

The City Council for the City of Junction City, met in a work session at 6:30 p.m. on Tuesday, November 18, 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, Ken Jamieson, and Ken Hancock; Excused Absence: Councilor Andrea Ceniga; City Administrator, Jason Knope; 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. Civic Plus Presentation

Administrator Knope distributed hard copies of the Civic Plus Presentation and introduced Jordan Cairns and William Velasco from Civic Plus. Administrator Knope noted that the City's current website was developed in 2010, and he had asked Civic Plus to share with the Council what an updated City website could provide to the community. Jordan's presentation included that some of the features of a new website would be a modern design with better technology, a design that was easier to use for citizens and staff, the ability for citizens to do more efficient online permitting, licensing, submission and tracking of complaints for citizens and staff, ability to streamline agenda and meetings management, provide the required social media archiving to meet state retention requirements, and provide the required accessibility requirements for City websites.

Councilor Hancock asked if citizens could pay their bills directly through the website instead of going to a separate site. Administrator Knope responded that the bill pay would probably be separate for now because of the credit card processing, but long term they hoped to bring that in and the next project on the list would be looking at how the City deals with credit card processing.

Councilor Jamieson noted that the City needed a good website that was informative and understandable.

Councilor Leach asked if this would include tracking all the City's social media. Administrator Knope responded yes.

Councilor Thomas referred to a recent experience she had with trying to file an online form that would not go through and asked if people would still be able to come in and fill out applications in person. Administrator Knope responded yes.

Administrator Knope continued that he had put together a package with Civic Plus. There were funds in the budget, and he would be bringing this to Council next month for consideration of approval. Civic Plus had some promotion pricing that they could take advantage of in December.

3. Enterprise Fund Projections

Administrator Knope reviewed the Enterprise Fund projections:

- Projections included Water, Sewer, Streets, and Sanitation Funds
- The difference between these projections and the budget was that the budget did not take into account the impacts of the moratorium; the moratorium impacts were included in the projections.
- Revenue was flat because Water and Sewer did not have any rate increases planned, but eventually the expenses would exceed revenue in a couple of years. Streets and Sanitation were not as bad, but eventually their expenses would exceed revenue as well.

Administrator Knope continued that he would be working with Public Works staff and bring back some staff recommendations to the December Work Session on how to fix things without raising rates. The intent was to create a new baseline that would be used for the rate projections in the future, due to needing to borrow money for large projects.

Councilor Leach asked what the average amount of connections were per year. Director Kaping responded 20 to 30 per year. Currently the City had 40 EDUs (Equivalent Dwelling Unit) connections, based on the MAO (Mutual Agreement and Order) and most of those were spoken for by two developers.

Councilor Leach asked if the moratorium would last 10 years. Administrator Knope responded that per the MAO, the City could have 310 EDUs throughout the MAO period, which was based off the of City's normal growth rate through that period.

Councilor Thomas asked how the sewer and water would be affected, with the amount the City currently had that they could build. Director Kaping responded that as long as the City was picking off the projects in the MAO, they would be fine and should not exceed capacity of the system.

Councilor Hancock stated that he compared the projections to the Fiscal Year (FY) 2020-2021 budget to the current budget. In FY 2020-2021, the Water Fund had \$465,000 in personnel services and this year it was \$840,000. The Sewer Fund personnel services had gone up almost \$500,000 and Sanitation had increased \$120,000 in that five-year period. He noted that the City could not afford those kinds of increases, and he thought the overall problem was personnel services climbing dramatically. Administrator Knope responded that the issue was that Public Works had added 5 FTEs (Full Time Equivalent) to try and pick off the infrastructure work that needed to be done, which at the time made sense, but with the huge increase in prices since COVID, the moratorium, and other issues, that philosophy no longer made sense and staff would be bringing back a recommendation.

Mayor Wells noted that they needed to remember that the economy, union contracts, wages, and other things had gone up across the country since 2020-2021.

Councilor Hancock added that there could be a lesson here too in going through negotiations and that there were times the City could not do certain things. Administrator Knope responded that the majority driver of the personnel increases for Public Works was the addition of the five employees, which by itself was at least \$600,000.

4. Future RV Park Discussion

Superintendent Tracer shared that this was an update on the future RV park concept, and staff was looking for Council feedback on how to proceed. He noted that staff estimated that repairs were needed of around \$40,000 to make the parking lot useable for this purpose, with staff doing the majority of the work. There were currently 11 parking spaces, but they would need to reduce those to 10, to accommodate modern RVs. He had been working with Arbor South on concept ideas and would bring that back to the December Work Session for Council feedback.

Councilor Jamieson asked who would manage the RV park. Administrator Knope responded that this would fall under Community Services.

Councilor Hancock noted that in Lebanon, you made your reservation and paid online and then received your space number and code to enter the gate. He thought it would be nice to have a place for people to stay when visiting family or attending special events and would be a great opportunity to capitalize on something that the City already had to generate park revenue. He suggested amending the code as needed, having a policy in place, and keeping the RV park simple for now so they could move forward and then as time went on, they could expand further if desired.

Mayor Wells asked if the electrical estimate included lights. Superintendent Tracer responded no, and the electrical estimate was to get the electrical hook ups back up to code. Director Kaping added that there were lights at the park and they would just need to be adjusted.

Mayor Wells asked if each space would have a picnic table. Superintendent Tracer responded that what he presented tonight did not include picnic tables, but they could review different ideas in December.

Councilor Thomas noted that she thought a basic RV spot would include a picnic table.

Superintendent Tracer noted that his estimates did not include putting in an automatic gate with a coded entry system, and he would bring those estimates to the December Work Session.

Councilor Washburne asked where funding would come from to pay for this. Superintendent Tracer responded that this was in the Parks and Open Spaces Master Plan, so funding could come from Parks System Development Charges.

5. Administrator Projects Update

Administrator Knope provided the following updates:

- Legal counsel was preparing the Parks Code Amendments to allow an RV Park and should have that in December.
- December Work Session Items: Stop Sign Policy, Public Works Funds Updates, LOC Training, and Pool Fees.
- In January – Review of Community Center Fees to address new facility.
- Attended the Strategic Plan Conference on Monday and that went well. In December, he would meet with the facilitator from that conference to gather information on putting together a strategic plan for Junction City and would bring that to the December Work Session.
- After the recent LOC Small Cities meeting, Councilor Hancock put him in touch with a grant writer to assist the City, and Administrator Knope would meet with her on Thursday for a proposal.
- He asked Chief Waddell to bring to the December Work Session plans for after the Deputy Chief retires and to bring back in January additional funding options for the police department, based on research on what other cities were doing.
- MWMC Update: Administrator Knope and Director Kaping had met with the City of Creswell's planner to find out about the process for Junction City to connect to MWMC (Metropolitan Wastewater Management Commission). Creswell was the first city to go through this, so the process was currently being developed. Process included the City giving information to MWMC to see if they had capacity in their treatment plant and working with Eugene or Springfield (depending on where the City would connect) and finding out if their pipe system had capacity. If those lined up, it would move to the planning aspect which was where Creswell was currently at. The planning aspect included amending the Metro Plan, which included meetings with Lane County, Eugene, and Springfield's Councils and Planning Commissions. The City would need a sponsor from either Lane County, Eugene, or Springfield. Lane County sponsored Creswell because they wanted to connect Goshen and the Lane County Dump as the pipe went by. Depending on where Junction City connects, there could be some opportunities for others to connect to the pipe that Junction City put in, which could be a benefit to Lane County or Eugene.

Administrator Knope continued that Creswell received a conditional letter of recommendation from MWMC last week and would take to Eugene and Springfield in January. Creswell's planner thought it would take a few months to get through that. If Junction City could catch up to where Creswell was at, then Junction City could possibly continue through the process with Creswell. Junction City staff would be meeting with the Regional Solutions Team on Friday. Once Junction City made it through the first few steps, it would be time to circle back with DEQ to let them know this was a serious option for the City and talk about modifying the MAO. Exact costs were not yet known, but Administrator Knope was confident that hooking up to MWMC would be less expensive than the City building a Wastewater Treatment Plant. Administrator Knope would be finding a contractor to help the City do some System Development Charge work to move that forward. He added that it could be advantageous for Junction City to have an Intergovernmental Agreement with Creswell for Junction City to be able to use their planner to assist Junction City through this process.

Director Kaping noted that staff was talking with MWMC and would talk with Lane County and Eugene on sponsorship. He added that connection to MWMC was in the City's Wastewater Facilities Plan, and if the City went this route, they would only need to do a technical memo to amend the plan.

Administrator Knope added that if the City did this, there might be an opportunity for the City to expand its water system to develop an emergency water connection to EWEB, since the City would already be digging a trench to put in the sewer pipe.

6. Public Works Projects Update

Director Kaping provided the following updates:

- The Wastewater Facilities Plan should be done by Friday.
- He handed out the Inflow and Improvement Plan draft which was developed from the Smoke Testing. This would come back to Council in December and needed to be turned into DEQ in January.
- Public Works staff were finishing up projects before winter and working on a waterline.

7. Police Departments Projects Update

Chief Waddell reviewed:

- Continuing the software upgrades with CAD, RMS, and Property/Evidence. Had three days of training last week on the new software and went live on Friday. Would take a few weeks to work out issues. New software would allow reports by sector, which would be great to share at Community Meetings. PD and IT staff had been doing a great job on this project.
- Two patrol officer candidates were still in backgrounds.

Councilor Leach asked about the regulations on ebikes, as there was someone in town who road their ebike very fast on City sidewalks. Chief Waddell responded that bicycles could be allowed on sidewalks, but if an ebike was going fast and being driven like a motorcycle, it should be on the road. He noted that he could do more research on topic, as they were waiting for the legislation to catch up to the technology of ebikes.

8. Other Business

None.

9. Adjournment

As there was no further business, the work session was adjourned at 7:52 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor