

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, December 9, 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; 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. Removed Agenda Item 5 School District Report and Item 13 Budget Calendar Fiscal Year 2026-2027, as the presenters were not able to attend the meeting.

3. Approval of Minutes – November 12 and 18, 2025

MOTION: Councilor Washburne made a motion to approve the November 12 and 18, 2025 minutes. The motion was seconded by Councilor Thomas 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.

Carl Perry, Junction City Historical Society President, stated that he wanted to touch base with the Council on the Historical Society's plans for the Lee House and the Pitney House museums. Both museums had been closed since COVID, and they had a grand reopening of the Pitney House Museum last Friday and Saturday, which was a big success with almost 100 people visiting; he thanked Councilors Leach and Thomas for attending. Their goal was to get the Lee House Museum opened by the Scandinavian Festival.

Mr. Perry continued that he understood that in the past, the City had awarded a small grant to the Historical Society and that there would not be funding for this fiscal year but hoped to get the Historical Society back on the radar to see if they could apply for a grant in the future. Everything the Historical Society did was based on membership or donations. He noted that if the Council wanted to tour the Pitney House, he would be happy to arrange a tour. He thanked the Council for the opportunity to address them and shared that maybe next budget year he would be filling out an application for a small grant.

Brad King, 93952 Prairie Road, Junction City, shared that a blood drive would be held on December 18, 2025 at Christ's Center.

5. Fire District Annual Report

Chief Brandon Nicol reported: The Fire District had 7 staff and 32 volunteers; they were a special district, not funded by the city, but operated solely from property taxes for the 67 square miles in the fire district area; average call volume over the last 10 years was 1970 calls per year (In comparison, Harrisburg had about 500 calls per year and Monroe had between 400 to 450 calls per year); they had full fire and EMS capabilities, but were still non-transport; had received 1716 calls to date and could end up at 1800 to 1850 by end of December. Of those calls, 210 to 215 were fire related runs and the rest were EMS; their goal was to be there for the citizens and to provide the best fire protection and safety services that they could; he referred to a recent apartment fire where they had rescued an occupant. He thanked the police officer who had been first on scene and advised them that there was a rescue, which was an example of how fire and police worked together; in this last year, they had 135 double calls, 15 triple calls, and a couple of quadruple calls that had been managed by the hard working paid staff and volunteers; when he first started, the district was mostly volunteers, but now they were running paid staff during the day, because employers did not necessarily work with volunteers the way they used to in the past. Paid staff worked 7:00 a.m. to 8:00 p.m., and 69% of calls occurred during that time. After 8:00 p.m., volunteers and Chief Nicol handled calls, and 31% of calls occurred during that time; and the district would need to go out for a 5 year local option levy, as their current levy would end after Fiscal Year 2026-2027. They might have to increase the amount of the levy, as they had been operating on a 60 cent levy since 2012, which was the lowest fixed property tax rate for fire in Lane County.

Councilor Ceniga asked if there was a third medic coming out to Junction City. Chief Nicol responded yes and it made a positive impact.

Councilor Ceniga asked what it would take to have JC Fire District provide medical transport, as she would eventually like to see that service out here. Chief Nicol responded that would be a huge undertaking, and he would put together information and get back to Councilor Ceniga.

Chief Nicol added a safety tip on the dangers of space heaters, as they were a common cause of fires. He noted that if you had to run one, to check to make sure you had it plugged into the appropriate circuit and make sure the area within 3 feet of the heater was clear.

Council members thanked Chief Nicol for the report and expressed appreciation for all that the Fire District did.

6. Fire Lock Box Ordinance

Administrator Knope presented the ordinance to amend Junction City Municipal Code 15.10, to require a key lock box for certain building types within the City, per the request of the Junction City Rural Fire Department.

A. Ordinance No. 1 – An Ordinance Amending JCMC Chapter 15.10 to Require Lockbox Installation.

Attorney Connelly read Ordinance No. 1 in full.

MOTION: Councilor Leach made a motion to read Ordinance No. 1 by title only. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

Attorney Connelly read Ordinance No. 1 by title only.

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

7. Raintree Water Treatment Plant Request for Proposal

Director Kaping presented the draft Request for Proposal (RFP). This was for a consultant to design the Raintree Water Treatment Plant. Earlier this year, the City received a \$996,000 grant for the plant design work; the grant would cover design only and not building the plant. The design work would need to be completed in one year.

The Council consensus was in favor of staff issuing this RFP.

8. Junction City Inflow Improvement Plan

Director Kaping presented the Inflow and Improvement Plan, which was prepared from the results of the recent smoke testing work. The smoke testing results and this plan were required in the Mutual Agreement and Order with DEQ (Department of Environmental Quality). This plan needed to be presented to Council, as a requirement of the Business Oregon grant, and it had been submitted to DEQ for their review. Public Works had already started fixing the cleanouts noted in the plan. Director Kaping and Superintendent Tracer were looking at software that would assist Public Works in continuing to do this work in the future, without having to have an engineer on board to do it. The software program could also be used for other things at Public Works.

The Council consensus was that the plan looked good and was a great report.

9. City Prosecutor Contract

Administrator Knope presented the contract with Leahy Cox, LLP to provide City Prosecutor services. The City went through the RFP process for this service, and the Council selected Leahy Cox, LLP.

Councilor Leach noted that Section 5 read that the Council and Prosecutor would meet annually to review the prior year's services, but that had never been done. She thought it would be a good thing to have happen, and City Prosecutor Gavriilidis had indicated he would be more than happy to do that.

Councilor Thomas noted that Section 2 (5) read that he was to perform annual training for the Police Department regarding legal updates, requirements, and changes in protocol. Chief Waddell responded that had not occurred, but he would reach out to Mr. Gavriilidis.

MOTION: Councilor Leach made a motion to approve the City Prosecutor contract as presented and authorize the City Administrator to sign the contract. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council: Thomas, Washburne, Ceniga, Leach, Jamieson, and Hancock.

10. **New City Website with Civic Plus**

Administrator Knope presented the request to award the new website to Civic Plus. The City's current website had been in place since 2009. Staff would like to do things like online rentals at the Community Center and be more responsive to the community and its needs, and have the website act as an anchor point for all the other digital revamping the City would like to do on Social Media, etc. This was in the budget and before Council at this time to take advantage of year end sales. Staff had been working on this for a couple of years and recommended Civic Plus over other vendors as a lot of fellow agencies had used them and were very happy with their responsiveness to issues and technical concerns, as well as keeping things updated. The City's current vendor had been bought out and service levels had decreased, so he did not recommend staying with the current vendor.

Councilor Hancock asked for confirmation that the City did not do an RFP for this. Administrator Knope responded that was correct because of the price, but he had reached out to three different vendors directly.

Councilor Hancock asked if this would be revising or replacing the City's current website. Administrator Knope responded it would be replacing.

Councilor Leach stated that she was happy to see this being done.

Councilor Ceniga asked if the current vendor would need to be given notice. Administrator Knope responded that the contract with the current vendor would soon be expiring, so the City would not renew it.

Mayor Wells asked how long it would take to get the new website operational. Administrator Knope responded 90 to 120 days.

Mayor Wells stated that he thought the citizens would be pleased because it would be a lot more user friendly than the website the City currently had. Administrator Knope responded yes and it would give them a lot more options for things they could do online.

Councilor Thomas asked if people would be able to pay fines with the court online. Administrator Knope responded that would be one of the things they would be looking to get better integrated with the new website.

MOTION: Councilor Leach made a motion to award the website redesign work to Civic Plus in the amount of \$41,661.20 and authorize the City Administrator to sign the legally sufficient contact documents. The motion was seconded by Councilor Ceniga and passed by a vote of 4 to 3, with Councilors Jamieson, Leach, and Ceniga voting in favor, Councilors Hancock, Washburne, and Thomas voting against and Mayor Wells voting in favor to break the tie.

11. **ALPR Policy Proposal**

Chief Waddell presented a draft Automated License Plate Reader (ALPR) policy that would be going to the City Administrator. Given the current climate, Chief Waddell thought it would be nice for the Council to see the policy and have an opportunity to comment on the proposal. The Police Department's current ALPR cameras in their vehicles were covered in the digital evidence type policy. They were getting this policy ready to go, if the City ever decided to use other types of ALPR. He added that the legislature would be reviewing ALPR, so there would likely be changes in the months ahead and they could update the policy if needed.

The Council consensus was that the policy looked good.

12. **Community Meeting Agenda Review – Quarter 1**

Administrator Knope presented the draft agenda for the upcoming Community Meetings which were scheduled for January 6, 7, and 8, 2026 at 11 a.m. and 6 p.m. at the Community Center.

Mayor Wells shared that the Community Meetings replaced the standing Committee meetings, and this would be the second round of Committee Meetings with our citizens, divided by sector. The City was trying to get more involvement from citizens.

Councilor Thomas asked about the turnout at the first set of meetings. Administrator Knope responded there were 20 people across all the meetings, which was more than he expected for the first one.

Mayor Wells noted that he had received comments from people that they thought it was a good idea.

Councilor Leach added that people were really happy at the meetings.

The Council consensus was that the agenda looked good.

13. Council Agenda Forecaster

Administrator Knope presented the forecaster. A regular session item for a Liquor License recommendation had been added to the December 16, 2025 Agenda and the Budget Calendar FY 26-27 would be rescheduled to the first meeting in January.

Councilor Ceniga shared that she was in support of bringing the Committee meetings back at any time if anybody else was.

Mayor Wells noted that normally the Council did not hold a Work Session in December, but would hold one on December 16, 2025.

14. Staff Reports

Chief Waddell reported: Police Department (PD) had a float in the Light Parade and attended the Yule Fest and the Tree Lighting at the First Baptist Church; would hold Shop with a Cop next week; two officer candidates were still in backgrounds for the one officer position; continuing to work on new software implementation, and IT staff had been a great help; Public Works resolved a water issue in the PD parking lot; and the department was 100% complete on training for this year.

Director Kaping reported: Public Works (PW) finished the waterline on Deal Street and would pave the second week in January; installed the new service meter, backflow, and automatic flushing valve at the RV parking lot; PW was busy with leaf pickup and street sweeping; and they were doing a sign inventory throughout town. The software program they were looking at could also assist with a street sign inventory.

Councilor Thomas noted that the Christmas street decorations were up and looked good. Director Kaping responded that PW got those up the week after Thanksgiving.

Councilor Ceniga asked if the City put up the no parking signs for the Light Parade. Director Kaping responded that the Chamber did that, and PW staff would follow up with the Chamber on having larger signs and putting more of them out for next year.

Attorney Connelly reported: She would prepare the Civic Plus contract for staff to sign; she submitted the draft RV Park Code Amendment ordinance to staff, on which she had raised questions and policy considerations; based on the November 18th Work Session Councilor inquiry to Chief Waddell, she would be gathering information on ebike statutes and regulations; and the legislature would hold a short session February 2 to March 8, and one of the two priorities would be the ALPR Technology. She wished everyone happy holidays.

Administrator Knope reported: Received word today that the City received the \$35,000 Technical Assistance grant from DLCDC for the property annexation at the lagoons; on December 5th, he, Director Green, and Superintendent Tracer presented their case to the Infrastructure Financing Authority Board, and the City did receive the 3 million dollar grant and 3 million dollar low interest loan (3.8%); were really close to getting the Community Center fully opened with staff back in the building, as the office refurbishment was nearly completed; would be relocating Utility Billing back up to City Hall, to provide better service options; were in discussions with Lane County on sponsoring Junction City to connect to MWMC (Metropolitan Wastewater Management Commission) and were looking to meet with the Lane County Board of Commissioners in February; and somewhere after the first of the year, staff would meet with

DEQ on potential modifications to the MAO to reflect connection to MWMC instead of a treatment plant.

Councilor Leach expressed appreciation to Administrator Knope and Director Kaping for their work on the City connecting to MWMC.

Councilor Ceniga asked why Utility Billing would be moved back to City Hall. Administrator Knope responded for service levels, as Public Works was open from 7 a.m. to 3:30 p.m., and by bringing Utility Billing back to City Hall there would be service until 5:00 p.m.

Councilor Ceniga said that she thought there was not enough office space at the new City Hall. Administrator Knope responded that the Community Center Coordinator and HR/Administrative Services Manager would be moving back over to the Community Center.

Councilor Thomas asked if people would only be able to pay their bills at City Hall. Administrator Knope responded that people would still be able to pay at Public Works.

15. Previous Month's Expenditures

Councilor Ceniga asked about the expenditure for a Clothing Order at Fiddler's Green. Administrator Knope responded that was for City staff shirts/jackets, per the AFSMCE union contract.

16. Councilor Comments/Questions

Councilor Thomas thanked everybody for all of their hard work.

Councilor Washburne asked if there had been a plugged drain at the PD parking lot. Director Kaping responded that the sump pump had failed, and Public Works replaced it.

Councilor Ceniga thanked Mr. Perry for all the time, effort, and work he and the new Historical Society Board were doing with the museums. She noted that it was exciting to hear that progress was being made, as this was an important part of the history in the City. She recently met a woman who had gone to the Pitney House and was delighted to receive great assistance and information on property her great grandparents had owned in town. Mr. Perry thanked Councilor Ceniga for the comment and said he would pass that along to the board and members.

Councilor Ceniga expressed appreciation to Public Works for picking up leaves, and to the officer who had responded to the apartment fire that Chief Nicol had referred to. She was happy to see how well the public safety agencies were working together. She added that City Hall staff always did a great job.

Councilor Leach noted that it was so nice to see everyone at the Light Parade, Yule Fest, and Pitney House Museum open house last Friday. She was excited to see the Historical Society coming back, as it was so important to the City. Community Center Coordinator Jenkins did a great job last Friday of setting up the Community Center. Councilor Leach saw many people she had not seen in a long time at Friday's festivities, and the community spirit was coming back. She appreciated Public Works staff working hard out in the rain today and for PD staff having a float in the parade. She thanked Administrator Knope for talking with her for an hour the other day, and she appreciated all staff for all the work that they did. She thanked the Council too for their hard work.

Councilor Jamieson thanked everybody for their hard work and thanked Mr. Perry for keeping the history alive in this town. Councilor Jamieson noted that when he was around twelve years old, he would go to lunch with Roscoe Payne, Vard Nelson, and John Lloyd, and they were all very much into the history of this town. He thanked Public Works, the Police Department, Administrator Knope, and Recorder Vodrup for all their work.

Councilor Hancock noted that it was great to see Mr. Perry, and he thanked him for the presentation and for staying through the entire meeting. He was elated to hear that Mr. Perry had stepped up to the plate to be the Historical Society President. Seeing Mr. Perry and Chief Nicol at the meeting tonight meant a lot. He wished everyone the best of the holidays. He thanked Attorney Connelly for working on the code amendment for the RV park, as they had been waiting 18 months for that and it was exciting to see it move forward. He continued that the Yule Fest was wonderful. He enjoyed seeing the PD Light Parade entry and thought the cowboy hat fundraiser was a good program. PW staff were out there working hard picking up

leaves. He added that as far as money, he thought the Council had a couple thousand dollars in State Revenue that they could use to give to the Historical Society.

Councilor Leach noted that the Council did provide a \$2,000 grant to the Historical Society for utilities annually.

Mayor Wells added that it had been included in the budget during that time, but it had to be requested.

Councilor Hancock stated that if there was an immediate need and the Historical Society was trying to figure out how to pay it, he thought they should come back to the Council in this fiscal year. He did not think the City should turn their back on the effort being made to bring this back to the community.

Mr. Perry responded that they had a good group and it included a lot of the former board members and many new people, all who had been working very hard.

Councilor Leach shared that she had some information from the last League of Oregon Cities meeting in Coburg on how to apply for grants through them, including grants for historical purposes. She added that she would provide that information to Mr. Perry.

17. Mayor’s Comments

Mayor Wells thanked Mr. Perry for attending the meeting tonight. He continued that the museum had been a topic that the Council had discussed, and it sounded like the new Historical Board was working hard. The Historical Society did a great job on social media on getting the word out to the public on what was going on. Mayor Wells continued that it was great to hear about the Community Center and noted that it would be even better being fully completed. He asked that Administrator Knope extend thanks to Coordinator Jenkins for a job that was being done well.

Mayor Wells continued that it took a lot of work from City staff to make things happen for the Light Parade, and he appreciated the PD having a float. He stated that the City was part of the community and the more the City could be seen, the better it was for everybody. He heard great comments about the Yule Fest, and they did a great job of getting information out on social media. He also heard great comments about the parade, which was put on by the Chamber of Commerce.

Mayor Wells noted that they had a lot of things to be proud of and there were many things they would be working on. He thanked staff from every department and at every level for the job they did. The City would continue to work with DEQ and MWMC, which was nothing but positive. He added that Lane County probably did not realize how fast the City would be going to get things done, but it took everybody working together as a team to get things done.

18. Adjournment

As there was no further business, the meeting was adjourned at 8:03 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Mayor