New Year.

Administrator Knope reported: He and Director Kaping were working on funding for the wells and sewer treatment project. Staff was working on cyber security. Next steps for the new City Hall was having a sheetrock contractor do some work; a new City Hall sign had been made.

20. Previous Month’s Expenditures.

Councilor Thomas asked a few questions on expenditures, and Director Kaping responded.

21. Councilor Comments/Questions

Councilor Hancock stated that he was looking forward to the January Work Session. He expressed appreciation to Director Kaping for the work on the wells, to Chief Waddell on what he was doing for the Police Department, and to Director Crocker for his work. He looked forward to seeing Attorney Connelly at the January 23rd Work Session.

Councilor Leach noted that the Council had worked very hard in 2023, and she looked forward to 2024. She thanked all staff for their work and expressed appreciation to Administrator Knope and Director Kaping for working on the well issues, to Chief Waddell for the work on improving the Police Department which meant a lot to the community, to Director Crocker for being a great staff support for the Finance and Judiciary Committee, to Recorder Vodrup for always being available to answer questions and provide assistance, and to Attorney Connelly for her work. She wished everyone Happy Holidays.

Councilor Ceniga thanked everyone for their work and noted that she looked forward to next year. She wished everyone safe and happy holidays.

Councilor Washburne thanked staff for getting a lot done this year. There was a lot more to be done, but they were working on it a little bit at a time. He thanked the citizens for showing up and staying late at meetings.

Councilor Thomas expressed appreciation to audience members, staff, and Council.

22. Mayor’s Comments

Mayor Wells expressed appreciation to everyone on the Council for participating and getting work done. He thanked all staff for participating in community events and for all the good work that they did. He expressed appreciation that staff was diligent in hiring the right people to fill City positions. He noted that Council President Leach would be leading the January 9, 2024 meeting, and he would provide the State of the City Address at the February 13, 2024 meeting. He wished everyone the greatest holidays, Christmas, and New Year. He added that they had a lot to do next year, but they could handle it and would get it done.

23. Adjournment

As there was no further business, the meeting was adjourned at 7:58 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor