

The Community Services Committee of the City Council for the City of Junction City met on Tuesday, March 1, 2016, at 6:30 p.m. in the Council Chambers, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Chair, Karen Leach; Councilor Herb Christianson; Councilor Bill DiMarco; Community Services Coordinator, Gina Moore; Community Services Director, Tom Boldon; and Administrator, Jason Knope.

1. CALL TO ORDER

Chair Leach called the meeting to order at 6:30 p.m.

2. CHANGES TO THE AGENDA

None Noted

3. APPROVAL OF MINUTES

The Committee consensus was to approve the minutes for February 2, 2016.

4. SEASONAL POSITIONS

Director Boldon informed the Committee that each spring the Community Services Department hires seasonal employees for the Parks, Pool, Library, spring break camp staff, and summer camp staff. The Budget Committee and Council had approved a freeze on all open positions until the end of the fiscal year, so he questioned if that included these seasonal positions.

The Committee consensus was to forward this on to Council.

5. CULTURAL STUDY AT THE RESERVE

Director Boldon had met with a Senior Archeologist from Heritage Research Associates, Dr. Robert Musil, at the Reserve. Dr. Musil, after he viewed the site recommended having them place 10-15 discovery probes at the site to determine what type of artifacts might be located there. The process of the probes and a report could potentially cost the City between \$6000-\$10000. Further research would then be needed if they discovered items at the site.

Administrator Knope stated that this was only one option and Director Boldon would need guidance from the Committee as to if they wished to pursue additional quotes from other research companies. Administrator Knope thought it would be better to search the whole site at one time to prevent additional costs later in the project.

Committee consensus was to have Administrator Knope and Director Boldon bring back an RFP to the Committee to review.

6. 2016-2017 BUDGET REVIEW

Administrator Knope reviewed with the Committee the changes to the look of the budget sheets. For example; the resources had always been at the beginning and were listed together, they were now broken out and put on the sheet with their corresponding department. They also now include general revenue and property taxes. He also added a Community Services Administration Department, stating that the administration for the Community Services Department was mainly in the Community Center and Senior Center funds and this would make it clearer.

7. DEPARTMENT UPDATES

• **Library- Summer Reading Program**

The summer reading program had been scheduled and would happen at the Community Center. Lynn had done a good job with getting different people to come and entertain the children with; music, fire safety, science, cultural history, and art

• **Parks – Litter/Fines**

There had been a citizen, who brought forth a concern regarding all of the trash in the park. After Director Boldon spoke with the citizen it was determined that it was Washburn Park which belongs to the School District. He informed the citizen that at the city parks there were garbage cans.

• **Pool - Staffing/Schedule**

The Pool Manager and Supervisor positions would be posted in a few weeks as well as the Lifeguard positions. Lifeguard training was scheduled for May 13-15, and May 20-22, with the pool opening on June 13th.

• **Community Center - Spring Break Camp**

Spring Break Camp was scheduled for March 21-25. It would be a five day camp instead of three as in the past. The theme was Star Wars.

The JC3.1 Run/Walk would be April 23rd, which supports the kids programming at the Community Center.

• **Senior Center – Thursday Game Days/Bingo Equipment**

Thursday game days started March 3rd which included a breakfast snack, coffee, and tea. The participants can play games all day. In the past it had only been bingo with the number of people that came getting smaller, and with the equipment not working properly, it gave an opportunity to do something different to increase the number of people participating.

8. CSC AGENDA FORECASTER REVIEW

Director Boldon stated that the forecaster looked pretty similar as before with a few things on there that had still needed to be addressed.

9. OTHER BUSINESS

No other business noted.

10. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:19 p.m.

Respectfully Submitted,

Gina Moore
Community Services Coordinator