

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, March 26, 2024 in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon and in a virtual meeting format via internet and phone.

PRESENT: Mayor, Kenneth Wells; Council President, Karen Leach; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, John P. Gambée (arrived at 6:38 p.m.), and Ken Hancock; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Deputy Chief, Eric Markell; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

1. Call to Order and Pledge of Allegiance

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

2. JCPD Social Media Policy

Chief Waddell presented the social media policy for the Junction City Police Department (JCPD), to guide the department's engagement with the community in informative and positive ways on social media. The Public Safety Committee reviewed on February 6, 2024 and recommended approval.

MOTION: Councilor Ceniga made a motion to approve the JCPD Social Media Policy. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Councilors present: Thomas, Washburne, Ceniga, Leach, and Hancock.

3. JCPD Policy 306 Handcuffing and Restraints

Chief Waddell presented an updated JCPD Policy 306, to include policy on the use of the WRAP Restraint System. The Public Safety Committee reviewed on March 5, 2024 and recommended approval.

Councilor Gambée arrived at the meeting at 6:38 p.m.

MOTION: Councilor Washburne made a motion to approve the changes to JCPD Policy 306. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

4. Sewer Treatment Compliance Schedule

Director Kaping presented the compliance schedule that DEQ (Department of Environmental Quality) had set for the Sewer Treatment Plant upgrade. The schedule outlined the things the City must accomplish and the timeframes in which those things must be done.

Administrator Knope and Director Kaping provided responses on questions:

- The compliance schedule was part of the City's permit from the state of Oregon which was reported to EPA (Environmental Protection Agency) and was up for renewal every five years. Director Kaping added that they had been working on this plan for 27 years since he began employment with the City, and it was finally done.
- If archeological items were found, there was a process they would need to follow and could continue to dig but would need to have someone on site in case they found anything. There was also room to move development to different areas of the property, if needed.
- The first item outlined, "Within one year of permit effective date (01-01-25) the permittee must submit a report detailing progress made in obtaining funding for an updated facilities plan or facilities plan amendment." City staff would need to provide a memo outlining the steps the City had taken. This work had already started, and staff had met with agencies on funding options, including grants, loans, etc. The City Engineer was currently working on the Facilities Plan and pre-design. There would be the engineer's estimates in the updated Facilities Plan, which would make it easier to start lining up funding sources.
- The Facilities Plan was not due until January 2026, but could be ready before that date.

5. Sewer Treatment Plant Geotechnical Work

Director Kaping presented the request to have geotechnical work done for the Sewer Treatment Plant upgrade. As the City moved forward with the predesign for the Sewer Treatment Plant, they needed to test the soil to determine the actual wall height needed for the new proposed lagoon. The Public Works Committee reviewed on March 4, 2024 and recommended approval. Funding would come from the Sewer Capital Fund.

MOTION: Councilor Ceniga made a motion to have HBH Engineering use Shannon and Wilson to complete the geotechnical work at the sewer treatment plant in the amount not to exceed \$28,944 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.

6. Memorandum of Understanding with City of Harrisburg

Director Kaping presented the Memorandum of Understanding (MOU) with the City of Harrisburg. The City of Harrisburg had reached out to City staff about the possibility of Junction City providing sanitation services to the City of Harrisburg in the future after the City of Harrisburg was able to get out of their contract with their current provider. That process could take up to five years. The MOU did not tie the City of Junction City to have to provide service, but the City of Junction City would be agreeing that if the City of Harrisburg could get out of their contract, Junction City would try and negotiate what that would look like.

In response to whether the City of Junction City could provide this service to Harrisburg, Director Kaping stated that with the recent changes made to Sanitation, this was something the City could provide.

In response to questions on why the City of Harrisburg was interested in this, Cathy Nelson, Finance Officer for the City of Harrisburg, stated that there were issues with weeks of missed garbage, poor communication, and large rate increases. She added that the Council and citizens were 100% behind changing service providers.

MOTION: Councilor Leach made a motion to approve the memorandum of understanding with the City of Harrisburg and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

7. City Supplied Parts for Bailey Well

Director Kaping presented the bid for parts for the Bailey Well.

MOTION: Councilor Hancock made a motion to authorize the purchase of the parts for Bailey Well in the amount not to exceed \$151,495 and the generator and transfer switch in the amount of \$92,880 and authorize the Public Works Director to make the purchase of these items. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

8. Budget Committee Appointment

Administrator Knope shared that there were two vacancies on the Budget Committee, to fill unexpired terms (Position 4 through December 31, 2024 and Position 7 through December 31, 2025). One application had been received.

MOTION: Councilor Ceniga made a motion to appoint a member to the City's Budget Committee as follows: Julie Nowacki to position #7. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

9. Executive Session per ORS 192.660(2)(d) to Conduct Deliberations with Persons Designated by the Governing Body to Carry on Labor Negotiations.

Mayor Wells announced Executive Session at 7:09 p.m. Regular session convened at 8:32 p.m.

10. Executive Session per ORS 192.660(2)(f) to Consider Information or Records that are Exempt by Law from Public Inspection and per ORS 192.660(2)(i) to Review and Evaluate the Job Performance of the City Administrator.

Mayor Wells announced Executive Session at 8:34 p.m. Executive Session ended at 9:36 p.m.

11. Adjournment

As there was no further business, the meeting was adjourned at 9:36 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor