

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, August 12, 2025 in the Council Chambers, 680 Greenwood Street, Junction City, Oregon and in a virtual meeting format via internet and phone.

**PRESENT:** Mayor, Kenneth Wells; Council President, Karen Leach; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, Ken Jamieson; and Ken Hancock; City Administrator, Jason Knope; City Attorney, Mark Wolf; Police Chief, Mark Waddell; Public Works Director, Gary Kaping; 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.** Add JC Retirement Street Closure Request after #10.

**3. Approval of Minutes – July 8 and 22, 2025**

**MOTION:** Councilor Washburne made a motion to approve the July 8 and 22, 2025 minutes. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

**4. Public Comment on Items not Listed on the Agenda**

A. Follow-up from Staff on Previous Comments. None.

B. New Comments from Public. None.

**5. Purchase of Vehicles from Lane County Auction**

Director Kaping presented the request to purchase two vehicles for Public Works from Lane County Auction, if vehicles were found at the auction.

**MOTION:** Councilor Washburne made a motion to approve the purchase of vehicles from the Lane County Auction, not to exceed \$18,000 for Public Works and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

**6. Computer Network Purchases**

Administrator Knope presented the request to replace switches and firewalls that were a part of the City's computer systems. Staff solicited quotes and recommended going through SHI.

**MOTION:** Councilor Leach made a motion to award the replacement of the firewalls and switches to SHI in the amount of \$48,159.93 and authorize the City Administrator to sign the legally sufficient contract documents. The motion was seconded by Councilor Jamieson and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

**7. Policy for Community Meetings**

Administrator Knope presented the policy to form Community Meetings, which the Council had reviewed at the July 8, 2025 meeting. He noted that the Council Committees would be paused for now, and if the Council wanted to discontinue or change the standing Council Committees, staff would bring back an ordinance to amend the code.

**MOTION:** Councilor Leach made a motion to approve Administrative Policy 2.03 Community Meetings, as presented. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

**8. Community Meeting Agenda Review – Quarter 3**

Administrator Knope presented the draft agenda for Quarter 3 Community meetings. He recommended moving this round of Quarter 3 meetings from August 19-21 to September 16-18, to allow more time to give notice to the public. Discussion followed on Council members attending meetings and making sure that a quorum of the Council was not present.

The Council consensus was in favor of the agenda and of holding the Quarter 3 meetings September 16 – 18. This first set of meetings would be held at the Community Center.

**9. Liquor License Application – Viking Inn**

Chief Waddell presented the liquor license application for Viking Inn, as there was a change to their annual license.

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

**10. Unmanned Aerial System (Drone) Policy**

Chief Waddell presented the Unmanned Aerial System (UAS) Policy. The department was exploring the possibility of obtaining and deploying a UAS or drone, to assist the community and department, and the Junction City Police Foundation, a non-profit organization, was seeking donations to help the department with the start-up costs of a UAS program.

**MOTION:** Councilor Washburne made a motion to approve the Unmanned Aerial System policy. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

**11. JC Retirement and Assisted Living Street Closure Request**

Director Kaping distributed documents and presented the street closure request from Junction City Retirement and Assisted Living, to hold their annual block party.

**MOTION:** Councilor Hancock made a motion to approve the street closure request for the Junction City Retirement and Assisted Living block party on August 23, 2025, as conditioned in Attachment B with the nonexclusive use of city streets for street closure from 9:00 a.m. to 4:00 p.m. The use of City streets will apply to the section of 6th Avenue between Alder and Birch Streets. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

**12. City Administrator Annual Evaluation Form/Process Review**

Attorney Wolf asked for Council direction on the City Administrator evaluation form, process, and timeline.

The Council consensus was to use the form that was used last time, but to remove Part 5: Management/Staff; have individual forms into the City Recorder or email to Attorney Wolf by August 26th; the City Recorder would take the individual hard copy forms to Attorney Wolf, who would compile into one consolidated form with comments; and for Council to present the evaluation to Administrator Knope in Executive Session at the September 9, 2025 Council meeting.

**13. Council Agenda Forecaster**

Administrator Knope presented the forecaster. He asked when the Council would like to have the presentation from SCS Engineering on the impact of sewer and water projects on utility rates. The Council consensus was to dedicate the entire September 23rd Council Work Session to this one agenda item.

Councilor Washburne noted that the Council had received a letter from Fire District Inspector Bob Trout on the Council adopting an ordinance requiring the installation of lock boxes on certain types of buildings in the city, and he recommended that the Council discuss this. The Council consensus was to put this on the August 26th Council Work Session agenda.

Councilors Leach and Thomas noted that they had recently attended court, and Judge Williams had referred to a requirement in his contract that he had to use the two Judge Pro-tems for a specified amount of time during the year, but neither Councilor could find that language in the signed contract. Administrator Knope responded that he would meet with Judge Williams and further discuss.

**14. Staff Reports**

Chief Waddell reported: Would be interviewing 12 Police Services Technician candidates on August 27<sup>th</sup> and hoped to have someone on board by the end of September; the one patrol officer position notice would close on Friday. January or February would be the earliest this position could be filled; National Night Out was a big success, with Police Department (PD) and Fire staff attending two block parties; would have a booth at the festival again and would include display of Public Works and Police Foundation materials; 3<sup>rd</sup> Annual First Responders picnic would be held on September 11, 2025 at Laurel ballfields; staff had submitted grant applications for new computers and spike strips; Officer Marler had recently deployed spike strips to assist a suspect eluding police from Benton County.

Councilor Thomas asked about the PD recently moving an RV. Chief Waddell provided some specifics of a case and noted that the department was working diligently every day to have people successfully move their RVs and clean up properties.

Public Works Foreman Johnson asked if the Police Association had set up an online merchandise store. Chief Waddell responded that the Junction City Police Association had set that up to raise money.

Councilor Thomas stated that she had several people talk to her about the Junction City Polices Association Social Media page and those people were getting that mixed up with the Junction City Police Department. She noted that if they could make it clearer, that would be nice.

Councilor Hancock expressed appreciation for the PD briefing, for the PD having a booth at the festival, and for the good drone policy. He referred to the recent incident where someone tried to ram a sergeant, and he asked how many officers were on duty at the time. Chief Waddell responded that there were two, but if that had occurred a bit later there would have been one. Councilor Hancock expressed concern for the times there might only be one officer on duty. Chief Waddell expressed his agreement.

Councilor Leach asked what the \$9,800 expenditure for Volunteer and Reserve costs was for. Chief Waddell responded that was for radios.

Director Kaping reported: He distributed water and sewer project flyers and noted these would be distributed at the police booth at the festival; PW was assisting the PD when needed on cleaning things up around town after people moved their RVs out of town; completed smoke testing and there were a few sites that they would be addressing; now that smoke testing was done, they were continuing the CCTV work and 4 basins had been completed; Bailey Park courts would be finished in the next few days; completed the slug loading test on commercial businesses. Once the test results were received, would send the report to DEQ which was a task on the MAO and would give the City another 20 EDUs; and hired a Sanitation worker and had one other Sanitation position opening but would wait to fill that until it was needed.

Foreman Johnson shared that things were going well at the pool, and some participants had received scratches or blisters on their toes, which indicated that the plaster shell was at the end of its useful life. At the end of the season, staff would talk to Anderson Poolworks on replastering. He added that people were happy with the pool being open.

Councilor Hancock asked if PW had learned the process to do smoke testing. Director Kaping responded yes, and PW staff would do one basin a year going forward.

Councilor Hancock noted that the pool was open on Sundays, which was great and asked how swim lessons were going. Foreman Johnson responded that he thought they were going well, no kids had been turned away from lessons, and he had not heard any complaints.

Councilor Washburne shared that he heard from a citizen today that they had not yet received their refund from having to cancel swim lessons. Administrator Knope responded that City Hall staff would be happy to assist that citizen.

Administrator Knope reported: The City had applied for an 8.4 million dollar grant for water funding through the State's Safe Water Drinking Water Revolving Loan fund and the City had recently been notified that the City would be offered a package of 6 million dollars, with up to 3 million in a forgivable loan that the City would not have to repay. The City would need to prioritize which water projects they wanted to do with this funding, and staff would be bringing back recommendations. The City would form an Internal Committee to track projects, grants, and requirements, to make sure everyone was on the same page and better prepare for requests from the City's new auditor; had received one RFP response for City Attorney and two RFP responses for City Prosecutor and would review these with Council at the August 26<sup>th</sup> work session.

Councilor Washburne asked if Administrator Knope had heard back from state representatives on Ivy Street. Administrator Knope responded not yet, and he had emailed them twice.

Administrator Knope added that he recently attended the Small Cities meeting in Coburg with Councilor Hancock, and he volunteered the City to host the President's Regional Meeting on February 13, 2026 at the Community Center.

**15. Previous Month's Expenditures.** None.

**16. Councilor Comments/Questions**

Councilor Thomas thanked everyone for their hard work and all they had done. She noted that they had come a long way in the last couple of years, and Public Works and the Police Department had great people working in their departments. She had seen employees in the PD bloom and shine under new leadership, and all City staff were appreciated.

Councilor Washburne hoped everyone would have a good time at the festival.

Councilor Ceniga asked Director Kaping to express appreciation to his crew for their hard work outside during the hot weather. She expressed kudos to Officer Marler for his smart thinking with the spike strips and expressed appreciation to all of the officers for their great work.

Councilor Leach asked Chief Waddell to pass along how proud they were of Officer Marler for stepping up to take on new responsibilities. She continued that it was great to see the change in the officers, and she loved seeing the officers and the VIPS out on patrol. She knew that Chief Waddell and Director Kaping were doing the best they could to get things cleaned up in town, and she expressed appreciation to PW, the officers, and the Councilors for their work.

Councilor Jamieson expressed appreciation to the PD, PW, and Administration for their hard work and added that he appreciated being a part of the City.

Councilor Hancock shared that he attended the LOC Small Cities Meeting with Administrator Knope, and the other cities were facing big challenges like Junction City. Tangent had just finished their Strategic Plan and Coburg was looking at integrating positions across cities (using Junction City's Building Official as an example). He could not stress how valuable these meetings were, and he encouraged other Council members to attend future meetings. They discussed house and senate bills, and every City gave a two to three minute briefing on what they were dealing with. It was refreshing to have the opportunity to know that Junction City was not the only city facing some pretty big challenges. They all shared common problems and common solutions, so it was nice to hear all of that. He looked forward to the City hosting the meeting in February. He thanked everyone for their work.

Councilor Leach noted that she had attended some of those meetings and really valued them.

**17. Mayor's Comments**

Mayor Wells shared that a citizen had recently asked him some questions, which he was able to talk to Chief Waddell about, and the situation worked out for everybody involved. Public Works had a challenge today and they took care of it. He appreciated Director Kaping letting him know what was going on and noted that it was great to know that the City had great people who would take care of things. He and other Councilors would participate in the Scandinavian Festival parade and opening ceremonies, which he appreciated. He added that the festival was as big of a success because of how the Council and staff helped, and he knew the Scandinavian Cultural Foundation appreciated the City's help. Festival organizers, the City, and others were working hard this week to set up. This was a time that the City showed off, and he was sure that a week from now they would have done their jobs and shown brightly again.

**18. Adjournment**

As there was no further business, the meeting was adjourned at 8:29 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Kenneth Wells, Mayor