

**CITY OF CENTRAL POINT
Parks Commission Meeting Minutes
November 17, 2015**

I. MEETING CALLED TO ORDER

Mark Ludwiczak called the meeting to order at 6:40 P.M.

II. ROLL CALL

Commission members Deven Howard, Mark Ludwiczak, Neil Olson, Lee Orr, and Carl Orndoff and Council liaison Allen Broderick were present. Patricia Alvarez and John Beck were excused. City staff attending was Jennifer Boardman and Karen Roeber.

III. REVIEW MINUTES

Neil made a motion to approve the minutes of the April 21, 2015 Parks Commission meeting with the Vietnam Wall wording correction. Lee seconded the motion. All were in favor and the minutes with the correction were approved.

IV. CHANGES TO AGENDA

None

V. PUBLIC APPEARANCES

None

VI. BUSINESS

A. Parks Standards Discussion

Jennifer asked if the commissioners had a chance to review the Park Maintenance Standards manual she had sent to them. She stated that we currently have nothing in place and she is constantly getting calls about the grass being too long or short or too wet or not enough water. She is hoping that by having standards in place that her crews (City and contracted) will have guidelines to follow and things will be more consistent throughout all Parks. Everyone will be able to see and communicate Park conditions and she will also be able to develop goals through Park evaluations and improve Park conditions when and where needed.

Item 1.7 Holes was discussed and it was suggested that it should be changed from six (6) inches to three (3) inches in diameter and/or depth. Jennifer said she would make that change per the group discussion.

Jennifer said she will also check with the City attorney to check on the reliability of having these standards. She is hoping to have these in place in early 2016.

B. Rentals – changes to wording

Jennifer went over the refund policy for our Park Rental permits and said the wording needs to be changed for clarification on refunds. She gave the commissioners three examples which they discussed and all agreed they liked Option 3 the best with a few changes. Jennifer said she will send out this option with the revised wording for the commissioners to review. This wording will include refunds for cancellations, adverse weather conditions such as rain or smoke outs for the picnic areas and pavilions.

She will also add clarification to all Parks Rental permits for contracted/rented items to clarify what is and is not allowed and that no contracts should be signed until the Parks Department has reviewed and given their permission for said item(s).

Jennifer will also be adding 9.68.230 – Smoking if Park facilities is prohibited. All Parks and facilities managed and maintained for the City of Central Point by the Parks and Recreation Department are designated as tobacco and smoke free facilities.

C. Twin Creeks Park Naming – Bohnert Farm Park

Jennifer stated she learned that the “grandparents” or multi-generational park being planned on Haskell Street in Twin Creeks is tentatively going to be named Bohnert Farm Park since the land originally was a farm owned by the Bohnert family. Neil mentioned that he remembers that as an onion field and liked the idea of it being Onion Farm Park. Jennifer explained that the Park is a requirement of the builder and that they own it until given to the City. She said she will look at the naming guidelines to see when the Parks are named (before or after they are given to the City) and let the commissioners know.

VII. OTHER BUSINESS

A. Upcoming meetings for 2016

The meeting dates scheduled for 2016 are: January 21, May 19, September 15 and November 17 and are now on Thursday. She said the May meeting will be a dinner meeting and will start at 6:00 PM.

B. Staffing Changes

Jennifer said that Sarah (Garceau) Wright recently moved and has left the City of Central Point. She is now working for Josephine County as their Parks manager which leaves her position here vacant. Jennifer said the position will be open in-house as well as outside. She is hoping to have the position filled in January 2016. She also said that Matt Yeazel has now joined Parks from Public Works and Mark Brindle has gone over to Public Works.

Dave Jacob will now be in charge of the Parks Foundation which was previously handled by Sarah.

C. Skyrman Arboretum Update

Jennifer said she is waiting to get the plans back from Covey Pardee. She will get the documents out to bid in early Spring and hopes to have a Fall opening. Carl, Wally's brother has given us \$37K for plans and construction.

D. Master Plan

Jennifer said she only received one submittal for her request for proposals for the new Parks Master Plan. She has not yet reviewed it and so is not sure whether she will send out another request at the beginning of next year.

E. Parks Maintenance Contract

Jennifer said she is soliciting bids to contract out some Park maintenance although no one showed up at the mandatory pre-bid meeting. She is checking the City attorney to see if she can accept any bids that come in even though they will have missed the meeting. She will update the commissioners at the next meeting.

F. Smoking in the Parks

Jennifer stated new signs have been installed in all the Parks stating the ordinance change.

G. Run for Freedom

Jennifer said she is already planning for the 2017 run and she is going to make it free for kids 17 years of age and younger. They will need to pay for a t-shirt if they want one but she is hoping that being free more kids will sign up to participate in this event.

H. Recreation Update

Jennifer said the new RECreate guide is ready to be sent to the printer and will be out in early December. She said Dave does a great job putting the guide together.

I. Parks Update

Jennifer said the trees at Menteer, Pfaff and Flanagan were professionally thinned out this year. You can really tell a difference and she is planning on having this done at Forest Glen Park next year.

J. Community Christmas

Jennifer said this year the Community Christmas Lights Parade will be held on Saturday, December 5th at 5:15 PM with the tree lighting being at 6:00 PM. There will be a trolley to shuttle people who want to attend the Crater dessert auction also being held on that evening. She is still in need of volunteers (groups or individuals) to help with this event.

K. Upcoming events

Jennifer said the Community Christmas event and lights parade will be on December 5th with the tree lighting at 6:00 PM. She said that Mighty Mites basketball is also starting back up soon.

L. Parks Commission expiration dates and miscellaneous

Jennifer said terms for commissioners Patricia Alvarez, John Beck, Lee Orr and Deven Howard will expire on 12/31/2015. They have all said they would like to continue with the Parks Commission and Jennifer said she would let the City Recorder know.

Jennifer said that the Veterans Day ceremony at Don Jones went well this year and the weather was a little cool but it stayed dry.

She said the Parks Foundation purchased four new benches that went into Van Horn Park. Mark asked about concrete benches like he has seen in Medford. He said he will bring a picture to the next meeting and then Jennifer can look into prices

VIII. ADJOURNMENT

Mark moved to adjourn the meeting at 8:30 P.M. and all were in favor.

IX. NEXT MEETING: Thursday, January 21, 2016 at 6:30 PM in the Council Chambers