

# AG E N D A

## CITY COUNCIL WORK SESSION

City of Junction City  
680 Greenwood Street

Tuesday, March 24, 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/81681567008>

You can also dial in using your phone: 1-253-215-8782 or toll free 877-853-5257  
Meeting ID: 816 8156 7008

(\*Estimated Time\*)

1. Call to Order, Pledge of Allegiance, and Roll Call  
(Mayor Wells)
2. [City Administrator Recruitment](#)  
(Administrator Nebel) **30 minutes**
3. [Enterprise Fund Reorganization Options](#)  
(Administrator Nebel) **20 minutes**
4. [Policy – Complaints against the City Administrator](#)  
(Administrator Nebel) **10 minutes**
5. [Community Meetings](#)  
(Administrator Nebel) **10 minutes**
6. [Administrator Projects Update](#)  
(Administrator Nebel) **10 minutes**
7. [Public Works Projects Update](#)  
(Director Kaping) **10 minutes**
8. Other Business **10 minutes**
9. Adjournment of Work Session

(Estimated End Time 8:10 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](mailto:kvodrup@ci.junction-city.or.us).*

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## City Administrator Recruitment

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Meeting Date: March 24, 2026  
Department: Administration  
www.junctioncityoregon.gov

Agenda Item Number: 2  
Staff Contact: Spencer R. Nebel  
Contact Telephone Number: 541-952-2640

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### ISSUE STATEMENT

The City Council will need to discuss and provide direction on the process for the recruitment and hiring of the next City Administrator for Junction City.

### BACKGROUND

An important task facing the City Council will be recruitment and hiring of a new City Administrator. There are several considerations that the Council will need to consider moving forward with this effort. The Council will be required to adopt a resolution outlining the search process and job profile for prospective candidates for this position. This allows the Council to review applications and deliberate on candidates in executive session as would be spelled out in a resolution (per ORS 192.660(2)(a) and ORS 192.660(7)(d)). These documents would include a position profile containing hiring standards, criteria, and policy directives and hiring procedures. The hiring processes will be discussed, developed and approved by the Council. The primary purpose of this report is to get a sense as to how the Council would like to move forward with this search.

The primary options the Council may wish to consider are as follows:

- 1) Retain the services of a search firm.
- 2) Enter into an intergovernmental agreement with Local Government Personnel Services (LGPS) for executive recruitment services.
- 3) Use the City Administrator Pro Tem and internal staff and Council members to manage this process.

The advantages of using a professional search firm or LGPS are as follows:

- Qualified firms will be familiar with Oregon Law in the hiring of a City Administrator - Firms have the capability to develop a recruitment brochure regarding the job opening
- Firms often use retired City Managers/Administrators and other professionals who are familiar with people in the profession that may be a good fit for this job. Personnel from LGPS would likely have similar experiences.
- Use of a firm or LGPS extends staff capacity to meet other pressing needs of the City during a transitional period.

- Search firms or LGPS handle initial review and screening interviews of qualified candidates to narrow the field of candidates to those who best meet the criteria established by the Council. This saves significant staff time.

The primary disadvantages of using a search firm are costs (\$20,000 to \$30,000), and concerns about giving up some of the control over the process.

Utilizing Staff to conduct the search and preliminary screenings is the primary alternative to hiring a search firm. This will reduce the cost of conducting the search but will require additional staff time to be dedicated to this process. This will impact time that would otherwise be provided to other responsibilities in the city.

In the City of Creswell, I served as Interim City Manager from December 2024 to June 2025. The City Council opted to have me coordinate their recruitment process for a new City Manager. I modeled this effort after the process I helped facilitate that was used by a private executive search firm to hire my replacement in Newport. I have used many of these recruitment and interview processes in the past for hiring City department heads.

I have provided an outline of the typical steps that are used in a search process for a City Manager or Administrator for Council review and consideration in this report. Council will need to discuss the steps that they would like to have included in this process. These types of processes are meant to be very transparent, understandable and give the public and staff an opportunity to provide input to the process, yet providing confidentially to the initial applicants and discussions of candidate's qualifications to fill this job.

A typical recruitment process will include several key steps:

1) Stakeholder Interviews can be conducted to gather background information on key issues facing Junction City. It is important to understand the types of qualities that the community is looking for regarding your next City Administrator. I have initiated part of this process with Council through the interviews that I have completed to date. I will be having similar conversations with Executive team members and the bargaining units as well. It would be good for the Council to identify several key community stakeholders for me to interview to gain some insight from outside the City organization as well. *Council Discussion: I am willing to contact and interview several key community stakeholders (6 to 8 individuals) as to their opinions and priorities for the next City Administrator. (i.e., School Superintendent, Chamber of Commerce, Business owner, social service provider, etc.) If there is a consensus of Council for me to conduct stakeholder interviews, then it would be good to discuss possible stakeholders for interviews so this work could get initiated following the work session.*

2) Outreach to the general public can be conducted through online surveys, written surveys or setting up an in-person meeting to gather community input for this important council decision. This gives an opportunity for the community to be involved with the process. *Council Discussion: Does the Council wish to have public input from a community survey to factor into the*

*development of the job profile? This can be accomplished through a quick survey, and/or community meeting (either live, hybrid or virtual). These are time-sensitive issues, since this step should happen before the Council finalizes the job profile. If there is a consensus of Council to proceed this way, a survey could be drafted, sent to individual members of the Council for any comments and published with a deadline to get these comments back prior to Council reviewing a final job profile.*

3) An initial draft of the job profile will be prepared and presented to the Council for the Council's review, modification and approval. The Job Profile will typically include preferred and minimum job qualifications, management and leadership skills including:

- a. Required Minimum Education and Experience (i.e. Bachelor required (most common) or something more or less than that?)
- b. Preferred Education and Experience (depending on the minimum, the Council may want to express a preferred degree, i.e., a master's degree in public administration or a related field as an example.)
- c. Experience Level (i.e., 3 or more years in a City Manager/Administrator's position or 7 or more years of progressive responsibilities of public sector experience, as an example.)
- d. Desired Skills may include leadership, management, communications, Council relations, finance, human resources, community and economic development, understanding of government roles and other similar attributes. (This will be informed in part by steps 1 and 2 and the internal interviews with Council and Staff being conducted.)
- e. Critical policy directives for Junction City. (This will be informed in part by Steps 1 and 2 and the internal interviews being conducted to help develop these policy directives.)
- f. Establish a pay range for the position. Currently, the pay range is \$136,603 to \$149,853.

The job profile is an important part of the search process since this will establish the criteria that will be used for a candidate to determine their fit for this position, and for the City Council to evaluate candidates to determine who best meets qualifications and who would be the best fit to fill the role of City Administrator for Junction City. *Council may want to have a preliminary discussion on qualifications.*

4) Once there is a consensus on the job profile and hiring process by Council, then Council would be asked to consider a resolution adopting the position profile as the standards, criteria and policy directives to be used in hiring a City Administrator. The resolution requires an opportunity for the public to comment before adoption. Based on the Council's direction, I would draft the resolution for review by the City Attorney to ensure the process meets ORS provisions.

Dates will need to be set for various hiring decisions and included in the job profile and the recruitment brochure. An outlined with a tentative schedule for discussion purposes follows based on an internal search process would look like the following:

- March 24 – Council discusses hiring process for the City Administrator and provides general direction on proceeding with the recruitment process.
- April 8 – Deadline for public input, draft job profile prepared for Council Review.

April 14 – Council reviews and provides direction on a draft job profile and will need to determine where it would like to advertise the position (i.e., LOC, ICMA, Local Media, Online platforms etc.).

April 21 – Council holds a special meeting and adopts resolution outlining the hiring process following a public hearing. Council approves a final job profile and authorizes the interim City Administrator to proceed with advertising the recruitment.

April 22 – May 26 - Application period.

June 1 – June 5 - Initial Screening of candidates by Interim City Administrator. Preliminary Zoom Interviews are set up with qualified candidates.

June 9 - Executive Session - The Interim City Administrator will report on the applicants and identify those that are qualified and will be given a preliminary interview.

June 11- June 16 - Preliminary interviews are conducted by Zoom by the Interim City Administrator.

June 23 - Executive Session - The Interim City Administrator will present a report to Council to discuss applicants who will be invited for full interviews for City Administrator. Council will give direction as to what candidates will be invited for full interviews.

June 24 - Selected candidates will be invited for interviews.

June 24 - July 8 – Background checks will be done on the candidates.

Week of July 13 - Executive Sessions – Interview Week. The final interview process would take place over a two-day period. Receptions with the Public and with employees will be held. Panels will conduct preliminary interviews with the finalists on the first day. On the second day of the process, Council will conduct interviews in Executive Session. Council will meet following interviews in Executive Session on the second day to deliberate on the candidate who is best suited to fill the position of City Administrator. Council will be provided with the results and comments from the first day of interviews at the time they begin their deliberating on the candidate to be selected as City Administrator. Appointment is by vote of the Council at an open meeting following the Executive Session.

Week of July 20 – Final Contract is negotiated with the successful candidate. Designees from the Council (i.e., typically the Mayor and Council President working with the City Attorney) are the team that will work out these final details. A contract will be brought back to Council for final approval.

*Council may wish to discuss/ modify the preliminary schedule.*

These preliminary dates are based on standard processes typically used for hiring a City Administrator. Council will need to decide if they are comfortable with this process, and if not, what changes they would like to add to or remove from the draft schedule/process outlined above. This is one of the more important decisions a Council will make, and it is important to use a deliberative process to get the best candidate that can work collectively with Council members, staff and community members to both advance the priorities identified by the Council and oversee critical day-to-day services to the citizens of Junction City.

#### **COMMITTEE REVIEW AND/OR RECOMMENDATION**

None.

**RELATED CITY POLICIES**

Compliance with City Charter Provisions and ORS requirements for hiring the City Administrator.

**LEGAL REVIEW**

Reviewed as part of the agenda packet.

**CITY ADMINISTRATOR’S COMMENT**

For Council to provide feedback and direction on the next steps for the recruitment of a new City Administrator.

**COUNCIL OPTIONS**

**Discuss bringing a recommendation back to Council on April 14:**

- 1) to seek proposals for executive recruitment services
- 2) to seek a proposal from LGPS for recruitment services
- 3) to proceed with steps to conduct the recruitment with in-house staff and have staff initiate public outreach on for the recruitment process

**ATTACHMENTS**

None.

**FOR MORE INFORMATION**

Staff Contact: Spencer R. Nebel, City Administrator  
Telephone: 541-952-2640  
Staff E-Mail: [snebel@ci.junction-city.or.us](mailto:snebel@ci.junction-city.or.us)

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## Enterprise Fund Reorganization Options

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Meeting Date: March 24, 2026  
Department: Administration  
[www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

Agenda Item Number: 3  
Staff Contact: Spencer R. Nebel  
Contact Telephone Number: 541-952-2640

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### **ISSUE STATEMENT**

Review and discussion regarding a report from the City Administrator Pro Tem on Enterprise Fund reorganization options.

### **BACKGROUND**

The City Council has asked me to review discussions and information that have occurred regarding projections that indicate that the water and sewer funds will be depleted at current spending levels and rates in future years. I have done an initial review of this matter. Please note that I have been on the job for less than two weeks as I prepare this report, so consider this a 30,000-foot review of the issues facing the City's enterprise funds.

Typical with many older cities, Junction City needs to address failing infrastructure in both its water and sewer systems. As part of this effort, the City established a Projects Team consisting of a Team Lead and four project workers in 2019 to work on smaller projects to address the City's aging infrastructure. This cost was included in a rate structure that increased rates over a five-year period to cover operations, materials and improvements that were identified as projects during that time. The last rate increase was implemented in accordance with the rate study in 2023. Rates have remained unchanged in 2024 and 2025 fiscal years.

City Council requested a report from staff as to the impact of services and projects if rates were not increased. This report was provided to the Council at the December 16, 2025, work session. Following this presentation, the Council asked for further options on reducing impacts on rates and retaining staff.

I have several initial thoughts:

- It is good that staff are looking towards the future to see that without an adjustment in rates or expenses, the enterprise funds will be depleting available fund balance.

It's better to know that now, than having a financial crisis in a few years because certain steps were not taken to address the balance.

- The problem requires attention but doesn't result in a financial problem for a few years if unaddressed.
- Junction City has old infrastructure that will fail if reinvestment is not done in a responsible way.
- Junction City is under a MAO to make major changes in addressing its wastewater infrastructure. This order will result in significant financial penalties if compliance is not achieved.
- The City established a projects crew to focus on smaller projects to conduct needed repairs to the water and wastewater systems in the City and have completed a list of projects that will help preserve the functionality of the City's infrastructure.
- The City has not increased rates over the past two budget cycles and is hesitant to consider rate changes going forward in the future.

In my preliminary review of these issues, I have the following observations.

**Water and Sewer Rates** – While nobody likes to increase utility rates, it is essential that these rates minimally keep up with inflationary costs. By not increasing rates to keep up with inflation, the purchasing power of revenue collected becomes less at a time that Junction City needs to reinvest in infrastructure that has reached its useful life. Water and Sewer Rates have not been increased since July 1, 2023, when water rates were increased by 2% and wastewater by 5%.

**Rate Studies** – Rate studies are conducted periodically to review the existing operational expenses, future capital projects and reserves. The intent of a rate study is to smooth out rate adjustments to meet the financial needs of a utility system. The rate study recommended an increase for water of 6.50% per year for the first 4 years and 2% in the fifth year and wastewater by 5% per year to fund various projects and catch up with operational costs.

**Cost of Living** – From the time that the last full rate study was completed, the consumers price index increased at a rate much higher than assumed in the rate study of 2-3% per year for labor and materials. This study was completed prior to the COVID Pandemic. Actual cost-of-living increases since this study was completed are as follows:

	<u>Actual</u>	<u>Assumed (materials and labor)</u>
2025	2.71%	2.5%

\*\*\*\*\* Years included in the rate study\*\*\*\*\*

2024	2.95%	2.5%
2023	4.12%	2.5%
2022	8.00%	2.5%
2021	4.70%	2.5%
2020	<u>1.23%</u>	<u>2.5%</u>
Cumulative Increase	21.00%	12.5%

The assumed cost increases over the five years in the rate study averaged 2.5% per year while the actual increases in the consumers price index averaged 4.2% per year. With increases in the CPI, 1\$ in 2020 will only buy 76 cents worth of material and labor in 2025. A good example of the impact of inflation on costs is represented by Social Security payments received. When a person retires and begins drawing Social Security, they are considered to be on a fixed income, especially if this is their primary source of income. Yet that fixed income gets adjusted each year based on the COLA so that the purchasing value of Social Security remains static. Without increasing rates to keep up with inflation the amount of work that can be done regarding materials and labor will continue to diminish in a community that has significant aging infrastructure needs.

**Labor Cost** – The Council approved a contract with the City of Junction City Employees Local 375A, AFSCME Council 75 for FY24-25, FY25-26, FY26-27. This contract increases the cost of business. The agreement was based, in part, on catching up on salaries based on comparable communities. In addition to salary adjustments for certain positions, a 4% increase took effect on July 1, 2024, and annual increases of 3% to 5% in the second and third years of the contract, depending on cost-of-living rates.

**Mutual Agreement and Order (MAO)** – The City of Junction City is under a MAO from the Department of Environmental Quality that strictly limits new connections to the City’s wastewater system. This eliminates growth in revenue from added customers. While growth creates a larger base to support existing infrastructure it also adds more water and sewer mains and impacts the capacity of the existing system that will require more future investment.

**Future Rates** – Utility rates should be reviewed each year and adjusted accordingly to meet the needs that are established in the budget. Incremental increases are much better received than large catch-up rate increases.

**Projects Crew** – The projects crew has accomplished many projects since its creation in 2019. I have attached a copy of completed projects for your review. Much of this work would

need to be either contracted out or deferred without the efforts of this crew. For full effectiveness, sufficient funding needs to be provided to pay for the materials to complete future projects by the crew.

**Staff Reorganization** – Administrator Knope indicated that based on the discussion, he would prepare a report for a middle of the road option. This included a number of reorganizational options with any reduction of personnel being accomplished through attrition over time. In these options, the positions will be shifted to other funds with labor costs being absorbed by those funds if added revenue is not available.

### **Preliminary Conclusions**

In reviewing this situation, I have several thoughts to share with the Council:

- 1) I do not recommend that any reorganization take place as part of budget development in preparation for this next fiscal year. While the funds can sustain operations even without an increase in rates, the City will be limited in the work that can be accomplished with the work crew. Public Works staffing can be evaluated as we proceed with the development of this year's budget and during the next fiscal year as the City proceeds with efforts to address the projects that need to be completed in the MAO.
- 2) I plan to recommend a water and sewer rate increase as part of the proposed budget for FY26/27 for consideration of the Budget Committee and the City Council. This will give Council (and me) an opportunity to better understand the financial constraints, costs and revenue stream necessary to properly operate the enterprise funds. Not keeping up with inflation places the city's enterprise funds in greater jeopardy at a time the City needs to complete numerous small water and sewer projects as well as the major projects coming up, particularly with the physical needs of the water and sewer systems. Ultimately, Council will have more information about the needs for this next fiscal year as the budget is developed and considered.
- 3) As part of the budget, we will get comparable utility rates from other similar communities to show how Junction City compares with other water and wastewater systems. This is helpful information to share with the public. It is also important to note that each community has many differences impacting rates including the age of their systems, types of systems, whether they are paying rates that cover paying back bonds for major infrastructure improvements. These factors can create significant variances in rates from community to community.
- 4) Beyond this next fiscal year, with the significant investment the City will need to make to address compliance issues outlined in the MAO, staff and Council will need to determine how to pay for those improvements. Typically, rates are adjusted to pay

principal and interest on bonded projects as well as operational costs to the Metropolitan Wastewater Management Commission (MWMC) for the treatment of wastewater. It is my opinion that proceeding with a regional solution far outweighs the challenges and operation costs of building a new wastewater treatment plant for Junction City. Needless to say, these changes will have a significant impact on wastewater rates in the future.

- 5) Once the construction cost estimates are completed for this work necessary to address compliance issues in the MAO, it will be important for the Council and staff to proceed with a rate study to determine how rates can be best structured to pay for these improvements. The rate study will likely be required by the DEQ.

One final note: I call these thoughts preliminary conclusions since they are based on my first week and a half of employment with the City! I look forward to feedback from the City Council and staff as we further refine issues related to the challenges that the City will have to address by keeping these critical utility services providing fresh and safe drinking water and assuring that a safe and compliant wastewater system is effectively collecting and treating sewage for the residents of Junction City.

#### **COMMITTEE REVIEW AND/OR RECOMMENDATION**

None.

#### **RELATED CITY POLICIES**

N.A.

#### **LEGAL REVIEW**

Reviewed as part of the agenda packet.

#### **CITY ADMINISTRATOR'S COMMENT**

Review and discuss the report. Please provide any thoughts or direction, if the Council would like to proceed in a different direction than outlined in the report.

#### **COUNCIL OPTIONS**

To provide feedback and direction, as desired.

#### **ATTACHMENTS**

A. Projects Crew Completed Projects

#### **FOR MORE INFORMATION**

Staff Contact: Spencer R. Nebel, City Administrator Pro Tem  
Telephone: 541-952-2640  
Staff E-Mail: [snebel@ci.junction-city.or.us](mailto:snebel@ci.junction-city.or.us)

# Projects Crew Completed Projects

- 6<sup>th</sup> Street Watermain Replacement (Master Plan Project)
- 3<sup>rd</sup> and Cedar raw water line
- 8<sup>th</sup> & Deal fiber optics
- 5<sup>th</sup> street water main replacement (Master Plan Project)
- Water treatment valve replacement (A,B,C,D)
- Bailey well sewer main (Master Plan Project)
- Bailey well mainline tie in (Master Plan Project)
- Bailey Well Strom Line (Master Plan Project)
- Christ Center sewer main replacement (Master Plan Project)
- Kalmia alley sewer replacement (Master Plan Project)
- Laurel alley sewer replacement (Master Plan Project)
- Project crew storage building site prep and building construction
- Bailey Park excavation and concrete prep
- Tequendama Park excavation and concrete prep
- Crack seal Dorsa thru Alder (over 2 summers)
- Recycle Center asphalt prep
- 10<sup>th</sup> & Elm Hydrant replacement
- 7<sup>th</sup> & Juniper Hydrant replacement
- 6<sup>th</sup> & Juniper Hydrant replacement
- Pool repair
- Alderdale park site prep
- 6<sup>th</sup> Street crack seal Ivy to Oaklea
- Fiber optics to Dutch field
- Fiber Optics to Max Strauss Pool
- 17<sup>th</sup> and Ivy Retro Fit Flyght Pumps
- Install Water ,sewer, and fiber to the new city hall building
- Install ADA ramp at the new City Hall building
- Relocated 3 Hydrant for the HWY 99 ADA ramp project
- Installed auto flusher at 10<sup>th</sup> and Kalmia to help with water quality
- Replaced hydrant at 10<sup>th</sup> and Kalmia
- Installed new catch basin in the alley between 4<sup>th</sup> and 5<sup>th</sup> Ivy to Holly

- Replaced hydrant at 5<sup>th</sup> and Maple and added an auto flusher for water quality
- Replaced hydrant at 7<sup>th</sup> place
- Installed ne valve cluster at 6<sup>th</sup> and Maple (Master Plan Project)
- Repair and clean the pressure main from 1<sup>st</sup> and Monaco to 2<sup>nd</sup> street
- Repalce vale at 5<sup>th</sup> and Greenwood
- Repaired sink hole on 2<sup>nd</sup> between Ivy and Holly
- Replaced broken sewer valve on pressure main from Oaklea pump station
- Replaced hydrant on SW Luarel and Coral

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## Policy – Complaints against the City Administrator

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Meeting Date: March 24, 2026  
Department: Administration  
www.junctioncityoregon.gov

Agenda Item Number: 4  
Staff Contact: Spencer R. Nebel  
Contact Telephone Number: 541-952-2640

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### **ISSUE STATEMENT**

A revised policy on Complaints against the City Administrator is ready for review and discussion by the City Council.

### **BACKGROUND**

The City Council requested that the City Administrator Pro Tem review the draft policy that was presented to the City Council at the February 24, 2026 Council Work Session. I have reviewed the draft policy with Human Resources and Mark Wolf, attorney with Local Government Law Group P.C. It is my belief that a few additional procedures should be added to the policy to give the Human Resources Manager and the Mayor further direction on how to proceed with any complaints received.

Modifications to the original draft policy include that employees should first approach the City Administrator regarding their concerns. If the employee is uncomfortable in discussing this with the City Administrator, or if after discussing their concerns they are not addressed, then they can submit the complaint to HR, the Mayor or Council President.

The revised draft provides that the Mayor forward the written complaint (or a written summary of the complaint) to the rest of the Council. The Mayor or Council will share with the City Administrator that a complaint has been filed unless the complaint is of criminal nature or disclosure could impact an investigation. At the time that notice is given, the City Administrator will be reminded that there will be no retaliation regarding the complaint.

Possible options that the Mayor and Councilors have in addressing the resolution of a complaint include the following:

- The Mayor can discuss the matter informally with the City Administrator to work towards any resolution of issues.
- The Mayor could schedule a special meeting, which could be done in executive session if requested by the administrator or to review an opinion of legal counsel, to review the complaint and any resolution to the complaint.

- Under Council rules, three Councilors could request that the Mayor schedule a special meeting to discuss the complaint.
- The complaint may not be deemed to be valid and no action is taken.

Complaints against a City Administrator should be a rare event. Having a policy in place provides a process to hear legitimate complaints and resolve those issues.

#### **COMMITTEE REVIEW AND/OR RECOMMENDATION**

None.

#### **RELATED CITY POLICIES**

Personnel Manual

#### **LEGAL REVIEW**

This policy was modified in conjunction with discussions with legal counsel. The final draft policy and report will be reviewed by legal counsel, as part of the agenda packet. The City Attorney may have additional comments on the policy.

#### **CITY ADMINISTRATOR'S COMMENT**

For Council to provide feedback and direction, as desired.

#### **COUNCIL OPTIONS**

For Council to provide feedback and direction, as desired.

#### **ATTACHMENTS**

A. Draft 2 of the Complaint Policy

#### **FOR MORE INFORMATION**

Staff Contact: Spencer R. Nebel, City Administrator Pro Tem

Telephone: 541-952-2640

Staff E-Mail: [snebel@ci.junction-city.or.us](mailto:snebel@ci.junction-city.or.us)

## **DRAFT 2**

### **CITY ADMINISTRATOR COMPLAINT REPORTING PROCEDURE**

#### **1. PURPOSE**

To establish the notification procedure for the Mayor or Council President and City Council in the event misconduct, harassment or illegal / unethical conduct is alleged against the City Administrator.

#### **2. APPLICABILITY**

This policy applies to all employees of the City of Junction City.

#### **3. REFERENCES**

Personnel Handbook, Section 3 - Equal Employment Opportunity Policy

#### **4. PROCEDURE**

The City Administrator is a City employee appointed and serving at the pleasure of the City Council. The City Administrator is subject to the City's Employee Personnel Manual. The reporting procedures and requirements of the City's Equal Employment Opportunity Policy apply to the City Administrator, subject to the following modifications:

##### **a. Complaint Reporting**

Complaints against the City Administrator shall be reported to the Mayor or the Human Resource Manager. If the employee is not comfortable reporting to the Mayor or Human Resource Manager, then the employee may report to the Council President. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). Before filing a complaint, an employee is encouraged, but not required, to talk with the City Administrator about the nature of the complaint to try to resolve the issue.

##### **b. Complaint Processing**

If the Human Resource Manager receives the complaint, he/she shall notify the Mayor and provide details of the complaint, including a copy of any written complaint. If the Human Resource Manager receives a verbal complaint, then the Human Resource Manager should document the complaint in writing. The written complaint or documented verbal complaint will be routed to the Mayor via email or other reasonable means. The Mayor will forward a copy of the complaint to members of Council as a confidential document.

The Mayor (or Council President) may contact the City Attorney to review the complaint and any available documentation or evidence in support to determine next steps. Next steps may include taking no action or calling a Council meeting and/or executive session for the city council to review the complaint and take appropriate action.

#### 5. NOTIFICATION TO THE CITY ADMINISTRATOR

The City Administrator will normally be notified by the Mayor or Council that a complaint has been filed and the general nature of the complaint unless the complaint is criminal in nature or if notice to the City Administrator would jeopardize an investigation. Any notice to the City Administrator should include a statement that retaliation by the City Administrator is strictly prohibited.

The City of Junction City prohibits retaliation in any way against an employee for engaging in protected activity, including but not limited to the submittal of a good-faith complaint pursuant to this policy, reporting (in good faith) harassment or discriminatory conduct, or participating in an investigation of such conduct.

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## Community Meetings

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Meeting Date: March 24, 2026  
Department: Administration  
www.junctioncityoregon.gov

Agenda Item Number: 5  
Staff Contact: Spencer R. Nebel  
Contact Telephone Number: 541-952-2640

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### ISSUE STATEMENT

Review and discussion of the schedule and agenda for Community Meetings occurring in April.

### BACKGROUND

A policy was established to hold quarterly Community Meetings, to improve the City's ability to communicate with the public about various issues of community concern. The policy includes a schedule for 2026 that provides for a series of quarterly meetings with the goal of holding each of these quarterly meetings in six locations in the City. In practice, finding locations has been challenging and as a result it is my understanding that the meetings have been held at the Community Center. Council reviews a draft agenda prior to the meetings. The next meetings are scheduled for Tuesday, April 9, Wednesday, April 10 and Thursday, April 11 at 11:00am and 6:00pm each day.

Recent agenda items have included Water and Sewer updates, Police Department Updates, and Public Works updates followed with time for questions and answers in an hour-long format. Depending on direction from Council on tonight's work session agenda item #2, "City Administrator Recruitment" this may be a great time to gather public feedback for the upcoming search process and, if a survey is put together, use some of this time for folks to complete the survey to provide feedback for the recruitment process going forward. This would be a good opportunity to get citizens input about the important qualities for the next City Administrator and to solicit ideas about what is important for the future of the community as well. I will be discussing agenda ideas for April's community meetings with the executive team at our first meeting which will be held on Tuesday morning for any other ideas as well as trying to identify specific locations to hold these meetings. I will share any additional thoughts from staff about the April Community Meetings with the Council at Tuesday's work session.

Tentative agenda items for the hour-long meetings would be as follows:

11:00 am	Welcome and Introductions
11:05 am	Police Department Updates

11:15 am	Public Works Update
11:25 am	City Administrator Recruitment
11:35 am	General Questions and Answers
Noon	Adjournment

Due to the timing of these meetings, I am suggesting that the number of meetings be reduced from six to four meetings and I would like to try to find different locations in the community where these four meetings could be held. This change is requested for both logistical and practical reasons. Since my work time is limited through the end of April due to part-time work obligations with Lincoln County, I would not be available to participate in meetings on Thursday. In addition, depending on directions from Council regarding City Administrator Recruitment, I will have a short window of time to conduct outreach and pull together the materials for the recruitment process for presentation to the Council on April 14. This will take a significant time commitment to complete. I will also be involved in the development of the budget with the Finance Director this coming month. Finally, from a practical standpoint, staff have not been successful in finding meeting locations for the Community Meetings at six different sites as was originally intended by the policy and the number of citizens attending can be easily accommodated in a fewer number of meetings. I am recommending that four meetings be held on Tuesday, April 9 (11am and 6pm) and Wednesday, April 10 (11am and 6pm) with an attempt to hold these meetings in different locations in Junction City.

Finally, it will be important that the Councilors let us know if they plan to attend any of these meetings to avoid having a quorum of the Council present at any of the meetings.

**COMMITTEE REVIEW AND/OR RECOMMENDATION**

None.

**RELATED CITY POLICIES**

Community Meetings Policy

**LEGAL REVIEW**

The document was reviewed as part of legal Counsels review of the agenda packet.

**CITY ADMINISTRATOR’S COMMENT**

For Council to provide feedback, as desired.

**COUNCIL OPTIONS**

Provide feedback on the Community Meeting Agenda items. Discuss reducing the number of meetings from six to four meetings in April.

**ATTACHMENTS**

None.

**FOR MORE INFORMATION**

Staff Contact: Spencer R. Nebel, City Administrator Pro Tem

Telephone: 541-952-2640

Staff E-Mail: [snebel@ci.junction-city.or.us](mailto:snebel@ci.junction-city.or.us)

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## Administrator Projects Update

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Meeting Date: March 24, 2026  
Department: Administration  
[www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

Agenda Item Number: 6  
Staff Contact: Spencer R. Nebel  
Contact Telephone Number: 541-952-2640

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### ISSUE STATEMENT

City Administrator Pro Tem update on activities during my first two weeks on the job.

### BACKGROUND

It has been a very busy and intense first two weeks on the job. In addition to reviewing and preparing reports on City Administrator recruitment, reviewing issues relating to the funding and staffing of positions supported by the Enterprise Funds, reviewing the policy about how employees can file complaints regarding the City Administrator and getting up to speed about community meetings, I have been involved in several other efforts as well:

- Kitty prepared an extensive day long orientation with different directors to see various facilities and meet staff on my first day in Junction City.
- Authorized the hiring a lateral police officer following discussions with Finance and the Chief.
- Met with the Finance Director to get a better understanding of the budget development process that has been initiated and will be in full swing this coming month.
- Met with HR to understand Ashley's role and got updates on any personnel issues
- Met with Jason Knope on his new role in coordinating special projects for the City. Addressing the Wastewater MAO will take focused attention over the next few years. This is a big project which will require substantial planning, coordination, development of engineering and financing plans to pay back bonding that will be necessary in moving forward.
- Spent time getting set up with technology and office operations. (Technology is not my favorite thing, I appreciate Jacob's patience with me.)
- Met with the Mayor and all six Councilors to understand their perspectives on the City organization and feedback on qualities that are important for Junction City's next City Administrator. I will be scheduling similar meetings with the executive team members and the bargain unit representative to get their perspectives on these issues in the

next two weeks.

- Finally, I am reserving time on Thursdays and Fridays to complete work for Lincoln County. This work will end at the end of April. I am available and can be contacted regarding any Junction City issues on those days. It has been and will be a very busy time for me with extended hours to address both of these efforts!

I appreciate having the opportunity to work for the City of Junction City!

**COMMITTEE REVIEW AND/OR RECOMMENDATION**

N.A.

**RELATED CITY POLICIES**

N.A.

**LEGAL REVIEW**

Legal Counsel will be reviewing the agenda packet

**CITY ADMINISTRATOR'S COMMENT**

N.A.

**COUNCIL OPTIONS**

Happy to answer any questions of the Mayor or Councilors

**ATTACHMENTS**

None.

**FOR MORE INFORMATION**

Staff Contact: Spencer R. Nebel, City Administrator Pro Tem

Telephone: 541-952-2640

Staff E-Mail: [snebel@ci.junction-city.or.us](mailto:snebel@ci.junction-city.or.us)

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## Public Works Project Update

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Meeting Date: March 24, 2026  
Department: Public Works  
[www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

Agenda Item Number: 8  
Staff Contact: Gary Kaping  
Contact Telephone Number: 541-998-3125

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### ISSUE STATEMENT

This is an update on the various Public Works projects currently being worked on.

### BACKGROUND

Public Works has multiple projects that are currently being worked on by our engineers and our staff. Attached to this AIS is a report that details the updates since last month.

Please note that the format has changed a little since last month. All completed projects are now located in Appendix B including projects from the MAO table.

Also new to the report is a summarized update for all departments. Please note that on page 7, staff has added a section dedicated to the MWMC connection process and progress.

### RELATED CITY POLICIES

- *None*

### COUNCIL OPTIONS

- **None – Informational Only**

### LEGAL REVIEW

This item was reviewed as part of the packet.

### CITY ADMINISTRATOR'S RECOMMENDATION

To provide feedback as desired.

### ATTACHMENTS

- Public Works Project Review, dated 3/17/2026

### FOR MORE INFORMATION

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



# Public Works Projects Review

A CURRENT LIST OF PUBLIC WORKS PROJECTS WITH UPDATES

Last Updated: 3/09/2026

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## Department Projects Updates – As of 03/09/2026

In the past month, the department has continued to work on various projects across all divisions. This includes:

- Alderdale Well Project Design
- MAO Items #6, 14, 19, & 28
- MWMC Coordination & Investigation
- SDWRLF Loan (\$3m)/Principle Forgiveness (\$3m) Acceptance Package
- Intergrator of Record RFP
- MWMC/City of Eugene Connection charges contractor Contract

During the last month, the department has completed the following projects:

- MAO Item #9 MAO Progress Report (due 3/1/2026)
- MAO Item #29 Outfall Inspection Report (due once per permit cycle)
- Asbestos, Steel, and Lead Jointed Cast Iron Waterlines Replacement Project Engineering RFP
- Closed out the Smoke Testing Report Technical Assistance Grant (Project ID #V26001) with the State of Oregon.

## Water Division Projects

Currently, there are many projects being worked on by the utility crews. Below are a list of those projects and any current updates on those projects.

### RAINTREE WELL PROJECT

**Project Cost:** \$3,393,500

**Funding Source:** Grant Funds, Remainder TBD

This project is to drill and develop a new domestic water well at the City's Raintree Park and connect it to the City's water distribution system. The City currently has a federal grant that covers part of the project cost. Additional funding will be needed.

**UPDATE:** This project is paused.

### ALDERDALE WELL PROJECT

**Project Cost:** \$2,226,000

**Funding Source:** Grant Funds, Remainder TBD

This project is to drill and develop a new domestic water well at the City's Alderdale Park and connect it to the City's water distribution system. The City currently has a state grant that covers half of the project cost. Additional funding will be needed.

**UPDATE:** This project is in design. The Cultural Study is done. No issues were discovered.

## Sewer Division Projects – Permit & MAO Combined Timeline

Currently, there are many projects being worked on by the utility crews. Below is a list of those projects and any current updates on those projects.

Junction City Permit & MAO Combined Timeline				
#	Item	Source	Due Date	Status
6	Updated Facilities Plan	Permit	1/1/2026	In Process
	<b>Estimated Project Cost</b>	Additional \$50,000	<b>Funding Source</b>	Sewer Capital Projects Fund
	<p><i>Facilities Plan Update</i>                      This project is to update the City’s Wastewater Facilities Plan. This is the first step in the process to upgrade the City’s Wastewater Treatment Plant. This work is being completed by HBH Engineering (City Engineer).  <b>UPDATE: (3/9/26) Draft comments from DEQ have been received. Staff is working with the City Engineer to address these comments.</b></p> <p><i>Wetlands Function &amp; Values Study</i>                      This project is to see how many wetland mitigation credits the City will receive for the restoration of the property north of the lagoons (tax lot 900). This work was awarded to Cascade Environmental.  <b>UPDATE: This portion of the project is complete.</b></p>			
#	Item	Source	Due Date	Status
14	Copies of Pretreatment Permits to DEQ	MAO	9/30/2026	In Process
	<b>Estimated Project Cost</b>	\$500	<b>Funding Source</b>	Sewer Operating Fund
	<p>This project is to provide copies of the permits issued to industrial sources to prevent slug loading. Note that this project is part of #5 and #27.  <b>UPDATE: (3/9/2026) Staff is scheduling onsite inspection with the top 6 potential industrial users.</b></p>			
#	Item	Source	Due Date	Status
16	Mixing Zone Study	Permit	12/15/2026	Not Started
	<b>Estimated Project Cost</b>	TBD	<b>Funding Source</b>	Sewer Capital Projects Fund
	<p><i>This project has not yet started.</i></p>			
#	Item	Source	Due Date	Status
17	Report on Progress for funding & design of Treatment Plant	Permit	1/1/2027	Not Started
	<b>Estimated Project Cost</b>	TBD	<b>Funding Source</b>	Sewer Capital Projects Fund
	<p><i>This project has not yet started.</i></p>			
#	Item	Source	Due Date	Status
18	MAO Progress Report	MAO	3/1/2027	Not Started
	<b>Estimated Project Cost</b>	N/A	<b>Funding Source</b>	N/A
	<p><i>This project has not yet started.</i></p>			

#	Item	Source	Due Date	Status
19	CCTV Sewer Collection System	MAO	1/1/2028	In Process
	<b>Estimated Project Cost</b> \$5,000	<b>Funding Source</b>	Sewer Capital Projects Fund	
	This project is to video inspect all sections of the sewer collection system that has not been inspected in the past 5 years.			
	<b>UPDATE: (3/9/2026) Staff is currently working on inspecting 3<sup>rd</sup> and Maple and 14<sup>th</sup> and Elm basins</b>			
#	Item	Source	Due Date	Status
20	Inflow & Infiltration Elimination Plan	MAO	4/30/2028	Not Started
	<b>Estimated Project Cost</b> TBD	<b>Funding Source</b>	Sewer Capital Projects Fund	
	This project is to submit a draft plan to eliminate Priority 1 infiltration sources to the sewer collection system based on the data from #19 above.			
#	Item	Source	Due Date	Status
21	Draft Predesign Report for Subproject 1	Permit	1/1/2028	Not Started
	<b>Estimated Project Cost</b> TBD	<b>Funding Source</b>	Sewer Capital Projects Fund	
	This project has not yet started.			
#	Item	Source	Due Date	Status
22	Land Acquisition Progress Report for Subproject 2	Permit	1/1/2028	Not Started
	<b>Estimated Project Cost</b> N/A	<b>Funding Source</b>	N/A	
	This project has not yet started.			
#	Item	Source	Due Date	Status
23	MAO Progress Report	MAO	3/1/2028	Not Started
	<b>Estimated Project Cost</b> N/A	<b>Funding Source</b>	N/A	
	This project has not yet started.			
#	Item	Source	Due Date	Status
24	Groundwater Investigation Report and Archaeological Review for Subproject 2	Permit	1/1/2029	Not Started
	<b>Estimated Project Cost</b> TBD	<b>Funding Source</b>	Sewer Capital Projects Fund	
	This project has not yet started.			
#	Item	Source	Due Date	Status
25	MAO Progress Report	MAO	3/1/2029	Not Started
	<b>Estimated Project Cost</b> N/A	<b>Funding Source</b>	N/A	
	This project has not yet started.			
#	Item	Source	Due Date	Status
26	Inflow & Infiltration Elimination Plan Priority 1 projects complete	MAO	4/30/2029	Not Started
	<b>Estimated Project Cost</b> TBD	<b>Funding Source</b>	Sewer Capital Projects Fund	
	This project has not yet started.			

#	Item	Source	Due Date	Status
27	Final Design for Subproject 1	Permit	6/1/2029	Not Started
	<b>Estimated Project Cost</b> <i>TBD</i>	<b>Funding Source</b>	Sewer Capital Projects Fund	
	<i>This project has not yet started.</i>			
#	Item	Source	Due Date	Status
28	Industrial User Survey	Permit	Once per Permit	In Process
	<b>Estimated Project Cost</b> \$500	<b>Funding Source</b>	Sewer Operating Fund	
...	<i>Industrial Pretreatment User Survey</i> This project is to conduct an Industrial User Survey in the City. This is the first step in fully implementing the City's Industrial Pretreatment Program. <b>UPDATE: Staff has hand delivered the paper work to the few places that had not responded, These have now been returned.</b>			
#	Item	Source	Due Date	Status
30	Construction Progress Report for Subproject 1	Permit	6/1/2030	Not Started
	<b>Estimated Project Cost</b> <i>TBD</i>	<b>Funding Source</b>	Sewer Capital Projects Fund	
	<i>This project has not yet started.</i>			
#	Item	Source	Due Date	Status
31	Wetland Delineation & Mitigation Report for Subproject 2	Permit	6/1/2030	Not Started
	<b>Estimated Project Cost</b> <i>TBD</i>	<b>Funding Source</b>	Sewer Capital Projects Fund	
	<i>This project has not yet started.</i>			
#	Item	Source	Due Date	Status
32	Final Design for Subproject 2	Permit	1/1/2032	Not Started
	<b>Estimated Project Cost</b> <i>TBD</i>	<b>Funding Source</b>	Sewer Capital Projects Fund	
	<i>This project has not yet started.</i>			
#	Item	Source	Due Date	Status
33	Construction Progress Report for Subproject 2	Permit	1/1/2033	Not Started
	<b>Estimated Project Cost</b> <i>TBD</i>	<b>Funding Source</b>	Sewer Capital Projects Fund	
	<i>This project has not yet started.</i>			
#	Item	Source	Due Date	Status
34	Achieve final limits for CBOD	Permit	1/1/2034	Not Started
	<b>Estimated Project Cost</b> <i>TBD</i>	<b>Funding Source</b>	Sewer Capital Projects Fund	
	<i>This project has not yet started.</i>			

## Sewer Division Projects – All Other

### MWMC CONNECTION

**Project Cost:** TBD                      **Funding Source:** TBD

This project is to investigate an alternative option for treating the City’s wastewater instead of constructing a new treatment plant by connecting to the MWMC treatment plant. This plant currently serves Eugene and Springfield and the City of Creswell is currently working on connecting to the plant.

For Junction City, this would require the City to connect to a pump station owned by the City of Eugene that pumps directly to the MWMC treatment plant. Costs would include pumping from JC to this pump station, upgrades to the pump station, and fees for connecting from MWMC and the City of Eugene. This would be similar to System Development Charges (SDC’s).

Additionally, the City would have to work with Eugene, Springfield, and Lane County to modify the Metro Plan to allow MWMC to extend service lines outside of it’s current boundaries. This is a planning issue that will require meetings with the Planning Commissions of all three agencies plus both City Council’s and Lane County Board of Commissioners.

Estimated Costs (as of 3/17/2026):

Connect to Enid Pump Station (City of Eugene)	\$28,902,000
Enid Pump Station Upgrades (City of Eugene)	TBD
City of Eugene Connection Fees	TBD
MWMC Connection Fees	TBD
MWMC Upgrade Costs	TBD

**UPDATE:** Staff has been involved with several meetings with Lane County, MWMC, and Creswell. Staff has received the Engineer’s estimate for connecting to the City of Eugene’s pump station. The potential contractor to determine connection fees contract should be before Council in April.

### 10<sup>TH</sup> & ROSE PUMP STATION REPLACEMENT

**Project Cost:** TBD                      **Funding Source:** Sewer Capital Fund

This project is to replace the City’s 10<sup>th</sup> & Rose Sewer Pump Station. This station is one of the older pump stations in town and needs to be moved to a location on a city owned parcel further west on 10<sup>th</sup> Street.

**UPDATE:** Design work has begun on this project.

## Parks & Open Spaces Division Projects

Currently, there are many projects being worked on by the Parks & Open Spaces crews. Below is a list of those projects and any current updates on those projects.

## Appendix A – Well Flow Capacities

### Well Flow Capacities

<i>Location</i>	<i>Original Flow</i>	<i>Before Rehab</i>	<i>After Rehab</i>
<i>13<sup>th</sup> &amp; Elm Well</i>	300 GPM	225 GPM	600 GPM
<i>11<sup>th</sup> &amp; Elm Well</i>	1,100 GPM	120 GPM	300 GPM
<i>5<sup>th</sup> &amp; Maple Well</i>	500 GPM	220 GPM	250 GPM
<i>8<sup>th</sup> &amp; Deal Well</i>	300 GPM	75 GPM	150 GPM
<i>3<sup>rd</sup> &amp; Cedar Well</i>	300 GPM	250 GPM	350 GPM
<i>Bailey Park Well</i>	N/A	N/A	600 GPM
<i>Total Capacity</i>	2,500 GPM	890 GPM	2,000 GPM

## Appendix B – Completed Projects

### WATER DIVISION PROJECTS

#### **3<sup>rd</sup> & Cedar Raw Water Line Project**

**Project Cost:**

**Funding Source:** Water Capital Fund

This project is to install new raw water line that will connect the 3<sup>rd</sup> & Cedar Well to the City's Water Treatment Plant.

#### **Lead Water Service Line Survey**

This project is a new requirement by the State to inspect all service line in the system. We must identify both on the Cities side and the customer side what the service lines are made of. This project must be completed by October 16<sup>th</sup>, 2024 and reported to the state.

#### **Bailey Well Project**

**Project Cost:**

**Funding Source:** Water Capital Fund

This project is to drill and develop a new domestic water well at the City's Bailey Park and connect it to the City's water distribution system.

#### **Water Rights Transfer for Bailey Well**

**Project Cost:**

**Funding Source:** Water Capital Fund

This project is to transfer some of the City's existing water rights for use with the new Bailey Well.

#### **5<sup>th</sup> Street Water Line Replacement & Street Reconstruction Project**

**Project Cost:**

**Funding Source:** Water Capital Fund

This project is to replace some older water lines on 5<sup>th</sup> Street while City crews are working on other waterlines in the area.

**UPDATE: This project is complete.**

#### **5<sup>th</sup> & Maple Well Rehab Project**

**Project Cost:** \$30,000

**Funding Source:** Water Capital Fund

This project is to inspect and rehabilitate the 5<sup>th</sup> & Maple Well to restore pumping capacity to it.

**UPDATE: The repair work is complete.**

PARKS DIVISION PROJECTS

**Tequendama Park Upgrades**

**Project Cost:**

**Funding Source:** Parks SDC Fund

This project is to update the City owned Tequendama Park due to age. This includes replacing the existing playground structure.

**Bailey Park Replacement**

**Project Cost:** \$178,500

**Funding Source:** Parks Capital Fund

This project is to make upgrades to the Bailey Park due to the changes by adding a water well to the park. These upgrades include adding pickleball courts, basketball courts, and more.

SEWER DIVISION PROJECTS

**Wastewater NPDES Permit/MAO**

Junction City Permit & MAO Combined Timeline				
#	Item	Source	Due Date	Status
1	Recycled Water Use Plan	MAO	11/1/2024	Done
	This project is to complete a state approved Recycled Water Use Plan. This plan is used by the City for irrigating land with the effluent from the City's wastewater treatment plant in the summer.			
#	Item	Source	Due Date	Status
2	Report on Funding for Facilities Plan	Permit	1/1/2025	Done
	This project is to update the DEQ on the City's funding status for the Facilities Plan Update.			
#	Item	Source	Due Date	Status
3	Repair Irrigation System per DEQ Approved plans	MAO	3/1/2025	Done
	This project is to make some repairs & upgrades to the contact chamber at the treatment plant to allow for better control of the irrigation process.			
#	Item	Source	Due Date	Status
4	MAO Progress Report	MAO	3/1/2025	Done
#	Item	Source	Due Date	Status
5	Industrial Sources Identified & Reported to DEQ	MAO	8/31/2025	Done
	<b>Estimated Project Cost</b>	\$500	<b>Funding Source</b>	Sewer Operating Fund
	This project is to identify any and all industrial sources discharging slug loads of BOD5, TSS, or ammonia to the wastewater treatment plant.			
#	Item	Source	Due Date	Status
7	Groundwater Investigation Report and Archaeological Review for Subproject 1	Permit	1/1/2026	Done
	<b>Estimated Project Cost</b>	\$142,597	<b>Funding Source</b>	Sewer Capital Projects Fund
	<i>Geotechnical Work</i> This project is to conduct geotechnical work to determine the types of soil and groundwater that the wastewater treatment plant.			
#	Item	Source	Due Date	Status
8	Sludge Depth Survey	Permit	1/15/2026	Done
	<b>Estimated Project Cost</b>		<b>Funding Source</b>	Sewer Capital Projects Fund
	This project is to conduct a survey of the sludge depths in the City's Lagoons.			
#	Item	Source	Due Date	Status
9	MAO Progress Report	MAO	3/1/2026	Done
	<b>Estimated Project Cost</b>	N/A	<b>Funding Source</b>	N/A
	<i>This project is complete</i>			
#	Item	Source	Due Date	Status
10	Smoke Test Sewer System	MAO	1/1/2026	Done
	<b>Estimated Project Cost</b>	<i>Bidding Underway</i>	<b>Funding Source</b>	Sewer Capital Projects Fund
	This project is to conduct smoke testing on all portions of the City's sewer collection system that have not been tested in the past 5 years			

#	Item	Source	Due Date	Status
11	Smoke Testing Report	MAO	1/1/2026	Done
	<b>Estimated Project Cost</b>	<i>TBD</i>	<b>Funding Source</b>	Sewer Capital Projects Fund
	This project is to develop an inflow improvement plan and schedule based on the results from the smoke testing and flow monitoring information that was collected.			
#	Item	Source	Due Date	Status
12	Collection System Mapping	MAO	1/1/2026	Done
	<b>Estimated Project Cost</b>	N/A	<b>Funding Source</b>	N/A
	This project is to update the City's sewer system map to identify each drainage basin including pipe type and date of installation.			
#	Item	Source	Due Date	Status
13	Collection System Flow Monitoring	MAO	1/1/2026	Done
	<b>Estimated Project Cost</b>	N/A	<b>Funding Source</b>	N/A
	This project is to complete flow monitoring on each basin in the collection system to identify areas with the highest inflow and infiltration.			
#	Item	Source	Due Date	Status
15	Wetland Delineation & Mitigation Report for Subproject 1	Permit	6/1/2026	Done
	<b>Estimated Project Cost</b>	TBD	<b>Funding Source</b>	Sewer Capital Projects Fund
	<i>Wetlands Delineation Study</i> This project is to conduct a wetlands delineation study for the recently purchased property next to the City's treatment plant (tax lot 602, High Pass Property purchased in 2024).			
	<i>Wetlands Coordination &amp; Permitting</i> This project is to complete a wetlands delineation on the City's existing property at the treatment plant.			
#	Item	Source	Due Date	Status
28	Industrial User Survey	Permit	Once per Permit	Done
	<b>Estimated Project Cost</b>	\$500	<b>Funding Source</b>	Sewer Operating Fund
	<i>Industrial Pretreatment User Survey</i> This project is to conduct an Industrial User Survey in the City. This is the first step in fully implementing the City's Industrial Pretreatment Program.			
#	Item	Source	Due Date	Status
29	Outfall Inspection Report	Permit	Once per Permit	Done
	<b>Estimated Project Cost</b>	\$2,500	<b>Funding Source</b>	Sewer Capital Projects Fund
	<i>This project is complete.</i>			

## Appendix C – Updated Water Capital Plan Project Costs

### Water Projects Costs Summary

No.	Project Name	Preliminary Estimated Cost
<i>2025 New High Projects (0-5 years)</i>		
0A-1	Raintree Well	\$ 3,393,473
0A-2	Alderdale Well	\$ 2,225,202
0A-3	Asbestos, Steel, and Lead Jointed Cast Iron Waterlines Replacement Project	\$ 4,922,380
0A-4	Wells System Redundancy and Resiliency Improvements	\$ 993,500
0A-5	Abandon 8th and Front Well	\$ 71,200
0A-6	Water Master Plan Update	\$ 70,000
0A-7	Raw Water Sand Issue	\$ 20,000
<i>Sub Total of Priority 1A Projects</i>		<i>\$ 11,695,755</i>
<i>2025 New Projects (5-10 years)</i>		
0B-1	500,000 Gallon Reservoir at Raintree	\$ 3,326,549
0B-2	Water Management and Conservation Plan Update	\$ 80,000
0B-3	Raintree Water Treatment Plant	\$ 11,230,448
<i>Sub Total of Priority 1A Projects</i>		<i>\$ 14,636,997</i>
<i>Identified in 2019 Water Master Plan - Priority 1A Projects(0-5 years)</i>		
1A-1	Completed	
1A-2	North Greenwood Street Mainline Update	\$ 1,143,000
1A-3	North Downtown Mainlines Update	\$ 1,485,000
1A-4	South Greenwood Street and Third Street Mainlines Update	\$ 1,175,000
1A-5	High School Waterline Update	\$ 338,000
<i>Sub Total of Priority 1A Projects</i>		<i>\$ 4,141,000</i>
<i>Identified in 2019 Water Master Plan - Priority 1B Projects(0-10 years)</i>		
1B-1	New 0.5 MG Storage Tank (South)	\$ 1,346,000
1B-2	Elm Street and Deal Street Mainlines Update	\$ 1,332,000
1B-3	South Downtown Waterlines Update	\$ 490,000
1B-4	Northeast Residential Waterlines Update	\$ 958,000
1B-5	Industrial Mainlines Update	\$ 891,000
1B-6	99W Waterlines Update	\$ 882,000
1B-7	Galvanized Steel and Asbestos Concrete Pipe Replacement Program	\$ 9,276,000
<i>Sub Total of Priority 1B Projects</i>		<i>\$ 15,175,000</i>
<i>Identified in 2019 Water Master Plan - Priority 2 Projects(10-15 years)</i>		
2A	East 9th Avenue Waterline Update	\$ 221,000
2B	Hatton Lane Waterline Expansion and Update	\$ 412,000
<i>Sub Total of Priority 2 Projects</i>		<i>\$ 633,000</i>

<i>Identified in 2019 Water Master Plan - Priority 3 Projects(15-20 years)</i>		
3A	Completed	
3B	New 0.5 MG Storage Tank (West)	\$ 1,358,000
3C	East Residential Waterlines Update	\$ 566,000
3D	Oak Street Waterline Update	\$ 94,000
3E	South Residential Waterlines Expansion and Update	\$ 268,000
3F	North Future Residential Infill Mainline	\$ 550,000
3G	Tamarack Street to Timothy Street Mainline Connection	\$ 175,000
3H	South Future Residential Infill Mainline	\$ 425,000
3I	High Pass Road Mainline Expansion	\$ 893,000
3J	Tenth Avenue Mainline Expansion	\$ 879,000
3K	West Residential Expansion Mainlines	\$ 2,422,000
3L	Future Industrial Expansion Mainlines	\$ 4,320,000
3M	Small Cul-de-sac Waterline Replacement Program	\$ 729,000
<i>Sub Total of Priority 3 Projects</i>		\$ 12,679,000
<b>Total Recommended Improvement Project Costs</b>		<b>\$ 58,960,752</b>

## Appendix D – Updated Sewer Capital Plan Project Costs

### Wastewater Projects Costs Summary

No.	Project Name	Preliminary Estimated Cost
<i>Wastewater Treatment Plant Projects</i>		
WWTP-A	WWTP - New Mechanical Wastewater Treatment Plant: Includes all treatment process equipment, tankage, buildings, and site development. Processes include headworks, secondary treatment (Moving Bed Biological Reactor), tertiary treatment (filtration), disinfection (UV and/or chlorination, TBD), and solids handling (process TBD)	\$ 32,000,000
WWTP-B	WWTP - Treated Water Storage Pond: Lined, earthen-dike pond to store treated water for Recycled Water Use and Discharge during allowed window	\$ 16,000,000
WWTP-C	WWTP - Mitigation Wetland: Wetland mitigation required to offset construction of the new WWTP and Storage Pond, includes trails, bridges, and other associated improvements	\$ 5,000,000
WWTP-D	WWTP - Recycled Water Use facilities, including piping, pumping, and monitoring	\$ 2,500,000
WWTP-E	WWTP - Interim Improvements to provided for additional EDUs prior to completion of main WWTP project	\$ 2,500,000
<i>Total of WWTP Projects</i>		<b>\$ 58,000,000</b>
<i>Projects from 2018 Wastewater Master Plan CIP</i>		
CIP-A	North Common Force Main - 14th & Elm to Rose	\$ 2,300,000
CIP-B	Upgrade 14th and Elm Undersized Trunk Sewer	\$ 900,000
CIP-C	17th and Ivy Pump Station	\$ 2,250,000
CIP-D	North Common Force Main - Rose to Oaklea	\$ 1,900,000
CIP-E	10th and Rose Pump Station	\$ 2,100,000
CIP-F	Chapel Creek PS Force Main	\$ 850,000
CIP-G	1st and Monaco Pump Station	\$ 2,250,000
<i>Total of 2018 Wastewater Master Plan CIP Projects</i>		<b>\$ 12,550,000</b>
<i>MAO/NPDES Required Projects</i>		
REQ-1	Smoke Testing	\$ 150,000
REQ-2	CCTV of Collection System	\$ 100,000
REQ-3	Infiltration/Inflow Removal Projects	\$ 5,000,000
<i>Total of MAO/NPDES Required Projects</i>		<b>\$ 5,250,000</b>
<b>Total Recommended Improvement Project Costs</b>		<b>\$ 75,800,000</b>