

CITY OF CENTRAL POINT
Parks Commission Minutes
November 15, 2018

- I. MEETING CALLED TO ORDER: Meeting called to order at 6:00 pm.
- II. ROLL CALL: Fran Settell, Neil Olsen, Mark Ludwiczak, Jennifer Horton, Lee Orr, Dennis Browning
Absent: Patricia Alvarez
Staff: Matt Samitore, Dave Jacob, Nikki Petersen, Elizabeth Blodget
- III. REVIEW MINUTES: Neil moved that the minutes be approved as presented and Lee seconded. Motion was approved by all.
- IV. CHANGES TO AGENDA: No changes to the agenda were proposed.
- V. PUBLIC APPEARANCES: No public appearances.
- VI. BUSINESS
 - A. Memorandum of Understanding - City of Central Point & Direct Involvement Education Teaching (DIRT): Matt reported that the city had developed a potential partnership with DIRT to house their operations out of the house located at the Skyrman Arboretum. There has been a need to develop educational programs at the Arboretum and this partnership, if approved, would meet that need. Tanea Browning, DIRT Director, provided an overview of the program. DIRT is a nonprofit organization that was created in 2014. The organization's mission is to reconnect kids to the planet through recreational activities. Projects include a Food Forest at Mae Richardson Elementary and an Aquaponics System at Jewett Elementary.

For the Skyrman Arboretum, DIRT would bring a variety of people to the site in order to develop education programs that use the resources available, including the Skyrman family history, at the site and meet the needs of the community and the city. Matt said that the city is doing improvements to the house to make more habitable, include asbestos removal, replacing electrical system and putting in new flooring. Neil asked if DIRT would be using the site for office space. Tanea said that the space would be used for storage and possibly the site would be used for that purpose in the future. DIRT would be offering camps over the Christmas holiday. Liability insurance is in place and the city would be taking care of registration. A motion to approve a long-term agreement for DIRT to use the Skyrman Arboretum site for educational programs was made and approved by all commission members.
 - B. Don Jones Park Concession Stand Update: Matt reported that the city had received multiple bids for construction of the Don Jones Park Concession Stand; all were over \$200,000 which would make long-term cost recovery nearly impossible since this was the case the project had been canceled.

Funds available for this project will be moved to the Skyrman house remodel. Matt said that there is still a need for a large gazebo on the site. This will be discussed along with the next city budget.

- C. Flanagan Park – Parking Update: Matt reviewed the various parking designs that had been reviewed by the commission. The police department has asked for a parking area that would provide off-street parking. The re-design will provide for eight parking spaces including an ADA space. Signage will designate the site for park users only.

- D. Central Point Little League – Lease Agreement: Matt said that the city has been discussing developing a lease agreement with the Central Point Little League board for approximately ten years but this has been difficult with a board that is constantly changing membership. The idea was that the city would provide site improvements in exchange for field use. A meeting was held with the current board and they are very interested in working with the city. Under the proposed first phase of the agreement, the city would provide water to the site and do electrical work on the field light system. In exchange for this work, in the second phase of the agreement, the city would improve one of the fields for use as a city softball field. In order to move forward, a twenty-year agreement would be required to avoid any issues with board turn-over. The field is owned by the Central Point Little League. Lee said that he had served on the board in the past and was very supportive of moving forward with the agreement. Lee moved that the city move ahead with development of an agreement with the Central Point Little League and Fran seconded the motion which was approved by all commission members.

- E. Revised Special Event Fees: Nikki reviewed changes to special event fees. Refundable deposits will be returned within 30 days. Rental fees have been rounded for easier explanation of costs. Alcohol permits has been lowered to \$15 to reflect the amount charged by the city recorders. A \$15 water permit charge has been added. This will be used primarily for events using large amounts of waters such as for water bounce house. Additional rental charges may be added for water hoses, couplers and spider boxes. Damage charges added are \$15 for overflowing garbage cans and \$5 for additional trash bags left on site. These will be deducted from the \$200 damage deposit. The commission approved the fee changes as presented.

- F. Code of Conduct: Volunteers, Instructors, Participants: Dave reported that over the summer one of the recreation class instructors had requested that a student be removed from a class due to disruptive behavior. The issue was

discussed with the city attorney who said that without conduct standards in place it would not be possible to remove the student. Working with the attorney, codes of conduct had been developed recreation program participants, instructors and volunteers had been drafted. The codes of conduct would be signed by all the above prior to classes and/or events. Also laid out are the consequences of misbehavior. Mark asked how the process would be done for students. Dave said that the forms would be signed as part of the registration process. The commission approved the codes of conduct and forwarded them to city council for final approval.

- G. Parks and Recreation Rebranding: Dave explained that the current parks branding, RECreate, had been in place for the past eight years and the current staff felt it was time for a change. Elizabeth reviewed the process for developing the next logo and went through the two options with the commission. The new logo will be used for t-shirts, hat, pens, etc. The commission discussed the options and selected option number one.
 - H. Recreation Guide Advertising Rates: Dave reported that recreation guide registration fees had been unchanged for around 8 years. Comparisons had been done with both Medford and Ashland. Dave reviewed the rates and suggested that rates be raised to reflect those that Ashland uses which would \$810 for a full page; \$495 – half page; \$270 quarter page; and \$135 for an eighth of a page. Commission members felt that prices would be raised too high and that Ashland was not a good comparison to make. Nikki explained that very few ads were sold but that fees were primarily used in trade. We want them to be a bit higher in order to make comparable trades. The commission suggested the following changes: Full page - \$700; half page - \$400; quarter page - \$200; and eighth page - \$100. Multiple issues would be adjusted accordingly. The commission approved the revised changes to the advertising rates.
- VII. OTHER BUSINESS –
- A. Park Project Updates
 - Soccer field use: Dave reported that there has been increased demand for soccer fields. Currently, the city has fields at Twin Creeks and Community Center Field located across from Central Point Elementary School. The Twin Creek fields are owned by School District 6 but maintained by the city which provides them with priority use. The freshman football team is using one of the fields for practice. Table Rock Soccer uses the other two fields. Junior Comets will start a soccer program which will require additional space. Plans will need to be made for allowing for equitable use. Mark asked about using

Don Jones Park. Matt said that when the park was developed this been the plan but the neighborhood had been opposed so the existing field is not designed for sport us.

School District 6 Cooperative Agreement: Dave reported that a revised cooperative agreement with the school district had been drafted and was under review. This agreement provides for sharing facilities.

Bohnert Park: Progress is being made and the hope is for the transfer to take place in January. Commission asked about grant funds. These are available until next fall but cannot be used until the transfer takes place.

City Budget: The budget process for the next two-year cycle will begin in the new year. The commission will be kept informed on the process.

B. Special Event Updates

Nikki reported that Battle of the Bones had been successful, taking in a profit of over \$12,000. There were two sold out days on Friday and Saturday. There were some great sponsors including Ray's Market and CK Markets. There were 15 teams and prize money was higher than in the past. Plans are to expand the event in the future. Pumpkin Fest was held at Hanley Farm. The event went very well and all profits were given to the Hanley Farm. Community Christmas and Lights Parade is schedule for December.

C. Recreation Program Updates

Elizabeth reported that the fall classes were winding down and the winter recreation guide would be going to the printer shortly. Dave reported that a big project was moving to a new registration and reservation system which would be in place in the spring. Dave also reported that park and recreation staff had been able to attend the annual Oregon Recreation and Park Association conference in Bend.

D. Park Commission Questions/Feedback: Commission asked about Country Crossing. Matt said that it would not be happening but the Expo was looking at offering some conferences.

VIII. ADJOURNMENT: Meeting was adjourned at 8:00 pm.

IX. Next Meeting - February 21, 2019