

A G E N D A

Community Services Committee Potential Quorum of City Council City of Junction City 680 Greenwood St. Virtual Meeting

**Tuesday, August 4, 2020
at 6:30 p.m.**

To help prevent the spread of COVID-19, the City of Junction City will be holding public meetings virtually. Everyone is encouraged to attend the meeting online or by phone. Written testimony can be submitted but must be submitted by 4:00 p.m. to the City Recorder on the date of the meeting. To email written testimony send to kvodrup@ci.junction-city.or.us.

To join the Committee meeting via computer, tablet, or smartphone, please go to:

<https://join.freeconferencecall.com/cjcoregon>

You can also dial in using your phone.
United States: (508) 924-2509

- | | |
|---------------------------------------|--------------------|
| 1. Call to Order | (*Estimated Time*) |
| 2. Changes to the Agenda | |
| 3. Approval of Minutes – July 7, 2020 | |
| 4. Pool Projects Update | 10 minutes |
| 5. Community Garden | 10 minutes |
| 6. Reserve Park Update | 15 minutes |
| 7. Other Business | 10 minutes |
| 8. Adjournment | |

Next standing meeting scheduled Tuesday September 1, 2020 at 6:30pm

The Community Services Committee of the City Council for the City of Junction City met on Tuesday, July 7, 2020, at 6:30 p.m. in a virtual meeting format, via internet and phone.

PRESENT: Chair Andrea Ceniga, Councilor Rob Stott, and Councilor Sandie Thomas; City Administrator, Jason Knope; and HR/Admin Services Manager, Stephanie Moran.

1. Call to Order

Chair Ceniga called the meeting to order at 6:30 p.m. and took roll call.

2. Changes to the Agenda

None.

3. Approval of Minutes – June 2, 2020

CONSENSUS: The Committee consensus was to approve the June 2, 2020 minutes.

4. Scandinavian Festival Association Lease

Manager Moran presented the updated Senior Center building lease with the Scandinavian Festival Association (SFA). She had met with SFA members over the last few months, as SFA wanted to update the lease because it had not been looked at for a while. Legal counsel reviewed and typed up the draft lease. Updates to the lease included:

- No vaping in building.
- Change lease end date to September 30th instead of July
- SFA would bill the City the \$1.00 rent annually by November 1st.
- Updated PO Box to correct mailing address.

It was asked if anyone from SFA was on the line. Administrator Knope responded that there were no members of the public on the line.

CONSENSUS: The Committee consensus was to forward to the Council for approval.

5. Library Board Application

Manager Moran stated that a vacancy on the Library Board had been advertised and one application had been received. The Library Board reviewed the application; Board members knew the individual and recommended that she be appointed. This vacancy was for a 4 year term through July 2024. The Library Board would meet again in September.

CONSENSUS: The Committee consensus was to recommend to the Council that the applicant be appointed to the Library Board.

Manager Moran noted that the Library opened today with modified hours. They received 46 patrons and people were positive and happy that the Library was open again. Sanitizer, face masks, and social distancing were being implemented. The Summer Reading Program was underway; if a child read 10 books, they would get a free book. If they read 20 books, they would get a gift card to Barnes and Noble.

6. Other Business

Chair Ceniga asked if work was still being done at the pool while it was closed this summer. Manager Moran responded that work was being done in the locker room and other things. Administrator Knope added they were also working on the ADA improvements.

Manager Moran noted that staff could provide an update on the pool at the August meeting. Chair Ceniga responded that would be good.

Councilor Thomas asked if they had caught anybody on the new cameras that had been installed at Laurel Park. Administrator Knope responded that they had.

Chair Ceniga asked if they were able to identify individuals. Administrator Knope responded that they were, and the cameras were high enough quality that they were able to make out those details. He added that they were able to identify someone who had vandalized the Public Works equipment.

Chair Ceniga stated that she was glad some people might be seeing the cameras as a deterrent, but they were also being able to be used to actually catch people which was a good investment.

Chair Ceniga noted that the next meeting would be on Tuesday, August 4, 2020 at 6:30 p.m.

7. Adjournment

As there was no further business, the meeting was adjourned at 6:41 p.m.

Respectfully Submitted,

Kitty Vodrup
City Recorder

JUNCTION CITY COMMUNITY SERVICES COMMITTEE

AGENDA ITEM SUMMARY



Meeting Date: August 4, 2020
Department: Communities Services
www.junctioncityoregon.gov

Agenda Item Number: #4
Staff Contact: Jeremy Tracer
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

Public Works wanted to update the Committee on current pool projects that are taking place as well as those scheduled to be worked on.

COMMITTEE OPTIONS

Update/Information only

ATTACHMENTS

None

FOR MORE INFORMATION

Staff Contact: Jeremy Tracer
Telephone: 541-998-3125
Staff E-Mail: jtracer@ci.junction-city.or.us

JUNCTION CITY COMMUNITY SERVICES COMMITTEE

AGENDA ITEM SUMMARY



Meeting Date: August 4, 2020
Department: Communities Services
www.junctioncityoregon.gov

Agenda Item Number: #5
Staff Contact: Jeremy Tracer
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a request for the Community Services Committee to consider future options of the Community Garden area.

BACKGROUND

In March of 2010 this started out as a project for a Girl Scout troop. In May of 2010 it was agreed by the Community Services Committee to move forward with the garden beds, in June of 2010 12 plots were established for renting cost was \$15.00 per year per garden bed. Over time there has not been much interest, the Garden beds have not been rented since 2017.

COMMITTEE OPTIONS

Provide Staff with Direction

ATTACHMENTS

None

FOR MORE INFORMATION

Staff Contact: Jeremy Tracer
Telephone: 541-998-3125
Staff E-Mail: jtracer@ci.junction-city.or.us

JUNCTION CITY COMMUNITY SERVICES COMMITTEE

AGENDA ITEM SUMMARY



Reserve Park Engineering

Meeting Date: August 4, 2020
Department: Communities Services
www.junctioncityoregon.gov

Agenda Item Number:#6
Staff Contact: Jeremy Tracer
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a request for the Communities Services Committee to discuss and consider the Engineering of the proposed park in the Reserve sub-division.

BACKGROUND

Public Works staff met with representatives from the Reserve HOA to finalize the conceptual plans for the proposed park. The next step would be to have the design and construction services completed. Attached is the cost for each of the next steps needed to move forward. Total cost for this step is \$20,026.00. This project is budgeted in the parks SDC fund.

RELATED CITY POLICIES

- *None*

COMMITTEE OPTIONS

The Committee can, at its pleasure:

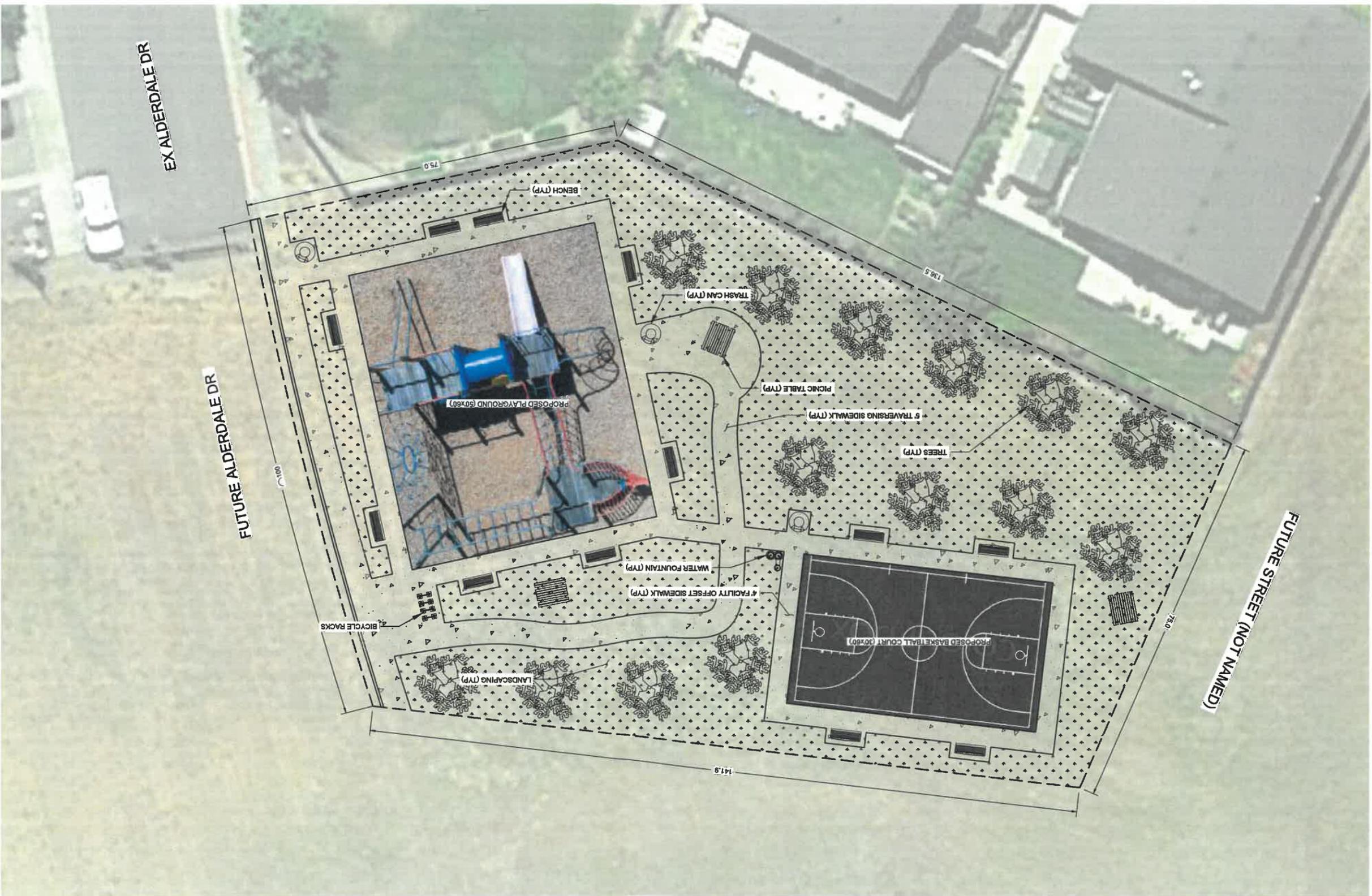
- *Provide Staff with Direction.*
- *Approve the request and forward it to Council for final approval*
- *Deny the request*

ATTACHMENTS

- Conceptual layout of park
- Engineers estimate of park
- Scope of services and cost estimate of these services

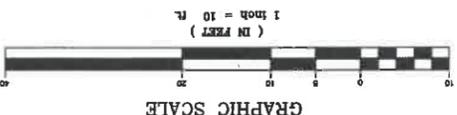
FOR MORE INFORMATION

Staff Contact: Jeremy Tracer
Telephone: 541-998-3125
Staff E-Mail: jtracer@ci.junction-city.or.us



CONCEPTUAL LAYOUT C

SCALE 1"=40'



2013-007.15 3/3/2020 	Date: 3/3/2020 Sheet No.: 4 of 4 City of Junction City, Oregon 97448 1171 Elm Street, Junction City, Oregon 97448 JUNCTION CITY PUBLIC WORKS ALDERDALE DR PARK CONCEPTUAL LAYOUT TREES	REV. DATE DESCRIPTION BY 1 2 3 4 5 6 7 8 9 10 11 12	H B H CONSULTING ENGINEERS 501 E First Street Newberg, Oregon 97132 503/554-9553 • fax 503/537-9554 email: mail@hbh-consulting.com Designed By: ARB Drawn By: ARB Checked By: MH Submitted to: PRELIMINARY File: L:\2013-007\Pocket Park4-Design\DWG\Pocket Park.dwg	PRELIMINARY
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HBH Consulting Engineers, Inc
Engineers Estimate
Reserve Pocket Park
Conceptual Layout C Estimate

Date: 9-24-2019
Project: Reserve Pocket Park
Job No.: 2013-007.15
Client: Junction City
Estimated By: ARB

Item No.	Item	Quantity	Unit	HBH Unit Price	HBH Total Amount
General					
1	Mobilization	1	LS	\$12,158	\$12,158
2	Erosion Control	1	LS	\$1,500	\$1,500
3	Clearing, Grubbing	1	LS	\$1,000	\$1,000
4	Fill (6" Across Whole Site)	320	CY	\$10	\$3,200
5	Dry Private Utilities (Power for Lights)	1	LS	\$2,500	\$2,500
				Subtotal	\$20,358
Park Fixtures					
6	LED Park Lights	6	EA	\$2,000	\$12,000
7	Picnic Tables	4	EA	\$800	\$3,200
8	Park Benches	14	EA	\$700	\$9,800
9	Water Fountain	2	EA	\$3,800	\$7,600
10	Tree Large	12	EA	\$175	\$2,100
11	Tree Medium	0	EA	\$75	\$0
12	Basket Ball Hoop	2	EA	\$1,150	\$2,300
13	Trash Can	2	EA	\$450	\$900
14	Bike Racks	1	EA	\$450	\$450
15	Playground	1	LS	\$40,000	\$40,000
				Subtotal	\$78,350
Civil Improvements					
16	Public Water Service Connection (Water Fountains)	1	LS	\$1,500	\$ 1,500
17	Curb & Gutter	100	LF	\$15	\$ 1,500
18	Sidewalk + Court	5426	SF	\$15	\$ 81,390
19	4" lift of 3/4"-0" Gravel for Sidewalk and Basketball Court	67	CY	\$35	\$ 2,345
20	Grass Seeding (50 lbs)	1	LS	\$400	\$ 400
				Subtotal	\$87,135
				TOTAL	\$185,843

Disclaimer: Conceptual Level Estimate. Pricing may vary up to 20%.



501 E First Street
Newberg, Oregon 97132
phone 503-554-9553
fax 503-537-9554

April 14, 2020

Gary Kaping, Public Works Director
Jeremy Kaping, Public Works Superintendent
City of Junction City
680 Greenwood Street
PO Box 250
Junction City, OR 97448

Re: Alderdale Drive Park – Design and Construction Services

Dear Jeremy,

Based on the conceptual plan developed for Alderdale Drive Park, HBH Consulting Engineers, Inc. would envision the following scope of services and proposed fees.

SCOPE OF SERVICES

Item 1: Survey – Through our sub-consultant, TerraCalc Land Surveying, we will provide a boundary survey and topographic survey of the proposed park.

Item 2: Design Services – HBH will provide design plans and specifications for construction of the park. Design to include, but not limited to the following:

- Grading plan
- Sidewalk and curb design meeting ADA standards
- Basketball court surface
- Landscaping plan
- Specifications and bidding documents for above items
- Engineer’s estimate of probably cost

Item 3: Bid Services – HBH will answer bidder questions, attend pre-bid walk-thru, assist with bid opening, and recommendation of award.

Item 4: Construction Services – HBH will provide services during construction, as requested by the City.

Proposed Fees

- Item 1 – Boundary & Topographic Survey \$3,426 Lump Sum
- Item 2 – Design Services \$13,900 Time & Materials
- Item 3 – Bid Services \$2,700 Time & Materials
- Item 4 – Construction Services As Requested Time & Materials

Not included in the above services:

- Setting property corners during boundary survey
- Selection or inclusion of playground equipment

Alderdale Drive Park – Design and Construction Services

April 14, 2020

Page 2 of 2

- Striping or inclusion of basketball backboards
- Cost for advertising in DJC for bids

We can begin this project upon your approval.

Sincerely,
HBH Consulting Engineers, Inc.

Michael D. Henry, P.E.
President