

The City Council for the City of Junction City, met in a work session at 6:30 p.m. on Tuesday, October 28, 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, Carrie Connelly, Public Works Director, Gary Kaping; Public Works Superintendent, Jeremy Tracer; and City Recorder, Kitty Vodrup.

1. Call to Order, Pledge of Allegiance, and Roll Call

Mayor Wells called the work session to order at 6:30 p.m., led the pledge of allegiance, and took roll call.

2. Axon ALPR Presentation

Patrick Newton and John Hunt presented information on the Axon (ALPR) Automatic license plate recognition cameras. Axon supported over 90% of police departments across the country with technology such as body worn cameras and License Plate Readers in patrol vehicles. They were in the final testing phases of offering ALPR that would be in fixed locations on top of light poles or on separate poles. The cameras would capture both front and rear license plates, axon video would be integrated into Junction City Police Department's (JCPD) existing evidence.com, and the City would own the cameras. Current proposal included 8 cameras at a five-year term. JCPD would be notified in seconds, whether there was a stolen vehicle, Amber Alert, or anything that was tied to the National Crime Information Center (NCIC) database.

In response to questions, Patrick and John provided responses:

- Life span of cameras were up to 10 years. At the end of the contract, JCPD would receive a full hardware refresh to replace all equipment, get new cameras, and have new storage capacity, similar to the contract JCPD had with Axon for body worn cameras. JCPD would just pay the licensing fee and cellular LT.
- This fixed system technology would work in tandem with the LPR that JCPD had currently in their vehicles through Axon.
- The system did not integrate with DMV.
- JCPD had full control over the information captured by the cameras, and other agencies would only have access if JCPD chose to share. There would be deep user permissions and stringent controls based on JCPD's policies and procedures.
- If a vehicle was stolen, a report would be filed, and the data would be entered into the NCIC database. Alerts would then go out to agencies because of the NCIC alert and not because something was entered into the Axon system.
- This system was not integrated to the red light trafficking systems or software.
- This was an advanced hot list tool, and officers would still need to validate and investigate information.
- Standard data retention was 30 days, but JCPD could choose a longer timeframe if desired.

Chief Waddell noted that Lexipol had a policy for this, and before JCPD would initiate anything like this, they would have a policy in place that would first be reviewed by Council.

3. PFM Financial Consultant – Duncan Brown

Administrator Knope stated that Duncan was present to provide educational information on what financing options could be for water projects. Duncan's presentation included:

- What are Bonds: A bond was a loan; investors (bondholders) were the lenders.
- Upcoming Water Projects: The total estimated cost of selected water projects was \$14.2 million. Less other funding sources in the amount of \$6.9 m from grants and low interest loans from the Safe Drinking Water Revolving Loan Fund program (Oregon Health Authority (OHA), would leave an estimated financing need of \$7.3 million.
- Decision Points: Security, interim versus long-term financing, term and structure of long-term financing, and method of bond sale.
- Observations: Given that some projects may take a few years, bank financing with a draw-down feature where you only take the money when you need it and only accrue interest on funds as they were drawn might provide helpful flexibility. It might be most straightforward and cost-effective for the City to pursue financing on a full faith and credit basis, which would also limit complexity of negotiations with OHA regarding covenants for the SRF loan.

Councilor Leach asked if they could refinance after a bank loan of 10 to 15 years. Duncan responded yes. Many banks offered loans with a balloon payment at year 10 or 15. The challenge would be an added element of risk to the City because of the market conditions in the future to refinance the loan.

Councilor Hancock asked if the Other Funding Sources listed were grants and if those were guaranteed. Administrator Knope responded yes.

Councilor Ceniga asked how long a bond could go out for and if it had to go to the taxpayers. Duncan responded that the bond could go up to 30 years. Administrator Knope responded that this type of water revenue bond would not go to taxpayers for a vote and would be paid by the ratepayers as part of the water bill.

Councilor Ceniga noted that in addition to this, they would also have the wastewater financing and wondered if they should do one option for water and a different one for sewer. Administrator Knope responded that they split these out so they could be dealt with separately and could definitely do different options.

Administrator Knope noted that next month, the Council would begin looking at the Enterprise Funds Projections and would have updated information in January or February for Council to review. Staff would bring back information on if some or part of projections could be done in house by the Projects Crew to save money.

4. Pool Fees Discussion

Superintendent Tracer stated that Council reviewed pool fees in May and made a slight increase to pool fees at that time, with direction for staff to bring back other pool comparison fees for Council to review. He presented a spreadsheet showing the fees that nearby and comparison pools charged.

Councilor Hancock noted that it would be helpful to know what the increase in fees would go towards, if the City decided to raise fees. Superintendent Tracer responded it would go towards wages and operational costs, which were increasing. Administrator Knope added that staff could research the pool receipts and find out how many passes were sold, etc., which would give a sense of how much would be generated if they raised rates by "x" amount.

Councilor Hancock added that the other thing that would be helpful to know would be how many other cities were using General Fund dollars for their pools to survive and if so, how much of the pool budget was supplemented by the General Fund. He noted that Junction City used a significant amount.

The Council consensus was for staff to bring back these data points in a spreadsheet to Council for further review and direction on next steps.

Council members thanked Superintendent Tracer for the good work.

5. Records Retention Schedule

Recorder Vodrup reviewed that the City was required by Oregon Revised Statute to retain City records for a minimum length of time, and the retention requirements could be found in Oregon Administrative Rules Chapter 166, Division 200, City General Records Retention Schedule. On April 12, 2016, the Council adopted Resolution No. 1141, which set a longer retention period for some city records through a Special Citywide Records Retention Schedule. The state recently adopted a new City General Records Retention Schedule, which added better definitions, renumbered sections, and moved some records into different categories. Staff reviewed and recommended that the City use the new City General Records Retention Schedule, without adopting a special longer retention schedule. A spreadsheet was included in the packet which showed the differences between the two schedules and why a longer retention was set on some records in 2016 and why staff now recommended to go by the new state schedule with no special retention.

Attorney Connelly provided her endorsement to stick to the state retention schedule, as opposed to setting a special retention schedule.

The Council consensus was to use the state City General Records Retention schedule, with no special longer retention. Recorder Vodrup noted that she would bring back a resolution at the next meeting. Council members thanked Recorder Vodrup for her work on this.

6. Administrator Projects Update

Part 1 – LOC Training

Administrator Knope stated that Council had expressed interest in doing LOC (League of Oregon Cities) training and this was before Council to get input on training topics.

Council members expressed interest in: Lobbying 101, High Functioning City Councils, Social Media, Budgeting, and Strategic Planning.

The Council consensus was for Administrator Knope to reach out to LOC, get a quote, and bring that information back to Council for further direction. Administrator Knope added that he would also ask LOC if they had other recommended training for Council.

Part 2 – RV Park at Lyle Day Park

Administrator Knope shared that Council had discussed putting an RV park at Lyle Day Park. The City of Lebanon Park Rules, which included RV parking, were included in the Council packet, as Councilor Hancock had shared that the City of Lebanon offered this service. If the City were to go down this road, legal counsel would need to review, to make sure the City was not inadvertently causing problems somewhere else. Repairs would be needed to make the site RV ready, including replacing sewer clean outs, putting in garbage receptacles and gates, maybe making spaces larger, etc. They would also need to determine what the fees would be.

Councilor Hancock noted that they could also talk about how the money generated would be directed. An example would be to dedicate revenue to a future dog park. It was noted that revenue generated from this parking lot needed to go towards parks.

The Council consensus was in favor of Administrator Knope having legal counsel start to work on the code piece. Administrator Knope would also have Public Works staff work on preparing the list of repairs needed and costs to get the site functional and bring that back to next month's Council Work Session.

Part 3 – Long Term Forecaster General Fund Departments

Administrator Knope stated that he worked with Director Green to create a 7-year forecast for the General Fund Departments, as the Council wanted to look at this before budget season began. He reviewed:

- Building Department: Would require additional work in the future, due to the decrease in revenue with the building moratorium. This was expected.
- Court Department: Remained steady.
- Police Department: The changes of closing dispatch, adding a full-time Police Services Technician, and funding a detective position were sustainable going forward. After the upcoming retirement of the current Deputy Chief in 2026, Administrator Knope and Chief Waddell were in agreement to vacate that position. With that funding, Chief Waddell recommended keeping a Lieutenant position, and Administrator Knope recommended using those funds for needed equipment going forward.
- Community Services: Looked solid going forward. Administrator Knope noted that one of his long-term goals before he retired was to have a Community Services Director/Manager, who could build the programs, revenue, etc.

Administrator Knope continued that the projections included COLAs (Cost of Living Increases), PERS costs, and all other estimates, so staff felt the General Fund was on pretty solid footing going forward. He would present an operational review in the future, which would include recommendations and discussion points.

Councilor Leach expressed appreciation for the positive information. She noted that Community Services Coordinator Shelli Jenkins had shared there had been a lot more rentals at the Community Center. Administrator Knope responded yes, and it was enough to where they would be moving the camp program out of the Community Center and over to the City's facility at Dutch's Field where Ophelia's Place had been located.

Councilor Hancock thanked staff for the great information. He had compared these projections to the forecast that had been in the adopted budget, and everything looked great and the projections were much higher than what had been in the adopted budget. Administrator Knope responded that when the budget was put together, the City was fully funding dispatch, so that had been removed in the projections and they had added in the two Police Department

positions, dropped the Deputy Chief position in 2026, and made other updated adjustments to PERS increases and insurance that were less than had been projected in the budget.

Councilor Hancock stated that it looked like things were good, but they would need to work on Building and Court. Administrator Knope responded that he did not think court would be a problem, as they did not go negative. The projections showed red numbers for the Court only in that they were below the minimum required fund balance by policy.

Councilor Ceniga asked if adding another Sergeant to spread out the Deputy Chief's duties amongst three Sergeants would be a good idea. Administrator Knope responded that the cost difference between a Lieutenant and Sergeant was not a significant dollar amount. By adding a Sergeant, you would have unfunded equipment that did not have identified funding today, such as police cars, body cams, etc.

Councilor Ceniga asked if there were grants for maintenance or equipment. Chief Waddell responded yes, and Police Administrative Assistant Isaac Cox was writing grants for the department. Administrator Knope added that they would look at the grant piece and make sure to add that to the Operations Plan.

Councilor Hancock shared that since they had the projections, it sounded like they should have a work session agenda item to discuss Police Department staffing. Administrator Knope responded yes.

Administrator Knope noted they would review the Enterprise Funds Projections at the November and December Council Work Sessions.

Mayor Wells thanked Administrator Knope for bringing this information to Council.

7. Stop Sign Discussion

Director Kaping reviewed that Council had asked staff to bring back the Stop Sign policy for review and discussion. In 2016, Sandow Engineering did a stop sign plan, and Council approved that Stop Sign policy. He asked Sandow Engineering to update the stop sign map to include the new subdivisions and that was included in the Council packet.

Administrator Knope shared that the Police Department had rules and procedures for looking at this kind of issue and maybe a request for a Stop Sign would start with the Police Chief to make a recommendation. Then it would go to the Public Works Director, to see if there was funding in the budget for installation of a sign or if that needed to wait until the next fiscal year. Director Kaping added that if Chief recommended installation of a sign and there was money in the budget, he would request that Public Works have 90 days to install the sign, so they could work around other projects. There could be a tracking form to fill out between the departments.

Councilor Hancock responded that it sounded like staff already had a solution worked out, which was great. He noted that the regulation that governed stop signs had several criteria: public safety being number one, the environment, community input, and then consideration of traffic accidents, so he was glad they would be updating the policy.

Per Council consensus, Administrator Knope stated that staff would bring back an updated policy for Council consideration, along with the forms.

8. Public Works Projects Update

Director Kaping provided the following updates:

- #5 Industrial Sources Identified and Reported to DEQ. Completed ahead of schedule.
- #6 Updated Facilities Plan. Was supposed to be done last month and would push to have it done this month, so the City could submit it before it was due.
- #7 Groundwater Investigation Report and Archaeological Review. Completed. Found some things in north and south fields but was something they could work around.
- #11 Smoke Test Sewer System. Completed. The Inflow Improvement Plan was currently in process with HBH Engineering and should be done shortly.
- #13 Collection System Flow Monitoring. Completed.
- #18 CCTV Sewer Collection System. Had done a good part of this work and would continue.
- #28 Industrial User Survey. Completed and turned into DEQ with Slug Loading ahead of schedule.

- The 5th and Maple Well Rehab had been completed and were getting 250 gallons per minute out of that well.
- The Wastewater NPDES permit and MAO on page 11 were completed.

Councilor Hancock noted that the City had been getting 890 gallons per minute (GPM) from the wells, before the rehabs and were now at 2,000 GPM. Director Kaping responded yes, and the addition of the Bailey Well also helped with that.

Director Kaping provided information on MWMC (Metropolitan Wastewater Management Commission) and noted that a while back, staff had heard that MWMC was not going to allow Creswell to connect to their system, but recently the City found out that Creswell was still working with MWMC. Director Kaping then reached out to MWMC on the possibility of Junction City going with them and that was something they were currently working on. They would need to determine where the hook up would be, whether at Enid Road or Irvington Road and what the construction costs would be versus the City building a sewer treatment plant. As soon as MWMC said where the hook up location would be, staff would have the City's Engineer, Adkins Engineering, work on what those construction costs would be. Everything they had talked about so far had been positive. Creswell had been looking at a \$70 plus million sewer treatment plant and their construction cost would be \$40 million, with buy in of \$10 million. Junction City could be around \$50 million to connect to MWMC compared to \$75 to \$80 million to build a sewer treatment plant.

Administrator Knope shared that the big challenge that Creswell was going through right now was working with the county on amending the Planning Code, as the Metropolitan Plan did not allow outside connections across an Urban Growth Boundary. The cities of Eugene and Springfield would also need to approve this. He was exploring what it would take for Junction City to get caught up with Creswell, if this was something of interest, or at least support the idea and then know what would need to be done. Director Kaping added that Creswell was working with Goshen to connect to MWMC.

Administrator Knope added that connecting to MWMC would get the City out of the sewer treatment business and a lot of the Operational and Maintenance (O and M) costs. With the City's current lagoon system, power and chemicals were \$300,000 per year, and with a new plant, there would be an additional O and M cost of \$1 million. Director Kaping added that they would also need additional personnel for the City to have a sewer treatment plant.

Councilor Leach noted that last time the possibility of connecting to MWMC was brought up, they were told it was not a possibility.

Councilor Hancock asked what the timeframe would be on this. Administrator Knope responded it would fall in the same timeline as the sewer treatment plant, so instead of building the plant, they would build the infrastructure. The City would still need to meet the deadlines in the MAO (Mutual Agreement and Order), but if the option to MWMC was viable and something the Council wanted to do, the City would need to go back to DEQ to modify the timeline to connect to MWMC instead of building a treatment plant.

Director Kaping noted that connecting to MWMC was mentioned in the City's facilities plan, so the plan would just need to be amended instead of writing a whole new plan.

Councilor Ceniga asked what the infrastructure would look like. Administrator Knope responded it would include pipelines and pump stations.

Councilor Ceniga asked about Goshen and Creswell. Administrator Knope responded that his understanding was that Creswell was going by Goshen and then Goshen would be connecting to them as they went by. As Junction City explored this, there may be some opportunities for some unincorporated areas to connect as Junction City went by too. He thought the county would be open to look at that, to help offset some costs. Director Kaping added especially with the drive to get everybody off of septic tanks.

Councilor Thomas noted that the City had put pipe out to the mental hospital. Director Kaping responded yes and that was a gravity pipe.

Councilor Thomas asked if that could be used. Administrator Knope responded that Adkins Engineering would be looking at that as an option. He did not know if they could turn that into a pressure pipe because of the City's agreement with the state. He added that the City had

already purchased right of ways there, so maybe that could help offset some of the costs. It was noted that the City had a 27-year agreement with DOC and were on the later part of that agreement.

Councilor Ceniga asked if there was room for renegotiating with DOC. Administrator Knope responded that if connection to MWMC was viable, staff would definitely contact DOC.

9. Police Departments Projects Update

Chief Waddell reviewed:

- Police Services Technician had been hired and would start on Monday.
- Backgrounds were being done on two officer candidates.
- The list of Police Department projects were included in the Council packet.
- CAD (Computer Aided Dispatch) went live today in the cars. City IT staff had been amazing in assisting the PD.

10. Adjournment

As there was no further business, the work session was adjourned at 8:52 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor