



City of Sweet Home
Parks Board
City Hall
Conference Room
1140 12th Ave.,
Sweet Home, OR 97386

Park Board Minutes

January 18, 2016

Call to Order at 8:35am

Attendance: Andrew Allen, Angela Clegg, Nancy Patton, Jane Hazen, Councilor Ryan Underwood, Planning Services Manager Laura LaRoque, Planning Assistant Katie Wilcox, Public Works Director Mike Adams

Visitors: none

Absent: Todd Branson

Chairperson Nomination

Planning Services Manager Laura LaRoque asked the Board to consider nominations for Chairperson.

Jane Hazen mentioned that her attendance and note taking are her best qualities she can offer the Board and believed this would make her a good candidate for being Chairperson.

Nancy Patton stated that she had already been Chairperson before.

Laura asked if there were any other nominations at that time, and there was none. The board voted on Jane Hazen for Chairperson, the vote was unanimous and she was approved.

2016 Sweetheart Run Update

Planning Services Manager Laura LaRoque opened the conversation on the Sweetheart Run and asked Planning Assistant Katie Wilcox to give an update on the event.

Katie explained that planning for the event was making progress. She noted that sponsorship requests had went out a week prior, for event funding and for in kind donations for the raffle prizes. She explained that there has not been much feedback on possible sponsorships, even after sending out request to returning sponsors, but that there had been some donations from new Vendors, as being a Vendor constitutes a low sponsorship tier level contribution.

Jane Hazen asked if it was possible to reach out to gyms or clubs.

Katie mentioned that she had been working with the Finance Director Pat Gray in order to deliver flyers, letters and sponsorship materials to local businesses, local gyms, local and regional fitness groups and sports stores in the Salem, Corvallis and Eugene area. She mentioned that Nancy Patton's store was one, as well as Andrew Allen's business as well.

Andrew Allen commented on preferring smaller posters for his store.

Councilor Ryan Underwood mentioned he could take some cards for distribution.

Angela Clegg offered her time as well, to distribute things in the Lebanon area since she travels there regularly.

Andrew asked if he could get a calendar for park events so that he might coordinate better. Andrew also mentioned that he would be selling cookies as a promotional fundraiser at his place of business starting a few weeks before the event. Andrew asked how many runners were registered.

Laura mentioned that the last she checked it was 32.

Andrew suggested the Parks department look into using the website Athletic.net as a resource to boost registration for the run. He mentioned it is used by many track coaches and while it may cost a little to sign up, it may be something to consider.

After the discussion Katie mentioned that she would call and follow up with possible sponsors like the CrossFit in Lebanon, Big 5 stores, and others.

Nancy asked Katie if she had contacted Miss USA Oregon and Miss Teen USA, and Katie said that she had and that she would give them a follow up call.

Angela mentioned that she tentatively could be a volunteer, but she may have other things come up in her schedule. Angela also mentioned that she would suggest handing out flyers at the Growler Café in Lebanon because she knows a lot of doctors and health care employees go there a lot and they are also people who partake in events like the Sweetheart Run.

2016 Summer Recreation Program

Planning Services Manager Laura LaRoque began the discussion by explaining the Summer Recreation Program and what it entailed for 2015. She explained that there were three parts, Outdoor Movies, Music in the Park, and Partnering with the Boys and Girls Club.

Laura explained that the Outdoor Movies were received very well and had good attendance.

Jane Hazen asked if there was any food vending.

Laura and Nancy both spoke of the popcorn, candy and soda being available to the patrons.

Nancy explained that candy and soda were being at cost, and popcorn was free. Nancy mentioned that she would like to have a popcorn machine bought for the parks since the Parks Department borrows the machine from Les Schwab for Movies and the Harvest Festival. She stated that she feels buying one would be a good investment.

Laura went on to discuss the Music in the Parks program, explaining that it did not have a large attendance, but grew with each concert.

The group discussed possibly having more promotion.

Laura mentioned that for both events it went out in the City Billing for municipal water, but that perhaps banners, like they use for Harvest Festival and Sweetheart Run could be an option.

The Board agreed that banners would be great, with possible locations at both ends of town.

Laura mentioned that there is also the possibility with ODOT approval to have one over the highway/main street.

The group discussed the day of the week to have the event, and Angela explained that a lot of people do not want to or cannot make it to the concerts on weekdays because they work the next morning.

Laura asked the Board members to also consider that whichever day they pick for the events, it will most likely be competing with another summer event in the region.

Jane mentioned that these events were a good opportunity to ask for donations from the community.

Next Laura explained that this year the Parks Department will partner with the Library on a Super Hero themed Summer Program, connecting the Library and Parks departments for Summer Youth programs.

Lastly Laura described the relationship the Parks Department has with the Boys and Girls Club of the Greater Santiam. She explained that the Parks Department uses funds for the Summer Recreation

program to support transportation for the Club's summer program, as well as scholarships for children in the community to be a part of those programs, including their membership to the club and cost of each of the summer activities.

Andrew asked if the Parks Department would no longer be doing any arts and crafts day activities in the parks for summer recreation.

Laura explained that it was too difficult with the lack of staff and high numbers of unsupervised children. The family events make it possible for two people to coordinate and run the events.

The group discussed considering dates and creating schedule for the 2016 summer events.

Angela Clegg mentioned that after that schedule is finalized she can coordinate clean up days at Sankey Park with her Adopt-A-Park group the South Santiam Watershed and Youth Watershed Councils.

Jane asked if there were any interpretive or nature oriented programs.

Laura answered by explaining that there were not any in the Parks Department but that the Forestry Department does.

Angela Clegg added that she teaches classes in the parks with her group as well.

Andrew Allen noted that the Sweet Home Trails group will be holding a meeting soon on Wednesday at 6:30pm, but would need to verify the date.

Park Budget Overview & Parks Capital Improvement Plan

Jane started the discussion by expressing her concerns with safety, liability and use of the parks. She went on to explain how public safety, sanitation, lighting, trails, toilettes, signage and the like are detrimental to a park and should be priority items for the budget. She also mentioned that the parks should be evaluated in their uses, and then solutions developed for ways to generate income based on those uses.

Andrew Allen explained that he felt Strawberry Park developments should be a priority, in order to show commitment and move forward. He explained that with the large community outreach done on that project it is imperative to follow through on those plans and show commitment.

Nancy Patton agreed with Andrew.

Laura explained that before a lot of work can happen wetland delineation needs to be conducted.

Angela asked if her colleagues had been out and noted that she would follow up on that issue.

Public Works Director Mike Adams explained that the items listed on the Capital Improvement Plan, which the Board was reviewing during the discussion, was for future planning and not necessarily day to day maintenance. He explained that items can be moved from Capital Improvement Plan to the day to day maintenance as needed.

Andrew Allen asked if the dollar amount was locked in or subject to change.

Mike explained that the Parks Board was in a position to evaluate cost and propose an increase to the Budget Committee.

Andrew mentioned that he would like to push for funding of the Phase 1 Strawberry Park Plan, with concerns with the cost of the parking lot expansion. Mike added that it is possible to expand the parking lot with gravel and choose not to pave it at this point. Essentially increase it in size and in turn increase use, but not at the most costly dollar amount. He added that there could also be a mobile ADA restroom rather than constructing the permanent restrooms at this time.

Andrew recommends asking for the original \$13,000 (from the previous budget) for capital improvements, with additional funds for the parks upgrades.

Jane agreed that improving the access is a priority, but questioned improving use, before or while conducting ground work and site development, as well as being concerned with the overall cost.

Laura explained that these items may be paid for with two different funds, as there are separate accounts for professional services and park projects.

Nancy agreed with Andrew and thinks that the City should move forward on the Strawberry Park Plan.

Mike reiterated, explaining that the Parks board could present a proposed budget plus a dollar amount for day to day operations in conjunction with the Capital Improvement Plan list, and a request for additional funding to complete items on the list.

Ryan noted that while it is possible to ask for an additional dollar amount, the board would need to consider where the funds would come from.

Jane mentioned that she would like to pursue donations in ways to relate park improvements to the average public, like parking, trails, benches, and more. Ideas that are more tangible and easily conceptualized by the community.

Andrew agreed and noted that he would like to focus more on the budget committee discussion currently at hand.

Mike noted that the Board could ask council for long term funding as an option.

Jane explained that she believed community involvement would play a large factor in long term funding.

Angela noted that her wetland work and grant work is long term funding, and will continue.

Jane mentioned that there are many options for long term funding.

Laura redirected noting that the budget proposal is time sensitive and that long term funding could be a discussion for a later date.

Mike noted there should be an estimate composed by March, be it simple or complex. He reminded the board that they can propose a request for a general amount to the Budget Committee and it would not have to be broken down into projects or itemized. He emphasized that an amount would need to be decided upon at the next Parks Board meeting in February.

Jane asked if they needed to consider eliminating items off of the Capital Improvement Plan list.

Mike explained that the list is a complete list of everything that needs to be done.

Jane asked that everyone consider what items are an emergency or priority.

Ryan asked if there was a way to incorporate Adopt-A-Park groups into the funding.

Angela replied by mentioning that one of the reasons why she got involved as a group that had adopted a park was to help with funding.

Laura reminded the Board that the Adopt-A-Park groups are mostly action-oriented.

Andrew mentioned that the Sweet Home Trails group could possibly be adopting the South Hills Trail.

Mike asked that the group consider recommending the Capital Improvement Plan funding for over the next 20 years to be identified, plus additional funds for this year to be identified.

Jane asked if there was an average estimate of funds.

Mike explained they could respectfully request \$50,000 as a rounded amount, with 1.5 million identified in future costs.

Jane agreed with Mike's suggestion.

Nancy explained that she hopes Parks will receive more funding as the Board, Staff and volunteer groups have worked hard and delivered.

Mike reiterated that if the Parks did receive more funding, that money would come from being pulled away from another City funding pool.

Jane suggested to the Parks Board to each compile a list of their top 12 priorities for the parks and bring it to the next meeting so that they may be compared, and a master list created.

Adjournment at 10:30AM

Next Regular Parks Board Meeting - February 22 @ 8:30AM