AG E N D A

CITY COUNCIL SPECIAL MEETING

City of Junction City
680 Greenwood Street, Junction City

Thursday, August 27, 2026
11:30 a.m.

To join the City Council meeting via computer, tablet, or smartphone, please click on the Zoom link below:
https://us06web.zoom.us/j/82008242742
You can also dial in using your phone: 1-253-215-8782 or toll free 877-853-5257
Meeting ID: 820 0824 2742

1. Call to Order, Pledge of Allegiance, and Roll Call
   (Mayor Wells)
2. Executive Session per ORS 192.660(2)(a) to Consider Employment of a Public Officer, Employee, Staff Member, or Individual Agent.
3. City Administrator Job Offer Discussion and Possible Action
4. Adjournment

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 .

JUNCTION CITY COUNCIL
AGENDA ITEM SUMMARY

Executive Session to Consider Employment of a Public Sector Officer

Meeting Date: 08-27-26
Department: Administration
www.junctioncityoregon.gov

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

ISSUE STATEMENT
The City of Junction City will meet in executive session, pursuant to ORS 192.660 (2)(a) to Consider the Employment of a Public Officer, Employee, Staff Member, or Individual Agent.

BACKGROUND
On August 18, 2026, the City Council extended an offer of employment to Benjamin West to serve as City Administrator contingent on completing background checks on Mr. West. The Council will review the background checks and other information relating to the employment of a City Administrator. Council will reconvene in open session to determine next steps in hiring a City Administrator.

On August 25, 2026, the City Council reviewed the background checks and other information relating to employment and made a motion to pause the negotiations process and request additional information from Benjamin West.

FISCAL EFFECT
None by holding an executive session

RELATED CITY POLICIES
ORS requirements for holding executive sessions

LEGAL REVIEW
By review of this packet

CITY ADMINISTRATOR'S COMMENT
I recommend Mayor Wells convene the executive session

COUNCIL OPTIONS
Council cannot take any action in executive session.

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

JUNCTION CITY COUNCIL
AGENDA ITEM SUMMARY

City Administrator Job Offer Discussion and Possible Action

Meeting Date: 08-27-26
Department: Administration
www.junctioncityoregon.gov

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

ISSUE STATEMENT

Council will review information regarding background/reference checking for Benjamin West to determine his suitability to fill the position of City Administrator in executive session. After reviewing this information, Council will make a determination as to whether to proceed with negotiations of an employment agreement or consider an alternative action.

BACKGROUND

On Tuesday, August 18, 2026, following a day of interviews, the Junction City Council has extended an offer of employment subject to completion of background checks to Benjamin West of Wilsonville, OR as Junction City's next City Administrator. On Tuesday, August 25, 2026, Council met in executive session to review the findings of the reference and other background checks being completed on Mr. West. After the executive session, Council made a motion to pause the negotiations process and request additional information from Benjamin West.

Twenty-five applications were received for this position. The Council narrowed the applications to 11 semi-finalists who were given preliminary interviews. From that the Council selected 5 finalists with 3 finalists accepting full interviews. On Monday the finalists were interviewed by three separate panels which included community members, executive staff and other administrators. In addition, receptions were held with employees and an evening reception for the general community. Feedback was obtained from each of these groups to help inform the Council on its decision.

Council authorized Mayor Wells and Council President Karen Leach to negotiate an employment agreement with West which will be able to be considered by the Council following satisfactory review by the Council of the background checks. Contract approval would likely occur at a special meeting scheduled for this purpose on completion of the negotiations.

FISCAL EFFECT

None

RELATED CITY POLICIES
The process conforms to Resolution No. 1354 adopted by the Council on May 26. City Charter requires that the Council hire an administrator and places a restriction on utilizing a City Administrator Pro Tem for a continuous period of 6 months.

LEGAL REVIEW
Legal Counsel has reviewed this report.

CITY ADMINISTRATOR'S COMMENT
We will provide the results of the reference/background checks to the Council at the Executive Session.

COUNCIL OPTIONS
Council can consider several options following the executive session which include the following:

1) I make a motion to proceed with the negotiation of an employment agreement by the Mayor and Council President with Benjamin West to serve as City Administrator and for the draft agreement be brought back to the full council for consideration.

2) I make a motion to pause the negotiations process and request additional information from Benjamin West.

3) I make a motion to rescind the offer made to Benjamin West to serve as City Administrator based on the background checks.

If a motion to rescind this offer is approved the Council could consider the following motions:

4) I move to authorize an offer of employment as City Administrator to_____, subject to completion of background checks.

5) I make a motion to defer action on an appointment and request additional information on finalist _____

6) I make a motion to reopen the application process for City Administrator with the application period running to [Name a Date]

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.u