



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

## Park Board Minutes

February 22, 2016

**Call to Order** at 8:35am

**Attendance:** Chairperson Jane Hazen, Nancy Patton, Councilor Dave Trask, Planning Services Manager Laura LaRoque, Planning Assistant Katie Wilcox, Public Works Director Mike Adams, Andrew Allen (9:00am)

**Visitors:** Tyson Patton

**Absent:** Todd Branson, Angela Clegg, Councilor Ryan Underwood

### Welcoming and Introductions

Laura introduced Chairperson Jane Hazen to Councilor Dave Trask, and they discussed their roles within the community.

### 2016 Sweetheart Run Recap

Planning Services Manager Laura LaRoque opened the conversation on the Sweetheart Run and explained that this year was overall successful. She explained the number of participants per group. It was noted that although the participant numbers were down and the sponsorship donations were less, the overall cost was lower and funds raised were estimated to be a little over \$2,000.00. The group also discussed what staff was involved and what improvements can be made for next year's event.

### Introduction/Submission of Inquiries, Ideas, & Proposals

Chairperson Jane Hazen handed out proposals to the Parks Board that included;

- A recommendation to City Council to change the Park Board members from four to seven.
- A proposal to the Parks Board to bring in Tao Orion to assist in meeting the Master Plan 2014 strategies and actions for operations and development.
- A proposal to the Parks Board to investigate, identify and recommend practical and innovative alternatives for increased Park System Staffing in order to meet the capitol development program and budget duties of the Parks Board.
- A proposal to the Parks Board to assign each member an advocacy role for a specific property in order to meet the capitol development program and budget duties of the Parks Board.

Chairperson Jane Hazen asked that the Parks Board consider these topics for later discussions.

### **Park Board Ordinance Review**

Chairperson Jane Hazen began the discussion by stating that she believes they should increase the number of members. The group discussed the pros and cons of adding more members and what roles the group should play. Attendance was also discussed and the appointment of new members.

The topic of youth involvement came up and how the youth could be invited to join in and participate in the meetings. It was agreed that getting the kids involved would be beneficial.

Planning Services Manager Laura LaRoque explained the process of ordinance change at the request of the Parks Board.

It was decided to discuss the topic of ordinance review again when more members are present.

### **Parks Capital Improvement Plan & Budget Recommendations**

Chairperson Jane Hazen began the discussion by touching base on the different accounts that would be used for the parks system. The board discussed what funds go to deferred maintenance, the capital improvements or general operating expenses.

The group discussed the capital improvement list and the master plan. The discussion was geared towards what capital improvement expenditures would be most pertinent to focus on as far as the allocation of funds for the budget proposal.

The use of which funds were appropriate to use towards the specific expenditures was explained and discussed.

It was discussed that Phase 1 development of Strawberry Park needs to have funds allocated this year, even if towards a partial completion.

It was also discussed that safety and accessibility of the parks system in general is an important priority for allocation of funds this year.

Another discussion point was the staffing of parks for maintenance and clean-up. It was mentioned that negotiations for labor contracts were going to start soon, and that the budgetary number for staffing would be based on future negotiations.

The group discussed allocating future funds in the transfer reserve line item that may be re-allocated in the following year if not used this year.

Specific monetary amounts were discussed for prioritized park improvements. The group also discussed strategies of how to successfully propose said amounts to the Budget Committee and City Council.

It was decided that the discussion would be left open and continue due to lack of time to continue the meeting. It was decided to distribute the information out to all members of the board and to work towards a final recommendation for Public Works Director Mike Adams to present to the budget committee by March 11<sup>th</sup>.

### **2016 Summer Recreation Program Plan & Budget Recommendations**

It was decided to move this topic to the March Meeting Agenda

### **Discussion: Increased Staffing for Parks Programs & Maintenance**

It was decided to move this topic to the March Meeting Agenda

### **Adjournment at 10:30AM**

**Next Regular Parks Board Meeting - March 21 @ 8:30AM**