

The Community Services Committee of the City Council for the City of Junction City met on Tuesday, December 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. CHANGES TO THE AGENDA

No Changes Noted

3. APPROVAL OF MINUTES

The Committee consensus was to approve the minutes for November 3, 2015.

4. DEPARTMENT REORGANIZATION UPDATE

Director Boldon informed the Committee that one application had been received on the internal posting for the Community Services Coordinator position. He had made the determination to open the search up externally which had been posted on Wednesday, November 25th with the first review date being December 10th.

5. COMMUNITY SERVICES DEPARTMENT CAPITAL IMPROVEMENT PLAN

Director Boldon discussed with the Committee items on the Capital Improvement Plan for the Community Center, Library, Pool, and Parks. These were items that needed to be completed at the various departments such as;

Community Center:

- Bay door repair – refurbishment of the roll up doors on the north and south end of the building to prevent water from leaking under the doors and causing damage to interior of building. There had been discussion about removing the doors completely and putting walls up all the way across.
- Repainting the exterior of the building. This item would be completed after the roll up doors were replaced.
- Additional bathrooms – this would be completed at the same time as the removal of the water tower.

Library:

- Replacement of the water heater
- Replacement of windows
- Installing outer and inner doors

Parks:

- Replacing roofs at Founders Park and Laurel Gazebo
- Yellowwood Park – installing irrigation, turf, plantings, and trees.
- Security cameras at the Skate Park and Laurel Park.
- Replacing picnic tables that had been vandalized

Pool:

- Lockers
- Pool blankets
- Maintenance in the shower rooms
- Flooring
- Heater replacement
- Shell repair

6. DEPARTMENT UPDATES

Library

A laptop had been stolen over the weekend, which had been reported to the Police Department. Director Boldon would be reviewing security protocol and procedures with the Library staff.

Parks

Parks Lead McClintock had been busy mowing and blowing leaves.

Pool

There was nothing new to report.

Community Center

The tags for the Sharing Tree had all been taken. Director Boldon had implemented a new procedure for those taking a tag off; recording the tag number that they took, their name, and their phone number, as he had calls last year from citizens that lost their tag and could not remember what items they were to purchase. He hoped this new procedure would help with that.

The wrapping party would be on December 7th from 1pm-4pm and the gift distribution would be December 13th.

Viking Sal

The Angel Tree had been put up, which is where people could make a donation to put an angel on the tree with the name of their loved one that they wanted to acknowledge.

Upcoming events for the Senior Center were;

- Light Parade on December 11th
- Breakfast with Santa on December 12th
- Anniversary and volunteer recognition breakfast on February 6th

7. CSC AGENDA FORECASTER REVIEW

Director Boldon stated the only item he had was to change the agenda for January 5th, they would be having discussion on the Capital Expense Plan and the general budget.

8. OTHER BUSINESS

Chair Leach stated that there had been a question raised by Councilor Nelson regarding the Parks Committee. Director Boldon stated that he would communicate with him on that subject.

9. *ADJOURNMENT*

As there was no further business, the meeting was adjourned at 7:33 p.m.

Respectfully Submitted,

Gina Moore
Admin Aide/Receptionist