

The City Council for the City of Junction City, met in regular session and work session at 6:30 p.m. on Tuesday, February 24, 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 Attorney, Carrie Connelly; Police Chief, Mark Waddell; Public Works Director, Gary Kaping; 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. Scandinavian Festival Vendor Insurance Request

Councilor Hancock declared an actual conflict of interest, as his wife had a food booth at the Scandinavian Festival. He left the Council Chambers.

Councilor Thomas declared a potential conflict of interest, as her nephew had a lavender booth at the Scandinavian Festival.

Mary Pelkey, Vendor Chair, for the Scandinavian Cultural Foundation, presented a letter of request to the Council to adjust the liability certificate of insurance required for food vendors of the Junction City Scandinavian Festival from \$2,000,000 per occurrence to \$1,000,000 per occurrence with a \$2,000,000 aggregate. She added that it would be a burden on the vendors to have to provide the \$2,000,000 per occurrence requirement and there was a high likelihood that they would lose some vendors. The Scandinavian Cultural Foundation would continue to hold the \$2,000,000 per occurrence, to provide some additional coverage.

Mayor Wells asked for Attorney Connelly's input. Attorney Connelly responded that she recommended that cities do not modify insurance requirements, unless they had spoken with their insurer first, to determine what the risk was and if this was something that was acceptable.

Recorder Vodrup shared that staff did contact the City's insurance, and she expressed appreciation to Mary and the Scandinavian Cultural Foundation for making this request. She continued that Mary was right that there had been some misunderstanding on the \$2,000,000 requirement, as to whether it was a \$2,000,000 per occurrence or a \$2,000,000 aggregate. In the conditions of approval that the Council annually approved for these food vendors, it read \$2,000,000. Staff contacted the City's insurance and provided a copy of this request. After review, the City's insurance felt that it was fine for the Council to grant this request to lower the liability requirement to \$1,000,000 per occurrence with a \$2,000,000 aggregate that would apply to food vendors and vendors who provided non-alcoholic drinks; however, they said that alcohol vendors should be required to provide a \$2,000,000 per occurrence and at least a \$2,000,000 aggregate, due to the greater liability risk.

MOTION: Councilor Leach made a motion to approve the request to adjust the certificate of insurance requirements for Festival food vendors. The motion was seconded by Councilor Jamieson and passed by unanimous vote of the Council members present: Thomas, Washburne, Ceniga, Leach, and Jamieson.

Councilor Hancock returned to the Council dais.

3. Police Department Used Vehicles Purchase

Chief Waddell presented the request to purchase two used 2022 Ford Interceptors with around 75,000 miles. These police vehicles had been leased by the City of Albany and were \$13,000 each. Staff estimated it would take less than \$10,000 to get both vehicles ready for patrol, including installation of radios, cameras, radars, and new graphics; therefore the total expenditure for both vehicles would be \$36,000. Funding would come from State Revenue Sharing, Projects to be Determined, which had \$50,000 that the Council could use for this fiscal year. This purchase fell under City Purchasing Rule E15. The City had no relationship with the vendor or undue influence or favoritism, was not undermining competition by moving forward with this purchase, was promoting the public interest significantly by this purchase, and was realizing cost savings.

MOTION: Councilor Ceniga made a motion to approve the purchase of two vehicles with all outfitting costs and authorize the Chief to sign any related documents. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

4. Police Department Armory

Chief Waddell stated that the next two items were interrelated, to use money that had already been earmarked for projects within the Police Department. The first one was to construct an armory for safe and secure storage of patrol rifles, shotguns, and related gear at the Police Department. This would be funded through previously earmarked Capital Funds and through donations from citizens and businesses. A quote from Starr Contracting to oversee the construction was received and was not to exceed \$9,000.

MOTION: Councilor Washburne made a motion to approve the construction of the police department's armory and authorize the Chief to sign any related documents. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

5. Booking Area Remodel Project

Chief Waddell presented the request to complete the remodel at the Police Department. The first project would be to convert a bathroom to a laundry room. The second project would be to convert the kitchen into a secure interview room, especially one that met Drug Recognition Experts qualifications. Staff received three bids for each project. Funding would come from the \$60,000 in Capital Funds that Council previously approved for Police Department projects.

MOTION: Councilor Hancock made a motion to approve the Chief of Police to sign related documents for both projects. The first with JP Custom Contracting for \$14,990 plus a 20% contingency not to exceed \$17,988 and the second with Brahams Construction for \$9,200 plus a 20% contingency not to exceed \$11,040. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

6. Public Works Purchasing Requests

Director Kaping presented the request to purchase a flow meter for the 3rd and Cedar Well, which would be funded by the Water Capital Fund and to purchase a lift gate for a Sanitation Truck, which would be funded from the Sanitation Capital Fund.

MOTION: Councilor Leach made a motion to approve the purchase of a water meter from Ferguson Waterworks not to exceed \$7,210.97 for Public Works and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

MOTION: Councilor Leach made a motion to approve the purchase of a lift gate from United Industrial Equipment not to exceed \$6,998 for Public Works and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

7. Adjournment of Regular Session

As there was no further business, regular session was adjourned at 7:07 p.m.

WORK SESSION

1. Call to Order

Mayor Wells opened the work session at 7:08 p.m.

2. Enterprise Fund Reorganization Options

Director Kaping stated that staff had prepared four options to keep all staff working, as requested by Council at the last meeting. It had been discovered that both the Water and Sewer Funds would dip below minimum requirements in a few years.

- Option 1: Keep things the way they were today and change nothing.

- Option 2: One Project's Crew position would move to Parks, one Project's Crew position would move to Building Maintenance with some interdepartmental billing, and the other three Project Crew positions would move to Utility.
- Option 3: One Project's Crew position would move to Parks, one Project's Crew position would move to Building Maintenance, and three Project's Crew positions would move to Utility and move the Treatment Worker position and the Water Treatment Operator positions to Utility. The Sanitation Crew would be supervised by the Public Works Foreman.
- Option 4: One Project's Crew position would move to Parks, one Project's Crew position would move to Building Maintenance, and three Project's Crew positions would move to Utility, and the Treatment Worker and Water Treatment Operator would move to Utility and the Public Works Foreman position would be moved back to a Parks and Open Spaces Supervisor with Utility and Sanitation being supervised by the Public Works Superintendent.

Director Kaping continued that based on staff's internal review and what was needed for operations at Public Works, staff's recommendation was to do Option 1 and leave everything the same as it was right now. Then as people moved out of Utility, they would not replace the first three positions; however, he would recommend that staffing needs be reevaluated in the future, especially when building was opened up in the future. With Option 1, the water rate would have to raise 8% and would be an additional \$2.08 a month for the average bill; the sewer rate would have to raise 5% and would be an additional \$2.30 a month for the average bill; total monthly increase for both would be \$4.38. Director Kaping added that he would be happy to proceed with whatever the Council would like to do.

After a brief discussion, the Council consensus was to take no action and have the new interim City Administrator review and provide input.

3. Policy – Complaints against the City Administrator

Attorney Connelly presented the draft City Administrator Complaint Reporting Procedure that Attorney Wolf had prepared, which had been a topic of discussion for several months at the Council level. The goal was to tie in a compliant process so that employees, not citizens, knew how to submit issues with regards to the City Administrator. The policy provided that employees could submit complaints to the HR Manager or Mayor and if they did not feel comfortable reporting to either, they could submit the complaint to the Council President. Attorney Wolf had also noted that language could also be added to the Personnel Manual, so that employees would know the procedure to file a complaint against the City Administrator.

After brief discussion, the Council consensus was to take no action and have the interim City Administrator review and provide input.

Attorney Connelly left the meeting.

4. School Resource Officer Contract Review

Chief Waddell presented the draft School Resource Contract with the Junction City School District. A 4% COLA was added.

The Council consensus was that the contract looked good. The contract would be brought to the March 10th Council meeting for consideration of approval.

5. Public Works Projects Update

Director Kaping reported:

- Received comments on the Reclaimed Water Plan and those were addressed and sent back to DEQ (Department of Environmental Quality).
- Received some suggestions to reformat the Facility Plan, due to some funding agencies only taking submittals in a certain format, so HBH was reformatting and that would be resubmitted to DEQ.
- Director Kaping distributed copies of a February 10, 2026 email from Lane County Administrator Steve Mokrohisky, which read that the City's letter of request for Lane County to work on a Metro Plan Amendment to include Junction City had been reviewed by the Board of Commissioners and the Commissioners were in support of moving forward with that.

6. Police Department Projects Update

Chief Waddell reported:

- **Hiring:** The last applicant for the open entry level police position had failed backgrounds. The department would re-post an officer opening and with permission from Council accept all applicants for this position and not just entry level applicants. The Lieutenant position had been advertised and hoped to have someone hired in July or August, before the Deputy Chief retired.
- **Technology:** Still working on EIS/CAD issues. Had a few MDTs that needed to get out on the road. Had flown the drones and were partnering with Eugene Police Department for training.
- **Comfort K9:** Hali was full time with Officer Fanning and they were be looking for a good vet.
- **Award:** The department received an award from the Springfield Police Department last Thursday for Junction City Police Departments assistance to Springfield when they had an officer involved shooting and two of their officers were stabbed.
- **Building Security:** They were looking at ways to improve security at the Police Department and at old City Hall offices. The plan was for the Police Department staff to move into the old City Hall offices and join Court and IT staff, and threats had been made to police and court staff.
- **Reserve Program:** Detective Ware and SRO Deckard were reviewing Reserving applications. Hoped to get the Reserve Program up and running and would need to figure out how to get them trained, outfitted, and equipped.

7. Other Business

Mayor Wells noted that staff had prepared a letter of appreciation from the City Council to the Junction City Police Foundation for the donation of three drones. The Council consensus was for Council members to see Recorder Vodrup after the meeting and sign the letter.

8. Adjournment

As there was no further business, the work session was adjourned at 7:51 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor