

AGENDA
Community Development Committee
Possible Quorum of the Council
City of Junction City
City Hall Council Chambers
680 Greenwood Street
Wednesday, February 5, 2020
6:30 p.m.

- 1) CALL TO ORDER
- 2) CHANGES TO THE AGENDA
- 3) APPROVAL OF MINUTES
 - A) DECEMBER 4, 2019
- 4) PURPOSE STATEMENT
- 5) SCANDINAVIAN FESTIVAL REQUEST
- 6) AGENDA FORECASTER REVIEW
- 7) OTHER BUSINESS
- 8) ADJOURNMENT

THE NEXT STANDING PUBLIC WORKS COMMITTEE MEETING IS SCHEDULED FOR MARCH 4, 2020 AT 6:30 P.M.

The Community Development Committee for the City of Junction City met at 6:30 P.M. on Wednesday, December 4, 2019, in City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: City Councilors Dale Rowe and Andrea Ceniga; and Public Works Director Gary Kaping.

ABSENT WERE: Councilor John Gambee.

1. Call to Order

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

2. Changes to the Agenda

There were no changes to the agenda.

3. Review of Minutes

The consensus of the Committee was to approve the October 2, 2019 minutes as written.

4. Purpose Statement

The Committee will work outside of the forum and will present their final draft at the next meeting.

5. Downtown Master Plan Review

Director Kaping stated that a while back the Committee members were sent an electronic copy of the Downtown Master Plan. He would like the Committee to review the document and then discuss what should be done downtown.

ACTION: Director Kaping will research historic looking planter boxes.

6. RTMP Review

Director Kaping brought this item back to the Committee to ensure that the list of projects was still acceptable and to make sure that the Committee is aware of how much money they have in the account to complete the projects.

The Committee then discussed making Founder's Park a feature in town with a War Memorial and holiday decorations.

7. Agenda Forecaster Review

The Committee reviewed the agenda forecaster. Director Kaping noted the changes made during the night's discussion.

8. Other Business

The next meeting is scheduled for January 1st, 2020. The consensus of the Committee was to not hold the meeting that day. Director Kaping will reach out to the Committee closer to the end of the month to see if there are enough items on the agenda to hold a

January meeting. If there are not enough items, Director Kaping will schedule the February meeting.

9. Adjournment

As there was no further business, the meeting was adjourned at 7:03 p.m.

The next standing meeting of the Community Development Committee will be Wednesday January 1, 2020 at 6:30 p.m.

Respectfully Submitted:

Tiffany Shafer, Public Works Technician

DRAFT

JUNCTION CITY COMMUNITY DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY



Mission Statement Review

Meeting Date: February 5, 2020
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number:#4
Staff Contact: Gary Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a request for the Committee to review its mission statement.

BACKGROUND

Every year staff asks it Committee to review its mission statement to make sure that the Committee still thinks the statement is what they want it to be.

The Committee has been working individually on the purpose statement Staff has received two for the Committee to review. The two Mission statement have now been combined into one final statement.

RELATED CITY POLICIES

- *None*

COMMITTEE OPTIONS

The Committee can, at its pleasure:

- *Provide Staff with Direction.*

ATTACHMENTS

- Combined Councilor Statement

FOR MORE INFORMATION

Staff Contact: Gary Kaping, Public Works Director
Telephone: 541-998-3125
Staff E-Mail: gkaping@ci.junction-city.or.us

Community Development Purpose Statement

Revised Jan1, 2020

The purpose of the Community Development Committee is to develop an environment that promotes commercial and small business growth as well as encouraging citizen involvement in fostering the cultural identity of our City. It is our goal to maintain working relationships and human liberties by prudently utilizing existing resources as well as exploring new funding opportunities that will allow us to continue our City's future development.

JUNCTION CITY COMMUNITY DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY



Mission Statement Review

Meeting Date: February 5, 2020
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number:#5
Staff Contact: Gary Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a request for the Committee to review the Street closure request from the Scandinavian Festival.

BACKGROUND

Every year the Scandinavian Festival Association asks it Committee to review its annual street closure request.

This is the 60th annual Junction City Scandinavian Festival. The request is for August 13th-16th, 2020. This is the same request that has been submitted over the past several years with no changes.

Staff recommends approving the request and forwarding it to Council for final approval.

RELATED CITY POLICIES

- *Municipal Code 10.050.030 Power to the Council*

COMMITTEE OPTIONS

The Committee can, at its pleasure:

- *Approve the request*
- *Ask Staff to modify the request*
- *Deny the Request.*

ATTACHMENTS

- Scandinavian Festival request

FOR MORE INFORMATION

Staff Contact: Gary Kaping, Public Works Director
Telephone: 541-998-3125
Staff E-Mail: gkaping@ci.junction-city.or.us

me



Scandinavian Festival Association

P. O. BOX 5 • JUNCTION CITY, OREGON 97448 • PHONE (541) 998-9372

www.scandinavianfestival.com

January 15, 2020

City of Junction City
Mayor Mark Crenshaw

Councilors: Rob Stott, Bill DiMarco, John P. Gambree, Dale Rowe, Sandy Thomas,
and Andrea Ceniga

Jason Knope, City Administrator
Bob Morris, Junction City Police Chief
Gary Kapping, Public Works Director
P. O. Box 250
Junction City Oregon, 97448

The 60th annual Junction City Festival is scheduled for August 13-16, 2020. On behalf of the Scandinavian Festival Association Board of Directors, we are requesting the use of the following areas and documentation deadlines:

Map of booth placement and vendor contact to city offices, public works office and police station. June 15th

Map of portapotties, barricades and garbage containers to public works office. June 15th

Map of street signs to be removed by public to public works office. June 15th

Downtown business contact sheets to city offices. July 1st

Copy of Festival Insurance for Festival week and signed City Hold Harmless. July 1st

ODOT Permit to cross Ivy Thurs. am. July 1st

Vendor city hold harmless and certificate of insurance. August 10th before booths move in.

Security

Security will be provided through a private security company.

Copy of contract to City and Police Office. July 1st

All contact to police during festival will be to the 541-998-1245 number and go through dispatch.

First Aid

First aid will be provided by the Junction City Rural Fire Protection District. JCRFPD will stage a booth near 4th and Greenwood and provide services during the four day event.

Booth Placement and Pedestrian Access:

Booth Placement will not block pedestrian access to those businesses that desire it, provided the business is established by June 1st, 2015.

Notice of street closure will be posted throughout area to be used by Festival on Monday August 3rd.

Monday August 10th - Streets Close at 5:30 - booths move in soon after.. Placement is chalked in Sunday morning, the 9th for accurate placement. Please clean streets Friday August 7th, early morning.

Barricades and Street Signs

We are requesting access to the cities lighted street barricades by July 27th. SFA will coordinate with JCPW for placement schedule.

After vacating the streets on the night of Monday, August 17th, the SFA will leave the streets closed into the morning of Tuesday, August 18th to allow Public Works to clean the streets.

Signs will be posted at entrances prohibiting dogs and include respective ordinances. Still waiting for information.

Handicapped parking: City owned parking lot to the North of the Library.

Downtown Business and Resident Parking Mitigation:

City owned parking lot 7th and Holly.

City owned parking lot on the south side of East 6th Ave. between Elm St. and Deal St. Parking permits for downtown residents and businesses between 3rd and 10th streets, and Front Street and the alley east of Juniper Street may request parking permit only spaces by their residence or business during Festival. This will be coordinated and issues by the Public Works Department. Requests must be made by 3:30 Tuesday August 11th.

City Streets and Parking Lots:

Friday July 31st closing Greenwood from 4th to 5th Ave at 3:30, Empty Storage building and staging materials. Through Thursday, August 20th.

Saturday, August 8th through Monday, August 17th

Mall Platform and Bleachers

South half section of Greenwood St. between 7th and 8th Avenues.

Monday, August 10th at 5:30 p.m. through Monday August 17th.

Set-up Days, Four Event Days, Take Down

The following streets and adjoining sidewalks: Greenwood St. from 4th Ave. to 8th Ave.
5th Ave. and 6th Ave. from W. Front St. to Holly St.

7th Ave. from the alley east of City Hall to the Alley west of the Post Office.

The following non-street city spaces are being requested:

Sunday, August 9th through Monday, August 17th

Wine and Microbrew Terrace - The lawn area beneath the water tower at 7th and W. Front. The SFA requests that a temporary liquor license be granted to the Junction City Soroptimists for the dates of Wednesday, August 12th through Sunday, August 16th.

Wednesday, August 12th through Sunday, August 16th

Ol Haven beer garden The SFA requests that a temporary liquor license be granted to the Junction City Moose Lodge for the dates of Wednesday, August 12th through Sunday, August 16th.

Wednesday, August 12th through Sunday August 16th.

City Hall Council Room. Performers rest area.

Monday, August 10th through Monday, August 17th

Founder's Park: Interpretive area for the history of Junction City, the Finnish Locomotive and the Scandinavian Festival. The SFA would be placing picnic tables and chairs on the lawn for patrons of the event. The gate will remain locked.

Thursday, August 13th through Sunday August 16th

North Side of 4th Ave. between Greenwood and Holly. Charter Bus parking.

Amplified Sound *Festival General:*

The SFA will be playing music over Festival grounds from 9:30 a.m. to 10:00 p.m.

Thursday, August 13th through Saturday, August 15th and Sunday, August 16th from 9:30 a.m. to 8:00 p.m.

Stages after Hours: SFA will be playing music after hours at Festival Park Stage nightly for Community Dance until as late as 1:30 a.m. Speakers will be turned in toward the stage so that the local area will be disturbed a little as possible.

The SFA holds pageant dress rehearsal on Wednesday, August 12th at Festival Park Stage beginning at 8:00 p.m.

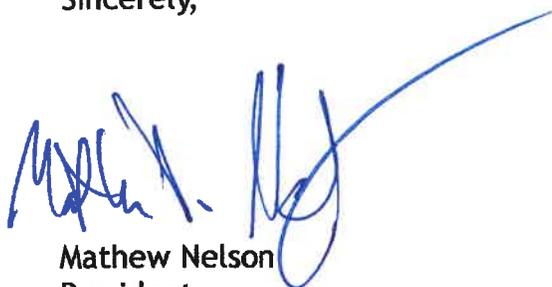
Live and recorded music will be played at the Mall Platform Stage Thursday August 13th, Friday, August 14th and Saturday, August 15th until roughly 11:00 p.m.

Testing and Troubleshooting: SFA is constantly adding to and improving the sound system and may conduct testing of the street and stage speakers prior to the Festival during daylight hours.

Festival Point of Contact:
Mat Nelson 541-998-2299
Sue Huntley 541-998-2480

Thank you for your support and consideration.

Sincerely,



Mathew Nelson
President,



Chris Dotson
Properties Vice President



Sue Huntley
Administration Vice President



Glenn McCumber
Vendor Committee Chair

Scandinavian Festival Association



- Size:** 97" x 48" x 22" tall
- Weight:** 3200 lbs.
- Material:** Wood & Concrete
- Reinforcing:** 3/8" Rebar
- Optional:** Extension Panel (DF5520)

Concrete Finish Options

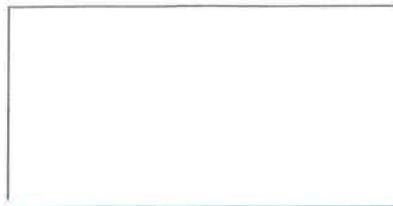
- Standard Color Palette

Wood Finish Options

- Standard Wood Finishes



Park Warehouse



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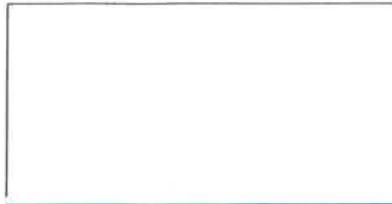
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Finish: Weathered Bronze



Weathered Bronze
\$469.99
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QTY: - 1 +

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Gama Sonic 94B002

\$439.99



Livex Lighting 7660

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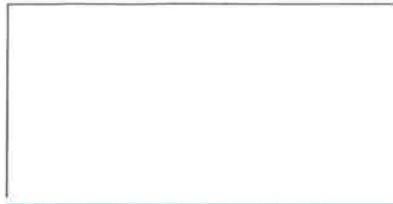
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QTY: - 1 +

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Gama Sonic 98B301

\$299.99



Gama Sonic 94B001

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COMMUNITY DEVELOPMENT
COMMITTEE MEETING

AGENDA FORECASTER

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CURRENT BUSINESS ITEMS

Current Business Items

<u>Item</u>	Purpose Statement review
<u>Requested By</u>	Staff
<u>Date Last at Committee</u>	4-2019
<u>Current Agenda Item Number</u>	4

Item Description

Staff is requesting the Community Development Committee review its mission statement.

Current Status/Update

This is being worked on by the Committee.

<u>Item</u>	Scandi Festival Request
<u>Requested By</u>	Staff
<u>Date Last at Committee</u>	March 2019
<u>Current Agenda Item Number</u>	5

Item Description

Staff is requesting the Community Development Committee review scandi request for street closure

Current Status/Update

In front of the Committee for approval.

PENDING BUSINESS ITEMS

Pending Business Items

Item Downtown Plan

Requested By Committee

Item Description

This is a project/plan to come up with a standard design for the downtown area.

Item Upcoming Events

Requested By Staff/Matt Nelson

Date Last at Committee 10-2-19

Current Agenda Item Number 4

Item Description

This is a request to discuss upcoming event, events like scandi anniversary, the 2021 world run, and the 150th anniversary of the City.

Current Status/Update

This has been tabled by the committee.

FUTURE BUSINESS ITEMS

Future Business Items

Item

Special Event / Street Closure Application
Review

Requested By

Planning Staff

Item Description

Street Closure Request review as needed.

2019 COMMITTEE MEETING CALENDAR

2019 Committee Meeting Calendar

 Meeting Date
 Packet Delivery Date

JANUARY

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NOVEMBER

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DECEMBER

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