

The City Council for the City of Junction City, met in a regular session and work session at 6:30 p.m. on Tuesday, December 16, 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; Police Chief, Mark Waddell, Public Works Director, Gary Kaping; Public Works Superintendent, Jeremy Tracer; and City Recorder, Kitty Vodrup.

## REGULAR SESSION

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

Mayor Wells opened the meeting at 6:30 p.m., led the Pledge of Allegiance, and took roll call.

### 2. Liquor License Application – New Owner Jersey’s Bar

Chief Waddell presented the liquor license application for a new owner at Jersey’s Bar, 330 Highway 99 South, Junction City. Police Department had no concerns with Council making a recommendation to approve.

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

### 3. Adjournment of Regular Session

Mayor Wells adjourned regular session at 6:33 p.m.

## WORK SESSION

### 1. Call to Order

Mayor Wells called the work session to order at 6:34 p.m.

### 2. Enterprise Fund Projections – Staff Recommendations

Administrator Knope stated that back before Council tonight was a follow up on the Enterprise Fund projections that they had been talking about over the last couple of meetings. Based on previous conversation, staff had put together some recommendations for the Council to consider. He was not looking for final decisions on anything, but to make sure staff was heading down the right track and to see if there were some other options that Council would want to explore, keeping within the framework that they were laying out tonight.

Administrator Knope continued that Attachments 1 and 2 to his Agenda Item Summary showed the extended forecast for both water and sewer. He included the baseline, so everybody could have that refresher of where the City was at and what led to this discussion tonight. Over the next couple of fiscal years, both funds started to dip below the minimum fund balance, and both funds eventually ended up depleted. Based on concerns expressed about not raising rates, staff looked at possible course corrections that could be made within water and sewer to get the baseline back positive going forward. Some concerns and pressures over the last several years were that inflation, normal cost of doing business, and payroll and benefit costs continued to push the rates. The City had not had a series of rate increases to keep up with costs, so staff ended up looking at making some adjustments in Materials and Services and staffing. Staff looked at what the City could do without for the moment and what they needed to address, based on conversations that were had at the Council level. The big piece they were looking at was the Projects Crew. While the Projects Crew had done a lot of great work over the years, they had not been able to achieve the original mission set for the Projects Crew, to start tackling more of the capital improvement lists within water and sewer. It was not the crew’s fault that they were not able to achieve those; the biggest driver was that the cost of materials after COVID had skyrocketed. What was originally envisioned to work did not get the City nearly as far as they thought they should be able to get; therefore, the crew did not get as many projects done. The only way to fix that was to try and add more funding but that was not something staff felt comfortable suggesting, as staff estimated that an additional \$200,000 to \$300,000 would be needed annually to get that back to what was originally envisioned for the Projects Crew.

Administrator Knope shared that the first thing they were recommending was discontinuing the Projects Crew and the Water Operator position, which was one position not mandated by the

state. He continued that what they were looking to do was take three FTES (Full Time Equivalents) and rededicate them to other work in the department that needed to be done. Right now, the Projects Crew backstopped a lot of what the Maintenance Crew had done, so without the Projects Crew, the Maintenance Division would need additional assistance, and 1 FTE could be assigned there. The Projects Crew had also helped with skilled labor tasks in Parks, so 1 FTE could be assigned there. Then they could create a dedicated position for Building Maintenance, because that was something that traditionally the City had not done well. That position would be billed internally by all the departments that used it, so Public Works would not be funding that position in its entirety. The other piece was looking at water meters. The water meters in the system were put in 15 to 20 years ago, and over time those had failed due to age and other issues. It was getting to the point where they were rapidly heading towards needing a dedicated staff person just to deal with meters, whether it was repair, reading, etc. They recommended looking at upgrading those meters to the latest technology, which would take a lot less staff in dealing with those when it came to reading. Then it would just be long term maintenance and not trying to catch up to those that were failing due to age.

Administrator Knope continued that he included cost projections in Appendixes 1 and 2 that were modified and showed that the implementation of these recommendations would put both departments on a positive projection. Long term, something would need to be done to address inflation and the normal cost increases, whether it was tying rates to a CPI index or something of that nature, so they would not have to come back and do this again in a couple of years, because that was part of what was eating into where they were at today. He asked if Director Kaping had additional comments to add. Director Kaping responded no, as he thought Administrator Knope had covered the things that staff was asked to do.

Administrator Knope stated that staff's intent was to circle back with the rate consultant, look at this option, and have them get the numbers back out to make sure that scenario looked like it was supposed to. They could maybe even come up with other alternatives within this that still got to the same fiscal end point of getting the baseline stable before the City needed to borrow money for capital projects and other things needed and do future rate increases. He added that he was happy to answer questions and to have the Council share thoughts and ideas.

Mayor Wells stated that staff brought back the information that Council had directed them to and asked if the Council had any questions.

Councilor Hancock shared that he chaired the Budget Committee over the last couple of years and went off of the budget that was provided by the City, believing that it was an accurate reflection. SCS Engineering then came and produced the Revenue Sufficiency Analysis, and the Council was told that the City was \$760,000 short on wages, which was news to them, and gave him the information that the City had a big problem. The Council received some projections, and the question was asked if staff would take out a loan to pay wages, and the answer Administrator Knope provided was no. Administrator Knope responded that was correct.

Councilor Hancock continued that he did not know how else they could have gone about this, other than what they had done which was to ask for new projections which were received. It was not a good picture and now staff was recommending discontinuing the Projects Crew and creating some other positions. He asked how many net positions would the City lose if they staffed the new positions that Administrator Knope was talking about. Administrator Knope responded the net would be three, and the intent would be to fill from within the six that they were looking to vacate.

Councilor Hancock stated that he saw four positions. Director Kaping responded that was a Sanitation position that had not been filled and that they would not fill.

Councilor Hancock stated that in the adopted FY 2022-2023 budget for water, total personnel services was \$454,373 and was \$840,300 in the approved FY 2025-2026 budget, which was an 85% increase. In sewer, personnel services in FY 2022-2023 were \$643,524 and went up in FY 2025-2026 to \$944,700, which was a 46% increase. He asked what was driving such a dramatic increase in costs. Administrator Knope responded that he would need to go back and break that out to identify specifically. Director Kaping noted that they added the Projects Crew around that time. Councilor Hancock asked if all five people were hired at once. Director Kaping responded no, as they came in over a period of time. When they started the Projects

Crew, they moved some people over internally and then filled some positions to finish the Projects Crew and Maintenance Crew.

Councilor Hancock continued that was a huge bump, and the only thing he could think of was the City had hired quite a few people. He asked if when they were hired, if the City knew that they would not be able to afford them in the long term. Administrator Knope responded no.

Councilor Hancock stated that the projections that the City received were much worse than what was in the adopted budget. Administrator Knope responded that was correct.

Councilor Thomas shared that when there was no more money in the cookie jar, there was no more money in the cookie jar, as Dr. Rowe used to say. If the City did not have it, they could not spend it. They needed to figure out what they were going to do and some long hard thought needed to go into this.

Councilor Washburne said that he did not see how they could afford to get rid of five positions in water and sewer when they were behind on getting everything caught up to date that should have been fixed 30 years ago. He continued that it did not make sense to cut off all of the workers that were going to do the projects and then hire someone else to do it. It would still cost the City money, and he was not in favor of this proposal at all.

Councilor Ceniga stated that according to the document that Administrator Knope provided, the budget for water and sewer would be depleted over the next couple of years, so it was not like it would happen tomorrow. Administrator Knope responded that was correct.

Councilor Ceniga continued that she understood what Councilor Thomas was saying, and Dr. Rowe had talked about it a lot when he was here, but she thought this was a drastic measure that did not come up with a way to solve it. It went straight from we have a problem to let's cut positions. She thought more work needed to be done for somewhere in the middle. She did not support cutting positions right now, especially when several people had talked about retiring in the next couple of years and maybe it would not be filling those positions. When looking at this, there was a snowball effect of things where the City could have saved money. She wished the Council would have been talked to about this. She asked when staff knew that the City would go bankrupt in these accounts. Administrator Knope responded it was when they saw the Revenue Sufficiency Analysis, which showed the funds going negative. Everything he had before that were the projections in the budget. Director Kaping added that the first time staff saw the Revenue Sufficiency Analysis was the same day that Council saw it, so they did not have time to go over it and make sure it was correct or not.

Councilor Ceniga shared that she thought more work needed to be done before cutting positions. None of the Council wanted to raise rates, but they knew that at some point, they were going to have to do that. She had been a big fan of raising rates at a lower price tag than a great big one all at once. If they had to raise rates, then that was what they have to do, but if they started cutting positions and projects, what was the backup plan. What would be the backup plan if they cut the Water Treatment operator. Director Kaping responded that the Utility crew would have to take it on.

Councilor Ceniga said that there would be the same amount of work with a whole lot less people, when they already had everybody working the max and were not able to keep up with what they had to do. So they were going to have water spread out between more people and the roads would probably fall behind on having maintenance done and all the utility work, etc. would be on a list and get done when it got done, when they already had lists of things to do. The fund depletion would not happen tomorrow, so she thought they had time to find other ways to figure this out and keep the positions they had. Administrator Knope responded that he would be happy to put together something that was different than what they saw tonight.

Councilor Ceniga stated that maybe they should also have a work session where they look at if they were doing water and sewer rates correctly and if there was a better way to do that, maybe looking at a sliding scale. They talked about this in the past and different ways to do this. She thought they needed to bring this back before going straight to the chopping block.

Councilor Thomas noted that this was a work session. Councilor Ceniga responded yes, but she did not want to see this as the first thing brought to them. She wished she would have known that the City was hurting worse than they thought they were and so they needed to start looking at changes now, but they went right to cutting positions. Director Kaping responded

that staff saw the projection the same time that the Council did, and at the meeting, staff was instructed to come back with options without raising rates. The only option to that was to cut M and S (Materials and Services) or cut staff; there was no other option. So staff was trying to follow the direction that they received from the Council to put together something that worked and do exactly what they were asked to do.

Councilor Ceniga stated that she wished that conversation would have been look, we either have to raise rates or cut some positions, but they did not have the discussion and that was not brought to the Council. Director Kaping responded that it had been brought up that by not raising rates, they would need to cut M and S or staff.

Councilor Leach responded that was her understanding that they would either have to cut staff or raise rates. Administrator Knope noted that from his perspective, what he put before Council tonight was horrible and the worst option in the world. Director Kaping added that these were the worst meetings he had ever had happen.

Administrator Knope stated that if someone asked what he wanted to do, he would take the three FTEs, move them like he suggested and look at a rate increase to cover the other three. That made the most sense long term because he could use all three of those plus more to do all of these other things. They could put the other three back onto the Maintenance Crew and let them start chugging through those lists, but to do the three, would require raising rates and that made sense to him. Historically the City had not done what they needed to with rates, because nobody liked to talk about rate increases, so the City had let inflation and other costs get away from them. The course correction was getting back in line, so they could keep up on things, and talk about how they wanted to do rate increases. The sliding scale was still on the list to talk about. He was trying to take something that everybody could live with and come back with the recommendations. He would like to find out if there were retirements they could take advantage of and what they could do to have the least impact to everybody.

Administrator Knope continued that maybe he heard wrong from the Council and if so, he apologized, but he prepared the recommendation, based on what he thought he had heard. He did not like it, and it was not the best place to start. If he had the choice, he would come back with something to split 3 and 3 and figure out a way to finance the 3, because they were needed and the City had miles of work to do and the miles were not getting shorter. Staff had the best of intentions when they started the Projects Crew, but it did not come out the way they anticipated. When he saw the Revenue Sufficiency Analysis projections were so different from the budget projections, he went back to the finance crew to discuss. There were some fallacies in the assumptions and how those were put together, so they would fix those going forward so they reflected better. He continued that he would be happy to throw this recommendation in the garbage and come back with a different recommendation, where he would have more free reign. He had told AFSCME that no matter what, they would be at the table all the way through this. He felt they could come up with something working together that everybody could live with.

Councilor Leach said that the last thing the Council wanted to do was raise rates or lay off people, but they were between a rock and a hard spot right now, with no other options.

Councilor Thomas noted it was like the moratorium. Councilor Leach responded exactly. Something had to be done and there was no question about that.

Director Kaping stated that no one from management would disagree with that. Staff just needed the parameters of what the Council wanted to see, and staff could come back with whatever Council wanted.

Councilor Leach responded that staff did exactly what they had talked about at the work session. It was like do you raise rates, lay off people, what do you do. The last thing the Council wanted to do was raise rates. That was the discussion, and it left staff with no other option than what was brought back.

Administrator Knope stated that one thing to keep in mind, was that the impact of the moratorium was not in the budget projections, which made a huge impact in taking out the growth factor. He would be happy to do as directed by the Council and loved what Councilor Ceniga had said, as that honestly reflected more of what he felt the approach should be.

Councilor Hancock stated that what he had heard was they were not interested in taking a loan to pay for wages and that was what he was focused on. The SCS consultant had presented the analysis and it showed loans to pay for wages. He added that what really mattered was if you were going to look for a different solution, you had to figure out why the wages went up dramatically because the City could not raise rates enough to keep up with that. Administrator Knope responded exactly, and he had made notes to look at the wages in FY 22-23. Director Kaping added that he thought it might have been related to the Projects Crew.

Councilor Hancock responded that he did not remember having any conversations at the Council level that they would be hiring a whole bunch of people and that would be something they should have talked about. Administrator Knope responded that the Projects Crew had been talked about at a Council level, and he would go back and look into FY 22-23.

Councilor Hancock noted that would be good. He stated that in a Council packet that the Council had received, there was information that the City would have a huge deficit with the sewer projects that needed to be done with the MAO and with the needed water projects to make the water taste good. He added that he had asked for a list of all the projects that the Projects Crew was doing but had not received that. Administrator Knope responded that the list was in this Council packet.

Councilor Hancock said that he did see the list in this packet, but he had asked for that several months ago, because he wanted to compare that to the SCS Revenue Sufficiency Analysis to see what critical tasks the City was doing that had to be done per the MAO and what needed to be fixed with water to help them understand how critical the Projects Crew was. He asked if they were going to end up cutting the Projects Crew and then have to hire contractors to do the work. He had said at another meeting that he did not like coming to meetings and constantly hearing that the City was hiring contractors. For the money that he was looking at, they would not be able to raise the rates enough to cover all of that. If they raised the rates enough to cover everything, there would be a whole different roomful of people that would come to Council meetings that were not happy. He continued that just like what they did with the Police Department, they had to cut it and the whole department showed up. The Police Department had lost contracts and revenue sources, and the City had to do what it had to do. It sounded like what he thought was not exactly what staff thought, and he would be happy to look at something else that staff produced. He did not like the idea of creating new positions and asked how they would pay for those. Director Kaping responded that the three people on the cut list would be moved to new needed positions that would be funded somewhere besides water and sewer.

Councilor Hancock noted that if they were \$760,000 in the hole and moved two or three people, you would still be in the hole. From his perspective, it was very difficult to chair a meeting about a budget and then six months later you had a different budget. He did not want to see anybody lose their positions and it seemed like the Projects Crew did get projects done. He asked what happened with the City not being able to cover their wages. He thought this needed to come back to the table and they needed to figure out how they could take care of projects and people. If they had to raise rates because there was no other solution, they would have to raise rates, but of course they did not want to have to raise rates, because they all paid.

Councilor Ceniga stated that they all know that during COVID, it hurt everybody no matter at work or at home. She thought part of where they failed too was that as things increased in price, they did not follow suit with stuff maybe as they should have and things were not going to get cheaper. What if they had to do a hiring freeze for a long time in Public Works and the crew was stuck with each other. Director Kaping responded that he did not think any of those guys would be upset with that scenario.

Councilor Ceniga responded that she was glad to hear that and noted that they had a long list of things that needed to be done. She continued that the snowball had been rolling and rolling and they should have been doing things a long time ago that they never did. These things were catching up to them in different ways, like preventative maintenance. She had been complaining about that for a long time. It was easier to do little amounts than it was to do nothing for a long time and then have to pay like they had been paying to fix things. Things like water and the wells they learned the hard way. They needed to make some changes. She was under a different impression on some of their meetings than Councilors Leach and Thomas, and she did not think they were going to go this route with such drastic measures.

Councilor Hancock noted that when he came on Council, they were already in a rate hike for five years and that recently expired. Administrator Knope responded it expired in 2023.

Councilor Hancock continued that he did not think it was fair to say that we did not increase rates, as they just increased rates five years straight. Someone had done that rate study and said that was the right answer, but how many answers were they going to get that were not the right answer.

Director Kaping stated that what Administrator Knope alluded to was tying the rates to something like the CPI index, so rates would increase per that index and they would not have to come back and bite at the apple in big chunks. Before the increase in 2018, they had not done a rate increase for a long time. Tying to the CPI would help solve some of these problems, and staff could work internally to solve the rest.

Administrator Knope noted that the problem was they looked at rates in 2018 and then things went sideways from an inflation standpoint and they did not adjust. Tying to something that was more automatic, would bring that back each year so that it did not get set and forgotten. They could learn from mistakes and try to come up with solutions to keep from repeating those.

Councilor Hancock shared that he was looking forward to different solutions, but staff would need to drill down on why personnel services were going up 85% in just a matter of two or three years, as it could not go up another 85%. Administrator Knope responded for sure. He added that he would break that apart and figure out exactly what happened in FY 22-23 and work from there and bring back.

Councilor Hancock added that this was problem identification and was not just a matter of raising rates. They had to understand why they were raising rates.

Mayor Wells shared that they needed to remember that they were in the middle of needing to follow a MAO and all the changes that needed to be done. He thought there was one reason why several on the Council had said they did not want to see a rate increase because they knew that they would have one later on. He added that staff prepared the option tonight with the guidelines that Council had given staff with no rate increase. He asked Administrator Knope if he had different guidance from the Council tonight.

Administrator Knope responded that he wanted to recap, as he wanted to make sure that he heard right. What the Council was looking for was some type of in the middle type option where they could figure out a way to retain staff, put them towards whatever that looked like but with a minimal rate increase. Upon researching, figure out why the personnel services jumped like it did, because they knew today's current dollar amount could not work, but within that trying to come up with a plan that ran in the middle, maybe looking at trying to take advantage of some retirements as we went forward. Once those retirements hit, potentially freeze those positions and examine what that looked like going forward over the next five years or so. Could they take advantage of those retirements and what did that look like. In the interim, try to come up with something that met maintenance needs and project needs. He would probably change up the definition of projects a little bit.

Councilor Hancock stated that he thought if they looked at projects and staff decided what could be projects in house versus what it would take to contract those out and how much would the City save by doing those things in house as opposed to hiring contractors, then that amount of money could go towards retention. Administrator Knope responded that he did not disagree. He continued that there were some caveats within that they would have to watch. With some funding agencies, they would not let the City do the work in house, so those projects by default would not be considered as part of that, but there were still a ton of other projects that were on the books that could be looked at with that type of an analysis for sure. Administrator Knope asked if he had missed anything.

Councilor Leach responded that she did not think so.

Councilor Hancock asked if this would be brought back to the table. Administrator Knope responded yes.

Mayor Wells noted that it might be over various work sessions.

Councilor Jamieson stated that there had to be an answer in there somewhere.

Administrator Knope stated that he could say for sure next month, the Council would get the analysis on what happened with personnel services starting in 2022. The other bit might take more time because he wanted to bring different players to the table and have some different discussions to flush some things out better, as far as retirement discussions. He would have that definitely not later than the February Work Session. He wanted to have whatever they were doing on the forefront so they would know when the budget cycle started that it was as accurate as it could be.

Mayor Wells asked if Administrator Knope and Director Kaping felt they had clear direction. Administrator Knope and Director Kaping responded yes. Administrator Knope added that he appreciated the frank conversation with everybody.

### **3. Police Department Plans After Deputy Chief Retirement**

Chief Waddell stated that staff wanted to start this conversation now before budget season started. The current Deputy Chief would be retiring in October of 2026, and they needed to find a way that the essential job tasks and functions that the position currently did were continued and completed, but not at a Deputy Chief level. He and Administrator Knope had talked about this and came up with a reasonable compromise for the PD to get things done. Some of the duties could be given to existing Police Administrative staff, but a large amount of duties needed to be designated to a sworn position and they were proposing creation of a "Community Service Sergeant" who would have responsibility over the other two sergeants schedules, be able to do Internal Affairs on the two sergeants, if needed, and other tasks. This would basically create that number two the agency needed.

Administrator Knope added that he attached a memo in the Council packet and was completely in support of this. The savings from the Deputy Chief's position would fund the new position, as well as meet PD equipment needs, such as funding the Axon long term contract or future equipment needs like pole mounted cameras or future technology needs. He appreciated Chief Waddell's willingness to work on this with him.

Councilor Leach asked if they would make it a requirement that the Community Service Sergeant have a two-year degree. Chief Waddell responded they could do that, but he wanted to have the widest net possible for applicants to find the necessary skill set and experience needed. He hoped that they could find a lateral who might be a lieutenant or captain at a bigger agency who would want to step in as Chief when Chief Waddell retired.

Councilor Hancock noted that they closed the jail and let go five dispatchers, as there was no more money to support that. The price difference between a lieutenant and sergeant was minimal, and he thought they should just call this new position a lieutenant, as that was really what the position would be. An important goal he would like to see was having double coverage at night to keep the community safe, so he was in support of this position.

Councilor Jamieson shared that he agreed with Councilor Hancock.

Councilor Ceniga expressed her concerns with having a Sergeant oversee and do IAs on peers. She noted that she would like to see other job descriptions for lieutenant or captains positions. Chief Waddell responded that the Community Service Sergeant job description was actually a lieutenant's job description that he retitled. Councilor Ceniga responded that she was fine with the job description then.

Councilor Washburne expressed his agreement with Councilor Hancock to call this a lieutenant's position. He thought having someone in the same rank discipling, etc. would cause friction and not work. They would save money by not hiring a Deputy Chief and could also use the leftover funding for other things.

Councilor Thomas asked if the new position would be opened up to other agencies. Chief Waddell responded yes. Councilor Thomas noted that Chief Waddell had done a great job of working with what he had been given and in being selective on the people that were hired.

Mayor Wells asked how much of a salary difference between the Deputy Chief position and the new position. Administrator Knope responded that there would be an \$80,000 to \$85,000 savings. Chief Waddell added that the Axon contract was \$60,000.

**4. Max Strauss Pool Rates Discussion**

Superintendent Tracer stated that this was round two of the pool rates discussion, and in the packet he had included information on daily admission rates, passes, swim lessons, etc. from 2022 to 2025 and averaged them out for 2025 so one could see an example of what the impact of \$1.00 rate increase would be.

Councilor Hancock shared that he thought Administrator Knope and Superintendent Tracer should come back with a proposal on what rates they thought would be best. He added that as they increased rates, perhaps they could decrease some of the General Fund amount that was floating the pool. Administrator Knope asked if there was a target amount, like a 10% reduction in General Fund reliance or something like that. Councilor Hancock responded that he personally liked an average, and staff could find the median numbers and come back with a recommendation. Superintendent Tracer noted that he had put the average at the bottom of the comparison spreadsheet. Councilor Hancock shared that they also needed to keep staff in mind and what it was that they were trying to achieve here.

Councilor Thomas asked if the comparison pools were similar in size to Junction City. Superintendent Tracer responded that they were.

Councilor Ceniga noted that they had talked about this and that the pool had been a money pit. She understood that it was valuable to the kids.

Councilor Leach responded that she had totally been against raising rates.

Councilor Ceniga shared that the City had not raised rates for 14 years. So here they were again, where the City did not keep up and do something and were only going backwards. She agreed with Councilor Hancock that the Council needed some idea on rates, but the current rate at the pool was \$2.25 and there was nothing you could do all day for that amount. Director Kaping noted that before that it had been \$2.00 for many years.

Councilor Ceniga noted that the fee did not even cover all costs. Superintendent Tracer responded that currently the rates covered chemicals but not the cost of lifeguards.

Councilor Leach asked what the rate would have to be for the pool to break even.

Superintendent Tracer asked if they wanted the cost to break even with all O and M (Operations and Maintenance). He noted that Public Works or Parks staff was subsidizing some of the labor at the pool and that probably would continue. Councilor Ceniga responded that it was proposed tonight to cut positions and then we would be subsidizing with Public Works staff on something that we were in the hole with, which did not make sense to her.

Councilor Thomas noted that the pool made sense to her because it was keeping some of the kids off the street where they were not going to be getting into trouble. Councilor Ceniga responded that like Councilor Thomas said, if there was no money in the cookie jar, there was no money in the cookie jar.

Councilor Leach asked if Councilor Ceniga's answer would be to close the pool. Councilor Ceniga responded that they needed to find out what they needed to raise the rates to, so they could continue to run the pool without getting further and further into the hole.

Director Kaping asked if the Council wanted to see what rates would be needed to cover all O and M and staffing costs. Councilor Ceniga responded yes. Councilor Leach responded yes to see what it would take to break even. Mayor Wells added that would be a good place to start and if they wanted to do something different, they would at least then know what the max was going to be. Councilor Jamieson noted that the pool would be open longer this coming year, so maybe that would help. He was in favor of figuring out what it would take to break even.

Superintendent Tracer responded that staff would run those numbers and bring back in January.

Councilor Washburne expressed agreement with Councilor Ceniga that they needed to increase rates. They had been beating this dead horse for a long time talking about it and they just needed to do it.

Director Kaping stated that it would be nice to post new pool rates sooner, to give people who buy family passes every year time to plan for that.

Superintendent Tracer added that he was working on a facilities plan for the pool, because they had some aging equipment that would be big ticket items.

Councilor Ceniga asked where the money came from to fix the aging equipment. Superintendent Tracer responded there was \$160,000 left in building projects. Director Kaping added that after that, it would probably come out of the General Fund.

Superintendent Tracer stated that he did not see them being able to raise rates enough to cover the amount needed for the immediate equipment replacement, but the facilities plan could help with saving funds over time, similar to water and sewer rates, so they did not get back in the same boat.

Councilor Ceniga noted that if they were just trying to cover staff and O and M and prices rose each year, then rates would need to go up every year to cover that. Councilor Hancock added that doing a small change every year hurt a lot less than waiting 14 years and doing a bigger rate increase.

Mayor Wells said that staff would come back with the information and a proposal in January.

#### **5. Future RV Park Discussion**

Superintendent Tracer shared that this was round two of the RV Park discussion. Last meeting, he presented a list of what it would take to get the RV Park up to working standards, and that cost was \$40,000. In this packet, he included cost estimates for a mechanical gate and new parameter fencing. Also needed would be electrical work for trenching from a power source to the gates (\$4,500). He also included two drawings to add more amenities to the site, if desired. He was looking for feedback on what the Council would like to see.

Councilor Hancock noted that he would like to see it done as cheaply as possible to get it open, with a fence and mechanical gates and get income going to parks. They could do further improvements in the future, if desired.

Councilor Ceniga expressed her agreement with Councilor Hancock.

Mayor Wells noted that it did not cost anything to get estimates, and he would like to add a couple amenities options, so they could see what the difference would be from a basic with mechanical gate/fence to adding a few more amenities.

Councilor Leach thought adding a spot for a picnic table would be nice.

Councilor Thomas asked if there were picnic tables at Lyle Day Park. Superintendent Tracer responded that there were a couple, but he would recommend blocking off the current gate access from the park, so it would keep the RV site more secure.

Councilor Leach asked what the cost was to stay at Lebanon's park. Councilor Hancock responded \$30 a night for full hookups and \$10 a night for no hook ups.

Councilor Thomas asked if Island Fence was the only vendor they got costs from. Superintendent Tracer responded that if the Council would like to go this route, he would get three bids.

Councilor Thomas expressed agreement with Councilor Hancock.

Superintendent Tracer asked if the Council wanted him to get bids on the grass area to the north. Councilor Leach responded that she thought that would be a good idea and like Mayor Wells had said, if it was not expensive, they might want to add it now. Superintendent Tracer responded that he would do that.

Councilor Hancock stated that he thought most people staying there would have family in Junction City, so most of the time would be spent offsite anyway, so he did not want to spend too much money on it, because they probably would not be there.

**6. Administrator Projects Update**

Administrator Knope shared that he outlined projects in his Agenda Item Summary. The RV Park ordinance would come back to Council at the January Work Session for review and to Council in February for consideration of adoption.

Mayor Wells noted that he was glad to see the information on Grant Writing Assistance and MWMC.

Councilor Hancock shared that he had asked for a policy on if somebody, including Department Heads, wanted to make a complaint against the City Administrator. The problem was all they had right now was that the Mayor would be told and was supposed to contact the City Attorney, but the City Administrator worked for the Council. He thought there should be a process in place where the Council would be informed, and if Administrator Knope wanted Attorney Connelly to work on that, he would support that, as it might be awkward for the City Administrator to write this policy.

Mayor Wells responded or Attorney Connelly could let the Council know what was done in other cities that she oversees.

**7. Public Works Projects Update**

Director Kaping reported:

- The I and I Report and draft Facilities Plan were sent to DEQ.
- As soon as Public Works was done with leaf season and if the weather held, would go back to TVing.
- Discussions with MWMC had gone well so far. Looking for Lane County or Eugene to sponsor Junction City connecting.

**8. Police Department Projects Update**

Chief Waddell reported:

- Still focusing on software upgrade. About ready to transition from the implementation phase to the customization phase.

**9. Other Business**

None.

**10. Adjournment of Work Session**

As there was no further business, the work session was adjourned at 8:22 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Kenneth Wells, Mayor