

AGENDA

CITY COUNCIL MEETING

City of Junction City
680 Greenwood Street, Junction City, Oregon

Tuesday, February 10, 2026
6:30 p.m.

To join the City Council meeting via computer, tablet, or smartphone, please click on the Zoom link below:
<https://us06web.zoom.us/j/85677001968>

You can also dial in using your phone: 1-253-215-8782 or toll free 877-853-5257
Meeting ID: 856 7700 1968

(*Estimated Time*)

1. Call to Order, Pledge of Allegiance, and Roll Call
(Mayor Wells)
2. Changes to the Agenda
(Mayor Wells)
3. Approval of Minutes – January [13](#) and [27](#), 2026
(Mayor Wells) 5 minutes
4. Public Comment on Items not Listed on the Agenda
(Mayor Wells) 10 minutes

Members of the public wishing to submit comments shall state their name and address for the record. The Council will not respond to commendations for, or complaints against, individuals. The Council will not engage in discussion with members of the public during this time, it is for public comment, only. The Council may reflect on public comment at the end of the meeting. Please limit comments to 3 minutes.

- A. New Comments from Public
- B. Follow-up from Staff on Previous Comments

5. [Local Aid Request](#)
(Director Kaping) 5 minutes
6. [LOC Lobbying 101 Training](#)
(Administrator Knope) 90 minutes
7. [Lieutenant Job Description Resolution](#)
(Chief Waddell) 5 minutes
 - A. [Resolution No. 1](#) – A Resolution to Create the Position of Police Lieutenant, Pursuant to Personnel Policy Section 4(K) and Assigning a Range within City’s Compensation Schedule.
8. [Project Management Discussion](#)
(Mayor Wells) 10 minutes
9. [Council Agenda Forecaster](#)
(Administrator Knope) 5 minutes

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| 10. Staff Reports | 5 minutes |
| 11. Previous Month's Expenditures | 5 minutes |
| 12. Councilor Comments/Questions | 10 minutes |
| 13. Mayor's Comments | 5 minutes |
| 14. Adjournment | |

(Estimated End Time: 9:05 p.m.)

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us .

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, January 13, 2026, in the Council Chambers, 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 Ken Jamieson; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Mark Waddell; Public Works Director, Gary Kaping; Finance Director, Christina Green; 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. State of the City Address

Mayor Wells delivered the State of the City Address:

"During 2025, the city faced many challenges, affecting our entire organization. Our staff, working closely with the City Council, successfully resolved many of these challenges, and continue working to resolve others.

With input from staff, here are some highlights of the accomplishments of 2025 and the goals for 2026 by department.

Police Department Accomplishments

1. In March of 2025, construction of our new evidence room was completed, replacing the off-site storage of evidence. A full evidence audit was completed, and we were able to eliminate thousands of items we no longer needed to store. The project included new evidence handling procedures, new evidence processing area, and new storage lockers.
2. Technology upgrades, including new MDTs to replace most of our office desktop computers, and the number of MDTs in all of our patrol vehicles increased from three to eleven, increasing the information and protection for our officers. With the additional MDTs, we were able to transition to a new CAD (Computer Aided Dispatching) software through the Lane County Sheriff's Office and our new Property and RMS (Report Management System) software. The city renewed/upgraded its AXON contract, replacing antiquated in-car video systems and provided us with new tasers and body worn cameras.
3. We eliminated our dispatch center, transitioning service through the Lane County Sheriff's Office. The department created the Police Services Technician position to answer phones, work at the front counter, and handle reports. This was a major change for the department and our community, but the transition has been relatively seamless.
4. As with other city departments, increased community engagement was a goal for this past year. This was achieved through our presence at a number of events, including, but not limited to: Function 4 Junction, Scandinavian Festival, First Responders Picnic, National Night Out, Shop with a Cop, and local sporting events. We scheduled enhanced traffic patrols on the 4th of July, Halloween, and New Year's Eve for improved safety. We also attended various community events at churches, community meetings, Chamber of Commerce meetings, the Moose Lodge, and other fraternal order meetings. We partnered with the schools for the "Tiger Eyes" program and Schools Resource Officer, and other school events.

Police Department 2026 Goals

During the upcoming year, we will review our policies, complete all required state and federal requirements, and make construction upgrades to our building. With the planned retirement of the Deputy Chief this year, we need to re-organize the department, including duties. Chief Waddell would also like to establish a department recognition event to acknowledge positive achievements and present awards. Personnel wise, expand our Reserves and VIPS programs, and fully staff our officers. Hopefully, our Drone program is operational, and maybe even a citizen academy.

Public Works Department Accomplishments

1. Obtained several grants totaling over 2 million dollars for water and sewer projects.
2. Construction of the new Bailey Well, remodeled Bailey Park, including a new pickleball court, and upgraded basketball court, upgraded Tequendama Park. Refurbished the existing wells, resulting in increased water flow.
3. Public Works completed 100% of all service requests in 2025.
4. Upgraded the Council concerning the MAO with the DEQ, including progress reports on a regular basis, keeping the council well informed.
5. Public Works did many other tasks that were assigned to them during the year, and the Public Works Department is always very efficient in what they accomplished in a very professional manner.

Public Works Department 2026 Goals

Secure funding to complete Alderdale Well, complete multiple waterline projects, and continue to pursue a connection to Metropolitan Waste Management Commission (MWMC).

Finance Department Accomplishments

1. PER'S monthly reporting, the department was almost gold star results for 2025, successfully reporting 11 out of 12 months.

2. Working together with the City Recorder, they have converted paper forms for park rentals, garage sales, and comment forms to a fillable digital format, making City Hall nearly green with e-workflows. This has reduced costs and employee time, with information accessible from any City computer.
3. Payable payments made by check were reduced from 53% in 2024 to 47% in 2025 by converting our vendors to electronic payments.

Finance Department 2026 Goals

1. Continue to develop staff knowledge and expertise to meet professional standards in all areas within the Finance Department through training and development. In 2025 they had training in payroll, grants, unclaimed property reporting, and records retention.
2. Financial Audit FY25/26: Manage and support the annual audit process with the goal of an unqualified opinion.
3. Development and implementation of the adopted budget for FY26/27. Submit the budget to the County Clerk, County Assessment and Taxation, and GFOA's award program.
4. Continuing to increase the number of Finance records kept digitally.

Community Services Department Accomplishments

1. Completed remodel to the Community Center and opened to the public. Since reopening this fall, the facility has been consistently booked for rentals, especially on weekends. We have received a lot of positive feedback from the community about how the facility looks and functions.
2. Successfully hosted community events, including the Halloween Book Sale and the Christmas Jingle Mingle. These two events were well attended and received great feedback. Numerous people were brought into the Community Center which helped raise awareness of the newly remodeled space.
3. Following a librarian vacancy early in the year, the Library successfully transitioned and welcomed Susan as the new Library Coordinator. Since then, the Library has seen increased community engagement, expanded volunteer involvement, and improved operations. The Library continues to receive many positive compliments from patrons.

Community Services Department 2026 Goals

Strengthening Community Services by increasing use of the Community Center and Library through improved rentals, expanded weekday use, and new events and programs. Continuing growth and training volunteers to support daily operations across both facilities, while increasing awareness of Community Services through outreach and community events. The focus will be on making services easy to access, well used, and welcoming for the community.

Administration Department Accomplishments

1. By providing grant writing services to the Public Works department, \$2.1 million in grants and \$3 million in loan forgiveness was awarded to the city.
2. Updated the City's records management policies to include digital records, including transitioning to Oregon Records Management System (ORMS).
3. Converted all HR related processes, such as recruitment and new hire processing, to digital format.
4. Completed the upgrade of all major core infrastructure to the City's computer networks.
5. Assisted Public Works with the long-term overhaul of the City's SCADA (Supervisory Control and Data Acquisition) systems.

Administration Department 2026 Goals

It is anticipated in 2026 that Administration will put significant time into reworking a number of City policies; revamp internal committee structures to improve response times to community requests; and continue to provide administrative support to the various departments in support of their goals.

Mayor Wells recognized Attorney Connelly, who did so much to prepare the City legally for meetings, going over agendas, contracts, etc. and was somebody so vital to them that made their job much easier. He also recognized Recorder Vodrup who was there every day and worked so much on getting records straight, preparing the agendas, and was the right-hand person to them. He added that the Council worked well together, and they appreciated all of the help and work from staff in all departments."

3. Changes to the Agenda. None.

4. Approval of Minutes – December 9 and 16, 2025

MOTION: Councilor Leach made a motion to approve the December 9 and 16, 2025 minutes. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

5. Public Comment on Items not Listed on the Agenda

- A. Follow-up from Staff on Previous Comments. None.
- B. New Comments from Public. None.

6. Proclamation – Human Trafficking Prevention Month

Mayor Wells read the proclamation to declare January 2026 to be Human Trafficking Prevention month in Junction City and to call on all citizen to join efforts to increase education and work collaboratively to prevent human trafficking in our community.

7. Annual Financial Audit Presentation

Brenda Bartlett, Sensiba, LLC, presented the financial audit for the fiscal year ending June 30, 2025. They issued an unmodified opinion that the financial statements were fairly stated and noted that the City reported on a cash basis, which was a basis of accounting other than accounting principles generally accepted. In addition to reviewing the financial statements, they were required to review specified areas for assurance that the City was in compliance with things such as budget process, making sure the City had insurance and fidelity bonds in place, and to ensure that the necessary competitive bidding was done with public contracting and purchasing. They did not identify any non-compliance with any area. They also examined internal controls and made some recommendations for the City to strengthen its processes in a few areas. These included setting security in the Tyler Technology software so that journal entry processes could not be made outside of the set approval process and looking at employee job descriptions and making sure that access to the system was appropriate to maintain good controls.

Auditor Bartlett continued that the City spent some federal money that exceeded \$750,000 during the year, which triggered specific audit requirements. Federal guidance was not received until November, so they were not able to finish that review by the end of the calendar year. They hoped to have that single audit completed by mid-February. Auditor Bartlett continued that they also had prepared an end of audit communication letter to Council, to share audit summary information and recommendations. Director Green noted that this had not been included in the Council packet.

Mayor Wells expressed appreciation to Auditor Bartlett and asked Administrator Knope if the Council would receive updates, as the City corrected the noted recommendations. Administrator Knope responded yes.

8. Grant Writer Presentation

Administrator Knope shared that this was before Council, to get a consensus, if any, of what Council would like to do with grant writing. It had been brought to his attention a few months ago that Hometown Grants could be a resource, and he introduced Vanessa Gallego to share two options with Council. If Council was interested in the second option, staff would go through the procurement process because of the dollar amount involved.

Vanessa shared that Hometown grants worked for small towns under 10,000, and they mostly did work on infrastructure and other city projects. The first proposal would include developing a Funding Strategy and doing grants on a case-by-case basis. The second proposal would include developing the Funding Strategy and having a one-year contract to do 6 to 8 grants and an extra 60 hours of contracting hours for other grant needs.

Councilor Thomas noted that the Police Foundation had a few local volunteers who wrote their grants and asked if that would be an option since the City's budget was so tight. Administrator Knope responded yes and that he would be happy to look into that.

Vanessa noted that they did work with cities that had a grant writer on staff, and they could offer support and assistance that the City needed, as rules and paperwork for many grants were a lot to undertake.

Councilor Hancock shared that he thought they needed to have more conversations about this and finances. He definitely did not want to close the door on this or kick the can down the road too far, as the City obviously had needs.

Councilor Leach asked if grant writing fees would be included in the grant award. Vanessa responded that it depended on the grant, and some grants would cover grant writing costs.

Councilor Washburne asked if Lane Council of Governments (LCOG) could help with grant writing. Administrator Knope responded that he would follow-up with LCOG on that.

Councilor Leach and Mayor Wells noted that they had heard about grant writing opportunities through League of Oregon Cities (LOC).

Vanessa stated that LCOG had many cities and she had heard that they did not write grants but could review them. She added it would be important to make sure research was done to confirm that the City had a decent shot at receiving a grant and that it was worth applying for.

Councilor Leach thought that a pay as you go approach would be a good idea over entering into a year-long contract.

Councilor Ceniga asked where the money would be coming from to pay for this. Administrator Knope responded from the department in which the project was being done.

Councilor Ceniga asked what the ballpark costs would be. Vanessa responded that the year-long contract retainer provided a discount on everything. To piecemeal, the Funding Strategy was typically \$10,000, and the writing of grants for water and sewer projects was typically \$20,000 each, as most of those would be federal grants. Administrator Knope added that with the piecemeal approach, each would come to the Council for approval with dollar amounts, etc., and the Council could say yes or no at that point.

Councilor Ceniga noted that she agreed with Councilor Hancock on not kicking this can down the road, but she was concerned with how much money this would cost, when they already had financial concerns within Public Works. She wanted to look at other options as well. She could not see spending a whole bunch of money right now that they did not have when at their last meeting, they were potentially looking at having to cut positions. She wanted to be careful and make sure they looked at every option out there and considered them before making a move.

Administrator Knope responded that he would go back and do some research on the volunteers and reach out to LCOG to get more details.

Councilor Washburne stated that he agreed with Councilor Ceniga. They needed to look at the budget before spending more money on anything to see if they could afford that right now and not do this until they brought the budget back up to where it needed to be.

Mayor Wells stated that the City did have many projects coming forward that they would need to complete, so they were going to have to get grants from somewhere. They needed to have professionals working on securing those grants, and a \$10,000 expense on a one-million-dollar project was a pretty good return on investment. He added that sometimes they might find out that there was an available grant with a short application window, so being prepared for that would be important.

Mayor Wells thanked Vanessa for presenting the information and for Administrator Knope bringing the discussion to Council.

9. Budget Calendar Fiscal Year 2026-2027

Director Green presented the Fiscal Year 2026-2027 Budget Calendar.

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

10. Council Agenda Forecaster

Administrator Knope presented the forecaster and noted there would be Regular Session item on January 27, 2026 for the Raintree Water Treatment Plant Design.

Councilor Hancock requested adding an agenda item to the January Work Session or the first meeting in February where he would make a motion to remove Administrator Knope from his City Administrator contract and move him to a consultant's contract that would be focused strictly on the MAO (Mutual Agreement and Order). In addition, he asked if the Council would support he and Mayor Wells meeting with Administrator Knope to draft the consultant contract and then bring that back to Council for review. He asked Administrator Knope if he was missing anything. Administrator Knope responded no.

Mayor Wells asked Attorney Connelly for her input on the process to handle this correctly, since this was just brought up tonight. Attorney Connelly responded that since she did not know anything about this, she would like to first speak with Attorney Mark Wolf. She asked if this was to add separate contract work in addition to Administrator Knope's employment with the City. Councilor Hancock responded no, and it would be removing Administrator Knope as the City Administrator and moving him to a non-supervisory position where he would be a consultant for the Council on the MAO. He added that he had already spoken with

Administrator Knope about this. Councilor Hancock continued that he was requesting an agenda item to address this issue, as he believed legally it needed to be an agenda item.

Administrator Knope shared with Attorney Connelly that from an employment standpoint, he did not have any issues with this.

Councilor Leach asked if this would mean the City would be without a City Administrator. Councilor Hancock responded yes and the City would have to hire one.

Attorney Connelly stated that she would recommend that the Mayor work with Attorney Wolf in working out that agenda item and talking about options and impacts.

Councilor Hancock responded that they needed to meet with Administrator Knope to talk about what the contract would look like and that would be brought back to Council. Councilor Hancock was requesting the agenda item and also the ability to meet with Administrator Knope to line out what the contract would say, which then the Council could review and say whether it was on target or not.

Mayor Wells noted that he could contact Attorney Wolf, as this raised many questions that had not been thought about or discussed.

Attorney Connelly noted that this was not something that she wanted to give any substantive advice on off the cuff. She was hearing that a Councilor was requesting the authority for him and the Mayor to meet with Administrator Knope. That part was a narrow question and less of a legal employment question and more of an authority question being posed, and she was okay with the Council considering if this was a prospect that the Council wanted Councilor Hancock and Mayor Wells to spend time on with the City Administrator.

Mayor Wells noted that they had discussed a lot of things tonight and this came out of the blue. He continued that there were many questions, including did the City have the money to have a City Administrator and a consultant too. He added that there were many pegs that needed to fall into holes if this was going to work.

Attorney Connelly expressed her agreement. She continued that there were many employment things to consider, and to discontinue the City Administrator contract it would take termination of the contract or resignation of the City Administrator. She thought the very threshold question to ask was this even anything that the Council wanted to consider or have options vetted. If so, the Council would authorize the Mayor and Councilor Hancock to work with Administrator Knope to develop those ways forward and to look at this in more detail, which was not a legal question but an authority question for the Council. From what she was hearing from Mayor Wells, she wondered if he was saying this was a lot to ask of the Council tonight and maybe they just wanted to sit on it for a bit and not grant authority this evening.

Councilor Hancock responded that he really did not think it was too much to ask and was a pretty straightforward question, and asked Administrator Knope what he thought. Administrator Knope responded that he did not have a problem with this. He thought the only way to answer some of the questions he heard was to meet, hammer out the contract and give the Council something to look at so they could understand what was being asked. Councilor Hancock added that was right.

Administrator Knope continued that doing that did not commit the City to anything. It would just be putting an option together for Council to view. It would not be saying the City had to do "x" or "y". It would be one of those things that you have to flush it out somehow so Council could even look at it and say yes or no, this is a crazy idea, or whatever.

Mayor Wells asked if other Councilors had input.

Councilor Washburne stated that he did not see what was wrong in looking at it.

Councilor Leach responded that was fine, but asked why the whole Council would not be involved and noted it could be done in Executive Session. Administrator Knope responded that was how his original contract was done.

Councilor Hancock noted they would just draft out the contract and bring back to the whole Council to see and discuss.

Councilor Leach asked Councilor Hancock if it would be fair to ask Administrator Knope what he thought. Councilor Hancock responded that he had done that.

Administrator Knope stated that he had zero issues with the concept that he and Councilor Hancock had talked about earlier today.

Councilor Leach said she was not expecting anything like this.

Councilor Hancock noted that it was supposed to be that way, and they were not supposed to be talking about these things outside of the meeting as that would be inappropriate.

Councilor Thomas asked Administrator Knope if she was sensing relief on his part. Administrator Knope responded that at the end of the day, he had always been a very firm believer that you should use your folks that plays to their strengths and not their weaknesses. He had sat in the City Administrator chair for almost 11 years, but at the end of the day, he would always be Public Works and that would be his strong suit. The City had processes it was going into with the MAO, MWMC, etc., and the City, as it was structured today, did not have the resources to dedicate to it that it should. He and Director Kaping were doing their best to make it work and were mostly keeping their heads above water at least 75% of the time. It kept him up at night thinking what did they miss and what was going to fall through the cracks, and with everything that goes on in a City of their size, it was extremely difficult to give this particular topic the time, effort, and resources it needed to be successful. The part of the concept that was talked about was that in two and a half years in April of 2028, he would be retiring and be done. This would let him transition back into a spot that could help the City and community achieve the best outcome and best results and would let the Council bring in an administrator that had a different focus that may better suit what the Council wanted to do both now and in the future. That was the concept behind this that he could get behind.

Councilor Hancock noted they could use the corporate knowledge while they had it, otherwise, a new City Administrator would come in and have to understand it right now.

Administrator Knope added that three out of the four staff members in the meeting tonight would be retired between two and three years. At the end of the day, what they did in the next five years would shape the community for the next 50 years. One mistake, one screwup somewhere could cost in fines and cost the community more for the next 20 to 30 years. That was how the conversation came about and it caught him off guard too.

Councilor Leach asked if Administrator Knope had called Councilor Hancock. Councilor Hancock responded no and that he had called Administrator Knope.

Councilor Leach responded that she understood that Public Works was Administrator Knope's forte, as she had first met him when he was the Public Works Director, but this was a surprise.

Councilor Thomas noted that none on the Council were there when Administrator Knope was taken out of Public Works and put in as City Administrator, so some of the other Councilors were responsible for the shape they were in. She asked Administrator Knope if he understood what she meant by that. Administrator Knope responded that he thought so.

Councilor Thomas continued that she understood what Administrator Knope was saying, that he did not have some of the knowledge. She added that was not Administrator Knope's fault that he was put in that position. Administrator Knope responded it was what was needed at the time, but that was 11 years ago. He added that times had changed and it was time to take a fresh look at things.

Councilor Hancock responded that was right.

Administrator Knope said that to him, it was not saying that anything failed or was wrong. He continued that if you would have asked him 11 years ago if he could predict today, there would have been no way they he could have. He added that if he could have, he would still be the Public Works Director.

Councilor Leach noted this was probably a wonderful idea.

Administrator Knope responded that it was at least worth considering and taking the time to flush it out so the questions could be asked and the idea vetted fully.

Councilor Hancock asked if Administrator Knope was thinking having this for the next meeting or the meeting in February. Administrator Knope responded that it depended on everybody's schedule.

Mayor Wells noted that the agenda for the Work Session was full, and he did not see this being a small discussion item. The Council was going to want to give this the time to justify the discussion.

Councilor Hancock responded that he hoped so. He asked Administrator Knope if he had a preference on when to take this to Council. Administrator Knope responded that he did not realize the Work Session agenda was so long and was totally fine and thought it was completely reasonable to bring this back to the regular Council meeting in February.

Mayor Wells responded that meeting had less agenda items and the ones on there were not as complex of issues.

Councilor Ceniga asked Councilor Hancock to restate what he was asking. Councilor Hancock said that basically he and Administrator Knope at this point, were asking a majority of Councilors to approve he and the Mayor meeting with Administrator Knope to line out what the subsequent contract would look like as a consultant. This would provide the Mayor with some of the answers he was looking for. He thought they needed permission to meet with Administrator Knope and then the contract would go to Attorney Connelly for review and potential changes and then it would be presented to the full Council to be deliberated on and discussed, however that should be done, and he was sure Attorney Connelly would tell them.

Attorney Connelly noted that she wanted to interject an intermediary step. The question would be when would she talk to Attorney Wolf about the legalities of trading out one contract for another. She asked if she could do that tomorrow, just to get some preliminary guidance and maybe that would go the Mayor and then depending on that, the conversation that Councilor Hancock was discussing could proceed.

Councilor Hancock responded that the Mayor would be included in those conversations with Administrator Knope. Attorney Connelly shared that she understood that, and before she had a contract that she would be reviewing, which was a very different type of review from her perspective, she wanted a preliminary review step.

Mayor Wells expressed agreement with Attorney Connelly's point of view on her discussing with Attorney Wolf, and then having an attorney then get a hold of the Mayor and then if they went forward, he would get a hold of Councilor Hancock.

Attorney Connelly responded great, and that was just the intermediary step that she was asking for and then everything would proceed as Councilor Hancock outlined, if the Council was in agreement.

Councilor Ceniga stated that this caught her off guard, and she was not sure what to say. She was wondering if some of this should be done in executive session, because she did have some concerns with what she had heard about this change or what this change might look like. She did not know if all the Councilors should be part of this and if they should work out what some of this might look like. She just had concerns but did not know if this should be done more in executive session or in a public session.

Councilor Thomas asked for confirmation that it was up to Administrator Knope to decide that.

Councilor Hancock responded that it was up to Administrator Knope, but at this point, all they were trying to do was get down on paper what it was going to look like and run that through the attorney so they would have something to discuss. He did not think they would be successful if they all sat with Administrator Knope and tried to write a contract. He thought they needed to have a starting point, which was a draft, and he thought the three of them sitting down in a quiet place, putting their heads together, writing this up, looking at the budget, and everything else would provide some answers for everyone. Attorney Connelly would be the first step, then it would go to the Mayor, and then to him, the Mayor, and Administrator Knope to draft the contract and then it would come back to Council. Whether that would occur in Executive Session or not would be Administrator Knope's choice.

Councilor Ceniga noted that she had some concerns about what this was going to look like.

Mayor Wells stated that he thought everybody on the Council would have those questions and they would not know what it was going to look like until they received some legal advice and had a meeting. They just needed to go through the steps, because they did not know what it was going to look like right now. Mayor Wells continued that he probably had more questions than she did right now, including do they need to write a job description, how do they establish reimbursement, how do they terminate the other contract, etc.

Councilor Ceniga responded yes. She wondered where this would fall in the budget and had some other questions that might be considered petty but she thought it was in the best interest of probably current staff as well.

Councilor Hancock stated that the only way for him to help them with any of these questions was if he would have called them individually and got this meeting ready, but Attorney Connelly would have said that would have been a problem. Mayor Wells added that if he had heard about it, he would have said something.

Councilor Hancock continued that this was the exact reaction the Council should have because he had not told anybody, until he talked to Administrator Knope today at noon. He added that there was nothing wrong with the questions.

Councilor Leach noted that step one would be Attorney Connelly.

Mayor Wells noted that if Attorney Connelly could proceed as they had discussed, he would appreciate that. Attorney Connelly responded absolutely and that she would get back to the Mayor before the end of the week.

Mayor Wells noted that if this moved forward, it would be presented to Council at the first meeting in February.

11. Staff Reports

Director Kaping reported: Public Works was in maintenance mode, and he was working with MAO and MWMC items; a local church representative asked if the City would be interested in either a donated or leased piece of ground for a dog park. Director Kaping looked into this and if the City were to accept this, it would need to be donated as they could not rezone a leased piece of ground. It would cost around \$100,000 to develop into a dog park, with fencing, benches, picnic tables, garbage cans, dog pots, etc.

It was noted that there would also be maintenance and upkeep needed in the park. The Council consensus was for Director Kaping to let them know that the Council appreciated the offer and would like to hold off on this for a few months. It was noted that if the Dog Park was listed in the Parks Master Plan, SDC fees could be used for its development.

Councilor Hancock asked how the MWMC meeting went yesterday. Director Kaping responded that it went well and staff received some good recommendations on where to start, which was what they were working on now.

Director Green reported: Finance staff were busy with end-of-year tax reporting, W2s and 1099s; and it was time to start working on the budget.

Mayor Wells expressed appreciation to Director Green on the job she was doing and stated that it was nice to see her at the meeting in person. Director Green responded that it was nice to be there.

Chief Waddell reported: Good to talk with citizens at the recent Community Meetings; were working with Public Works on trailers, RVs, and vehicles parked in easements issues 1st and 6th and started to give verbal warnings; working on a Wellness Program for the department, including sleep studies, having a therapy dog, and taking advantage of the Employee Assistance Program; looking to have a PD awards/recognition party/event in which the Council would be invited; and hoped the drone donation would arrive for a presentation at the next meeting.

Attorney Connelly reported: She clarified that Administrator Knope would be following up with LCOG and not LOC for the grant writing discussion; she would be attending the February Council Work Session and following up on the discussion this evening. She noticed in the

minutes that there was discussion on the complaint policy involving the City Administrator, and she had talked to staff and that was in the works.

Councilors Leach and Hancock responded that was good.

Administrator Knope reported: Finished the second set of Community Meetings and had five more overall than the first set of meetings. There were a lot of great questions, and staff did a great job. Were working on putting the minutes together for a recap; He and Director Kaping met with Lane County on Monday on MWMC and had a great discussion. Lane County staff were open to working with the City to get caught up. The City was solid on the engineering side and needed to start working on the planning side and start engaging Lane County, Eugene, and Springfield's planning departments and Planning Commissions, as well as their Commission and Councils. Courtney Flathers from the Governor's office had been super helpful with getting the City down the right path and would be including Junction City in a quarterly work group meeting with Creswell, Goshen, and others involved. The pieces were starting to fall into place, and it would just take a lot of time and effort to get there.

12. Previous Month's Expenditures

Councilor Hancock noted that there were two payments of \$38,482 expenditure to Executive Information Services. Administrator Knope responded that was the EIS software for the Police Department and the first payment was the initial deposit and the second payment was the remainder.

13. Councilor Comments/Questions

Councilor Thomas thanked everybody for their hard work. She thought they would be moving forward and upward in this new year.

Councilor Washburne stated that they had a lot of work to do this year in the budget, to get it balanced to where it needed to be, and they would have to work hard on it.

Councilor Ceniga thanked Mayor Wells for reading the proclamation to make January Human Trafficking Prevention month. She was a part of the CSEC (Commercial Sexual Exploitation of Children) team and pointed out that there had been members of Kids First and CSEC team at the meeting tonight. She noted that this was often something that was kept quiet, and she had worked with victims, which was difficult. For every victim they found out about, there were several more that remained hidden. When they were finally able to protect them, keep them safe, and work with them, they were at a very vulnerable time in their life. This proclamation meant a lot, and it was near and dear to her to be a part of it and work with the team. She encouraged everyone listening that if they saw something that did not seem right to say something.

Mayor Wells thanked Councilor Ceniga for her comments and noted that he had been contacted by Kids First last month and provided with the sample proclamation. Recorder Vodrup helped him with that, and he thought the proclamation was well written and showed a lot of negative things but bringing it out in the public was how you turned those negative things into positive results. He was sure that the Council and those in the audience appreciated the job that Councilor Ceniga and the team did to help these victims.

Councilor Leach stated that she was looking forward to the new year and thanked staff for all of their work. She attended three of the Community Meetings and thought staff did a great job of presenting information and answering questions. People were really receptive, and the meetings got better with each session. She thanked Public Works for the great work on Tequendama Park. She added that she had felt bad about the last Work Session, as there were rumors going around that the Council had made up their minds to lay people off, but that was not true. She noted that they did not take public comment at Work Sessions, which she did not think everyone understood. She hoped that if there were questions that people would ask the Council directly or their department director and not listen to rumors. She added that no decision had been made and they would make the best decisions they could for the 8,000 citizens they represented and for everyone concerned. She wished everyone a Happy New Year.

Councilor Hancock thanked everyone in attendance at the meeting for being there. One of the things he appreciated was as Public Works staff drove around town, they were always waving at citizens, which meant a lot to the community. Junction City was a small town and had great people. As Councilor Leach had said, the Council had a balancing act of representing the

citizens and noted that the Council would never cut anybody unless they absolutely had to. First, the Council needed to study the budget and examine what happened in the past that led them to where they were currently at today. There was not a day that went by that he did not think about staff, and the Council needed to look at the impacts of the MAO and the millions of dollars that the City would have to spend, rate impacts, etc. The Council was trying to do the best that they could and take a comprehensive view of what was taking place and how they got to where they were today, so they did not repeat that in the future.

14. Mayor’s Comments

Mayor Wells thanked staff for providing accomplishments and goals, so he could use that in preparing the State of the City Address. They had a very busy and positive year last year and they would continue on and have a better year this year. The League of Oregon Cities (LOC) would be having a quarterly meeting next month in Albany, and the President of LOC would be speaking to the group. He asked Councilors to contact him or Administrator Knope, if they were interested in attending. He appreciated all who were in attendance at the meeting and noted that it was nice to see citizens coming to meetings and not looking out at empty chairs or no one attending virtually. The reason the Council was there was because they were elected by the citizens to do the best job that they could, and they appreciated citizen feedback.

15. Adjournment

As there was no further business, the meeting was adjourned at 8:18 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor

The City Council for the City of Junction City, met in regular session and work session at 6:30 p.m. on Tuesday, January 27, 2026, in the Council Chambers, 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, Ken Jamieson, and Ken Hancock; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Mark Waddell; Public Works Director, Gary Kaping; Finance Director, Christina Green; and City Recorder, Kitty Vodrup.

REGULAR SESSION

1. Call to Order and Pledge of Allegiance

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

2. Drone Donation Acceptance

Jon Edwards, on behalf of the Junction City Police Foundation (Foundation), presented three drones to the Junction City Police Department. Mr. Edwards continued that Chief Waddell had said that having a drone program was at the top of the department's list, and after seeing a drone demonstration from Lane County, the Foundation was excited to be a part of this. Mike Cahill, Foundation member, applied for a grant through Oregon Community Credit Union. That grant was received and with that funding and big contributions from Shannon and Marty Nill, the Foundation was able to make this happen. Barry Schweigert, Foundation member, added that the Foundation was excited that they got the money so quickly so they could get the drones. He added that everyone had been very supportive, and they were excited to see the drones in action.

Chief Waddell expressed appreciation for the hard work and generosity of the Foundation and the community for this donation. The department had two officers who had passed their tests to be drone pilots, and the department was very excited to have the drones. The drones would enhance officer and community safety and would be a great tool for search and rescue, locating suspects, etc. One of the drones had infrared capabilities, and the drones had lights and speakers, so officers could communicate through them.

The Council expressed appreciation to the Junction City Police Foundation, to Marty and Shannon Nill, and to all involved in this generous donation, which would be of great benefit to the Police Department and the community.

MOTION: Councilor Hancock made a motion to accept the donation of drone equipment from the Junction City Police Foundation, in accordance with the City's Gift Acceptance Policy. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

3. Raintree Water Treatment Plant Design.

Director Kaping stated that the City issued a Request for Proposal (RFP) for design of the Water Treatment Plant at Raintree, and three proposals were received. Staff reviewed and scored the proposals and recommended using HBH Engineering to do this work, based on their knowledge of design work for water treatment plants and that they did the facilities plan up front, so they were well acquainted with what the City wanted to design and how to do it. It was noted that HBH Engineering had also designed the City's original water treatment plant. Funding for this work would come from the \$996,000 grant that the City received to do this design work. Staff would check on what other projects might be able to be done with the remainder of the grant funding.

MOTION: Councilor Thomas made a motion to authorize HBH Engineering to do the design of the Raintree Water Treatment Plant in the amount not to exceed \$571,976 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: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

4. Adjournment of Regular Session

As there was no further business, regular session was adjourned at 6:48 p.m.

WORK SESSION**1. Call to Order**

Mayor Wells opened the work session at 6:49 p.m.

2. Budget Questions Follow-up

Administrator Knope shared budget information, to answer some questions that were raised at the last Council Work Session.

- **Rate Increases.** It had been mentioned that the City had not been doing rates increases for a while and it was asked when the Projects Crew was created. In October of 2018, SCS Engineering did a rate study for the City, which specifically considered the Projects Crew, along with future sewer projects at that time. The Council held three meetings, including a couple of public hearings on those rates, and the Council put those rates into effect in 2019. The City annually increased rates, per the recommended increases in the rate study through Fiscal Year (FY) 2023-2024. At the end of that study, staff brought back to Council to begin looking at the next rate study. At that time, there were a bunch of utility things that came due and Council gave direction to include some of that work, which fed into the work that they were doing today.
- **Public Works Staffing.** Administrator Knope included a spreadsheet in the packet, which showed the wages and number of Public Works staff over the last 10 year period. The key point he wanted to make sure that everyone understood was when looking at this spreadsheet and in the budget, you had adopted budget versus actual budget. Those two things would be different and could be significantly different, based on a variety of things. Previously, the way the City had budgeted was to try to carry a 10% cushion in personnel services, so there was always at least a 10% difference. The line he wanted to point out was the number of employees. The five employees for the Projects Crew were added in FY 19-20, based on the rate study. In FY 24-25, Public Works added two positions, an additional Sanitation Work and the Regulatory Compliance Specialist.

Councilor Jamieson asked how they would solve the employee funding problem at Public Works. Administrator Knope responded that Director Kaping would be bringing back information at the February Work Session.

Councilor Hancock noted that the discussion on Public Works employees began two weeks before Christmas and there were people living day to day not knowing what was going to happen, which he felt terrible about. He noted that they needed to bring this to closure, one way or the other, and had to come to an answer. Administrator Knope responded absolutely.

Councilor Thomas shared that it was hard for small towns to keep sanitation. Director Kaping responded that it was always tough to compete with the big companies, but right now Junction City was holding its own.

Mayor Wells thanked Administrator Knope for preparing the spreadsheet and giving them something they could use for reference for further discussions on this topic.

3. RV Park Ordinance

Administrator Knope presented the draft ordinance to create the RV Park at Lyle Day Park. By taking code language from the City of Lebanon and combining with Junction City's code, Attorney Connelly prepared this draft ordinance and had a number of policy questions for the Council:

- Section 1(B) Question: Would the City like to keep the terms "shelter-half" and "other temporary shelter" as shown in draft, to broaden these prohibitions. Council consensus yes, to make clear that camping was not allowed in other parks.
- Section 1(B) Question: Would the City like to use the term recreational vehicle or motor home. Council consensus was to use the term recreational vehicle, as that was the language in the City's current code.
- Section 1 (C) Does the Council want the permitting system to be the responsibility of the director or administrator. Council consensus was Public Works Director or designee.
- Section 1 (D) Question: Should they require that campers, trailers or recreational vehicles be self-contained. Council consensus was yes. Director Kaping noted that if the City did not require self-contained units, the City would have to provide restroom and shower facilities.
- Section 1 (D)(1) This described the area where overnight sleeping would be allowed. The language was straightforward and sufficient.

- Section 1 (D)(2) Draft language read, “Overnight sleeping was on a first come, first serve basis. No reservations will be taken or allowed.” Council consensus to modify this to reflect taking reservations through the online reservations system on the City’s website.
- Section 1 (D)(3) This said how many people you could put in a spot, which was 8. Could try this and if needed, modify in the future.
- Section 1 (D)(4) Draft read no alcohol allowed in the designated sites, as currently alcohol was not allowed in any City Park. Council consensus was to modify this section that alcohol would be allowed only in the designated site that they had reserved.
- Section 1 (D)(5) Draft read that Lyle Day Park was smoke free, and smoking was allowed in designated smoking areas only.
- Section 1 (D)(6) Draft read that stays within Lyle Day Park were limited to a maximum of 10 nights in any four-week period, unless a permit was issued under Subsection C of this Section. Council consensus to remove, “unless a permit was issued under Subsection C of this Section.”
 - It was noted that the City would need to set how far in advance a person could make a reservation. 90 days in advance was discussed.
 - Also noted was how to address if someone wanted to make a cancellation. It was noted that the City could include a cancellation fee at some point, if they thought that was necessary.
- Section 1 (D)(7) Used “permittee” instead of “camper”, to make things cleaner for the City to enforce its own rules. Amend draft language that Permittee would pay for the reservation through the City’s online reservation system and not at a pay station.
- Section 1 (D)(9) Quiet hours of 10 p.m. to 7 a.m. came from Lebanon code. Council consensus was good with these hours.
- Section 1 (D)(10) Draft read that the area designated for overnight sleeping would be closed annually during the Scandinavian Festival, as that was the current practice with the area being used for designated parking for downtown businesses. Council consensus was to remove this language, as they wanted this RV Parking to be open and available during the festival.
- Section 1 (D)(11) Draft read permittees were responsible for clearing their area of litter from their designated site. If this became a problem in the future, the City could consider charging a deposit, like what was done for the Laurel Park Rentals.

Councilor Ceniga asked if they should include any language to address recreational vehicles, trailers, etc. that were in poor condition, so that people did not park and then leave them. Chief Waddell noted that disposal fees for recreational vehicles could range between \$4,800 to \$5,200, which the City would have to pay. He added that enforcement measures for someone abandoning their recreational vehicle could include Theft of Services or Trespassing. Administrator Knope stated that they could put something in the rental agreement to cover the City. He added that Public Works and Police Department staff would be notified of rentals and have access to the rental calendar and agreements.

Administrator Knope stated that he would share the changes with Attorney Connelly and try to have the updated ordinance back to Council at the February regular Council meeting.

4. Future RV Park Discussion

Director Kaping stated that this was for Council to review and discuss the future steps for the RV Park project. Staff was asked to investigate the cost of doing the RV Park, and the total cost to get seven spots up and running was \$89,927.35. Was looking for Council consensus on if staff should move forward. Administrator Knope added that the big driver on this cost was the electronic gate, which was a worthwhile expenditure as it made everything work as far as the online reservation system and having less staff involvement.

Councilor Hancock noted that there was \$900,000 in Parks System Development Charges, which could be used for the RV Park development and this would be the only park that generated revenue and put money back into parks.

Councilor Washburne asked how long it would take to get the money back to make this worthwhile. Director Kaping responded that it would take a bit, depending on how much was charged and how many people booked.

Councilor Washburne said that he thought the other parks needed things versus opening an RV Park. He did not think they should spend this kind of money on something that they were unsure of whether it would be feasible to run it. It would cost them money in the long run to

have staff make sure it was clean and everything was done. He added that he was not sold on putting an RV park in Junction City.

Councilor Thomas stated that she thought this little start of the RV park would be something good.

Councilor Leach shared that she was all for it and thought it would be a good idea. It would give the City a chance to get some money back for parks. That land had been donated to the City for parks, and this plan looked good and hopefully would not require a lot of work from staff.

Councilor Thomas added that the Parks SDC money was designated for parks and could not be spent on personnel costs.

Mayor Wells noted that in the last couple of years, they had done a lot of work at other parks, by installing new equipment and developing the pickleball and basketball courts at Bailey Park.

Councilor Hancock noted that those did not generate money though. Mayor Wells continued that he just wanted to show that it was not like they had not done work at other parks. He agreed that this was an opportunity for revenue, although it would not be immediate.

Councilor Leach shared the old saying, "it takes money to make money" and that was how she felt about this.

Councilor Jamieson stated that in the long run, it would benefit the City and should more than pay for itself.

Councilor Hancock added that it was something they could be proud of.

Administrator Knope pointed out that the Parks SDCs could be used for expansion or additional capacity to a park. Things like rebuilding Tequendama Park was not SDC eligible, as they did not add capacity. This was one of those few times where the stars aligned and it gave the ability to add capacity and revenue at the same time.

Councilor Ceniga noted that they had not talked about how much they were going to charge per night and asked how long it would take realistically to make that money back. She had concerns and noted that there were pros and cons. The location was close to downtown businesses, but she was concerned that it was also close to railroad tracks and that people might not want to come back and stay. She was leaning towards yes but was concerned that the City would put a lot of money into this and then have to put a bunch of money into it down the road to do something else with it.

Councilor Hancock noted that with a name like Junction City, one should expect that there would be tracks somewhere. The land was donated to the City, and nothing had been done with it. They had an opportunity to use this very narrow focused money to develop it and it would begin to generate revenue over time. \$89,000 was a lot of money, but at the same time, the City just spent \$40,000 for a new website. He appreciated the deliberation and thought this would be around long term. He asked if the money generated could be used to assist with Parks personnel wages. Administrator Knope responded that it could be used for anything within parks.

Mayor Wells asked if staff had a consensus. Administrator Knope responded yes.

Director Kaping added that there was some work that Public Works could do internally to start sooner than later. Councilor Hancock asked if that would save some money on the estimate that was given. Director Kaping responded no, as he did not include Public Works wages in that estimate.

5. Max Strauss Pool Rates Discussion

Director Kaping stated that at the last Work Session, Council asked staff to look at what the fees would need to be for the pool to be self-sustaining. To cover operational and personnel services costs, the daily admission fee would need to be \$18. That would not include covering the \$186,000 that came from the General Fund. Staff reviewed what other similar sized outdoor pools charged and recommended that the daily admission fee be increased from \$2.25 to \$4.00.

Mayor Wells noted that in the comparisons to other cities, Junction City had been behind and well under what other pools charged. This would not be a huge increase but was higher than what was being charged now.

Councilor Ceniga noted that she would like to see the City review these fees every year, even if fees were not increased, so they kept up on cost of living increases, etc. and did not wait so long to do needed fee increases. Director Kaping responded that the fees could be tied to the CPI index, which was what he would be recommending with the water and sewer rates.

The Council consensus was for Director Kaping to bring back a resolution to amend the pool fees.

6. Lieutenant Job Description

Chief Waddell presented the Lieutenant job description, for Council review and input. The Council had discussed at previous meetings that the current Deputy Chief would be retiring in October of 2026. The original plan was not to refill that position but to create an Administrative Sergeant's position, that would be at a lower salary and then use the remainder of funding left for other department needs. The Council reviewed that job description at their last Work Session and provided input that they would like to see that position be a Lieutenant. A Lieutenant's pay scale would be a 5% increase over the top Sergeant's position that they originally talked about and so they would not see the savings that they had originally discussed. It was noted that when the current Sergeant's wage scale was set to be competitive with the City of Springfield for retention purposes, that created compaction on the upper end of the scale, and the Deputy Chief's pay scale would be less than a Lieutenant at the top of their salary range.

It was asked if the Lieutenant position would put one more person on the streets. Chief Waddell responded no, but he had some potential plans in his mind to take some responsibilities off the Deputy Chief position to take a little more active role on the patrol side.

The Council consensus was to have staff bring back a resolution to approve this job description.

7. Supplemental Police Funding Discussion

Chief Waddell distributed a JCPD Supplemental Funding document and shared that Administrator Knope had asked him to research what other cities did for supplemental police funding. He researched over 30 cities, and many cities added a fee amount to the City Utility Bill and a few submitted a levy to the voters. It was noted that the City of North Bend asked their voters if they would be in favor of a \$15 fee added to their Utility Bill and that had been approved.

Chief Waddell continued that the City had the same number of officers that it did 10 years ago, yet the City was growing, society was changing, and their jobs were becoming more difficult. The budget was tight, and his goal was to be able to have two officers on at all times, which the City currently did not have during the night.

Councilor Thomas shared about a recent discussion she had with local citizens on their police experience, and noted that the Police Department was doing a great job. She added that they all wanted the officers to be safe. If the Council had their way, Public Safety and Public Works would have everything the City could possibly give, but the money was not there.

Councilor Leach noted people seeing a patrol car on 6th really slowed down the traffic, and people appreciated seeing the officers on the streets.

Councilor Hancock stated this was an interesting discourse on supplemental funding. He shared that he would not be able to support adding a fee to the Utility Bill for the Police Department, when they had so much with water and sewer coming up that would be impacting the ratepayers.

Councilor Leach noted that she liked how North Bend let the people vote on that. Councilor Hancock agreed that was a good approach.

Councilor Thomas stated that the rate increase that would be coming because of sewer would be a pretty good increase, and the City would have no choice in that.

Mayor Wells asked how much a \$5 fee like the City of Florence charged on their Utility Bills would generate. Chief Waddell responded \$150,000 annually.

Mayor Wells stated that the City did not support fire, as they had their own base, and Junction City Rural Fire Protection would be presenting a new levy to the voters, as their current levy was expiring. He thanked Chief Waddell for the information on what other cities were doing, as that was something they could learn from.

Councilor Ceniga noted that if they were to add a fee to the Utility Bill, it would be important to communicate to the citizens what services they would receive as a result and what they would not receive without that funding. They could start small at \$5 and see how that went and could use the funding for an officer position, equipment, or vehicles.

8. Administrator Projects Update

Administrator Knope provided the following update:

- At the February 10th Council meeting, the League of Oregon Cities (LOC) would be doing the Lobbying training at the beginning of the Council meeting and would also be sending someone to chat with the Council to go over resources that LOC has.

9. Public Works Projects Update

Director Kaping provided the following updates:

- Draft facility plan had been completed and DEQ was reviewing that currently.
- An error was discovered on the Smoke Testing report, but it ended up being in the City's favor.
- Staff continued to work on the MWMC (Metropolitan Wastewater Management Commission) connection.
- Staff would soon be putting together a report to DEQ (Department of Environmental Quality). The report was due March 1st, but would be submitted in February.

Administrator Knope added that regarding MWMC, he was working on a draft letter to Lane County Board of Commissioners to request that Lane County sponsor Junction City and start the code text amendment for the Metro Plan. Staff received the finalized scope of work for the SDC consultant that the City would need. Junction City would begin to participate in the quarterly meetings with the current MWMC Work Group and would work with Eugene and Springfield on the planning side. He would be contacting the Creswell City Administrator to work on an IGA (Intergovernmental Agreement) to use their City planner to assist Junction City with the planning pieces.

10. Police Department Projects Update

Chief Waddell provided the following updates:

- Replacement Badges. The department was working on a redesign of their badges, to better align with what the department believed and held true to be honorable.
- Challenge Coins. Detective Tim Ware gave Challenge Coins to each Council member and reviewed the history and purpose of Challenge Coins. Chief Waddell added that each officer would be given a coin to give to someone that they witnessed doing something in the community that was above and beyond. When an officer gave one out, they were to share the specifics of that with Chief and then Chief would give them another coin that could be given to another community member. This was a great way to recognize the positive things that were happening in the community.
- Drones. The department would put the drones to work, as soon as they could.
- EIS/CAD. Still working to fix bugs in the system.
- Lane County Regional Training Committee. Met with 6 small agencies in Lane County to coordinate and share training opportunities amongst the agencies, which would be a benefit to each agency.
- Comfort Wellness K-9 Dog. Administrator Knope approved the Police Department getting a dog and hoped to have the dog by the end of the month. The dog would provide tremendous value of comfort to officers and victims of abuse, as well as be a drawing point at events. The dog would reside with one of the officers.
- Armory. Chief was working on having a safe and secure place for officers to store guns.
- Accreditation. Should have this completed soon.
- Peer Support Team. The department wanted to start such a team and program, to offer support to others in the department when needed.

11. Other Business

Mayor Wells noted that a card was received from Kids First and addressed to Mayor Wells, Recorder Vodrup, and the Junction City Council and he wanted to read it, "Thank you so much for reading your Human Trafficking Prevention Month proclamation at the City Council meeting earlier this week. It takes an entire community working together to combat an issue that needs our attention. Thank you for helping to raise awareness. We appreciate your support", signed by Teri Conklin, Marlene, and Katie. Mayor Wells added that the Council took the time to say a few words, but it meant so much to them.

Councilor Ceniga shared that she had spoken to the representatives from Kids First the next day after the proclamation was read, and they said that most cities do not read the proclamation at all, so they were very happy that Junction City did and that the Council took the time to acknowledge because this was something that was important. She thanked Mayor Wells for doing that.

Mayor Wells responded that just like everything else, it was all of us working together.

12. Adjournment

As there was no further business, the work session was adjourned at 8:25 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Local Aid Request

Meeting Date: February 10, 2016
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number: 5
Staff Contact: Gary Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a request from Local Aid for a reduced/waived utility rate.

BACKGROUND

Staff received an email from Tanja Rutherford on January 13th, 2026, asking if the City would either reduce or waive their utility rate for water, sewer, and sanitation. I have included their request with this AIS.

The utility departments operate on a very tight budget, trying to keep the cost down for our customers.

Staff is not sure that waving a utility bill or even providing a reduced rate of the service provided is the best thing for City department at this time; however, this decision needs to be made by the Council.

RELATED CITY POLICIES

- *None*

LEGAL REVIEW

This item was reviewed as part of the packet.

CITY ADMINISTRATOR'S RECOMMENDATION

To provide feedback as desired.

COUNCIL OPTIONS

The Council can, at its pleasure:

Accept the request to reduce or waive the utility bill for Local Aid

- **Motion: "I make a motion to reduce the utility bill for water, sewer, and sanitation by ____% and direct staff to make the change in the utility billing system."**
- **Motion: "I make a motion to waive the utility bill for water, sewer, and sanitation and direct staff to make the change in the utility billing system."**
- **Deny the request.**

ATTACHMENTS

- Request from Local Aid.

FOR MORE INFORMATION

Staff Contact: Gary Kaping, Public Works Director
Telephone: 541-998-3125
Staff E-Mail: gkaping@ci.junction-city.or.us

Gary Kaping

From: JCLA Local Aid <jcla.board@gmail.com>
Sent: Tuesday, January 13, 2026 1:38 PM
To: Gary Kaping
Subject: JC Local aid fee reduction request

You don't often get email from jcla.board@gmail.com. [Learn why this is important](#)

Subject: Request for Utility Fee Reduction/Waiver for Junction City Local Aid
Account # 02-00197-004

Dear Gary Kaping,

As a nonprofit food bank serving the residents of Junction City, we work every day to ensure that families have access to nutritious food and essential support. Last year alone, we provided food for over 1050 households facing food insecurity.

Our ability to serve the community is directly impacted by rising operational costs. Currently, our water, garbage, and sewer bills total approximately \$180 per month. For a nonprofit operating on donations and grants, these expenses limit our capacity to provide food assistance.

We respectfully request the city's consideration of a reduced rate or full waiver of these utility fees for our facility at 210 E 6th Ave Junction City OR 97448. Many cities provide utility relief for nonprofit organizations whose work directly benefits the community, and we hope to partner with you in a similar way.

We would be happy to provide our 501(c)(3) documentation, financial overview, and community impact summary, and we welcome the opportunity to meet or offer a tour of our operations.

Thank you for your consideration and for all you do to support the residents of Junction City.

Sincerely,
Tanja Rutherford, board President
Junction City Local Aid

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



LOC Lobbying 101 Training

Meeting Date: February 10, 2026
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 6
Staff Contact: City Administrator Jason Knope
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

The League of Oregon Cities (LOC) will be providing Lobbying 101 Training to Council.

ATTACHMENTS

None.

FOR MORE INFORMATION

Staff Contact: City Administrator Jason Knope
Telephone: 541-998-2153
Staff E-Mail: jknop@ci.junction-city.or.us

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Lieutenant Job Description

Meeting Date: 02102026
Department: Police
www.junctioncityoregon.gov

Agenda Item Number: 7
Staff Contact: Mark Waddell
Contact Telephone Number: 541-998-1245

ISSUE STATEMENT

The Police Department is developing a succession plan for when Deputy Chief Markell retires in October of 2026. The Chief and the City Administrator agree that the department would be better served with staff in a lesser rank moving forward.

BACKGROUND

The Junction City Police Department has changed and evolved over time in terms of the organizational structure or chain of command. Several versions have been utilized by several prior police chiefs to include the ranks of Deputy Chief, Captains, Lieutenants and Sergeants in order to address span of control and task responsibilities.

Currently the Police Department has a Deputy Chief and two Patrol Sergeants in supervisory positions. The Sergeants work opposite sides of the week and overlap both the dayshift officer and the night shift officer to allow for better supervision and shift coverage. The Deputy Chief has a long list of responsibilities that are essential for a functioning, modern and professional law enforcement agency. Most of those responsibilities will still need to be handled by a sworn officer of rank above that of sergeant.

As suggested by Council, the Chief is proposing replacing the Deputy Chief with a Lieutenant.

If approved, staff would seek to have an external hiring process, where internal applicants would be encouraged to compete, with a projected hire date of August 1st, 2026. This would allow this applicant to go through a Field Training Program (FTEP) and gain experience and training on our operations plan for the Scandinavian Festival. This would also allow the Lieutenant to be trained by the Deputy Chief prior to his departure.

This position will be evaluated to make certain it meets the needs of the department and the community.

COMMITTEE REVIEW AND/OR RECOMMENDATION

NA

RELATED CITY POLICIES

- City Charter 27(5)(g), Personnel Manual 4(K)

LEGAL REVIEW

Reviewed as part of the Council Packet.

CITY ADMINISTRATOR'S COMMENT

For Council to proceed as desired.

COUNCIL OPTIONS

1. Approve the Resolution. "I make a motion to approve Resolution No. 1."
2. Provide other direction to staff.

ATTACHMENTS

- A. Resolution No. 1

FOR MORE INFORMATION

Staff Contact: Chief Mark Waddell
Telephone: 541-998-1245
Staff E-Mail: mwaddell@jcpolice.org

Resolution No. 1

RESOLUTION NO. _____

A RESOLUTION TO CREATE THE POSITION OF POLICE LIEUTENANT, PURSUANT TO PERSONNEL POLICY SECTION 4(K) AND ASSIGNING A RANGE WITHIN THE CITY'S COMPENSATION SCHEDULE.

WHEREAS, City Charter Section 27(5)(g) provides that the City Administrator shall organize and reorganize the departmental structure of city government, as directed by the Council; and

WHEREAS, the City of Junction City Personnel Manual Section 4(K) provides that the City Administrator may, with the approval of City Council, create new positions; and

WHEREAS, the job description for the Police Lieutenant is attached as Exhibit A; and

WHEREAS, the City Administrator has given approval for this job description update; now, therefore

THE CITY OF JUNCTION CITY DOES RESOLVE AS FOLLOWS:

Section 1. The position of Police Lieutenant, as described in Exhibit A, is hereby created, and assigned to Range 53 of the City of Junction City Management and Non-Represented Compensation Schedule as a full-time position, effective immediately.

Passed by the City Council this 10th day of February, 2026.

Approved by the Mayor this 10th day of February, 2026.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor



Job Description for the Position of:

Lieutenant

Department: Police	FLSA: Exempt
Reports to: Chief of Police	Representation: Non Represented
Pay: 53 Position Type: Full-Time	Date Adopted: <i>[insert initial date]</i> Date Revised: 02052026

An employee in this classification is responsible for performing a variety of functions both supervisory and patrol related, including staying current on law, case laws, policy, rules of conduct and procedures, supervising employees, scheduling, writing evaluations, training, management and leadership functions, and enacting discipline when necessary. In addition, the Lieutenant must be able to conduct all directions and performance expectations outlined by the Chief of Police. In addition, the Lieutenant must be able to carry out the functions of a regular patrol officer such as adequately investigate any offense or crime, transports prisoners; serve subpoenas, council papers, warrants, citations; and assist dispatch as needed. Author accurate reports. Ensure reports are completed properly by the end of the shift and approve reports of all subordinates, assign follow-up investigation, and give out directions and assignments as necessary and dictated while on patrol or during any police incident.

The Lieutenant will be responsible for all internal affairs, conduct or professional standards investigations.

GENERAL POSITION SUMMARY:

The Lieutenant (LT) is subordinate to Chief of Police and will be considered the agency's second in command. The Lt's primary duty is to oversee daily activity of the Junction City Police Department, supervise shifts as assigned, and perform tasks and assignments at the request of the Chief. The Lt. will plan and direct personnel to meet the demands of the department while staying in compliance with city policies, procedures, local and state laws.

The Lt. must be able to present issues to subordinates in a manner that secures their willingness to modify current practices or develop wholly new concepts if needed. The Lieutenant must be able to present to the community and be a filter and liaison for the department officers and community. The Lieutenant must possess the ability to recognize issues of importance that need to be briefed up the chain of command and know when to make those notifications immediately.

The lieutenant must be able to gain the respect of subordinate personnel by instilling a sense of direction and purpose congruent with the goals of the department. The Lt. will ensure police



City of Junction City

protection 24 hours a day, 7 days per week, 365 days a year. The Lt. will respond to emergency situations, accidents and calls for service. They must be capable of patrolling and enforcing violations of the municipal ordinances and state law and be capable of adhering to and enforcing all lawful and reasonable orders given by a higher authority within the chain of command.

The Lt. must oversee many of the administrative responsibilities of the agency to include but not limited to, overseeing its policies and procedures, accreditation, required agency reporting, evidence, training, event planning, community engagement, equipment maintenance and replacement, adhering to the laws related to the department's temporary holding facility.

The Lieutenant must be able to make critical and split-second decisions within their scope of authority pertaining to uses of force including use of deadly force. The Lieutenant must have a good working knowledge of the officers and sergeants they supervise and be able to complete employee reviews as directed by the Chief of Police.

ESSENTIAL FUNCTIONS:

- Express themselves clearly in both written and verbal communications. Be capable of filling out various forms in their entirety making minimal errors.
- Maintain a personal and professional appearance ensuring compliance with minimum standards set by the department.
- Maintain a harmonious relationship with other department members ensuring team effort. Recognize the skills of each employee to achieve a strong, unified force. Recognize the positive traits of fellow employees and acknowledge the excellent work they perform.
- The Lieutenant shall be the agency's second in command and will represent the department honorably and respectfully.
- A lieutenant must be able to retain policies, procedures, local, state, and federal laws and operate by them. Be able to conduct internal affairs investigation and hold subordinates accountable to these department standards and expectations.
- The Lieutenant must be able to stay composed during stressful situations and critical and non-critical police incidents. They must be able to lead and manage officers and resources during any police incidents and provide feedback to the chain of command for follow directions and orders.
- Keep track of all assigned equipment, training, daily operations of the department and accept responsibility for their workload and hold others to the same standards. Properly maintain all assigned equipment. Keep vehicle assigned or operating in good working order.
- Meet the same standards for police officers set forth by the Department of Public Safety Standards and Training.



City of Junction City

- The Lieutenant must be able to interpret situations that are complex both accurately and in a manner that can be explained to others. The Lieutenant must be able to react within the scope of their authority properly to those events and apply laws or policy or both correctly.
- A Lieutenant must be able to supervise others in a manner that is consistent with policy and be willing to enforce policy.
- The Lieutenant must be able to analyze cause and affect relationships including variables. Able to focus on problem prevention, community policing and problem-oriented policing approach.
- The Lieutenant must be able to actively listen to and allow feedback from all. Exhibit re-stating of opponents' position.
- Be able to set priorities and focus on important tasks ensuring task completion on time as well as holding other to the same standards and expectations.
- The Lieutenant must be able to provide honest opinions in leadership meetings, to maintain an objective stance on issues, have the willingness to be flexible, and support the mission of the organization.
- Maintain a high ethical level. Behave fairly and ethically toward others. Demonstrate a sense of responsibility and commitment to public service.
- Be able to retain training including physical and mental aspects of the job.
- Respect and never violate the constitutional rights of others.
- Be willing and able to perform all assigned duties.

TASKS, TOOLS & TECHNOLOGY:

Computer, automobile, all levels of use of force including ASP, TASER, handcuffs, pepper spray, and firearms.

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE OF: Current laws and ordinances, case laws, supervisory principles and practices, management and leadership skills, and all functions of a police officer. Needs to know reactive problem solving, must be able to recognize data which indicates organizational problems and institute countermeasures to preclude abnormalities or the institution of social work mores that are contrary to established expectations.

ABILITY TO: The Lieutenant must have strong organization and administrative skills. Sergeants must be able to use all levels of force and properly operate all weapons. A Lieutenant must intervene and prevent unlawful conduct when needed.



City of Junction City

SKILL IN: The Lieutenant must be able to operate radios, computers, vehicles, fax machines, copiers, phones, and small desk tools. The Lieutenant must have strong computer and technology skills.

The Lieutenant must be able to understand messages from the public, return phone calls, text messages, process emails, and be able to present them to the public.

The Lieutenant must be able to professionally handle complaints against department personnel, understand the contract limitations and expectations, diffuse situations and be able and willing to solve problems.

Work Standards:

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity and trustworthiness.
- Thorough when completing work tasks.
- Accept constructive criticism.
- Calmly process situations.
- Willingness to take on responsibilities and challenges

EDUCATION, CERTIFICATION, & EXPERIENCE:

Minimum high school education with at least two years of college preferred. Must be a certified Law Enforcement Officer by the Department of Public Safety Standards and Training, and they must maintain those certifications. Must have basic, intermediate, and advanced certificates. A Lieutenant must be able to obtain their supervisory certificate within one year of appointment. Lieutenant must be able to complete all training necessary to maintain proficiency. Must have the ability to obtain and maintain a valid Oregon driver license. Certain requirements can be altered or changed as directed by the Chief of Police.

DESIRABLE QUALIFICATIONS: Advanced certification through DPSST. Associate degree from an accredited college. At least 3 years of proven leadership in Law Enforcement. At least 1000 hours of certified training through DPSST. Effective, demonstrated knowledge of computers and radio systems, leadership, and management. The Lieutenant must be able to give public presentations and be well adapted to public speaking. The Lieutenant should have an understanding and be able to demonstrate and implement community policing principles and problem-oriented policing.

PHYSICAL ABILITIES

Ability to perform the essential functions of a law enforcement officer and supervisor, including frequent standing, walking, running, climbing, bending, kneeling, crouching, reaching, and physically controlling or restraining individuals, including resisting subjects. Must be capable of safely operating a patrol vehicle, responding quickly to emergencies, and functioning effectively during physically demanding and high-stress incidents.



City of Junction City

This position also requires the ability to perform extended office and administrative duties, including prolonged sitting, repetitive computer and keyboard use, reading and reviewing reports and documents, communicating verbally and in writing, participating in meetings, and effectively completing detailed supervisory and administrative work for extended periods.

WORKING CONDITIONS

Must be able to conduct foot patrol in both the warmth of summer and cool temperatures of winter. Driving in heavy traffic can include vehicle fumes from passing traffic. Must be able to operate in an environment that is known to produce heavy allergies.

SUPERVISION RECEIVED:

The Lieutenant is directly supervised by the Chief of Police, who provides overall direction and conducts an annual performance review.

SUPERVISION EXERCISED:

- Effectively supervise, manage, and provide leadership to all assigned non-patrol functions of the department, all department personnel and other assigned or designated functions as set forth by the Chief of Police.
- Supervise Sergeants and Officers
- Effectively supervise volunteers and other programs, as assigned.
- Supervise all special functions, critical incidents, and patrol assignments.
- Create performance evaluations of employees.
- Case management
- Accreditation and mandatory reporting
- Scheduling
- Investigate officer and staff complaints
- Create and oversee work performance plans

WORK SCHEDULE:

Work schedule will be determined by the Chief of Police and may vary based on department needs, operational demands, emergencies, and staffing requirements.

ACKNOWLEDGEMENT

I have read and understand the job requirements, responsibilities, and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions outlines with or without any reasonable accommodations.



City of Junction City

Employee

Date

Manager

Date

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Project Management Discussion

Meeting Date: February 10, 2026
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 8
Staff Contact: Jason Knope
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

This item is for Council to discuss and provide feedback on a Project Manager position.

BACKGROUND

At the January 13, 2026 Council meeting, Councilor Hancock requested that an agenda item be added to the February 10, 2026 to discuss removing Administrator Knope from his City Administrator contract and moving him into an employment contract to focus strictly on the MAO (Mutual Agreement Order) with DEQ (Department of Environmental Quality) and related project work within Public Works.

Councilor Hancock also requested Council permission for he and Mayor Wells to work on a draft employment contract with Administrator Knope, which would be given to the Attorneys and discussed at a Council meeting. The Council consensus was that Mayor Wells would work with the City Attorneys on process and this item would be on the February 10, 2026 Council agenda for further discussion.

Position Overview – This position is temporary in nature and would end when the primary projects (MWMC & MAO) are completed or July 1st, 2029 whichever comes first. The position would report to the City Administrator and work with the Public Works Department to help with project management as a whole but would be primarily focused on the MAO with the DEQ and other sewer related projects such as the option to connect to MWMC.

Funding – Mayor Wells worked with Finance Director Green to review City finances to ensure that the City could afford this position. It was determined that the City has ample funding in the Capital Funds and the Non-Departmental fund to pay for this position for the duration of the contract without impacting other departments or projects.

Funding Source(s) – Director Green had discussions with the City Auditor to determine that, due to the nature of this position it can be billed out to the City's Capital Funds (Water/Sewer/Streets) depending on the project. Also, depending on the grant, it may also be able to reimburse for project management services. Any time spent not spent on specific projects would be billed through the non-department fund. The funding plan for this temporary position was put together to specifically ensure that it did not impact any current staffing or projects.

Job Description – The initial description went through the HR department and then was reviewed and modified by the Public Works Director to ensure that the position would be of use

to the department and not impact current operations in a negative way. Once the description was complete, it was reviewed by the City Attorney's office.

Operational Impacts – If the Council decides to move forward on this, several things would need to happen in fairly short order. The Council would need to determine when it wanted the transition to occur. At that point, the City would then need to determine how it wanted to appoint an interim City Administrator. It would be envisioned that the interim City Administrator would guide the Council through the recruitment process for a new Administrator.

Interim City Administrator – It is envisioned that the City could reach out to the League of Oregon Cities (LOC) and Lane Council of Governments (LCOG) for assistance with obtaining the services of an Interim Administrator. Due to current workloads, it is not recommended that current department heads perform the duties of Interim Administrator. During the time period that there is no Administrator, staff would bring issues/items to the Council since it meets twice per month. The Council should be able to bring on an interim Administrator fairly quickly so this shouldn't be a major impact to department heads.

Current Administrator – If the Council approves this position & contract, the current Administrator would submit a letter of resignation as part of signing the new contract. If desired, he would remain at City Hall until an interim Administrator is appointed. He would remain at City Hall to help guide City Hall staff until the new Interim Administrator arrives. At that point, he would perform a turnover with the Interim Administrator. Once the turnover is complete, he would relocate to a Public Works facility and solely focus on the new contract work.

COMMITTEE REVIEW AND/OR RECOMMENDATION

None.

RELATED CITY POLICIES

- JCMC 3.30 Contract Review and Approval Process
- Personnel Manual

LEGAL REVIEW

Reviewed prior to Council packet preparation.

COUNCIL OPTIONS

- **Approve the agreement.** Motion: "I move to adopt the Project Manager Job Description and to approve the Temporary Employment Agreement for Jason Knope to transfer his employment from City Administrator to Project Manager on _____, 2026"
- To discuss and provide feedback as desired.

ATTACHMENTS

- A. Project Manager Contract and Job Description

FOR MORE INFORMATION

Staff Contact: Jason Knope
Telephone: 541-998-2153
Staff E-Mail: jknope@ci.junction-city.or.us

TEMPORARY EMPLOYMENT AGREEMENT

Project Manager

This Agreement is made and entered into effective this ____ day of _____, 2026, between the City of Junction City ("City") and Jason F. Knope ("Employee").

RECITALS:

WHEREAS, Employee is currently employed as the City Administrator for the City of Junction City; and

WHEREAS, the City desires to employ Employee in the position of Project Manager, as described in the Project Manager Job Description attached hereto and incorporated herein as Exhibit A; and

WHEREAS, Employee desires to accept employment as Project Manager under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee shall transition from his current position as City Administrator and assume the role of Project Manager and shall no longer serve as City Administrator as of that transition date.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows

1. Employment. City agrees to employ Employee, and Employee accepts employment upon the terms and conditions of this Agreement, which parties agree replaces and supersedes Employee's prior City Administrator employment agreement. Employee is not a member of any bargaining unit.

2. Term. The term of this Agreement shall begin on _____, 2026. The purpose of this Agreement is to provide temporary services for the position of Project Manager. The term of this Agreement will not extend beyond July 1, 2029, unless mutually agreed upon by both parties in writing.

3. Compensation, Benefits, and City Policies. Employee shall be compensated \$12,100 per month. Employee will receive benefits, including health and dental insurance, pursuant to City policy and as all other non-represented employees receive such benefits with the exception of vacation leave. For the duration of the contract, the employee shall accrue 40 hours of vacation per year. Upon commencement of this Agreement, Employee is entitled to cash out all vacation leave that Employee currently has under his previous City Administrator employment agreement. Any of the vacation time accrued under this Agreement that is not used by the end of the calendar year in which it was earned shall be returned to City without any additional pay. Employee will retain all sick leave benefits accrued under his previous City Administrator employment agreement in his sick leave bank. Employee agrees that he is subject to all City policies and procedures except as provided in this Agreement.

4. Extent of Services. Employee shall devote time to the duties of Project Manager, as further described in the job description attached as Exhibit A, and as may be assigned by the City Administrator. Employee shall not be engaged in any business activities which interfere with Employee's duties under this Agreement, or which would constitute a conflict of interest under Oregon law or City policy.

5. Amendments. No amendment or variation of the terms and conditions of this Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.

6. Representation. At all times, City has been represented by attorney Mark Wolf of the Local Government Law Group, PC. Employee at all times had the right to and the availability of independent counsel of Employee's own choosing with regards to this Agreement.

7. Paragraph Headings. Headings are used solely for convenience and are not to be used in construing or interpreting this Agreement.

8. Governing Laws. The laws of the State of Oregon shall be used at all times to interpret and govern the interpretation in enforcement of this Agreement.

9. Severability. If any provision of this Agreement shall be held or made invalid by a court decision, statute or rule, or shall be otherwise rendered invalid, the remainder of this Agreement shall not be affected thereby.

10. Entire Agreement. The parties agree that this contract represents the entire Agreement between the parties, and that all prior representations, promises or statements merge with this written contract and, unless specifically set out herein, are not enforceable.

IN WITNESS WHEREOF, City acting through its Council, has authorized Mayor Kenneth Wells to sign this Agreement on this ____ day of _____, 2026.
Employee has executed this Agreement on the date entered below. Each party acknowledges receipt, by their signature, of a signed copy of this Agreement.

CITY OF JUNCTION CITY:

EMPLOYEE:

By: _____

Kenneth Wells, Mayor

Date: _____

By: _____

Jason F. Knope

Date: _____



City of Junction City

Job Description for the Position of:

Project Manager

Department: Public Works	FLSA: Exempt
Reports to: City Administrator	Representation: Non-Represented
Pay: Per Contract Position Type: Time Limited Temporary	Date Adopted: <i>[insert initial date]</i> Date Revised:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY:

The principal function of this temporary position focuses on the City’s current Water and Wastewater Projects, including the Metropolitan Wastewater Management Commission (MWMC) connection project and compliance with the City’s Mutual Agreement & Order (MAO) with the Department of Environmental Quality (DEQ). The position shall continue through completion of key MWMC/MAO project milestones and may be extended based on project needs.

As time permits, the Project Manager is responsible for developing, coordinating, and implementing ongoing capital projects, including construction management and inspection, report writing and presentations, conducting research, and providing citizen services. The Project Manager works alongside the Public Works Director.

ESSENTIAL FUNCTIONS:

- Serves as the City’s point person for the MWMC connection project.
- Works with the Public Works Director to ensure compliance with the MAO and prepares reports to update City Council on progress.
- Serves as the City’s point person in working with the various federal and state agencies for water and wastewater related projects.
- Assists the department in grant writing as needed.
- Interacts and communicates with various groups and individuals such as the Public Works Director, other department directors and employees, engineers and architect consultants, contractors, business owners, City residents, sales representatives, regulatory agencies, etc.
- Works with City staff to solicit projects for bid; reviews and evaluates bid proposals; checks references; makes recommendations on awards.



City of Junction City

- Monitors public construction projects, including assisting with preparing bid documents, specifying construction materials and standards, selecting contractors, preparing council and committee agendas and resolutions, planning and scheduling, and monitoring the construction of projects from design through completion to ensure quality and compliance with program standards.
- Schedules and conducts meetings with contractors, consultants, utility company representatives, and other appropriate staff to ensure that all parties understand their specific areas of responsibility during the preconstruction and construction phases of projects.
- Ensures that contractors comply with all City of Junction City requirements before construction commences (i.e., City contracts and insurance requirements).
- Performs construction management for projects as requested by the Public Works Director;
- Performs construction management administrative functions such as developing and maintaining a project status tracking log and preparing memos, letters, reports, meeting minutes, etc.
- Plans, schedules, and oversees all on-site project activities; performs progress inspections of construction activities to ensure quality and conformance with approved designs, specifications, and applicable codes and standards for assigned projects.
- Assists with the identification and resolution of project issues to ensure that projects progress on schedule and on budget.
- Presents to the City Council and/or any City Advisory Boards or Committees, civic groups, and the general public on project-related issues as needed.
- Completes and reviews reports for submittal to regulatory agencies and responds to regulatory requests for information.
- Ensures that legally required recordkeeping and monitoring are accomplished for assigned projects.
- Receives, reviews, prepares, and/or submits various records and reports, including billing invoices, job applications, vehicle reports, budget documents, technical reports, payroll reports, monthly reports, work orders, flow charts, performance appraisals, requisitions, progress reports, memos, correspondence, etc.
- Provides technical assistance to various City departments. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Applicable local, state, and federal laws, rules, and regulations;
- Project management principles and practices;



City of Junction City

- Program development and administration principles;
- Budgeting principles;
- Contract management and administration principles;
- Positive and effective customer service principles;
- Public policy development and implementation processes;
- Community relations principles;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Managing project deliverables, required resources, and timelines;
- Administering contracts;
- Monitoring and ensuring compliance with policies, quality standards and regulations;
- Analyzing, interpreting, and preparing project specifications, design plans, construction plans, schematic drawings, flow charts, project schedules, and/or related technical documents of assigned area of responsibility.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience which ensures the ability to perform the work may be considered.

Fifteen (15) years' experience in Public Works management, budgeting, and planning, or an equivalent combination of education and experience sufficient to successfully perform the job's essential duties such as those listed above.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Possession of a valid State Driver's License and safe driving record.

Employees are also expected to promote a positive work environment and to be effective and collaborative team members while providing responsive municipal services to the citizens of Junction City.

Be or become familiar with the City of Junction City municipal codes within six months of the start date and have an aptitude to understand, interpret and apply codes.

During the term of employment, the Project Manager must live within 30 minutes of Junction City City limits.

PHYSICAL ABILITIES

Ability to perform duties with occasional sitting, twisting, bending, pushing and pulling up to 25 pounds, and lifting and carrying up to 15 pounds; frequent standing, walking, stooping, kneeling,



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squatting, and reaching and grasping high, low, and moderate areas; and constant speaking, hearing, seeing, and gross manipulation.

WORKING CONDITIONS

Performs professional work in the office and field and the expectation that duties could be split between the office and the field.

Administrative office work is principally sedentary but involves regular physical exertion, such as kneeling, crouching, or lifting, and eyestrain from working with computers and other office equipment. Work involves the usual risks and discomforts associated with an office.

Additional duties will be performed by driving to and from job sites while overseeing and inspecting projects. Fieldwork conditions will be subject to sun, wind, rain, warm, cold, and wet weather conditions typical of the area. Work duties occasionally require evening or weekend hours.

SUPERVISION RECEIVED:

This position is supervised by the City Administrator.

SUPERVISION EXERCISED:

Supervision is not a typical function assigned to this position. May provide basic training and tasks to volunteers and interns on site policies and practices, or additional requests directed by the supervisor.

WORK SCHEDULE:

Generally, Monday through Friday, 7-3:30 p.m.; however, this position is expected to attend evening meetings, be available to work holidays (if needed), and work when relevant to projects where oversight is needed.

ACKNOWLEDGEMENT

I have read and understand the job requirements, responsibilities, and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions outlines with or without any reasonable accommodations.

Employee

Date

Manager

Date



CITY COUNCIL

AGENDA FORECASTER

Updated: 02-06-2026

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CURRENT BUSINESS ITEMS

Current Business Items

Item Local Aid Request

Requested By Director Kaping

Date Last at Council **New**

Current Agenda Item Number 5

Item Description. Request from Junction City Local Aid for reduction or waiver of Utility Bill.

Current Status/Update. None.

Item LOC Lobbying 101 Training

Requested By Council

Date Last at Council **New**

Current Agenda Item Number 6

Item Description. League of Oregon Cities will be providing Lobbying 101 Training.

Current Status/Update. None.

Item Lieutenant Job Description Resolution

Requested By Council

Date Last at Council 01-27-2026

Current Agenda Item Number 7

Item Description. Resolution to approve the job description of the Lieutenant position.

Current Status/Update.

CURRENT BUSINESS ITEMS

<u>Item</u>	Project Management Discussion
<u>Requested By</u>	Council
<u>Date Last at Council</u>	New
<u>Current Agenda Item Number</u>	8
<u>Item Description.</u>	Council discussion on a Project Manager position.
<u>Current Status/Update.</u>	None.

PENDING BUSINESS ITEMS

Pending Business Items

Item CC-07 Include Youth in Government

Requested By Council

Date Last at Council 01-24-23

Item Description Council Goals

Current Status/Update. 01-24-23 Council consensus was to create the Youth Advisory Council. Administrator Knope stated that he would follow up with the School District. 04-11-23 Council consensus to put on a future work session agenda; 07-25-23 Council consensus to put on Community Services and Development Committee agenda forecaster and to bring back to Council in the fall.

Item Pool Fees Discussion

Requested By Council

Date Last at Council 01-27-2026

Item Description Pools Fees

Current Status/Update. 05-13-2025 Council approved the pool fees resolution in the short term and have staff bring back examples of other community pool fees and for further discussion. 10-28-2025 Council directed staff to bring back a spreadsheet to show how much revenue would be generated if rates were raised by “x” amount and find out how many other cities use General Fund (GF) dollars for their pools to survive and if so, how much of the pool budget was supplemented by the GF. 12-16-25 Council directed staff to bring back what rates would need to be to cover all pool costs (O & M and personnel). 01-27-26 Council reviewed and directed staff to bring back resolution to amend the fees. Scheduled for March 10, 2026 Council meeting.

Item Stop Sign Discussion

Requested By Council

Date Last at Council 10-28-2025

Item Description Stop Sign Policy

Current Status/Update. 10-14-25 Council asked staff to bring the Stop Sign Policy, for discussion. 10-28-25 Staff presented the policy and staff presented a change in process. Council consensus was for staff to bring back an updated policy and forms to a future Council meeting.

PENDING BUSINESS ITEMS

<u>Item</u>	LOC Training
<u>Requested By</u>	Council
<u>Date Last at Council</u>	10-28-2025
<u>Item Description</u>	LOC Training for Council

Current Status/Update. 10-28-25 Council expressed interest in Lobbying 101, High Functioning City Councils, Social Media, Budgeting, and Strategic Planning. Council consensus was for Administrator Knope to reach out to LOC to get quotes and any other recommended training and then bring back to Council. LOC Lobbying 101 training on February 10, 2026 Council Agenda.

<u>Item</u>	RV Park at Lyle Day
<u>Requested By</u>	Council
<u>Date Last at Council</u>	01-27-2026
<u>Item Description</u>	RV Park at Lyle Day

Current Status/Update. 10-28-25 Council consensus was to have Administrator Knope have legal counsel start to work on code amendments. Public Works would prepare a list of repairs needed and costs to get the site functional and bring that back to the November Work Session. 11-18-25 Staff brought estimates for work needed to make site useable. Staff would bring back estimate on automatic gate with coded entry and concept ideas to the December Work Session. 12-16-25 Council discussed and asked staff to bring back estimates on adding the grass area with picnic tables. 01-27-2026 Council reviewed draft ordinance and provided policy direction. Ordinance is schedule to go to Council at the March 10, 2026 meeting. Council also provided consensus to move forward with work to get 7 spots up and running. Director Kaping would be bring back electronic gates purchase to the March 10, 2026 Council meeting.

FUTURE BUSINESS ITEMS

Future Business Items

Item CC-01 Future Staff Needs

Requested By Council

Item Description

Council Goals

Item CC-02 How do We Grow Session

Requested By Council

Item Description

Council Goals

Item CC-03 City Facilities Discussion

Requested By Council

Item Description

Council Goals

Item CC-08 Work Towards Decarbonization

Requested By Council

Item Description

Council Goals

Item CC-09 Establish a Metric to Show how Much the City has Accomplished in a Year

Requested By Council

Item Description

Council Goals

FUTURE BUSINESS ITEMS

Item

Gun Range Discussion

Requested By

Councilor Ceniga 12-10-24

Item Description

DRAFT MEETING AGENDA – FEBRUARY 24 2026

Draft Meeting Agenda – February 24 2026

A G E N D A

COUNCIL WORK SESSION

City of Junction City

680 Greenwood Street

Tuesday, February 24, 2026

6:30 p.m.

(*Estimated Time*)

1. Call to Order, Pledge of Allegiance, and Roll Call
2. Enterprise Fund Projections – Staff Recommendations
3. Policy – Complaints against City Administrator
4. Strategic Plan Information
5. School Resource Officer Contract Review
6. Stop Sign Policy
7. Administrator Projects Update
8. Public Works Projects Update
9. Police Department Projects Update
10. Other Business
11. Adjournment

DRAFT MEETING AGENDA – MARCH 10, 2026

Draft Meeting Agenda – March 10, 2026

AGENDA

CITY COUNCIL REGULAR MEETING

City of Junction City

680 Greenwood Street

Tuesday, March 10, 2026

6:30 p.m.

(*Estimated Time*)

1. Call to Order, Pledge of Allegiance, and Roll Call
2. Changes to the Agenda
3. Approval of Minutes –Month of February 5 minutes
4. Annual Municipal Judge Report 10 minutes
5. LGPS/LCOG Services Presentation – Danica Barrick 10 minutes
6. Code Amendments to allow RV Park 10 minutes
7. School Resource Officer Contact 5 minutes
8. Pool Rates Resolution 5 minutes
9. RV Park Gates 5 minutes
10. Safe Drinking Water RLF Loan Resolution 5 minutes
11. Budget Committee Appointment 5 minutes
12. Community Meetings Agenda Review – Quarter 2 5 minutes
13. Council Agenda Forecaster 5 minutes
14. Staff Reports 5 minutes
15. Previous Month’s Expenditures 5 minutes
16. Councilor Comments/Questions 10 minutes
17. Mayor’s Comments 5 minutes
18. Adjournment

DRAFT MEETING AGENDA – MARCH 24, 2026

Draft Meeting Agenda – March 24, 2026

A G E N D A

CITY COUNCIL WORK SESSION

City of Junction City

680 Greenwood Street

Tuesday, March 24, 2026




6:30 p.m.

1. Call to Order, Pledge of Allegiance, and Roll Call
2. Administrator Projects Update
3. Public Works Projects Update
4. Police Department Projects Update
5. Other Business
6. Adjournment

2026 CITY COUNCIL MEETING CALENDAR

2026 City Council Meeting Calendar

Calendar Key

-  Packets Available Date
-  Regular Meeting Date
-  Work Session Meeting Date

JANUARY

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January 22, 2026

Jason Knope, City Administrator
City of Junction City
PO Box 250
Junction City, OR 97448

Dear Mr. Knope:

Hi! I hope this letter finds you well.

The City of Junction City has generously provided funding to the Tri-County Chamber of Commerce annually in the amount of \$4,000 for tourism and the promotion of Junction City. We would like to request the City's funding again this year.

The funding enables the Chamber to address local needs such as inquiries regarding job opportunities, relocation to the area, construction, relocation information for various projects in the area, and visitor information.

I am happy to note that the Chamber continues to increase our presence in the community and has helped both local businesses and festivals increase their visibility. We have also revamped our greeters/ambassador program ensuring that every business member receives a face-to-face visit. The Chamber will also do a targeted mailing and outreach to local businesses soon with a letter about joining the Chamber and will also include the following information.

- Chamber benefits and membership application, and how to get involved.
- Upcoming events and festivals in Junction City, as well as Chamber events.
- City committee or commission vacancies and link to apply.

Please feel free to contact me with any questions. Thank you for your continued assistance to the Chamber and the local economy over the years.

Sincerely,

Rhonda Giles, Executive Director
Tri-County Chamber of Commerce
director@tri-countychamber.com
541.998.6154



**Junction City Scandinavian
FESTIVAL & CULTURE**

Scandinavian Cultural Foundation
P.O. Box 5, Junction City, OR 97448
junctioncityscandia.org | (541)998-9372

Vendor Insurance Request

To the City Manager Jason Knope and City Councilors,

I would like to request that the City adjust the requirements for the Certificates of Insurance required of food vendors of the Junction City Scandinavian Festival. The requirements for liability insurance currently stand at 2 million per occurrence. I would like to request that the per occurrence be adjusted down to 1 million with a 2 million aggregate. This falls within the current industry standards, and is what the majority of our vendors already carry. The Scandinavian Cultural Foundation would continue to hold the 2 million per occurrence so as to provide some additional coverage. Thank you for your consideration in this matter.

Sincerely,

Mary Pelkey

Vendor Chair

Scandinavian Festival Association