

PARKS & RECREATION ADVISORY BOARD

MINUTES

April 20, 2021 Meeting via ZOOM

Chairman Johnson called the meeting to order at 6:31 pm.

1. WELCOME/INTRODUCTIONS:

Member Attendance: Barry Johnson, Lisa Potter, Barbara Karmel, Jim Davis, Terri Jones, Mark Treibwasser.

Absent: Ryan Oliver, Scott Sasse, David Biskar

Guests in Attendance: Brian Hodson, Jerry Nelzen, Jeff Snyder, Ryan Potter, Andrew Hale, Bruce Parker

2. APPROVE MINUTES:

Jim Davis moved to approve the March 2021 meeting minutes; Barbara Karmel seconded; motion passed, and minutes of the March 16, 2021 meeting were approved.

3. MONTHLY PARKS UPDATE:

Board presented a Parks and Recreation Projects chart; Maple Street potential projects were discussed; and Lisa Potter updated the Board on the Maple Street Park sign design color options.

- a. Review Parks & Recreation Projects Chart—Jeff Snyder reported that the storm damage debris cleanup is nearing completion. He and his team are now focused on activating irrigation systems, spreading engineered wood fiber under playgrounds, edging, mowing, trimming, and getting back to deferred maintenance. Jeff reviewed the RFPs submitted for the Parks Master Plan and is preparing the FY 21-22 Parks budget. Parks received a new chipper which was appreciated. Jeff toured the parks and areas of damage with a CIS insurance representative to assess storm damage. Four of five Locust Street park improvements have been completed. The pavilion is waiting for budget approval, a contractor has been identified and, dependent on budget approval, the pavilion is slated to be installed in September.
- b. Maple Street Park projects discussion (netting/pickleball)—Netting is on order per Jeff Snyder but product is difficult to attain likely due to storm damage and repairs of netting. Barry shared Maple Street Park was very busy over the weekend because of a softball tournament. Jerry investigated additional parking, a plan is in place depending on the Master Plan outcome. Jerry said thank you for all who helped for the Saturday, April 13 cleanup day, specifically Barry, Jim and Lisa. Jerry thanked Greg Perez with cleaning up the downtown planters and reported the downtown flower baskets will go up the week before Mother's Day. Terri asked about chips and Jerry said he is going to share them with the 99 Beautification Project and possibly the public.
- c. Park Sign Design Options—Lisa presented three color options for the green dahlia on the new Maple Street Park sign. The Board chose Option 2 (neon green). Lisa will communicate with the three absent Board members their preference and if they concur, she will proceed with color option 2 for the Maple Street Park sign.
ACTION: Lisa will contact Ryan Oliver, Scott Sasse and David Biskar then will communicate with Chris Wright who can then proceed with the new sign.

4. CITY STAFF LIAISON UPDATE:

Ryan Potter presented an update of the Parks Master Plan RFP bid opening and SDC 101 workshop.

- a. Request for Proposal bid opening—Ryan Potter reported that four proposals were submitted, and Green Play was the selected consultant. First reading was on the April 7 Council consent agenda and second reading is scheduled

for April 21. After a 30-day waiting period, the consultant Green Play will move forward with the Parks Master Plan.

ACTION: Ryan Potter will distribute the GreenPlay proposal to the Board.

- b. SDC 101 Workshop with City Council—Ryan Potter reported Scott Archer is researching a consultant to conduct the workshop, with GreenPlay (the City’s Parks Master Plan consultant) a potential presenter. Lisa requested the workshop be held in person instead of virtually and Barry suggested the steering committee meetings be conducted in person as well. Bruce Parker requested the meeting not be held in person because of Covid and the public should be welcome to participate. The City is looking at technology that would allow for a hybrid type of meeting participation (virtual and in- person).

5. **VOLUNTEER APPLICATION DOCUMENT:**

- a. Eco Park clean-up day— The biggest challenge to the volunteer event was obtaining a suitable liability waiver form. Lisa contacted the City of Silverton who shared their form. Jim Davis said Scott Archer was instrumental in moving the waiver form forward. The liability waiver form now allows a simplified approach to securing volunteers to assist with City-related projects. Wayne Austin, Jim Davis and City staff prepared for the clean up day. The Fire Department’s rehab group set up the table, everyone signed in and signed the waiver form. A lot of work was done, and it was a great team effort. Arneson Park and bike trails are also complete. Canby Builders donated a wheelbarrow and loppers. Cara Hawkins, Friends of Canby Parks coordinator, requested chips be placed on the Eco Park trails and areas that have steep areas that become muddy and slippery. Barry requested Jerry and Jeff let the Board know about volunteer efforts. Jennifer Taylor of US Bank has showed interest in future volunteer opportunities.
- b. Review and incorporate documents/protocols for future events—The waiver forms will be used for future events. Volunteer groups will be directed to Jerry and Jeff for notification of the volunteer plan and use of the waiver form.

6. **DONATION PROTOCOL DISCUSSION:**

Barry reported that a couple of businesses have expressed interest in donating funds toward the pickle ball courts. The Mayor indicated donations could come into the City with a separate line item established for the specific project(s). Jeff said there is a miscellaneous income line item in the budget for groups donating for a general purpose. Barbara suggested publicity is needed for the good things that are occurring in our parks. The Mayor suggested a press release to highlight coming projects and celebrating project completions. Barry added publicity is also an opportunity to highlight our Park staff and all the work they do. The Mayor suggested contacting Tyler Franke regarding the Locust Street Park improvements.

7. **PARKS MAINTENANCE FEE REPORTING TO THE BOARD:**

Barry brought before the Board a request for a detailed report of the Parks Maintenance Fee income and expenses from its January 2018 inception to present and to include monthly updates to the Parks Board by the Parks staff beginning May 2021 and monthly thereafter. Barry questions where the \$500,000 Parks general fund goes and is frustrated why we are often told why we cannot use SDC funds. Barbara suggested that the Board also needs information about sources of our funds including amounts and allocations. The Mayor said we are finishing up the proposed FY21-22 budgets for presentation to the budget committee. Discussion included a needed breakdown of income and expenses for the Parks Maintenance Fee including staffing, materials, and supplies expenditures. Jim Davis suggested we not look back but look forward with the FY 21-22 budget preparation. The Board can provide input to the Budget Committee and the City Administrator, especially if something needs to be added. The Mayor said Jerry and Jeff will present their best wish list in the Parks budget which goes to the City Administrator and Finance Director who will determine if those priorities can be allocated within the total City budget. The Mayor

requests the Board become involved with the budget by attending the Budget committee meetings. The Board will assist Jerry and Jeff's budget preparation, as needed. Jeff said the Master Plan will dictate employee needs dependent on park needs. The Mayor said they are preparing a "status quo" budget, not gaining or losing anything. If we feel there are needs not being addressed, then the request goes to the Budget Committee who will then decide where in the budget the money will come from. The City Administrator and Finance director are required to submit a balanced budget to the City Council.

7. ADJOURNMENT

Barbara Karmel moved to adjourn, Jim Davis seconded, motion passed. The meeting adjourned at 7:56 pm.

The next meeting of the Parks & Recreation Advisory Board is scheduled May 18, 2021 at 6:30 pm.

Respectfully submitted,

Lisa Potter, Board Secretary