

The Community Services Committee of the City Council for the City of Junction City met on Tuesday, September 1, 2015, 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; and Community Services Director, Tom Boldon

1. CALL TO ORDER

Chair Leach called the meeting to order at 6:32 p.m.

2. NEW BUSINESS

Parks Committee Membership

Director Boldon updated the Committee on the membership for the Parks Committee, stating out of the seven members, six members had terms expiring. Three of those Committee members had served their second term; which, according to the Parks Sub-Committee guidelines, they weren't eligible to serve another term directly after their second term ended.

Administrator Knope stated that the intent of a sub-committee was to work on projects with a definite start and end date. They were not intended to be indefinite Committees.

The Committee discussed and agreed that putting the Committee on hold until possibly the first of the year, and having the Community Services Committee handle any issues that arose would be a good idea.

Department Organization

Director Boldon informed the Committee that Kathy Furrer, the Administrative Aide for Community Services had tendered her resignation. Her last day was September 4th. He stated that the structure of the Community Services Department would be viewed and reorganized.

Administrator Knope noted that in the past the Community Services Director had been responsible for all aspects, including the detailed management of every activity within the Community Services Department; which could lead to workload issues. He had spoken with Director Boldon and had come up with a concept that would give more structure. What he proposed to the Committee was a Community Services Coordinator type concept that would assist Tom with day to day management. They would oversee the Senior Center and the Community Center, while Director Boldon would oversee the Parks, Pool, the Library, and Teen Programming (in the future). It would be a full time non-union position.

The Committee unanimously agreed that this would be something they wished to pursue.

Administrator Knope stated that he would draft a job description and figures to bring back to the Committee.

3. CONTINUED BUSINESS

After-School Program at Community Center

Administrator Knope stated that having a three day a week After-School Program was not cost effective. It had been discussed a couple of years prior, to having a five day model; however,

that had never been discussed at a Council meeting; it had been taken to the Community Center Advisory Board. The Advisory Board had been used to determine service programming at the Community Center, not the Council. Because of that, in regards to the After-School Program there were legal requirements, if you are a school or a city you don't have to maintain a staffing ratio but because of how the program was set up is was not a part of the city as the city never said yes or no to this program. The Advisory Board did not have that exemption.

He also shared that they did not have an after school leader and no kids had signed up.

Council member Christianson inquired as to if the after school program was competing financially with other private owners in town.

Administrator Knope answered that because scholarships were being used, they were.

The Committee consensus was to table the after school program.

4. SUB-COMMITTEES

Parks: Parks Projects

Director Boldon handed out the proposal from the Tracer family; specifically Trevor Stroda, to remove the two structures from the Reserve. They would take the chicken coop over to George Tracer's property, and take the barn down piece by piece for the family to keep. They proposed to do this at their cost.

The Committee consensus was to accept the proposal.

5. DEPARTMENT UPDATES

Library

The Summer Reading Program was a success.

Parks

The Parks Department had purchased a new mower.

Pool

The Pool season had ended the Friday before so they were in the process of cleaning. The final meeting with Supervisors and Staff was the next day. Director Boldon was very pleased with the staff and how everything went.

Community Center

Camp Sunshine had ended two weeks prior. The leaders had done a fantastic job with the kids and the programming.

Viking Sal

The 16th annual silent auction and dinner; the Big Hush, will be Sunday, October 11th, from 4pm-6pm at the Junction City High School cafeteria.

Director Boldon also informed the Committee that the Senior Center had a new Senior Connection person, Michelle.

6. OTHER BUSINESS

None.

7. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:41 p.m.

Respectfully Submitted,

Gina Moore
Admin Aide/Receptionist