

PARKS AND RECREATION COMMISSION MINUTES

APRIL 12, 2017

Members present: Tiffany Quilter, Charles Maynard, Charlene Rios and Arin Swinger
 Members absent: Warren Tracey and Connor Lange
 Staff present: Spencer Grigg and Kerri Smoot
 Guests present: Barbara Guillard

2017 MEETING ATTENDANCE RECORD

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Quilter, Tiffany	C	X	C	X								
Lange, Connor	C	E	C	E								
Maynard, E. Charles	C	E	C	X								
Rios, Charlene	C	X	C	X								
Swinger, Arin	C	X	C	X								
Tracey, Warren	C	X	C	E								

C=Meeting Cancelled X=Present O=Absent E=Excused R=Resigned

Call Meeting to Order

The regular meeting was called to order by Chair Charlene Rios at 7:04 p.m.

Introduction of Guests/Visitors

Barbara Guillard present.

Approval of Minutes of Prior Meeting

Ms. Swinger moved the draft minutes of February 8, 2017, be approved as submitted. Seconded by Ms. Quilter. Motion unanimously approved and passed.

Communication/Correspondence

None.

Budget Review – Monthly Update

Mr. Grigg went over the 2017 year-to-date revenue and expense budget summaries. Members agreed that it would be a good idea to review last year’s totals in the future and to only review this year’s budget quarterly rather than monthly, as that would provide the most accurate numbers. Ms. Quilter made a motion that we review the Parks and Recreation budget as noted in MLMC 2.44, and that we review it quarterly. Seconded by Mr. Maynard. Motion unanimously approved and passed.

Program Promotion – Monthly Update

Brief discussion held regarding the various ways we promote our programs and activities, such as our program brochures, websites, social media outlets, e-notifications, weekly newspaper ads, and our mobile application. Significant discussion held regarding the Prescription to Play program.

Naming/Renaming City Facilities – Monthly Update

The City Manager has requested that we review the City’s current *Guidelines for Naming or Renaming City Facilities* and provide an updated document for City Council review and approval. Mr. Grigg provided members with the current guidelines and various sample guidelines from other cities. Members will read over the guidelines and come up with ideas which we will discuss at our next meeting.

Plat Reviews/Dedication, or Fee in Lieu of Land – Monthly Update

Single Home Site Development

- Crossroads North, Phase 3 – *Final Plat* - 32 units with fee-in-lieu impact of \$48,000.
- The Greens, Phase 2 – *Request to Approve Extension* - 68 units with fee-in-lieu impact of \$24,000.
- Barrington 3A – *Preliminary Plat* - 28 units with fee-in-lieu impact of \$35,000.

Apartment Complex Development

- Solara Apartments - 228 units with fee-in-lieu impact of \$12,384.
- Central Park Apartments - 129 units with fee-in-lieu impact of \$71,914.
- Pioneer Meadows Apartments - 189 units with fee-in-lieu impact of \$45,738.

Director's Report

Staffing – Update

Our recreation superintendent, Ms. Moholt Phillips, has been on extended leave and it is our understanding that she will not be returning. Her vacated position will be posted internally on Monday. If a qualified candidate is not found from internal applicants, the position will be posted externally. If we do find someone qualified internally, we will then have a recreation supervisor or coordinator position to fill. Ms. Moholt-Phillips was with the City for twenty years and did some great things. We wish her all the best.

Surf 'n Slide – Update

Xylem conducted their annual inspection of the Flowrider pumps today and found that both pumps need to be sent to Portland to be rebuilt. The cost to rebuild one pump is approximately \$25,000. If the pumps are still under warranty the company will split the cost with us, depending on what parts need to be rebuilt and what, if any, can be repaired. Discussion held about expenses and revenue.

Ballfield Lighting Project – Update

We scored 5th place out of 18 in the Youth Athletic Facilities grant we applied for. The limit for that grant is \$250,000 per project and it is a 50/50 match. The project is \$500,000 so the grant would pay \$250,000 and we would pay the remaining \$250,000. The City has set aside money through the Lodging Tax Advisory Committee with the hotel/motel tax so we have the funds available to meet our required match amount. In addition, while we were applying for the grant we talked to our local representatives, Tom Dent and Judy Warnick, and they informed us there are capital funds that they can provide for relief for community projects less than \$500,000. We may be able to get about \$100,000 in grant funds to go towards other ballfield repairs and updates.

Museum & Art Center – Update

Brief discussion held about *The Art of the Undertaker* exhibit which will run through June and the various programs being offered this month.

Youth Day Parade

The annual Youth Day Parade will be held next Saturday, April 22nd.

6-Year Plan Document – Review

Each member was given a copy of the Parks and Recreation Strategic 6-Year Plan to read over in their own time. Brief discussion held.

Commission Questions/Comments

Mr. Maynard commented on various matters regarding parks. Each topic discussed briefly.

Adjournment

Ms. Quilter moved to adjourn, seconded by Ms. Swinger. Meeting adjourned at 8:25 pm.