A G E N D A

CITY COUNCIL MEETING

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

Tuesday, June 9, 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/81826032974
You can also dial in using your phone: 1-253-215-8782 or toll free 877-853-5257
Meeting ID: 818 2603 2974

(*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 – May 12 and 26, 2026 **5 minutes**
   (Mayor Wells)

4. Public Comment on Items not Listed on the Agenda **10 minutes**
   (Mayor Wells)

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

5. Planning Commission Appointments **5 minutes**
   (Building/Planning Technician Northey)

6. State Shared Revenue Resolution **5 minutes**
   (Director Green)

   A. Resolution No. 1 – A Resolution Declaring the City of Junction City's Election to Receive State Revenues

7. Fiscal Year 2026-2027 Compensation Schedules **5 minutes**
   (Director Green)

   A. Resolution No. 2 – A Resolution to Approve the Fiscal Year 2026-2027 Compensation Schedules for Management and Non-Represented Positions and Seasonal, Temporary, and Part Time Positions.

8. Water and Sewer Rate Resolutions **10 minutes**
(Director Kaping)

   A. Public Comment on Fees

   B. Resolution No. 3 – A Resolution Establishing Water Rates for the City Of Junction City and Repealing Resolution No. 1283.

   C. Resolution No. 4 – A Resolution Establishing Sewer Rates and Charges For the City of Junction City and Repealing Resolution No. 1284.

9. Street Closure for Chief Whetstone Memorial **5 minutes**
(Director Kaping)

10. Community Meeting Agenda Review – Quarter 3 **5 minutes**
(Administrator Nebel)

11. Council Agenda Forecaster **5 minutes**
(Administrator Nebel)

12. Staff Reports **5 minutes**

13. Previous Month's Expenditures **5 minutes**

14. Councilor Comments/Questions **10 minutes**

15. Mayor's Comments **5 minutes**

16. Adjournment

(Estimated End Time: 7:50 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, May 12, 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; Interim City Administrator, Spencer Nebel; City Attorney, Carrie Connelly; Police Sergeant, Fernando Serrano; 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. Changes to the Agenda. None.

3. Approval of Minutes – April 14 and 28, 2026
MOTION: Councilor Washburne made a motion to approve the April 14 and 28, 2026 minutes. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

4. Public Comment on Items not Listed on the Agenda
A. New Comments from Public. None.
B. Follow-up from Staff on Previous Comments. None, as no comments at last meeting.

5. Public Hearing – Sanitary Sewer Connection Moratorium Extension

A. Public Hearing

Mayor Wells read the required statements and asked if Council members had any conflicts of interest. There were none. Mayor Wells opened the public hearing at 6:35 p.m.

Staff Report
Attorney Connelly stated that this was a public hearing for the third and final extension to the first sewer moratorium. The resolution before Council would extend the existing moratorium to December 10, 2026. What was required in order to do that was to hold this public hearing and to consider and adopt supporting written findings. The findings must verify that the problem giving rise to the moratorium still existed. The City remained subject to the DEQ's (Department of Environmental Quality) MAO (Mutual Agreement and Order), due to lack of capacity in the wastewater systems. The City had made process, but had yet to revolve I and I (Inflow and Infiltration) issues, increase the capacity of the existing wastewater treatment plant, design and construct a new replacement wastewater treatment plant or continue to pursue an alternate to that remedy. The City needed more capacity and was not there yet. The criteria was met, and the problem had not been resolved. The findings must demonstrate that reasonable progress was being made to alleviate the problems, and significant progress was being made. The Public Works staff had gotten the City ahead of the curve and ahead of the required timelines. Those were measured based on the milestones that were set in the DEQ MAO. The City had completed: 1. Smoke testing, 2. Flow Monitoring had started, 3. Completed an industrial survey, and 4. A slug loading survey. Since the last extension on November 12, 2025 in the period of the second moratorium extension, the City had submitted the required progress report, conducted a groundwater investigation report and archaeological review, completed a smoke test of the sewer system, done an I and I reduction report, and completed collection system flow monitoring, completed a wetland delineation and mitigation project for Subproject 1 and completed outfall inspection. Public Works staff was here and could provide more detail about what has been completed and what had yet to be completed. Great progress had been made, but not everything was completed on that milestone list. The findings must set a specific duration, and the extension tonight would extend the moratorium to December 10, 2026. The required 14 day notice was given to DLCD (Department of Land Conservation and Development) via email to Patrick Wingard and Brenda Bateman at DLCD. The moratorium was based solely on state law. No city comp plan or zoning criteria applied to the extension this evening. If there were any questions, she would defer to Director Kaping.

Mayor Wells asked if there were any Councilor questions.

Councilor Ceniga asked if there was anything that had not been met by the required timeline so far. Director Kaping responded no, and the City was ahead of schedule on everything. The City had started picking off some of the I and I work that was reported to DEQ that was found

during the smoke testing. The City had completed a number of clean outs that had not passed the smoke test. Public Works would complete that work and get the TV work done and then start a new project on the priority list.

Attorney Connelly stated that in Section 5 of the proposed resolution it read that the proposed resolution would take effect on June 10, 2026 to start the six month window to December 10, 2026.

Public Comment. None.

Questions from the Council. None.

Mayor Wells closed the public Hearing at 6:42 p.m.

There were no further deliberations by Council.

B. Resolution No. 1 – A Resolution Extending a Moratorium on Development Pursuant to ORS 197.505 to 197.540 Based on Limited Sanitary Sewer Capacity.

MOTION: Councilor Washburne made a motion to approve Resolution No. 1. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

Councilor Leach expressed appreciation to Director Kaping and Public Works for keeping projects up to date and ahead of schedule.

6. Public Hearing on Proposed Uses of State Shared Revenue

Mayor Wells opened the public hearing on proposed uses of State Shared Revenue.

Staff Report

Director Green shared that the public hearing process was governed by ORS 221.770, and a hearing was required before the Budget Committee (scheduled for May 18, 2026) and the Council, to take public comment on the proposed uses of State Shared Revenue. Notice of the hearing was published in the Register Guard on May 1, 2026. An overview of State Shared Revenue distributions that the League of Oregon Cities prepared was included in the Council packet, and Director Green reviewed that. State Shared Revenue distributions came to the City in the form of taxes for gas, liquor, cigarettes, and State Revenue Sharing. Distributions were based on a pro rata basis and/or population estimate, which Junction City's population was currently 7472 from the Portland State University population data in 2025. Most of the funds went into the General Fund Non-Departmental, but there was a portion of the street share that went into the Bike Path Fund. Cigarette tax revenue had declined consistently over the years. The Council packet included the budget detail sheets on where funds were distributed in the City's budget. State Shared Revenue could be seen in the City's budget:

- State Revenue Sharing Fund. Line 3 State Revenue Sharing = $85,600. Slight increase over prior years.
- Streets Fund. Line 3 State Tax Street Revenue = $600,000. This was from the Highway Taxes. Slightly over last year. Line 44 Transfer to Bike Path Reserve = $10,000 was the 1% allocation, which was a requirement to provide for non-motorized transportation.
- General Fund Non-Departmental, Line 19 State Liquor Tax = $108,100 and Line 20 Cigarette Tax = $3,900. Both had decreased from prior years. Line 21 Transient Room Tax = $25,000.
- Overall, State Shared Revenue the City received was budgeted at $700,000, which was comprised of the liquor, gas, and cigarette taxes. State Shared Revenue was $85,600. Had Transient Room Tax of $25,000. Net total amount from the state $810,600. Compared to prior years, this was trending a little bit down, but overall it looked pretty good.

Public Comment. None.

Questions or Comments from Council

Mayor Wells stated that they appreciated Director Green going over this and for the detailed accounting for each fund.

Councilor Thomas asked where the Verizon and Natural Gas franchises were in the budget. Director Green responded those could be found in the franchise fees and were part of the General Revenue portion of what came in for the City.

Mayor Wells closed the public hearing.

7. Run 4 Roth 5K Fun Run Street Closure Request

Director Kaping presented the street closure request from the Junction City High School leadership for the Annual Run 4 Roth 5 K Fun Run, in honor of longtime Junction City community member and JC School District Athletic Director Craig Rothenberger who passed away in 2025. The run would be a fundraiser for the new Craig Rothenberger JCHS Athletic Endowment. Police, Fire, and Public Works reviewed and had no concerns.

MOTION: Councilor Thomas made a motion to approve the street closure request for the 3rd annual Run 4 Roth 5 K Fun Run on October 18, 2026, as conditioned in Attachment B with the nonexclusive use of city streets for closure from 1:00 p.m. to 2:30 p.m. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

8. Goodin Street Closure

Director Kaping presented the street closure request from Carl and Kitty Goodin to close Kalmia Street between 8th and 9th Streets for street party. Police, Fire, and Public Works reviewed and had no concerns.

MOTION: Councilor Leach made a motion to approve the street closure request for the Goodin's street party on June 20, 2026, as conditioned in Attachment B, with the nonexclusive use of city streets for street closure from 12:00 p.m. to 7:00 p.m. on June 20, 2026. The use of City streets will apply to the section of Kalmia Street between 8th and 9th. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

9. Theresa Kihn Street Closure Request

Director Kaping presented the street closure request from Theresa Kihn to close Cedar Street between 6th and 7th Streets on July 4 and 5, 2026. Police, Fire and Public Works reviewed and had no concerns.

MOTION: Councilor Thomas made a motion to approve the street closure request for Theresa Kihn's event on July 4, 2026 and July 5, 2026, as conditioned in Attachment B with the nonexclusive use of city streets for street closure from 10:00 a.m. to 10:00 p.m. on July 4, 2026 and 10:00 a.m. to 8:00 p.m. on July 5, 2026. The use of City streets will apply to the section of Cedar Street between 6th and 7th Streets. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

10. Liquor License Application – Glenwood North Restaurant

Sergeant Serrano presented the liquor license application for Glenwood North, a new business that would be located at 1155 Ivy Street (former Viking Inn). The Police Department had no concerns with Council providing a recommendation of approval to OLCC (Oregon Liquor Control Commission).

MOTION: Councilor Washburne made a motion to recommend approval of the liquor license application for Glenwood North to OLCC. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

11. City Administrator Complaint Reporting Procedure

Administrator Nebel presented a resolution to adopt an Administrative policy on employee complaints against the City Administrator. Council reviewed and made updates to this policy on March 24 and reviewed the updated draft on April 28, 2026. The revised draft provided a process in which complaints could be received by either the HR Manager, Mayor, or Council president. If the HR Manager received the complaint, it would go directly to the Mayor. The Mayor or Council President would then distribute that to all members of the Council so that everyone was aware that a complaint has been made. The potential outcomes of a complaint varied, depending on what the nature of the complaint was. It could be as simple as the Mayor having a discussion of the matter informally with the City Administrator. The Mayor could schedule an Executive Session meeting for the Council members. Per the Council rules, three

Councilors could request a meeting if the Mayor elected not to hold a meeting and the Council felt that the meeting should be held. The complaint also may be deemed not to be valid and no action taken.

Administrator Nebel continued that at the March 23, 2026 Work Session, the Council asked staff to check in with LGPS (Local Government Personnel Services) to see if they could accept a complaint from City employees regarding the City Administrator. In discussions with LGPS, they felt that was probably not the best role they could play because these were going to be few and far between and they might get a complaint and not have anyone really understand what to do with it. If this was something happening on a regular basis that would be a little different scenario, but if a complaint came in, they were certainly available to do investigations and those sorts of things if Council elected to do that. Administrator Nebel added that overall this was a good process, and he recommended that the Council approve the resolution.

Councilor Ceniga asked if each complaint would be seen by the Council. Administrator Nebel responded yes.

Councilor Ceniga expressed concerns with a future Mayor discussing things informally with a City Administrator, and she provided a scenario of the complaint not being dealt with appropriately because they were good friends. She added that she thought the Council should be made aware of the follow up on all complaints. Administrator Nebel responded that the Council could certainly ask the Mayor about the outcome of a complaint and the Mayor should provide a report on the action that was taken. If the Council was not satisfied with that, they could schedule an executive session to review. Administrator Nebel added that if all else failed, the employee could come to a Council meeting to share the complaint and that nobody had taken care of it.

Administrator Nebel added that he would recommend that the Council establish a City Administrator Evaluation Program, so that evaluations were done on a regular basis. He would be happy to work with Council on this at a work session this summer.

The Council consensus was in favor of Administrator Nebel's recommendation on the Evaluation Program.

Councilor Hancock shared that the City Administrator complaint policy was a professional approach and gave the City a foundation upon which to operate if an employee did have a complaint. He thanked Administrator Nebel and Attorneys Connelly and Wolf for their work on that. He had had similar concerns as Council Ceniga, but appreciated the response tonight that if the Council did not agree on a complaint resolution, they could request an Executive Session.

A. Resolution No. 2 – A Resolution Establishing an Administrative Policy for the City Administrator Complaint Reporting Procedure.

MOTION: Councilor Leach made a motion to approve Resolution No. 2. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

Mayor Wells thanked everyone for their work on this and expressed appreciation on the feedback from the public and staff.

12. Chip Sealing Deal Street

Director Kaping presented the request to have Lane County chip seal the City's portion of Deal Street to the intersection at 10th Street. Lane County had a chip sealing program, and this work could be done through the MORE IGA (Intergovernmental Agreement) that the City had with Lane County. There was funding available in the budget in the Streets Capital Fund.

MOTION: Councilor Washburne made a motion to move forward with the Deal Street chip sealing project, using Lane County in the amount not to exceed $23,800 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, and Hancock.

13. Council Vacancy Discussion

Administrator Nebel shared that with the unexpected passing of Councilor Jamieson, there was a vacancy on the Council. He reviewed the Charter language that read, "A vacancy in the Council **shall** be filled by appointment by a majority of the Council…." He noted that there was an upcoming election in November and a person appointed to the Council that would want to continue serving would need to file election paperwork to place their name on the ballot.

Administrator Nebel continued that from his perspective and with recruitment going on, he saw value in having a full Council. The Council had flexibility in the appointment process, but typically had advertised for 30 days and that would be his recommendation.

Councilors Thomas and Leach suggested waiting to fill the position, out of respect for Councilor Jamieson and because the City had delayed appointment after Councilor Herb Christiansen had passed.

In response to a question from Councilor Hancock on if the City legally had to fill the position, Attorney Connelly stated that the Council had full discretion on how it wanted to fill the position, but did not have discretion on if to fill it as the Charter language read "shall be filled."

Concerns were raised about what would happen if applications were received but the Council did not feel there was a qualified candidate. Attorney Connelly responded that the Council had full discretion on appointment and would not need to appoint someone, if the majority of Council did not feel they were qualified. They could extend the application timeframe and continue to take applications. Administrator Nebel added that staff would make the appointment process clear in the notice.

Concerns were raised about a person being appointed but not being familiar with the major projects going on in the City. Administrator Nebel responded that there were many knowledgeable people in the stakeholder groups. Attorney Connelly added that the Council could encourage knowledgeable individuals to apply for the position.

Administrator Nebel added that he would like to develop a more formal Council orientation process, which would help individuals understand their responsibilities and obligations.

Councilor Hancock noted that Councilor Jamieson had such a love for the community and they had been friends for 35 years. As much as they all would love to leave the seat vacant and leave Councilor Jamieson's name plate at the Council dais, he felt that Councilor Jamieson would want the Council to find somebody who loved the community and the Council could honor him by making an appointment. Also, since the Charter required the Council to make an appointment, he felt they should proceed with that.

The Council consensus was to advertise the City Councilor vacancy for 30 days and to bring back applications for Council consideration.

14. City Administrator Recruitment

Administrator Nebel reviewed:

- Held Stakeholders Interviews with Council, staff, and community members and had received input from Community Meetings, the Tri-County Chamber Breakfast, JC Ministerial Association, and a Community Survey (107 responses) on City services/goals and what they wanted to see in a City Administrator, etc. People really cared about this community, and the survey provided good information to the Council on developing the community profile.
- He was creating a draft job profile, based on the qualifications expected by the City Council of the candidates that were going to apply for this position and would further discuss this at the next Work Session.

Administrator Nebel continued that after collecting all of this good information, it would be a great time for Council to have a Council Goals Session, as he thought one thing that was missing was having clear goals for the organization, and he would be happy to facilitate that.

The Council consensus was in favor of holding a Council Goals Session. Administrator Nebel responded that Council could select a date at the next Work Session.

Administrator Nebel noted that he was creating a draft job profile and had a few questions for Council:

- Education. Council consensus minimum of bachelor's degree in public administration or a related filed.
- Experience. Council consensus at least 5 years in upper level government.
- Desired Skills/Critical Policy Directives. Administrator Nebel would put together a list for Council to review.
- Pay Range. Administrator Nebel would list the current range of $140,000 to $154,000 and bring back a comparable salary range to other cities at the Work Session.
- Residency. No current requirements for the City Administrator to live in the City limits. Comments included living with a certain radius or time for travel or requiring residency in the City limits. Administrator Nebel would lay out some options and bring back.

Administrator Nebel continued that he would bring back information to the May 26, 2026 Council Work Session and then Council could consider the resolution in regular session that evening. He added that the first third of his time with the City had been trying to figure out what Junction City had, wanted and to pull together the profile. Once they got through that and budget, he would put together the list of things that he wanted to work on in the next couple of months to help make the transition of a new City Administrator as smooth as possible. The last part of his time would be putting together a transition handbook for the new City Administrator.

15. Council Agenda Forecaster
Not reviewed.

16. Staff Reports
Director Kaping reported: Public Works was in maintenance mode right now, replacing and adding values, doing alley clean up, meter repair, and other needed maintenance; Public Works Special Programs Coordinator Tiffany Shafer has been concentrated on getting pool staff trained and scheduling done, and Foreman Shamen Johnson and his crew had been getting the pool ready; Staff continued to work on the MAO. Some test results had been received that would require a few industries in town to do some work to comply with the permit, as required by DEQ.

Sergeant Fernando Serrano reported: The Police Department was in process of recruiting more Reserves and VIPS (Volunteers in Police Service); and a person had been offered the Lieutenant's position and was in backgrounds.

Attorney Connelly reported: The Local Government Law Group (LGLG) quarterly newsletter went out last week. Articles included public meetings and subcommittee requirements, legislative updates/public meetings/ethics, and labor law legislation. The newsletter was distributed to staff and if Council was interested, she was sure staff could forward to them.

Director Green reported: The Finance Department had been very busy and was heavy into budget. Administrator Nebel had been a great guiding light, keeping everyone where they needed to go to meet the objectives; staff wrapped up the April transaction entry and got everything reconciled; Rachel had been a great resource for finance on reception coverage as well as assisting Administrator Nebel and Recorder Vodrup when needed. The City had received great feedback from Rachel's social media posts; and Director Green appreciated all of the work everyone had been putting in.

Administrator Nebel reported: Next Budget Committee meeting would be Monday, May 18, 2026 at 6:30 p.m. He would be putting together the profile and was taking care of day-to-day things; he had completed his obligation to Lincoln County, so would be able to put in a full-time effort for Junction City going forward; Junction City was blessed with good staff, and everyone had been very cooperative in working through issues. He thought the Council worked very effectively together. He thought this was going to a good position for someone stepping into this administrative role, and they would work really hard to find the City good candidates to select from.

17. Previous Month's Expenditures. None.

18. Councilor Comments/Questions
Councilor Washburne noted that they did a good job at covering a lot of stuff tonight. There was a lot more to do, but they would get to it.

Councilor Ceniga said she was happy to see that there would be an Employee Appreciation Lunch for staff, as it was so important to show the employees how much they were appreciated. Administrator Nebel responded that there was an Employee Appreciation Committee, made up of members from each department, that was doing a great job of planning events. This was an area that they hoped to improve upon. There was usually an Employee Appreciation Dinner, but that had been bypassed, and they were hoping to recognize people for five-year incremental service at a summer event.

Councilor Leach thanked all of the staff in each department for their great work. The City had held Employee Recognition events in the past. She had hated to see that go, and was very happy to see that being brought back. She thanked Recorder Vodrup for always being there and having answers and to Administrator Nebel for all the work he had done which was unbelievable.

Councilor Hancock stated that he would like to talk briefly about the RV Campground, which he felt was better terminology than RV Park. He hoped that Attorney Connelly would have a chance to review the deed and find out the specifications for using that property for parks. He had brought up using park revenue towards Park employee wages but wondered if they might also be able to use park revenue to pay for park wages, water and sewer and if Council would be interested in that idea. He thanked Administrator Nebel for all the information that had been gleaned in the stakeholder and Community Survey process.

Administrator Nebel responded that to follow up on the RV camping site, he and Superintendent Tracer had reviewed some aspects of this on Monday, and they would get together with Attorney Connelly and put together a report for Council to review at the Work Session in June.

Councilor Hancock continued that he had listened with great interest about grants for non-profits. He noted that the City was desperate for money at the City level and had requirements they had to fulfill that they did not have the money for. He thought the conversations about giving money away should be limited, and maybe they could find a better approach. All of the non-profits provided a tremendous service to the community and maybe the City should just reduce their utilities by 1% across the board, so they would not have to pick. Administrator Nebel added that this would be a Budget Committee discussion.

19. Mayor's Comments

Mayor Wells stated that there was a Small Cities meeting this Friday in Harrisburg. The Council looked forward to Councilor Hancock attending meetings in person and appreciated all the work he had done to participate in meetings online. The Council had another productive meeting tonight, and everybody was doing their job.

Administrator Nebel noted that they had not reviewed the Council Agenda Forecaster tonight, which was fine, but he wanted to share that he and staff had reviewed the pending and future business items on the forecaster and had some recommendations. Many of those were put on the list five years ago, so he would be bringing back discussion at the May 26, 2026 Work Session to see if Council would like to update. Some of those items could be rolled into the Council Goals Session.

20. Adjournment

As there was no further business, the meeting was adjourned at 8:47 p.m.

ATTEST: APPROVED:

_____ _____

Kitty Vodrup, City Recorder Kenneth Wells, Mayor

The City Council for the City of Junction City, met in work session and regular session at 6:30 p.m. on Tuesday, May 26, 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; Interim Administrator, Spencer Nebel; Police Chief, Mark Waddell; Public Works Superintendent, Jeremy Tracer; and City Recorder, Kitty Vodrup.

WORK 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. Mayor Wells noted that he was moving part of the presentation for the Chief "Woody" Whetstone Memorial Art to Work Session Item 2, as Junction City Foundation members were in attendance to make the presentation.

2. Presentation Chief "Woody" Whetstone Memorial Art

Chief Waddell shared that several members of the Junction City Police Foundation were in the audience and they had worked hard to raise money to commission a memorial art piece for Chief Woodrow "Woody" Whetstone. During the regular session tonight, the Council would be asked for permission to place the memorial on the front side of the Police Department.

Jon Edwards, Junction City Police Foundation, stated that a memorial to honor Chief Woodrow "Woody" Whetstone, who gave the ultimate sacrifice for the community, was 65 ½ years overdue and they were finally seeing this realized. Artist Wade Skinner had been commissioned to create a beautiful memorial art piece. Mr. Skinner's father and Chief Whetstone were friends, so Mr. Skinner had actually known Chief Whetstone, which made this commissioned piece even more special. A local electrician would be donating installation to light the memorial at night. The plan was for the memorial art piece to be placed at the front of the Police Department, right above the Larry Crowley Memorial Bench.

Billy Thomas, Junction City Police Foundation, stated that he had worked for the Junction City Police Department for many years, and every day when he came to work, he saw Chief Whetstone's picture on the wall, which was a constant reminder of not only Chief Whetstone's sacrifice but a reminder to keep safe while on duty. He added that seeing the impact of that picture each day probably helped save his life more than once. This memorial art piece would be beautiful and make a statement to honor Chief Whetstone who gave his life for the community and saved more lives than they probably know.

Chief Waddell added that if the Council approved the placement, they would hold a memorial ceremony on June 17, 2026 at noon.

3. City Administrator Recruitment

Administrator Nebel stated that after doing much outreach in the community and receiving a lot of input, they needed to finalize the job profile and start the process for advertising the City Administrator's position. He reviewed the attachments that were in the Council packet and commended Rachel at City Hall for her great work on preparing the draft Job Profile Brochure. He asked for Council feedback on the following:

Appendix A Junction City Recruitment for City Administrator

- Education Required. Council consensus was to require at least a bachelor's degree.
- Experience Preferred. Council consensus was draft language was good.
- Desired Skills/Professional Qualifies/Characteristics. Council consensus was draft language was good.
- Future Issues Facing the City of Junction City. Council consensus was draft language was good.

Pay Range

Administrator Nebel distributed an updated City Manager salary document, which showed comparable salaries to cities with a population of 5,300 to 9,664. It was noted that Junction City paid the City Administrator's PERS employee portion and full medical benefits, which some of the other cities like Florence did not do. The Council consensus was to set the range at $145,000 to $165,000.

Residency Requirement

Administrator Nebel shared that the City's Personnel Manual had a residency requirement that read, "Employees are encouraged to reside within Junction City; however, the City of Junction City may require any employee to reside within ten driving miles of his or her department location, if the employee's job responsibilities include duties which are to be performed outside of the regular workday or on an emergency basis. The positions required residency within ten miles of City Hall will be specified at the time the job vacancies are announced." He added that the less restrictive the residency requirement, the pool of applicants might be larger, and the more restrictive the residency requirements were it might limit the pool of candidates. This was a decision for the majority of Council to make.

Councilor Leach stated that the Police Chief and Public Works Director had to live in the City, and she thought that the City Administrator should also live in the City, so they could be active in city activities and be part of the city. Administrator Nebel noted that he had never had a requirement to live in the city that he worked for, but he had chosen to do that as he wanted to be a citizen of the city that was impacted by water rate increases, etc.

Councilors Washburne and Hancock expressed their agreement with Councilor Leach that the City Administrator should live in the city.

Councilor Ceniga expressed her disagreement, as she knew several local City Administrators who did not live in the cities that they worked for. She thought it would be better to have a minimum mileage or response time. She expressed concerns that someone might live or want to live just outside the city limits or a short distance away. She did not want to limit a potential good applicant from applying, if they lived within 15 to 30 minutes. She added that there were plenty of employees that lived elsewhere and they did not make that a big deal.

Councilor Thomas shared that she thought the City Administrator would do a better job if they were residing in the city limits and would care more about what happened.

Councilor Leach added that the City Administrator would be part of the city, and if the water rates went up, they would be affected.

Chief Waddell stated that for the record, when he was offered the position, he was given a 10-minute response time. He looked for property just outside the City limits but was not able to find anything and chose to live inside the City limits. Administrator Nebel added that this followed the Personnel Manual language which said the employee needed to live within 10 miles.

Councilor Hancock shared that he thought the City Administrator position, more than any other position, should live within the city limits, mainly because the City had a MAO and was going to take out loans. He wanted to know that the person giving advice was also going to be paying the same amount for loans and was involved and engaged on these issues at both a personal and professional level. The City would be paying a professional wage for someone to move to Junction City. He added that he also agreed that the City Administrator should live in the city limits for all the reasons he had heard others say tonight.

Mayor Wells noted that they might get someone who did not have a lot of experience and who would be at the bottom of the scale. Housing was not cheap and hopefully they would be able to find a place to live. Councilor Ceniga added that there was not a lot for sale right now.

Mayor Wells added that they had the moratorium on building and they needed to be aware of all of these factors, positive and negative. They could get someone who would not apply because they could not afford to purchase a house here, and the Council wanted to have a successful recruitment and not lose anyone because of the requirement to live in town.

Administrator Nebel stated that four Councilors, a majority of the Council, had expressed wanting residency to be in the City limits, so the language would read, "residency within the corporate city limits of Junction City must be established within in six months." Councilors Thomas Washburne, Leach, and Hancock confirmed their majority consensus.

Relocation Allowance/Vacation/Sicks

Administrator Nebel shared that typically a relocation allowance was provided and was negotiated between the party and the city. In addition, vacation and sick time were also negotiated. Council consensus was good with these.

Application Process
Administrator Nebel noted that the last page of the Job Profile Brochure outlined the process for applying, including applicants submitting a cover letter to the Mayor, resume, completed application, and answers to three or four supplemental questions. There was a Veteran's preference requirement and form, as veteran's that met minimum requirements were entitled to a preliminary Zoom Interview.

Schedule
- June 3 to July 7 – Application period.
- July 8 to July 13 – Administrator Nebel would do initial screening of candidates via Zoom.
- July 14 Council Executive Session – Administrator Nebel would provide a report on applicants and Council would identify those qualified to be given a preliminary interview.
- July 15 – July 20 – Preliminary interviews via Zoom by Administrator Nebel.
- July 28 Council Executive Session – Administrator Nebel would provide a report and Council would identify applicants who would be invited for a full interview.

The Council consensus was in favor of the application process and schedule.

Administrator Nebel asked what dates Council would like to set for in person interviews. The Council consensus was to hold the following:

- Monday, August 17, 2026: To have Stakeholder, staff, and a professional group do in person interviews all day at the Community Center on Monday, August 17, 2026, with a reception to be held in the evening.
- Tuesday, August 18, 2026: To have Council do in person interviews in Executive Session all day. An offer of employment would be by a vote of the Council at an open meeting following Executive Session, if the Council chose to do that.

Advertising/Lodging/Travel Costs for Interviews
The Council consensus was for staff to advertise this position nationally through ICMA (International City Manager Association) and to local sources as well. Administrator Nebel added that the City paying for lodging and travel costs for applicants to attend the in-person interviews was something that would typically be done for an executive position like this and funds were available in the budget.

4. Automated License Plate Reader Discussion
Chief Waddell stated that the Council has discussed Automated License Plate Reader (ALPR) technology multiple times and received presentations from Flock Safety and Axon. The legislature passed Senate Bill 1516 in March of 2026, which set guard rails for this technology. The reason this was being brought back to Council was to see if there was an interest in proceeding with this. Funding had not been included in the proposed budget for any cameras. Flock cameras were $3,000 a piece per year, and the City could get anywhere from 2 to 8 cameras. Cameras were sometimes looked at as a "force multiplier" to assist with community safety, especially if they were delayed in adding officers to the Police Department.

Councilor Leach noted that she had met a City Councilor from Albany, and their Council was split on having the cameras. Councilor Leach was in favor of the cameras and asked if there was a brand that Chief would prefer. Chief Waddell responded that it depended on what the Council wanted to do. There was a third vendor they could check with. Currently 26 law enforcement agencies used Flock and no one used Axon, as it was new.

Councilor Hancock stated that what resonated with him was Administrator Nebel's comments on the memo, where he said that overall the benefits outweighed the negative perceptions. One of Councilor Hancock's concerns was if Oregon eventually passed legislation that outlawed the use of these cameras, as he would want the City to be protected from not having to continue paying for something that they could not use. Chief Waddell responded that he believed they could draft the contract that included language to address that concern. He noted that currently Eugene and Springfield were paying for their cameras but not using them.

Councilor Hancock continued that technology was useful but he would not want to trade technology for a police officer position. Chief Waddell expressed his agreement. It was noted that four cameras would cost $12,000 but a new officer would cost $150,000 to $160,000.

Councilor Hancock asked if getting the cameras would mean they would not be able to hire an additional officer. Administrator Nebel responded no, because $12,000 was a far cry from $160,000 a year. They would just need to come up with the $12,000 in the police budget. The Budget Committee would meet on June 1st and that could be a topic of discussion.

Administrator Nebel continued that the question for Council tonight would be was this something that they wanted staff to continue to pursue or something to lay to rest.

Councilor Thomas stated that she thought they needed to discuss this more. The cameras could save a life.

Councilor Washburne stated that he was in favor of getting more officers. He added that he would like to look at the budget to see if they could afford the cameras.

Councilor Ceniga shared that she would like to see more officers too and asked if the officers would prefer cameras or more officers. Chief Waddell responded that he had not asked that that question, but he was sure they would say more officers.

Administrator Nebel noted that it was not necessarily a choice between cameras and having more officers.

Councilor Ceniga stated that she would like to see them move forward with the cameras and if they needed to pare back at some point they could do that. She thought they should move forward with the cameras, while they worked on trying to fund more officers.

Mayor Wells asked if Eugene and Springfield would be putting their cameras back up, since the statewide legislation was put into place. Chief Waddell responded that he did not think they would be turning those cameras back on. Lane County was under a contract with Flock and it did not appear that they would put up their cameras either. Many of the 26 agencies using Flock were in southern Oregon and along the coast.

The Council consensus was for staff to continue pursuing this.

Administrator Nebel stated that if the Council was serious about expanding the Police Department, they would need to look for another revenue source to help supplement that position. When staff did the water survey, about half of the cities had a public safety charge on their water bill to expand their departments. He added that this was something they could talk about at the Council Goal Setting Session.

Mayor Wells noted that a key point in the feedback they received from the citizens was that they wanted police protection and expected that.

Administrator Nebel stated that he and chief would talk about next steps. If the Council wanted to consider proceeding with the cameras in the next fiscal year, they should bring this up at the June 1st Budget Committee meeting.

5. Process to Consider Councilor Applications

Administrator Nebel stated that the notice for the City Councilor vacancy had been posted with a deadline of June 15th. He asked if the Council would like to interview applicants at the June 23, 2026 Council meeting and then make a decision on whether to appoint someone or not. The Council consensus was in favor of doing that.

6. Council Agenda Forecaster

Administrator Nebel asked for Council direction on what they would like to do with a number of Pending and Business Items on the Council Agenda Forecaster that had been on the forecaster since 2022:

Pending Business Items

- **CC-07 Include Youth in Government.** Last at Council 2023. Council consensus to remove.
- **Stop Sign Discussion.** Chief Waddel to update the policy and bring back to Council. Council consensus to leave on list.
- **Grants to Social Services/Non-Profit Agencies.** That was tied to the Budget Committee meeting. It would go away if the Budget Committee did not appropriate funds. Council consensus in favor.

- **City's Parking Code.** Addressing RV Parking and this would be coming back to Council. Council consensus to leave on list.
- **Future RV Park.** This would come back to Council. Council consensus to leave on list.
- **City Administrator Evaluation Program.** Would be brought forward to Council. Council consensus to leave on list.

Future Business Items

- **2022 Council Goals Items.** Council consensus to remove these from the forecaster and have Administrator Nebel bring those to the June 10th Council Goals Session.
- **Gun Range Discussion.** Councilor Ceniga noted that she would like this to stay on the list and for Council to discuss. Council consensus to leave on list.
- **New Fiscal Policy.** Councilor Hancock noted that he was looking for a resolution or some kind of action from the Council which simply said that department heads must live within their current budgets, and he was told that the City already had a policy in place that governed that. Administrator Nebel responded that if a department exceeded their budget and there was not an amendment to adjust that by Council, that would be something that showed up as a finding in the annual audit. That was pretty well regulated and he did not know of a policy that would go beyond that. He added that he did not see any major issues with this in Junction City, and he was comfortable with what he had seen. The issue that sometimes happened was the way the budget was structured and there were requirements for a Council to approve a supplemental budget if circumstances changed. Departments could not unilaterally make changes to their budget. Councilor Hancock responded that if Administrator Nebel was comfortable, he was fine, and he appreciated the information that had been provided. Councilor Hancock was fine removing this item. Council consensus to remove.
- **Public Meetings Law Grievance Policy**. Still pertinent and would be brought back to Council. Council consensus leave on list.
- **Master Fee Schedule.** Administrator Nebel would like to bring something back to a future Work Session. Council consensus to leave on list.

7. Scheduling a Goal Setting Session

Administrator Nebel stated that at the last meeting, the Council consensus was for Council to hold a Goals Setting Session. It would be an all day session with staff presentations, and Council could set their goals and priorities. After the session, Administrator Nebel would bring back a report to Council to review and modify if desired and to also provide an opportunity for the public to comment before the goals were adopted by Council. He asked if the Council would like to set a date.

The Council consensus was to tentatively hold the Council Goals Session on Thursday, June 11th.

8. Administrator Report

Administrator Nebel reviewed:

- Working on the job profile and brochure.
- Wrapping up the budget and were in good shape for the June 1st Budget Committee meeting.
- The first part of his time working for the City was figuring out what was going on in Junction City, what was working, what was not working, having discussions with Council, staff, and stakeholders and getting results from the Citizen Survey. All this information's primary use was for the job profile to figure out what type of person the City wanted for its next administrator.
- He had identified some things to work on and goal setting was one of those. He wanted to go through the priorities and then the final stage would be working with departments to create the handbook for the new City Administrator.

Administrator Nebel distributed a document called Transition Objectives, which he developed from meeting with staff and Council on what issues he should be aware of during this transition period that he was serving as Administrator Pro tem:

<u>Direct Reports/Union Representatives</u>

- **Completion of the Audit and Budget.** Audit had been done and Budget was wrapping up.
- **Work through organizational/work schedule issues in Finance.** Underway.
- **Working through several employee issues.** Underway.
- **Resumption of employee recognition events.** Done.

- **Community Meetings.** April meetings completed and next ones in July. Might be a good opportunity to talk about the Council goals.
- **Wastewater Issues**. Extensive time had been dedicated to moving this forward.

City Council

- **Stay on top of work for water and wastewater/DEQ issues.** Extensive time had been dedicated to both.
- **Orientation for Councilors.** The City had done a number of things regarding Council orientation, and he would pull together a more formalized process that involved the Mayor, City Administrator, and City Recorder.
- **Work through Public Works Issues.** Done.
- **Garbage Service to Harrisburg.** Administrator Nebel had initiated discussions with Harrisburg City Administrator Michele Eldridge. Administrator Nebel would spend some time administratively taking a look at this and get back to Administrator Eldridge and Council in a future Work Session.
- **Getting a new Administrator.** A lot of work completed and going on. Administrator Nebel would also bring back a report on the City's general hiring processes.

Other Issues Administrator Nebel would like to work on during this transition period:

- **RV Park/Camping Area**
- **Goal Setting**
- **City Website Development.** The city purchased a new website and with the transition, that had not been initiated yet.
- **Use of Frontline Technology.** Discussed at department head meeting today.

9. Public Works Projects Update

Superintendent Tracer reported:

- He and Administrator Nebel had met with different people on MWMC in the last couple of weeks. Met with an attorney from the State Lands Department, to make sure there were no hidden land use issues, and there were none.
- Met with Business Oregon and the City's Engineer on the design of the waterlines.
- Would be doing more TV work for the MAO.
- Three manholes were recently repaired, as identified during smoke testing.
- They were inspecting and replacing water valves
- Lifeguard training was in process, and pool prep was almost completed.
- Projects Crew completed crossing at Deal Street
- Required 30-day public notice was posted to irrigate at the Lagoon in late June/early July.
- Were preparing for Function 4 Junction.

10. Police Department Projects Update

Chief Waddell reported:

- Had operations plan in place for Function 4 Junction. Lane County Parole and Probation and Reserves would be helping.
- Had three new reserves, and Chief would like to do an official swearing in ceremony at a Council meeting.
- Two or three new VIPS (Volunteer in Police Service) would be starting, and Kelly would be training them to assist with park rules, etc.
- Application for a patrol officer had closed.
- He read an email that he had received from a community member:

"Dear Chief Waddell. I am writing to express my sincere gratitude to you and the entire Junction City Police Department for your service and support on May 1, 2026, when officers responded to an unexpected passing of my wife's stepfather. In an absolutely unbearable moment for our family, your officers demonstrated a level of professionalism, patience, and compassion that went far beyond what we could have hoped for. They handled an extremely difficult situation with calm, clarity, and respect, which brought us a measure of comfort amid the shock and grief. I would like to especially recognize Officer Janet Deckard. Her kindness and thoughtfulness were evident in so many ways, including something as simple yet meaningful as going on a Starbucks run to bring much needed beverages to our family. That gesture, while small on the surface, spoke volumes about her heart and her dedication to the people she serves. I would like to also recognize Officer Tyler Marler, who stood steadfast throughout the entire process from start to finish. He remained on scene for hours, coordinating between the medical examiner and the funeral home and ensured that everything was handled smoothly and respectfully. He also escorted family members into the apartment when they wanted to see what had happened, doing so with great care and sensitivity. His presence, guidance, and steadfast demeanor were tremendously reassuring during a very overwhelming time. We were also deeply moved by the

presence of the grief dog and Chaplain Nancy Amos. Having them there to help us begin to process our loss was an incredible support. The intentionality behind providing those resources, in the midst of tragedy, reflects a level a level of care and humanity that is truly remarkable. If this kind of response is standard practice for your department, then it is a standard worth preserving and supporting. Please extend our heartfelt thanks to everyone who was involved that day, and in particular to Officer Deckard, Officer Marler, and Chaplain Amos. Their compassion made a lasting impact on our family during one of the hardest days of our lives."

Chief Waddell continued that the officers really did good work and they did not get recognized enough for that work. Having a wellness/grief dog and a police chaplain was so important and valuable. The officers cared deeply for the community, and the fact that someone took the time to email these comments was amazing.

11. Other Business
None.

12. Adjournment of Work Session
As there was no further business, regular session was adjourned at 8:47 p.m.

REGULAR SESSION

1. Call to Order
Mayor Wells opened the work session at 8:48 p.m.

2. Public Hearing and Consideration of Resolution Adopting Standards for Hiring a City Administrator

A. Public Hearing
Mayor Wells opened the public hearing

Staff Report
Administrator Nebel stated that the Council approving the resolution on the City Administrator Position Profile, standards, criteria, and policy directives was a requirement per ORS 192.660(2)(a) in order for Council to review applications and do interviews in Executive Session.

In the Work Session tonight, the Council made a few changes to Appendix A and B of the resolution and those were:

Appendix A, page one under Education/Experience Required was amended to read: "The City Administrator position requires a bachelor's degree in public administration, business administration, planning, political science, or related field, and at least five years of upper-level local government management experience. Equivalent combinations of education and experience may be considered. Oregon local government experience is helpful. Residency within the corporate city limits of Junction City is required within 6 months of employment.

Appendix B, there was one minor change made for clarity on page 3 of 4, last sentence on that page would now read "August 17 and 18 – Executive Sessions – Interview Week. Receptions with the Public and…"

Administrator Nebel concluded that there was a lot of public input on the development of this profile from stakeholder groups, community meetings, surveying data, and information from Council and staff. The profile reflected what people were looking for in the next City Administrator for Junction City and hopefully they would find someone that checked most of the boxes going forward.

Public Testimony. None.

Questions of Comments from Council. None.

Mayor Wells closed the public hearing.

B. Resolution No. 1 – A Resolution Adopting the Position Profile as the Standards, Criteria, and Policy Directives to be Used in Hiring a City Administrator and Allowing for Public Comment.

MOTION: Councilor Leach made a motion to adopt Resolution No. 1, as amended, a resolution adopting the position profile as the standards, criteria, and policy directives for hiring a City Administrator and authorize a salary range of $145,000 to $165,000 for this position. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

3. Chief "Woody" Whetstone Memorial Art

Chief Waddell stated that the Junction City Police Foundation had made a heartfelt presentation at tonight's Work Session, and they were asking for Council permission to place a memorial art piece on the front exterior wall of the Police Department. On December 26, 1960, Chief Woodrow "Woody" Whetstone was murdered in Junction City at 3rd and Greenwood near his home. The foundation and community would like to honor Chief Whetstone's sacrifice to the community with this memorial.

MOTION: Councilor Washburne made a motion to approve the memorial location to be placed in front of the police department. The motion was seconded by Councilor Thomas

Mayor Wells asked Chief Waddell to please pass along appreciation to the foundation for this donation. As Mr. Edwards had said, this was something that was well overdue and by the end of June, they would be able to say that this had been done.

VOTE: The motion passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, and Hancock.

4. Adjournment

As there was no further business, the regular session was adjourned at 8:58 p.m.

ATTEST: APPROVED:

_____ _____

Kitty Vodrup, City Recorder Kenneth Wells, Mayor

JUNCTION CITY COUNCIL
AGENDA ITEM SUMMARY

Planning Commission Appointments

Meeting Date: June 9, 2026 | Agenda Item Number: 5
Department: Planning | Staff Contact: Dawn Northey
www.junctioncityoregon.gov | Contact Telephone Number: 541.998.4763

ISSUE STATEMENT

Council consideration for appointments to the Planning Commission.

BACKGROUND

There is currently one vacant unexpired regular member position expiring October 31, 2026 and two vacant unexpired alternate member positions expiring October 31, 2028. Unexpired terms are Mayoral appointments. The Planning Commission received an application from Julie Nowacki and Michael Evans.

Planning Commission By-Laws Article IV, Section 1 states:

- Commissioners & Alternates must reside in the 97448 Zip Code.
- At least three Commissioners must reside inside the City Limits
- Two Commissioners may reside anywhere in the Urban Growth Boundary
- Two Commissioners may reside anywhere in the 97448 Zip Code
- Two members engaged principally in buying, selling, or developing of real estate.
- No more than two members shall be engaged in the same kind of business, trade or profession

The table lists Planning Commission members, terms of office, occupation & where they reside

Name	Profession	City Limits	UGB	97448 Zip	Term of Office
Jeff Haag (Chair)	Auto Sales/Service/Repair	No	No	Yes	11/12/25 -10/31/29
Jesse Newman (Vice Chair)	Logging & Construction	No	Yes	Yes	10/31/22 - 10/31/26
Jim Creech	Retired	Yes	Yes	Yes	11/12/24 - 10/31/28
Jack Sumner	Retired	Yes	Yes	Yes	11/12/25 - 10/31/28
Chris Miles	Retired	Yes	Yes	Yes	10/31/22 - 10/31/26
Vacant					**-10/31/2026**
John Aragon	Retired	No	No	Yes	06/10/25 - 10/31/28
Vacant (Alternate)					**-10/31/2028**
Vacant (Alternate)					**-10/31/2028**

Unexpired terms are filled by Mayor Appointment per JCMC 2.50.010(D):

The membership shall consist of the Mayor and building official, both of whom shall serve as
2.50.010 Established. There is hereby created a planning commission for the city of Junction

City, the membership, term of office, termination of their office and the filling of vacancies of which shall be as follows:

D. Any vacancy shall be filled by the mayor for the unexpired portion of the term.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission made a recommendation that Michael Evans fill the vacant unexpired regular member term through October 31, 2026, and that Julie Nowacki fill one of the vacant unexpired alternate member terms through October 31, 2028.

RELATED CITY POLICIES

- Planning Commission Bylaws –Article IV, Section 4. "Any vacancy shall be filled upon appointment by the Mayor for the unexpired term of the predecessor in office".

- City Charter – Section 25: MAYOR – The Mayor shall appoint: 1. Members of committees established by council rules, and 2. Other persons required by the council to be so appointed.

LEGAL REVIEW

This item was reviewed as a part of Council packet.

CITY ADMINISTRATOR'S COMMENT

The Planning Commission has provided recommendations on the appointment of applicants to fill vacancies on the Planning Commission. Chamber 2.50 of the Municipal Code provides, "D. Any vacancy shall be filled by the mayor for the unexpired portion of the term."

COUNCIL OPTIONS

Mayor Wells makes appointments to fill unexpired terms on the Planning Commission.

ATTACHMENTS

A. Planning Commission Vacancy Announcement
B. Planning Commission Applications Received

FOR MORE INFORMATION

Staff Contact: Dawn Northey
Telephone: 541-998-4763
Staff E-Mail: jcplanning@ci.junction-city.or.us

CITY OF JUNCTION CITY

185 W. 8th Avenue
PO Box 250
Junction City OR 97448
Phone: 541-998-2153
Fax: 541-998-3140

Attachment A

UPDATED: 11-17-2025

NOTICE OF JUNCTION CITY

PLANNING COMMISSION VACANCIES (3)

NOTICE is hereby given that the City of Junction City is accepting applications for three (3) Planning Commission positions (one regular member position and two alternate member positions).

One (1) Regular member position, to fill an unexpired term through October 31, 2026.

Two (2) Alternate member position terms, both with terms through October 31, 2028.

The Planning Commission is made up of seven regular members and two alternates. All nine positions are citizen volunteers, appointed by the Mayor and Council. The Planning Commission meets monthly on the third Tuesday at 6:30 p.m. You must live in the 97448 zip code to apply.

The Planning Commission is charged with making recommendations to the Council on updates to the Junction City Comprehensive Plan, functional plans, and refinement plans for the City, which are adopted by the Council as the official guides to public and private uses of land. The Commission prepares and makes recommendations to the Council on City legislation that will implement the purposes of the Comp Plan and keep zoning, subdivision, and sign code ordinances current. The Commission may also hold hearings on minor partitions, major partitions, and subdivisions.

Applications may be obtained at City Hall, 185 W. 8th, Junction City, from 8 a.m. to 5 p.m. or downloaded from the City's website at www.junctioncityoregon.gov. Please submit applications to City Recorder Kitty Vodrup at the above address or via email at kvodrup@ci.junction-city.or.us. Positions are open until filled.

Junction City Planning Commission Application

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Tuesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: Julie Nowacki

Mailing Address: 420 Timothy St.

City, State, Zip: Junction City, OR 97448

Daytime Phone: [redacted] Evening Phone: Same

E-mail Address: [redacted]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former if retired): Resource Manager - JCLA

[redacted]

Signature

12/11/2025

Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: _____ Appointed: _____

Mayor Wells & Junction City Council,

I am writing to express my interest in serving on the Planning Commission. Having had the privilege of serving on the Budget Committee, I have gained valuable insight into the fiscal priorities, constraints, and opportunities that shape our community. This experience has strengthened my desire to contribute further to the long-term planning and development of our city.

During my time on the Budget Committee, I became increasingly aware of how thoughtful planning, strategic investment, and responsible stewardship can influence our community. I have developed a deep appreciation for the importance of supporting decisions that enhance the city's overall appeal, functionality, and sustainability.

I am particularly passionate about promoting development that not only meets current needs but also elevates the future of our city—prioritizing beautification efforts, improving public spaces, and encouraging well-designed projects that reflect the values and vision of our residents. I believe strong planning is central to fostering a vibrant, welcoming, and forward-thinking community.

I would be honored to bring my experience, dedication, and perspective to the Planning Commission. Thank you for considering my application.

Sincerely,
Julie Nowacki

Junction City Planning Commission Application

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Tuesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: MICHAEL EVANS

Mailing Address: 1439 Echo Valley Dr

City, State, Zip: Junction City, OR 97448

Daytime Phone: [redacted] Evening Phone: [redacted]

E-mail Address: [redacted]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former if retired): AIRCRAFT Engineer

[redacted] 3.24.2026

Signature Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: 3.25.26 Appointed: _____

3/25/2026

Junction City Planning Commission Application Primary Interest Letter

I am interested in advocating for the best interest of the city and the residents on land use, environmental quality, and development. I think the function of such recommendations can impact our quality of life here in Junction City. I can help make a difference in ensuring that community goals and plans are decided or influenced.

I have served on previous Community Development Committees with Junction City and served on the City Council during 1980s before being assigned to work in other states. During this time, we planned, updated, and recommended changes to the Junction City Comprehensive Plan, Urban Growth Area, and zoning.

I have also served and chaired other committees and commissions for planning, developing, and completing projects of major scale. As an Aircraft Engineer and previous Government Inspector I have made decisions on building committees, safety counsels, and public interest projects.

Thank you.

[redacted]

Michael Evans

1439 Echo Valley Dr

Junction City, Oregon

JUNCTION CITY COUNCIL
AGENDA ITEM SUMMARY

State Shared Revenue Resolution

Meeting Date: June 09, 2026
Department: Finance
www.junctioncityoregon.gov

Agenda Item Number: 6
Staff Contact: Christina Green
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

The State of Oregon collects cigarette, liquor and highway taxes from the entire State. Currently, the State has a program to "share" this revenue with eligible municipalities within the state. The City of Junction City is eligible; however, it is required, by the State, that a resolution is passed by the City electing to receive the City's share of the shared revenue.

BACKGROUND

Prior to consideration of the resolutions described above, the law mandates that a public hearing is held before the budget committee and a second hearing be held before the City Council. The purpose of these hearings is to allow interested parties to discuss the proposed uses of the State Shared Revenue with the Budget Committee members and the Council members.

For FY2026-27 the public hearing before the budget committee was conducted on May 18, 2026.

The public hearing before the City Council was conducted on May 12, 2026.

COMMITTEE REVIEW AND/OR RECOMMENDATION

State Shared Revenue was approved as part of the FY260/27 budget by the Budget Committee.

RELATED CITY POLICIES

None, however, it has been past practice to meet the eligibility requirements and to request State Shared Revenue.

LEGAL REVIEW

Reviewed as a part of the Council packet.

CITY ADMINISTRATOR'S COMMENT

I recommend that the City Council adopt a resolution electing to receive the City's share of the shared revenue.

COUNCIL OPTIONS

1. Approve Resolution No. __ – MOTION: "I make a motion to approve Resolution No. 1."
2. Direct staff to make changes – MOTION: "I make a motion to direct staff to make changes to resolution 1, as noted, and bring back for Council review."

3. Take no action. No Motion needed.

ATTACHMENTS
A. ORS 221.770 Revenue Sharing to Cities
B. Budgeted funds with state shared revenue
C. Resolution No. 1

FOR MORE INFORMATION
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2023 Oregon Revised Statutes | Volume: 06 - Local Government, Public Employees, Elections | Chapter 221 - Organization and Government of Cities | Section 221.770 - Revenue sharing to cities; conditions for distribution; apportionment formula.

(1) A share of certain revenues of this state shall be apportioned among and distributed to the cities of this state for general purposes as provided in this section. The officer responsible for distributing funds to cities under this section shall distribute the funds for a fiscal year beginning on July 1 only if the officer is reasonably satisfied that the city:

(a) Elects to receive distributions under this section for the fiscal year;

(b) Holds at least one public hearing, after adequate public notice, at which citizens have the opportunity to provide written and oral comment to the authority responsible for approving the proposed budget of the city for the fiscal year on the possible uses of the distributions, including offset against property tax levies by the city for the fiscal year, and certifies its compliance with this paragraph to the Oregon Department of Administrative Services not later than July 31 of the fiscal year;

(c) Holds at least one public hearing, after adequate public notice, at which citizens have the opportunity to provide written and oral comment to, and ask questions of, the authority responsible for adopting the budget of the city for the fiscal year on the proposed use of the distributions in relation to the entire budget of the city for the fiscal year, including possible offset of the distributions against property tax levies by the city for the fiscal year, and certifies its compliance with this paragraph to the Oregon Department of Administrative Services not later than July 31 of the fiscal year; and

(d) Levied a property tax for the year preceding the year in which revenue sharing is due under ORS 471.810 and this section.

(2) Not later than 35 days after the last day of each calendar quarter ending March 31, June 30, September 30 and December 31, the Oregon Liquor and Cannabis Commission shall determine the amount of the net revenue under ORS 471.805, received during the preceding calendar quarter and shall certify that amount to the Oregon Department of Administrative Services.

(3) In addition to amounts otherwise apportioned to cities under ORS 471.810, not later than 20 days after the date the Oregon Department of Administrative Services receives a certification under subsection (2) of this section, the department shall apportion among the cities of this state in the manner provided in subsection (4) of this section an amount equal to 14 percent of the amount so certified, and shall pay to each city the amount so apportioned to the city. Payments shall be made from the Oregon Liquor and Cannabis Commission Account.

(4)(a) The amount apportioned to each city under subsection (3) of this section shall be a percentage of the total amount to be apportioned among the cities, determined by dividing the adjusted population of the city by the sum of the adjusted populations of all cities. The adjusted population of a city shall be determined by multiplying the population of the city by the sum of:

(A) The city's consolidated property taxes per capita divided by the average consolidated property taxes per capita for all cities in the state; and

(B) The estimated average annual amount of money income of residents of this state divided by the estimated average annual amount of money income of residents of the city.

(b) Notwithstanding paragraph (a) of this subsection, the amount apportioned to each city may not exceed the amount of all property taxes levied by the city during the year previous to the year in which distributions are made.

(5) For purposes of the formula set forth in subsection (4) of this section:

(a)(A) "Consolidated property taxes" means the total of all compulsory contributions in the form of ad valorem taxes on property located within a city levied during a one-year period by the city, a county, any school district and any special governmental district for public purposes and in amounts as compiled by the Department of Revenue on the basis of application of consolidated tax rates to assessor code area valuations.

(B) "Population of a city" means the population of a city as last determined under ORS 190.510 to 190.590.

(b) The Oregon Department of Administrative Services shall determine the amounts of property taxes for each city during the fiscal year closing on June 30 preceding the fiscal year commencing on July 1 for which calendar quarter apportionments are made, and that determination shall be used for each calendar quarter apportionment for that fiscal year commencing on July 1.

(6) A city receiving a distribution under this section may return all or any amount of the distribution to the Oregon Department of Administrative Services, which shall deposit the returned amount of the distribution in the General Fund to be available for payment of the general expenses of the state. [1977 c.831 §1; 1987 c.158 §35; 1987 c.406 §1; 1995 c.79 §79; 1997 c.108 §1; 2005 c.755 §4; 2021 c.150 §1; 2021 c.351 §14]

Universal Citation: OR Rev Stat § 221.770 (2023)
https://law.justia.com/codes/oregon/volume-06/chapter-221/section-221-770

State Revenue Sharing Fund

	2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2025-2026 YTD 12/31/25	2025-2026 Est Actuals	GL Account		Description	2026-2027 Proposed	2026-2027 Modified Proposed	2026-2027 Approved
						210-000-30000	**210-900**	**Resources**			
1	154,238	109,140	62,900	111,848	111,848	210-900-40100	40100	Beginning Fund Balance	33,848	83,848	83,848
2	7,518	5,487	4,500	2,067	4,000	210-900-46000	46000	Interest	4,000	4,000	4,000
3	86,392	76,531	83,000	38,839	83,000	210-900-41904	41904	State Revenue Sharing	85,600	85,600	85,600
4	248,149	191,158	150,400	152,754	198,848			**Total Resources**	123,448	173,448	173,448
5											
6							**210-900**	**Materials & Services**			
7	64,008	-	50,000	-	50,000	210-900-60560	60560	Projects TBD	10,000	10,000	10,000
8	64,008	-	50,000	-	50,000			**Total Materials & Services**	10,000	10,000	10,000
9											
10							**210-900**	**Capital Outlay**			
11	-	19,183	-	-	-	210-900-80110	80110	Pool Projects	100	100	100
12	-	5,128	28,000	40,391	50,000	210-900-80310	80310	Police Projects	50,000	100	100
13	-	-	-	-	-	210-900-80400	80400	Software Purchases	-	-	-
14	-	24,311	28,000	40,391	50,000			**Total Capital Outlay**	50,100	200	200
15											
16							**210-900**	**Transfers**			
17	15,000	15,000	15,000	-	15,000	210-900-90018	90018	Transfer to Community Cnt Fund	15,000	15,000	15,000
18	-	-	-	-	-	210-900-90014	90014	Transfer to Capital Project Funds	-	-	10,000
19	-	40,000	-	-	-	210-900-90016	90016	Transfer to Comm Svcs Cap Projects	100	-	-
20	-	-	50,000	-	50,000	210-900-90023	90023	Transfer to Police Operations Fund	-	-	37,500
21	-	-	-	-	-	210-900-90015	90015	Transfer to PW Administration Fund	-	15,000	15,000
22	60,000	-	-	-	-	210-900-90030	90030	Transfer to Water Capital Projects	100	-	-
23	-	-	-	-	-	210-900-90022	90022	Transfer to Police Capital	101	-	60,000
24	75,000	55,000	65,000	-	65,000			**Total Transfers**	15,200	30,000	137,500
25											
26							**210-900**	**Fund Balance**			
27	109,140	111,848	7,400	112,363	33,848			Unapp Ending Fund Balance	48,148	133,248	25,748
28											
29								**Fund Totals**			
30	248,149	191,158	150,400	152,754	198,848			Resources	123,448	173,448	173,448
31											
32	139,008	79,311	143,000	40,391	165,000			Appropriations	75,300	40,200	147,700
33	109,140	111,848	7,400	112,363	33,848			Unappropriated Fund Balance	48,148	133,248	25,748
34	248,149	191,158	150,400	152,754	198,848				123,448	173,448	173,448
	-	-	-	-	-					-	-

Notes

11 Pool deferred maintenance projects
20 Council approved one-time transfer help fund one year detective position
21 Transfer to PW Admin newly budgeted in FY27 for Public Works Project Manager.

	2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2025-2026 YTD 12/31/25	2025-2026 Est Actuals	GL Account		Description	2026-2027 Proposed	2026-2027 Modified Proposed	2026-2027 Approved
	General Fund - Non-Department		4		3	3			3.00	3.00	4
1						116-000-30000	**116-140**	**Resources**			
2	1,761,574	1,865,080	1,325,800	1,397,398	1,397,398	116-140-40100	40100	Beginning Fund Balance	1,480,944	1,480,944	1,480,944
3											
4							**116-140**	**Resources - Property Taxes**			
5	3,413,412	3,752,462	4,164,000	3,824,053	4,050,000	116-140-41100	41100	Current Year Taxes	4,319,600	4,319,600	4,319,600
6	4,580	-	75,000	3,551	4,000	116-140-41130	41130	Low Rent Housing, In Lieu of Tax	4,500	4,500	4,500
7	227,531	260,735	45,000	38,973	243,925	116-140-41120	41120	Previously Levied Taxes	75,000	75,000	75,000
8	3,645,523	4,013,197	4,284,000	3,866,577	4,297,925			**Total Property Taxes**	4,399,100	4,399,100	4,399,100
9	(3,429,708)	(3,859,235)	(3,992,300)	(3,636,639)	(3,992,300)	116-140-41190	41190	Allocated to Departments	(4,138,655)	(4,162,900)	(4,162,900)
10	215,815	153,962	291,700	229,938	305,625			Non-Allocated	260,445	236,200	236,200
11											
12							**116-140**	**Resources - General**			
13	9,995	9,995	12,000	9,995	10,000	116-140-41330	41330	Verizon Franchise	12,000	12,000	12,000
14	155,325	138,541	130,000	-	133,500	116-140-41320	41320	Natural Gas Franchise	130,000	130,000	130,000
15	8,284	7,240	9,000	-	27,200	116-140-41360	41360	Telephone Franchise	30,000	30,000	30,000
16	66,790	58,535	70,000	26,950	59,000	116-140-41350	41350	Comcast Cable Franchise	70,000	70,000	70,000
17	54,960	116,041	100,000	60,422	100,000	116-140-41310	41310	EPUD Franchise	100,000	100,000	100,000
18	-	295,041	275,000	131,425	275,000	116-140-41300	41300	Pacific Power Franchise	275,000	275,000	275,000
19	131,554	113,491	130,000	47,197	122,056	116-140-41210	41210	State Liquor Tax	108,100	108,100	108,100
20	4,706	4,619	5,000	2,177	4,115	116-140-41220	41220	Cigarette Tax	3,900	3,900	3,900
21	46,790	21,509	25,000	9,812	22,325	116-140-41230	41230	Transient Room Tax	25,000	25,000	25,000
22	478,403	765,011	756,000	287,977	753,196			**Total General Resources**	754,000	754,000	754,000
23	(297,252)	(703,538)	(737,300)	(258,101)	(737,300)	116-140-41392	41392	Allocated to Departments	(735,300)	(735,300)	(735,300)
24	181,151	61,473	18,700	29,876	15,896			Non-Allocated	18,700	18,700	18,700
25											
26							**116-140**	**Resources - Other**			
27	124	6,128	500	38	50	116-140-48000	48000	Other Receipts	100	100	100
28	99,707	93,729	90,000	46,266	92,500	116-140-46000	46000	Interest	93,000	93,000	93,000
29	-	25,000	25,000	-	25,000	116-140-49278	49278	Interfund Loan Payments Water	25,000	25,000	25,000
30	19,781	21,841	18,000	13,231	26,000	116-140-48020	48020	Cell Tower Lease	27,000	27,000	27,000
31	32,381	2,599	5,000	5,177	5,100	116-140-45402	45402	Licenses, Fees, & Permits	5,200	5,200	5,200
32	406	561	-	375	375	116-140-45404	45404	Animal Regulation Fees	400	400	400
33	152,399	149,858	138,500	65,088	149,025			**Total - Other Resources**	150,700	150,700	150,700
34											
35	2,310,940	2,230,373	1,774,700	1,722,300	1,867,944			**Total Non-Dept Resources**	1,910,789	1,886,544	1,886,544
36											
37							**116-140**	**Materials & Services**			
38	8,000	9,181	10,000	200	500	116-140-63600	63600	Professional Services	10,000	10,000	10,000
39	148	154	500	35	100	116-140-60100	60100	Council Projects/Programs	500	500	500
40	301	241	500	-	500	116-140-60110	60110	Council Travel and Training	500	500	500
41	-	-	2,000	-	1,000	116-140-60680	60680	Travel & Training	2,000	2,000	2,000
42	-	-	2,500	913	2,000	116-140-60570	60570	Public Relations	2,000	2,000	2,000
43	10,494	5,599	5,000	10,170	19,200	116-140-63500	63500	Legal Counsel	19,200	19,200	19,200
44	4,000	4,000	4,000	-	4,000	116-140-60670	60670	Tourism Promotions	4,000	4,000	4,000
45	102,917	134,300	121,000	82,500	124,000	116-140-69040	69040	Planning Services Charges	124,000	124,000	124,000
46	125,860	153,476	145,500	93,817	151,300			**Total Materials & Services**	162,200	162,200	162,200
47											
48							**116-140**	**Transfers**			
49	-	-	-	-	-	116-140-90030	90030	Transfer To Water Capital Projects	-	-	-
50	35,000	50,000	100,000	-	100,000	116-140-90010	90010	Transfer to Building Rep Fund	100,000	100,000	100,000
51	-	-	-	-	-	116-140-90036	90036	Transfer to Library	-	-	-
52	-	-	-	-	-	116-140-90038	90038	Transfer to Administration	-	-	-
53	250,000	-	-	-	-	116-140-70016	70016	Interfund Loan - Water Capital	-	-	-
54	-	440,000	-	-	-	116-140-90022	90022	Transfer to Police Capital Projects	-	-	-
55	-	139,500	-	-	-	116-140-90016	90016	Transfer to Parks Capital Projects	-	-	-
56	35,000	50,000	50,000	-	50,000	116-140-90012	90012	Transfer to Budget Stabilization Fund	50,000	50,000	50,000
57	320,000	679,500	150,000	-	150,000			**Total Transfers**	150,000	150,000	150,000
58											
59	-	-	85,700	-	85,700	116-140-95000	95000	Contingency	88,000	88,000	88,000
60											
61	445,860	832,976	381,200	93,817	387,000			Total Requirements	400,200	400,200	400,200
62	1,865,080	1,397,398	1,393,500	1,628,483	1,480,944			Unapp Ending Fund Balance	1,510,589	1,486,344	1,486,344
63	2,310,940	2,230,373	1,774,700	1,722,300	1,867,944				1,910,789	1,886,544	1,886,544
64											
65								**Fund Totals**			
66								Resources:			
67	1,761,574	1,865,080	1,325,800	1,397,398	1,397,398			Beginning Fund Balance	1,480,944	1,480,944	1,480,944
68	549,366	365,293	448,900	324,902	470,546			Operating Revenue	429,845	405,600	405,600
69	2,310,940	2,230,373	1,774,700	1,722,300	1,867,944				1,910,789	1,886,544	1,886,544
70								Appropriations:			
71	125,860	153,476	231,200	93,817	237,000			Operating Expenditures	250,200	250,200	250,200
72								Transfers			

City of Junction City
Fiscal Year 2026-2027 Budget

	2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2025-2026 YTD 12/31/25	2025-2026 Est Actuals	GL Account	Description	2026-2027 Proposed	2026-2027 Modified Proposed	2026-2027 Approved
73	70,000	100,000	150,000	-	150,000		To Reserves	150,000	150,000	150,000
74	250,000	579,500	-	-	-		Other Transfers	-	-	-
75	445,860	832,976	381,200	93,817	387,000			400,200	400,200	400,200
76	1,865,080	1,397,398	1,393,500	1,628,483	1,480,944		Unappropriated Fund Balance	1,510,589	1,486,344	1,486,344
77	2,310,940	2,230,373	1,774,700	1,722,300	1,867,944			1,910,789	1,886,544	1,886,544
78	-	-	-	-	-				-	-

Notes

5	The City's permanent tax rate is $6.0445 per $1,000 of assessed value, and was established by measure 50.
7	Delinquent taxes collected in the current year
9 & 23	Allocations based on Council adopted schedules
19 & 20	Based on state rate multiplied by population of the City
10 & 59	Fiscal policy requires 2% of budgeted property taxes for contingency

Streets Fund

	2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2025-2026 YTD 12/31/25	2025-2026 Est Actuals	GL Account	Description	2026-2027 Proposed	2026-2027 Modified Proposed	2026-2027 Approved
						200-000-30000	**200-180 Resources**			
1	813,144	975,466	435,900	458,476	458,476	200-180-40100	40100 Beginning Fund Balance	505,494	505,494	505,494
2	41,655	35,127	20,000	10,556	21,000	200-180-46000	46000 Interest	21,000	21,000	21,000
3	648,478	595,482	600,000	307,391	600,000	200-180-41200	41200 State Tax Street Revenue	600,000	600,000	600,000
4	2,185	1,125	1,000	495	1,000	200-180-44590	44590 Sidewalk Permits	1,000	1,000	1,000
5	22,159	23,447	20,000	13,847	20,000	200-180-41340	41340 Blachly Lane Franchise Fees	20,000	20,000	20,000
6	1,418	537	3,100	293	600	200-180-48000	48000 Other Receipts	500	500	500
7	1,529,038	1,631,184	1,080,000	791,058	1,101,076		**Total Resources**	1,147,994	1,147,994	1,147,994
8										
9							**200-180 Personnel Services**			
10	87,931	36,700	36,200	34,828	36,200	200-180-51000	51000 Wages	89,800	89,800	89,800
11	734	290	1,700	102	102	200-180-51300	51300 Wages - Overtime	4,100	4,100	4,100
12	6,969	2,927	2,900	2,940	2,940	200-180-54100	54100 Payroll Taxes	7,200	7,200	7,200
13	20,395	7,156	8,000	3,659	8,000	200-180-55010	55010 Pension - PERS	24,700	24,700	24,700
14	2,563	795	1,700	980	1,800	200-180-55040	55040 Workers' Compensation Ins	2,800	2,800	2,800
15	28,982	11,082	10,100	4,581	9,000	200-180-55020	55020 Insurance Benefits	36,600	36,600	36,600
16	-	-	900	-	900	200-180-55030	55030 Unemployment Insurance	1,900	1,900	1,900
17	147,573	58,949	61,500	47,091	58,942		**Total Personnel Services**	167,100	167,100	167,100
18										
19							**200-180 Materials & Services**			
20	49,500	43,000	35,400	17,700	35,400	200-180-69000	69000 Administrative Charges	36,000	48,700	48,700
21	-	5,988	5,000	71	5,000	200-180-62720	62720 Barricade Maintenance	5,000	5,000	5,000
22	8,607	1,422	2,500	788	1,600	200-180-69100	69100 Building Maintenance Charges	2,500	2,500	2,500
23	69,672	73,055	76,000	36,974	74,000	200-180-64000	64000 Electricity	76,000	76,000	76,000
24	12,087	7,431	15,000	4,333	9,000	200-180-60230	60230 Fuel	15,000	15,000	15,000
25	10,794	11,932	14,000	15,280	15,280	200-180-63250	63250 Insurance	14,100	14,100	14,100
26	2,679	9,467	-	-	-	200-180-69300	69300 IT Service Charges	-	-	-
27	90	-	100	-	-	200-180-61320	61320 JC Work Crew Supplies	100	100	100
28	358	304	500	-	-	200-180-63450	63450 Laundry and Cleaning	500	500	500
29	1,795	1,580	2,000	238	500	200-180-63500	63500 Legal Counsel	2,000	2,000	2,000
30	2,772	3,802	4,900	2,343	4,900	200-180-62730	62730 Office Equipment Leases	4,900	4,900	4,900
31	562	(64)	2,000	7	200	200-180-61180	61180 Office Supplies	2,000	2,000	2,000
32	25,859	32,842	50,000	19,940	40,000	200-180-61200	61200 Op Materials & Supplies	50,000	50,000	50,000
33	3,124	4,062	5,000	1,098	2,100	200-180-60530	60530 Preventative Medical/OSHA	5,000	5,000	5,000
34	1,353	1,199	2,200	-	-	200-180-60540	60540 Printing	1,000	1,000	1,000
35	60,700	64,800	55,300	27,650	55,300	200-180-69020	69020 PW Administrative Charges	55,300	95,900	95,900
36	2,860	6,088	6,100	2,160	2,160	200-180-60080	60080 Software Support & Licensing	6,100	6,100	6,100
37	4,351	8,467	15,000	927	5,000	200-180-62670	62670 Street Maintenance	15,000	15,000	15,000
38	4,074	1,106	7,000	2,222	5,000	200-180-60630	60630 Street Signs	7,000	7,000	7,000
39	2,792	3,317	3,400	1,837	3,600	200-180-64200	64200 Telephone	3,600	3,600	3,600
40	41,971	36,161	30,000	33,466	45,000	200-180-69200	69200 Vehicle & Equip Maint Charges	45,000	45,000	45,000
41	305,998	315,959	331,400	167,033	304,040		**Total Materials & Services**	346,100	399,400	399,400
42										
43							**200-180 Transfers**			
44	-	10,000	10,000	-	10,000	200-180-90032	90032 Transfer to Bike Path Reserve	1,000	10,000	10,000
45	100,000	787,800	214,700	-	214,700	200-180-90028	90028 Transfer to Streets Cap Projects	220,000	220,000	220,000
46	100,000	797,800	224,700	-	224,700		**Total Transfers**	221,000	230,000	230,000
47										
48							**200-180 Fund Balance & Contingency**			
49	-	-	7,900	-	7,900	200-180-95000	95000 Operating Contingency	7,900	7,900	7,900
50	975,466	458,476	454,500	576,934	505,494		Unapp Ending Fund Balance	405,894	343,594	343,594
51	975,466	458,476	462,400	576,934	513,394		**Total**	413,794	351,494	351,494
52										
53							**Fund Totals**			
54							Resources:			
55	813,144	975,466	435,900	458,476	458,476		Beginning Fund Balance	505,494	505,494	505,494
56	715,894	655,718	644,100	332,582	642,600		Operating Revenue	642,500	642,500	642,500
57	1,529,038	1,631,184	1,080,000	791,058	1,101,076			1,147,994	1,147,994	1,147,994
58										
59							Appropriations:			
60	453,572	374,908	400,800	214,124	370,882		Operating Expenditures	521,100	574,400	574,400
61							Transfers			
62	-	-	-	-	-		To Operations	-	-	-
63	100,000	797,800	224,700	-	224,700		To Reserves	221,000	230,000	230,000
64	553,572	1,172,708	625,500	214,124	595,582			742,100	804,400	804,400
65	975,466	458,476	454,500	576,934	505,494		Unappropriated Fund Balance	405,894	343,594	343,594
66	1,529,038	1,631,184	1,080,000	791,058	1,101,076			1,147,994	1,147,994	1,147,994
	-	-	-	-	-				-	-

Notes

36	Includes City's ERP software annual maintenance costs
35	Allocation of Public Works Administration
26	IT Charges contain a one time credit from prior years
17	Personnel and Services amount increase due to updated labor allocation and correction

Bike Path Reserve Fund

	2023-2024 Actual	2024-2025 Actual	2025-2026 Adopted	2025-2026 YTD 12/31/25	2025-2026 Est Actuals	GL Account		Description	2026-2027 Proposed	2026-2027 Modified Proposed	2026-2027 Approved
						324-000-30000	**324-180**	**Resources**			
1	92,054	103,253	102,500	108,810	108,810	324-180-40100	40100	Beginning Fund Balance	125,810	125,810	125,810
2	4,649	5,024	4,000	2,478	4,000	324-180-46000	46000	Interest	4,000	4,000	4,000
3	-	10,000	10,000	-	10,000	324-180-49044	49044	Transfer from Streets Fund	10,000	10,000	10,000
4	6,550	6,015	5,000	3,105	5,000	324-180-41200	41200	State Hwy Tax (Bike Portion)	5,000	5,000	5,000
5	103,253	124,292	121,500	114,393	127,810			**Total Resources**	144,810	144,810	144,810
6											
7							**324-180**	**Capital Outlay**			
8	-	15,482	50,000	-	2,000	324-180-80010	80010	System Improvements	44,000	44,000	44,000
9	-	-	-	-	-	324-180-80200	80200	System Expansion	-	-	-
10	-	15,482	50,000	-	2,000			**Total Capital Outlay**	44,000	44,000	44,000
11											
12							**324-180**	**Fund Balance**			
13	103,253	108,810	71,500	114,393	125,810			Unapp Ending Fund Balance	100,810	100,810	100,810
14	103,253	108,810	71,500	114,393	125,810				100,810	100,810	100,810
15											
16											
17								**Fund Totals**			
18	103,253	124,292	121,500	114,393	127,810			Resources	144,810	144,810	144,810
19											
20	-	15,482	50,000	-	2,000			Appropriations	44,000	44,000	44,000
21	103,253	108,810	71,500	114,393	125,810			Fund Balance	100,810	100,810	100,810
22	103,253	124,292	121,500	114,393	127,810				144,810	144,810	144,810
	-	-	-	-	-					-	-

Resolution No. 1

RESOLUTION NO. _____

A RESOLUTION DECLARING THE CITY OF JUNCTION CITY'S ELECTION TO RECEIVE STATE REVENUES.

THE CITY OF JUNCTION CITY DOES RESOLVE AS FOLLOWS:

Section 1. Pursuant to ORS 221.770, the City of Junction City hereby elects to receive state revenues for Fiscal Year 2026-27.

Section 2. This resolution shall be in full force and effect upon its passage by the Council and approval of the Mayor.

Passed by the City Council this 9th day of June, 2026.

Approved by the Mayor this 9th day of June, 2026.

ATTEST:

_____
Kitty Vodrup, Recorder

APPROVED:

_____
Kenneth Wells, Mayor

JUNCTION CITY COUNCIL
AGENDA ITEM SUMMARY

FY26/27 Compensation Schedules

Meeting Date: June 09, 2026
Department: Finance
www.junctioncityoregon.gov

Agenda Item Number: 7
Staff Contact: Christina Green
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

Attached are the FY26/27 compensation schedules for the Management and Non-Represented Positions and the schedule for Temporary, Seasonal and Part Time positions. The Council is asked to review the compensation schedules and consider the approval of these schedules.

BACKGROUND

The City Charter, section 13(2) states that "the compensation for the services of city officers and employees shall be in such amounts as is fixed by the Council". The personnel manual in section 5.1.2 states that the "the City Administrator will prepare a compensation schedule and pay plan covering all positions in the City, showing the minimum and maximum rates of pay, for review and approval by the City Council."

COMMITTEE REVIEW AND/OR RECOMMENDATION

The Budget Committee previously approved the FY26/27 budget which includes personnel services based on these compensation schedules. The compensation schedules for the represented staff are included in the AFSCME and Police Association contracts.

RELATED CITY POLICIES

City of Junction City Personnel Manual

LEGAL REVIEW

Reviewed as a part of the Council packet

CITY ADMINISTRATOR'S COMMENT

I recommend that the City Council adopt the resolution establishing pay schedules for non-represented and part time and seasonal employee for the City, consistent with the changes approved by the Budget Committee.

COUNCIL OPTIONS

1. Approve the resolution as presented. **Motion:** "I make a motion to approve resolution number 2."
2. Direct staff to make changes to the resolution or schedules.
3. Take no action. No motion needed.

ATTACHMENTS

1. Resolution No. 2

2. Exhibits:
   A. Management and Non-Represented Compensation Schedule FY26/27
   B. Non-Represented Hourly and Seasonal Compensation Schedule FY26/27

FOR MORE INFORMATION

Staff Contact: Christina Green
Telephone: 541-998-2153
Staff E-Mail: cgreen@ci.junction-city.or.us

Resolution No. 2

RESOLUTION NO. ___

A RESOLUTION TO APPROVE THE FISCAL YEAR 2026-2027 COMPENSATION SCHEDULES FOR MANAGEMENT AND NON-REPRESENTED POSITIONS AND SEASONAL, TEMPORARY, and PART TIME POSITIONS.

WHEREAS, the City Council has approval authority on compensation schedules and salaries for city personnel as stated in the City Charter, section 13(2); and

WHEREAS, the City of Junction City developed a compensation schedule for non-represented management positions and for non-represented hourly, temporary, seasonal, and part time positions; and

WHEREAS, the City of Junction City desires to maintain a fair compensation schedule for non-represented, and seasonal, temporary and part time employees; and

WHEREAS, the City's Budget Committee anticipated a cost of living increase in the FY26/27 budget for all positions; now, therefore

THE CITY OF JUNCTION CITY DOES RESOLVE AS FOLLOWS:

Section 1: The existing salaries for each range and step on the Management and Non-Represented Compensation Schedule, attached as Exhibit A, are to be increased by a 3% cost of living adjustment effective July 1, 2026.

Section 2: The existing salaries for each range and step on the Seasonal, Temporary and Part Time Compensation Schedule, attached as Exhibit B, are to be increased as noted on the schedule, effective July 1, 2026.

ATTEST: APPROVED:

_____ _____

Kitty Vodrup, City Recorder Kenneth Wells, Mayor

Exhibit A

City of Junction City
Compensation Schedule
Management and Non-Represented Positions
Fiscal Year 26/27

Effective: 7/1/2026
Updated: 5/13/2026

Position	Range		A	B	C	D	E
Human Resources Assistant	41	Hourly	25.67	26.44	27.23	28.04	28.89
		Monthly	4,449	4,582	4,719	4,861	5,007
Community Services Coordinator	42	Hourly	25.67	26.44	27.23	28.04	28.89
		Monthly	4,449	4,582	4,719	4,861	5,007
Community Services Director	43	Hourly	29.00	30.17	31.37	32.63	33.93
		Monthly	5,027	5,229	5,437	5,656	5,881
Police Administrative Assistant	43	Hourly	29.00	30.17	31.37	32.63	33.93
		Monthly	5,027	5,229	5,437	5,656	5,881
City Planner	44	Hourly	33.38	34.71	36.10	37.54	39.04
		Monthly	5,786	6,016	6,257	6,508	6,767
Dispatch & Records Supervisor	45	Hourly	33.38	34.71	36.10	37.54	39.04
		Monthly	5,786	6,016	6,257	6,508	6,767
City Recorder	46	Hourly	34.03	36.66	39.28	41.91	44.53
		Monthly	5,899	6,354	6,808	7,265	7,719
Finance Director	47	Hourly	45.89	49.80	53.71	57.62	61.53
		Monthly	7,954	8,632	9,310	9,987	10,666
IT Services Coordinator	48	Hourly	34.89	37.94	40.98	44.04	47.09
		Monthly	6,047	6,576	7,104	7,633	8,162
Public Works Foreman	48	Hourly	34.89	37.94	40.98	44.04	47.09
		Monthly	6,047	6,576	7,104	7,633	8,162
PW Superintendent	48	Hourly	34.89	37.94	40.98	44.04	47.09
		Monthly	6,047	6,576	7,104	7,633	8,162
Police Sergeant	49	Hourly	48.11	50.51	53.04	55.69	58.47
		Monthly	8,339	8,755	9,193	9,653	10,135
Electrical Inspector	50	Hourly	40.53	42.14	43.83	45.58	47.41
		Monthly	7,025	7,305	7,597	7,901	8,217
HR & Administrative Services Manager	51	Hourly	39.56	41.24	42.92	44.60	46.28
		Monthly	6,857	7,148	7,439	7,730	8,022
Public Works Director	52	Hourly	47.53	51.35	55.18	59.00	62.83
		Monthly	8,239	8,901	9,565	10,227	10,890
Police Lieutenant	53	Hourly	46.86	50.01	53.15	56.30	59.45
		Monthly	8,123	8,667	9,213	9,759	10,305
Police Chief	54	Hourly	52.60	56.68	60.77	64.87	68.95
		Monthly	9,117	9,825	10,534	11,243	11,951
Building Official	55	Hourly	50.74	52.77	54.88	57.08	59.36
		Monthly	8,795	9,146	9,512	9,893	10,289
City Administrator	56						By Contract
		Monthly	11,726	12,010	12,294	12,578	12,863

Sergeant Certifications:

Advanced	5%
Supervisory	5%
Management	5%

Notes:

(1) Police Sergeants and Police Deputy Chief are eligible for DPSST Certification pay of 3% for intermediate and 5% for advanced.

(2) Steps are set apart based on the compensation plan adopted for 7/1/22. The lowest & top steps are set based on the compensation study results. The change for each step is the total change divided by the number of steps.

(3) HR & Admin Position not included this year due to it not being included in either comp study.

(4) 04/2022 Comp Study wage increase approved by Council for PW Superintendent, PW Director, Police Chief, Deputy Chief of Police, Finance Director, City Recorder, and City Administrator - Effective July 1st, 2022

City of Junction City

Updated: 5/13/2026

Compensation Schedule - Hourly Positions

Effective 7/1/2026

Junction City Seasonal, Temporary, and Part Time Positions

Fiscal Year 26/27

Position	Range		A	B	C	D	E
Lifeguard	1	Hourly	17.15	17.66	18.19	18.74	19.30
Summer/Spring Camp Assistant	2	Hourly	17.33	17.85	18.39	18.94	19.51
Library Summer Reading Program	3	Hourly	17.33	17.85	18.39	18.94	19.51
Groundskeeper	4	Hourly	17.51	18.04	18.58	19.13	19.71
Pool Supervisor	5	Hourly	17.51	18.04	18.58	19.13	19.71
Pool Manager	6	Hourly	17.71	18.24	18.78	19.35	19.93
Summer/Spring Program Lead	7	Hourly	17.71	18.24	18.78	19.35	19.93
Court Bailiff	9	Hourly	17.87	18.41	18.96	19.53	20.12
Plumbing Inspector	10	Hourly	37.52	38.65	39.81	41.00	42.23
Police Officer - Part Time	11	Hourly	36.96				

Notes:

Mininimum Wage at 07/01/2026 15.55

JUNCTION CITY COUNCIL
AGENDA ITEM SUMMARY

Water and Sewer Rate Resolutions

Meeting Date: June 9, 2026
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number: 8
Staff Contacts: Gary Kaping and Spencer Nebel
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a request for the Council to review and adopt the resolutions implementing the proposed rates for water and sewer for the 26/27 Fiscal Year.

BACKGROUND

Earlier this year Staff had SCS engineering do a rate study for the water and sewer departments. SCS and Staff have worked together on the study to look at what rate increase would be needed to sustain the cities operational cost for the two departments. Staff received the final report on the rate needed to sustain the water and sewer operational costs. That rate is 8% for water and 5% for sewer.

Water Sewer and Sanitation Rates included in the Approved Budget

The Budget Committee reviewed the proposed rates for water, wastewater and sanitation as part of their consideration of the proposed budget. The budget approved by the Budget Committee includes rate increases for water and sewer to meet operational demands. 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%.

Inflation over the past two years has been 2.71% in 2025 and 2.95% in 2024. That's a loss in purchasing power of 5.66% since the last rate increase. This impacts fuel, energy and supply costs. The Council also approved a labor contract with the City of Junction City Employees for FY24-25, FY25-26, FY26-27. 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. This has increased the cost of operating

the City's utility systems. To address the increase in operational costs the Budget Committee approved a budget that includes an 8% increase in water rates, a 5% increase in wastewater rates and no increase in sanitation rates for the fiscal year beginning July 1, 2026.

During their deliberations, the Budget Committee requested information as to the impact that this increase would have on an average residential bill. The proposed rate increases would add $5.30 a month to an average residential bill (Residential 5/8" meter using 600 cubic feet (or about 4,500 gallons) of water per month) bringing this amount to $92.14 a month for water and sewer. When garbage is included $30.50/month) that will bring the bill for 600 cubic feet of water used to $122.64. Please note that at $1.00 per gallon for store bought water this same amount of water would cost $4,500 a month if purchased from Safeway. Furthermore, you need to drive to the store to get this water, while the City provides water and sewer service to every house 24 hours a day 365 days per year.

Staff compiled water and sewer rates for comparable municipal utility systems for the 25/26 FY. Monthly utility bills from other similar size utilities were obtained based on residential users of 600 cubic feet of water per month. In Junction City, the current water and wastewater bill equals $86.84 for water and sewer and an additional $30.50 for garbage services for a total of $117.34/month. This will go to $92.14 a month for water and sewer if the proposed charges are implemented by the Council for FY 26/27. Garbage fees have been removed from all comparables since most other cities are billed directly by private waste haulers. It should be noted that most of these rates included in this survey will be increasing for the 26/27 FY. Some cities charge fees for road, public safety and other costs on the utility bill which have been included, but are noted below as follows:

Residential Monthly Water and Sewer Costs for 600 Cubic Feet of Water Usage

City	Rate	Notes
Junction City	**$86.84**	**Water and Sewer only.**
Harrisburg	$92.08	Fees of $4.04 for non-utility purposes included
Banks	$112.25	Water Only-No sewer
Veneta	$120.17	Fees of $14.64 for non-utility purposes included
Molalla	$144.26	Fees of $4.01 for non-utility purposes included
Creswell	$148.84	Fees of $23.75 for non-utility purposes included
Cottage Grove	$170.56	Fees of $72.55 for non-utility purposes included
Sandy	$201.06	Fees of $11.00 for non-utility purposes included

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.

Council approved Resolution No. 1283 for Water Rates and Resolution No. 1284 for Sewer Rates on February 14, 2023. The attached resolutions would repeal resolution 1283 for water and resolution 1284 for sewer.

These rate increases will be included in the 26-27 budget. The rate increase would not go into effect until July 20th 2026 and impact the bill that will be sent out in August. The resolutions are attached for Council review and action.

Staff is recommending the Council approve the resolutions.

FISCAL EFFECT. None

RELATED CITY POLICIES

- JCMC 13.05

LEGAL REVIEW

Reviewed as part of the Council packet.

CITY ADMINISTRATOR'S COMMENT

I recommend adoption of the resolutions establishing water and sewer rates for the 26/27 fiscal year.

COUNCIL OPTIONS

The Council can, at its pleasure:

- Adopt the resolutions, **Motion: "I make the motion to approve resolutions 3 and 4."**
- Provide staff with other direction

ATTACHMENTS

1) Resolution No. 3 - Water resolution
2) Resolution No. 4 - Sewer Resolution

FOR MORE INFORMATION

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

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

Resolution No. 3

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING WATER RATES FOR THE CITY OF JUNCTION CITY AND REPEALING RESOLUTION NO. 1283.

WHEREAS, Junction City Municipal Code 13.05 authorizes the City Council to establish rates and charges associated with the City's municipal water system by resolution; and

WHEREAS, the water rates and charges on Exhibit A attached hereto more effectively cover the City's cost of providing water services including operations, maintenance, capital, facilities, and any future debt service; and

WHEREAS, pursuant to ORS 294.160, at its meeting on June 9, 2026, the City Council provided an opportunity for interested persons to comment on the enactment of this Resolution and its proposed rate changes; now, therefore

THE CITY OF JUNCTION CITY DOES RESOLVE AS FOLLOWS:

Section 1. **Findings.** The above recitals are hereby adopted as findings of fact supporting the adoption of the rates, fees, and charges set forth on Exhibit A to this Resolution.

Section 2. **Rates and Charges.** The schedules on the attached Exhibit A are hereby adopted to establish the rates, fees, and charges for municipal water system services by the City of Junction City.

Section 3. **Repealing Clause.** Resolution No. 1283 is hereby repealed.

Section 4. **Effective Date.** Whereas the rates and charges authorized for the services set forth in this Resolution are necessary to preserve the financial integrity of the City of Junction City, this Resolution shall take full force and effect as of July 20, 2026.

Passed by the City Council this 9th day of June, 2026

Approved by the Mayor this 9th day of June, 2026.

ATTEST:

_____
Kitty Vodrup, City Recorder

APPROVED:

_____
Kenneth Wells, Mayor

Residential Water Service – Individual Meters
Schedule 1

Application: This Schedule 1 applies to all single family residential houses, apartment units, duplexes, and multi-family residential units within the city limits of Junction City where service is furnished through a separate meter for each residential unit.

Base Rate: The base rate will be charged to each residential unit for each billing cycle for which water service is provided. The base rate will be charged on a per day basis if service is not provided for an entire billing cycle. The base rate will not include any water usage. The meter size for each unit will be used to determine the amount of the base rate as shown below.

Meter Size in Inches	Rate in Dollars
1/2	13.83
5/8	13.83
1	35.11
1 1/2	70.24
2	112.38
3	210.82

Usage Rate: A usage rate will be charged for each and every whole unit of water used. A unit is equal to 100 cubic feet. The rate will be $3.57 per 100 cubic feet.

Surcharge: There will no longer be a separate surcharge to users of the City's water system; however, portions of the revenue generated will be used to pay for or finance capital projects and purchases on an as needed basis.

Commercial Water Service
Schedule 2

Application: This Schedule 2 applies to all commercial accounts within the city limits of Junction City. Commercial accounts include industrial and mercantile establishments; stores; offices; public buildings not otherwise classified; public and private hospitals; schools; churches; mercantile and industrial establishments combined with residential units, except those residential units that are separately metered.

Base Rate: The base rate will be charged to each commercial unit for each billing cycle for which water service is provided. The base rate will be charged on a per day basis if service is not provided for an entire billing cycle. The base rate will not include any water usage. The meter size for each unit will be used to determine the amount of the base rate as shown below.

Meter Size in Inches	Rate in Dollars
1/2	13.83
5/8	13.83
1	35.11
1 1/2	70.24
2	112.38
3	210.82
4	351.17
6	720.39
8	1123.84
10	1615.52

Usage Rate: A usage rate will be charged for each and every whole unit of water used. A unit is equal to 100 cubic feet. The rate will be $3.57 per 100 cubic feet.

Surcharge: There will no longer be a separate surcharge to users of the City's water system; however, portions of the revenue generated will be used to pay for or finance capital projects and purchases on an as needed basis.

Other: A monthly charge of $7.02 per inch-diameter of waterline riser, or a minimum of $25.00 per month, whichever is greater, shall be charged to each commercial account which receives service from the City for fire sprinkler service.

Water Service outside the City Limits
Schedule 3

Application: This Schedule 3 applies to all properties outside of the City of Junction City limits for which water services are provided by the City. The base and usage rates, shown below, are one and one-half times the rates shown in Schedules 1 and 2 above.

Base Rate: The base rate will be charged for each unit for each billing cycle for which water service is provided. The base rate will not include any water usage. The meter size will be used to determine the amount of the base rate as shown below.

Meter Size in Inches	Rate in Dollars
5/8	20.76
1	52.63
1 1/2	105.35
2	168.57
3	316.20

Usage Rate: A usage rate will be charged for each and every whole unit of water used. A unit is equal to 100 cubic feet. The rate will be $5.36 per 100 cubic feet.

Residential Water Service – One Meter
Schedule 4

Application: This Schedule 4 applies to multi-family residential units such as apartments, condominiums, duplexes, PUDs and other noncommercial multiple unit users when they are served by one meter.

Base Rate: The base rate will be charged for each residential unit being served by the meter for each billing cycle for which water service is provided. The base rate will not include any water usage. The meter size will be used to determine the amount of the base rate as shown below.

Meter Size in Inches	Rate in Dollars
1/2	13.83
5/8	13.83
1	35.11
1 1/2	70.24
2	112.38
3	210.82
4	351.17
6	720.39
8	1123.84

Usage Rate: A usage rate will be charged for each and every whole unit of water used. A unit is equal to 100 cubic feet. The rate will be $3.57 per 100 cubic feet.

Surcharge: There will no longer be a separate surcharge to users of the City's water system; however, portions of the revenue generated will be used to pay for or finance capital projects and purchases on an as needed basis.

New Meter Installations
Schedule 5

(a) Schedule 5a, below, shall be used to determine the base fee for installation of water meters. The installation fees are the same for residential and commercial properties.

Meter Size	Standard	Installation Fee
3/4"	Sensus	$ 1134.00
1"	Sensus	$ 1350.00

(b) Should the actual cost for time and materials exceed the base installation fee, an additional charge shall be assessed based on the City's actual cost of the materials and labor for each installation.

(c) For installation of meters larger than 1” the fee shall be equal to the actual cost of the meter, other materials, and labor plus a service fee of five percent (15%).

(d) Water service will not be provided until all installation fees are paid in full.

Other Fees – All Water System Users
Schedule 6

Disconnect/Reconnect Fee during the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday	$25.00
Disconnect/Reconnect Fee after 4:00 p.m., or on Saturday, Sunday, or a holiday (after hours call out)	$75.00 per call out
Tampering Charge (reconnection without City Permission)	$50.00
Customer Damaged City Facilities	Actual cost
Returned Check Charge	$20.00
Bulk Rates	$.03
Late Fee	$10.00
Door Knocker Fee	$15.00
Deposit or Water Only	$25.00
Deposit for All Services (water, sewer, sanitation)	$100.00

Resolution No. 4

RESOLUTION NO. ____

A RESOLUTION ESTABLISHING SEWER RATES AND CHARGES FOR THE CITY OF JUNCTION CITY AND REPEALING RESOLUTION NO. 1284.

WHEREAS, Junction City Municipal Code 13.10 authorizes the City Council to establish City sewer rates and charges by resolution; and

WHEREAS, the sewer rates and charges on Exhibit A attached hereto more effectively cover the City's cost of providing sewer services including operations, maintenance, capital, facilities, and any future debt service; and

WHEREAS, pursuant to ORS 294.160, at its meeting on June 9, 2026, the City Council provided an opportunity for interested persons to comment on the enactment of this Resolution and its proposed rate changes; now, therefore

THE CITY OF JUNCTION CITY DOES RESOLVE AS FOLLOWS:

Section 1. **Findings.** The above recitals are hereby adopted as findings of fact supporting the adoption of the rates, fees, and charges set forth on Exhibit A to this Resolution.

Section 2. **Rates and Charges.** The schedules attached as Exhibit A are hereby adopted as the sewer rates, fees, and charges for municipal sewage facility services by the City of Junction City.

Section 3. **Repealing Clause.** Resolution No. 1284 is hereby repealed.

Section 4. **Effective Date.** Whereas the rates and charges authorized for the services set forth in this Resolution are necessary to preserve the financial integrity of the City of Junction City, this Resolution shall take full force and effect as of July 20, 2026.

Passed by the City Council this 9th day of June, 2026.

Approved by the Mayor this 9th day of June, 2026.

ATTEST: APPROVED:

_____ _____

Kitty Vodrup, City Recorder Kenneth Wells, Mayor

Resolution No. ___ - EXHIBIT A

Residential Sewer Rates Schedule 1

Application: This Schedule 1 applies to all single family residential houses, apartment units, duplexes, and multi-family residential units within the city limits of Junction City where sewer service is provided.

Base Rate: The base rate will be charged for each residential unit for each billing cycle for which sewer service is provided. The base rate will be charged on a per day basis if service is not provided for an entire billing cycle. The water meter size for each unit will be used to determine the amount of the base rate as shown below. The base rate will include 400 cubic feet of water use.

Sewer service provided where there is no meter shall be billed a monthly base rate of $48.22.

Meter Size in Inches	Rate in Dollars
3/4	48.22
1	119.92

Usage Rate: A usage rate for sewer services will be charged for each and every whole unit of water used beyond four (4) units or for the average winter water usage. A unit is equal to 100 cubic feet. The rate will be $4.33 per 100 cubic feet.

Commercial Sewer Rates Schedule 2

Application: This Schedule 2 applies to all commercial accounts within the city limits of Junction City. Commercial accounts include industrial and mercantile establishments; stores; offices; public buildings not otherwise classified; public and private hospitals; schools; churches; mercantile and industrial establishments combined with residential units, except those residential units that are separately metered for water service.

Base Rate: The base rate will be charged to each commercial unit for each billing cycle for which sewer service is provided. The base rate will be charged on a per day basis if service is not provided for an entire billing cycle. The water meter size for each unit will be used to determine the amount of the base rate as shown below. The base rate will include 400 cubic feet of water use.

Sewer service provided where there is no meter shall be billed a monthly base rate of $119.92.

Meter Size in Inches	Rate in Dollars
Up to ¾	48.22
1	119.92
1 1/2	239.84
2	383.71
3	719.49
4	1,199.14
6	2,398.32
8	3,837.26
10	5,515.98

Usage Rate: A usage rate for sewer services will be charged for each and every whole unit of water used beyond four (4) units. A unit is equal to 100 cubic feet. The rate will be $4.33 per 100 cubic feet.

The base and usage rates for providing sewer service to properties outside of the Junction City limits shall be at one and one-half times the rates for sewer service, as stated in Schedule 1 above (Residential Sewer Rates) and Schedule 2 above (Commercial Sewer Rates) .

Surcharge: There will no longer be a separate surcharge to users of the City's sewer system; however, portions of the revenue generated will be used to pay for or finance capital projects and purchases on an as needed basis.

Other Fees – All Sewer System Users Schedule 3

Late Fee	$10.00
Door Knocker Fee	$15.00
Deposit - Sewer Only	$25.00
Deposit All Services (Water, Sewer, and Sanitation)	$100.00

JUNCTION CITY COUNCIL
AGENDA ITEM SUMMARY

Street Closure for Chief Whetstone Memorial

Meeting Date: June 9, 2026
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number: 9
Staff Contact: Gary Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT
This is a request for the City to close Greenwood Street between 6th and 7th.

BACKGROUND
Chief Wadell has submitted a request to Public Works to close Greenwood Street between 6th and 7th on June 17th from 11:30am to 1:30pm.

December 26th, 1960 – Chief Woodrow "Woody" Whetstone was shot and killed while serving the City of Junction City. This would be the first memorial for Chief Woody since his murder over 65 years ago. Dedication will include a large wall mounted memorial on the front of the Police Department.

The Police Department, Public Work, and the fire department have no issues with the closure.

FISCAL EFFECT. None

RELATED CITY POLICIES
- A. Municipal Code 10.050.030 Power to the Council

LEGAL REVIEW
This item was reviewed as part of the packet.

CITY ADMINISTRATOR'S COMMENT
I recommend that the City Council authorize the closure of Greenwood Street between 6th and 7th for the dedication of the Chief Whetstone Memorial.

COUNCIL OPTIONS
The Council can, at its pleasure:

1. Approve the street closure request as presented – MOTION: "*I make a motion to approve the street closure request for the Chief Woodrow Memorial June 17, 2026, with the nonexclusive use of city streets for street closure from 11:30 a.m. to 1:30 pm. The use of City streets will apply to the section of Greenwood Street between 6th and 7th.*"

2. *Deny the request. MOTION "I make a motion to deny the Street Closure Conditions as presented."*

ATTACHMENTS

- Street closure request

FOR MORE INFORMATION

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

CITY OF JUNCTION CITY MEMORIAL EVENT

Wednesday June 17th 11:30 am – 1:15pm

Temporary Street Closure

DETAILS:

December 26th, 1960 – Chief Woodrow "Woody" Whetstone was shot and killed while serving the City of Junction City. This would be the first memorial for Chief Woody since his murder over 65 years ago. Dedication will include a large wall mounted memorial on the front of the Police Department.

JUNCTION CITY POLICE FOUNDATION
EST 2024

JUNCTION CITY POLICE 418

DEDICATION OF A MEMORIAL

HONORING

MURDERED POLICE CHIEF

WOODROW "WOODY" WHETSTONE

Honoring a life of service.
Remembering a legacy of courage.

★

WEDNESDAY JUNE 17TH AT NOON

Please join us as we dedicate a memorial in honor of the service and sacrifice of Police Chief Woodrow "Woody" Whetstone.

JUNCTION CITY POLICE DEPARTMENT
672 Greenwood Street
Junction City, OR 97448

JUNCTION CITY, OREGON 1872

FOREVER IN OUR HEARTS. FOREVER IN OUR SERVICE.

JUNCTION CITY COUNCIL
AGENDA ITEM SUMMARY

Community Meeting Agenda Review

Meeting Date: June 9, 2026
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 10
Staff Contact: Spencer R. Nebel
Contact Telephone Number: 541-952-2640

ISSUE STATEMENT
Council and staff will need to determine content and schedule for the July Community Meetings.

BACKGROUND
The next Community Meeting dates that have been scheduled are Tuesday, July 21st, Wednesday, July 22nd, and Thursday, July 23rd. I would propose that we limit these meetings to Tuesday and Wednesday at 11:00 am and 6:00 pm on the 21st and 22nd and hold all meetings in the Community Center. I am suggesting the this time be used to share the draft goals developed by the Council and seek feedback from the public these goals. In addition, there will be time for questions and answers on other city issues as well.

This timing for these meetings is great since it will follow the Goal Setting process that will be initiated by the Council on June 10. It is my intent to have Council review, discuss and modify at the June 23 work session the draft goal report that will be generated based on the June 10 goal setting session. Any modifications to this report from the June 23 work session will be considered by the Council at the July 14 Council meeting and the Council will formally propose the draft goals and request public comment on those goals at that time. The Community Meetings would be a great way to present the goals and obtain further feedback on the draft goals. This initial comment period would close on July 23 and those comments would be considered by the Council at the July 28 work session with the goal report being modified by consensus of the Council. A final goal report would be prepared and considered for adoption after a public hearing on August 11.

If Council is comfortable with this approach, then we will refine how the Community Meetings can best be used for focusing on Council Goals.

FISCAL EFFECT
Refreshments are provided at the Community Meetings

RELATED CITY POLICIES
Developing Council Goals will provide a solid framework outlining clear direction for the new City Administrator and staff for future priorities for Junction City.

LEGAL REVIEW
The agenda reports are reviewed by the City Attorney.

CITY ADMINISTRATOR'S COMMENT
N.A.

COUNCIL OPTIONS
Discuss the proposed purpose and timing of the Community Meetings and either support the proposed schedule and content or redirect staff to focus on other items for these meetings.

ATTACHMENTS
A. 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

CITY COUNCIL

AGENDA FORECASTER

Updated: 06-05-2026

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PENDING BUSINESS ITEMS

Pending Business Items

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.

Item Future RV Park

Requested By Council

Date Last at Council 04-28-2026

Item Description

Current Status/Update 06-10-2025 Staff said they were working on the RV Park idea. 10-28-2025 Council consensus for staff to have legal counsel draft an ordinance to allow an RV Park at Lyle Day and for staff to prepare a list of repairs needed and costs to make the site functional. 11-18-2025 Staff brought back repairs needed/costs and Council consensus for staff bring back costs to install an automatic/coded gate. 12-16-26 Council reviewed cost estimates. 01-27-2026 Council reviewed draft ordinance and provided responses to questions Attorney Connelly had posed. 04-14-2026 Staff presented updated development bids that included prevailing wages and noted that the 2010 Parks SDC Capital Improvement Plan needed to be amended to be able to use SDCs for this RV Park development. Council direction was for staff to proceed with that amendment. 04-28-2026 Council reviewed the updated draft ordinance and briefly discussed operations. Council consensus was the ordinance looked fine but to wait on that, until the other pieces such as if SDC fees would cover all development expenses and for Director Kaping and Administrator Nebel to develop an operational plan with recommendations and bring back to Council for review. Scheduled for review at June 23, 2026 Work Session.

PENDING BUSINESS ITEMS

Item	City's Parking Code
Requested By	Council
Date Last at Council	03-10-2026
Item Description	RV Parking

Current Status/Update. 3-10-2026 Council discussed that the City's current code allowed someone to move their RV a few inches to get around the 72-hour parking limit, and a code amendment would be needed for more effective enforcement. The Council consensus was for Attorney Connelly to work with staff and bring back options for Council to further discuss at the May 26th Council Work Session, but item was not ready and moved to June 23, 2026 Work Session.

Item	City Administrator Evaluation Program
Requested By	Council
Date Last at Council	05-12-2026
Item Description	

Current Status/Update 05-12-2026 Council consensus for Administrator Nebel to bring a City Administrator Evaluation Program to a future Work Session. Goal was to have this in place, before hiring the new City Administrator. Placeholder for July 28th Council Work Session agenda.

FUTURE BUSINESS ITEMS

Future Business Items

Item	Gun Range Discussion
Requested By	Councilor Ceniga 12-10-24
Item Description	Gun range discussion

Item	Public Meetings Law Grievance Policy
Requested By	Attorney Connelly 03-10-2026
Item Description	For Council to discuss the Public Meetings Law Grievance Process and consider creating a policy that would specify who would be authorized to respond to a filed grievance within the state required timeframes.

Item	Master Fee Schedule
Requested By	Council 04-14-2026
Item Description	For Council to review the current process and any recommended process changes for the City's Master Fee Schedule.

Draft Meeting Agenda – June 23, 2026

A G E N D A

COUNCIL REGULAR SESSION AND WORK SESSION

City of Junction City

680 Greenwood Street

Tuesday, June 23, 2026

6:30 p.m.

(*Estimated Time*)

REGULAR SESSION

1. Call to Order, Pledge of Allegiance, and Roll Call
2. Public Hearing on FY 26-27 Approved Budget
3. Supplemental Budget
4. City Councilor Applicant Interviews and Possible Appointment to fill the Vacancy on the City Council
5. Adjournment of Regular Session

WORK SESSION

1. Call to Order
2. Discuss Preliminary draft of Council Goals
3. City's Parking Code
4. Parks SDC CIP Update
5. RV Park/Campground
6. Purchasing/Spending Limits (Placeholder)
7. Administrator Projects Update
8. Public Works Projects Update
9. Police Department Projects Update
10. Other Business
11. Adjournment of Work Session

Draft Meeting Agenda – July 14, 2026

A G E N D A

CITY COUNCIL REGULAR SESSION

City of Junction City

680 Greenwood Street

Tuesday, July 14, 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 June	5 minutes
4.	Annual City Attorney Report	10 minutes
5.	Integrator of Record Contract Award (Placeholder)	5 minutes
6.	Public Hearing and Approval of Draft Council Goals	30 minutes
7.	Council Agenda Forecaster	5 minutes
8.	Staff Reports	5 minutes
9.	Previous Month's Expenditures	5 minutes
10.	Councilor Comments/Questions	10 minutes
11.	Mayor's Comments	5 minutes
12.	Executive Session – Report on CA Candidates	30 minutes
13.	Adjournment	

Draft Meeting Agenda – July 28, 2026

A G E N D A

CITY COUNCIL WORK SESSION AND REGULAR SESSION

City of Junction City

680 Greenwood Street

Tuesday, July 28, 2026

6:30 p.m.

WORK SESSION

1. Call to Order, Pledge of Allegiance, and Roll Call
2. Discuss Public Comments on Council Goals
3. Water Infrastructure Replacement Project
4. City Administrator Evaluation Program
5. Special Events (Placeholder)
6. Council Committees (Placeholder)
7. Administrator Projects Update
8. Public Works Projects Update
9. Police Department Projects Update
10. Other Business
11. Adjournment of Work Session

REGULAR SESSION

1. Call to Order
2. Executive Session to Review City Administrator Candidates Report
3. Adjournment of Regular Session

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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