



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

Park Board Minutes

April 18, 2016

Call to Order at 8:43am

Attendance: Chairperson Jane Hazen, Angela Clegg, Councilor Dave Trask, Planning Services Manager Laura LaRoque, Planning Assistant Katie Wilcox, Public Works Director Mike Adams

Visitors: None

Absent: Nancy Patton, Councilor Ryan Underwood, Andrew Allen

Note: Andrew Allen notified Staff of his desire to resign once a replacement has been found.

Welcoming and Introductions

Chairperson Jane Hazen welcomed all and thanked them for attending. She encouraged everyone to bring guests or visitors to the meetings if they can.

Introduction/Submission of Inquiries, Ideas, & Proposals

Angela Clegg asked Mike Adams for a cost report of work done around Sankey Park in regards to the Watershed areas.

Mike clarified that she wanted a summary of all costs of work done in that entire area, and said he would get it to her.

Park Board Draft Ordinance Revisions

Chairperson Jane Hazen opened the discussion by reviewing the Draft Ordinance changes that Laura had proposed and complimented her on the wording.

Planning Services Manager Laura LaRoque proposed doing a quick recap for members that were not present at the last meeting.

Chairperson Jane Hazen explained she proposed adding an increased number of board members, making it a total of seven, and having young people involved as well. She said this would bring in a more diverse compilation of members and hopefully increase attendance in order to get work done.

Angela Clegg mentioned that it would be difficult to get students unless they meet on Fridays because of the four day school week. She said it is difficult to pull the kids from class. She said there are kids that would be interested.

Chairperson Jane Hazen went on to explain that there was discussion around excluding non-residence (those outside the school district boundaries.) She explained that it would eliminate property or business owners who do not reside in Sweet Home, like herself, from serving on the board. She explained that there currently is no residential requirement and that Laura had added that section into the revised draft of the ordinance, and she had asked that Laura remove it.

Public Works Director Mike Adams said that he has concerns about how the Community and City Council would receive being asked to appoint a person to a City board that is a non-resident.

Planning Services Manager Laura LaRoque explained that other City boards have a similar requirement, which is why she proposed adding it to the draft.

Chairperson Jane Hazen said it would be discriminatory to property owners, business owners, local employees, and people involved in the community that may not live here.

Planning Services Manager Laura LaRoque said that one possibility is adding in the wording to include property owners and business owners.

Chairperson Jane Hazen explained that she feels it could be harmful to put limitations on an advisory board, and emphasized that they are advising to a higher council that would oversee ultimate decisions.

Councilor Dave Trask explained that he was not sure how it would work out. He said he did not disagree, but would like to understand why you would want someone on a board that is not in the district. He went on to say that if you want someone outside the City as an advisor, you could just bring them in as an advisor.

Chairperson Jane Hazen explained that if the section was added, restricting membership to residents, she would not be on the board. She explained further by saying that the City would not be receiving her services, as a professional in parks management, for free.

Public Works Director Mike Adams said that he agreed with what Laura said about adding qualifiers to the wording, so that someone with a stake in the community could still be a member of the board.

Chairperson Jane Hazen stated that she still has concerns with limiting an advisory board and excluding people when they are trying to get more involvement and recruit other members. She explained that she has a list of people she would like to invite to join, that do not live in Sweet Home, but may work in Sweet Home.

Angela Clegg said she feels that voting members should be a resident, property owner or business owner within Sweet Home.

Chairperson Jane Hazen stated that the board decides by consensus, not by voting. She continued to summarize some of the other changes to the ordinance such as term limits, adding a Vice-Chair person, and attendance.

Planning Services Manager Laura LaRoque explained that in the original draft it states that the board is to meet at least four times a year, although the group has decided to meet monthly. She explained that missing two out of the four meetings would be considerable.

Chairperson Jane Hazen asked Laura if there had been wording describing how a member is removed from the board or if she added it in.

Planning Services Manager Laura LaRoque explained that before these changes, if a member was not showing up to a meeting then it would take council action to remove that person from the board. She went on to explain that the proposed wording in the draft states that the conditions are agreed upon at the time of appointment and if the conditions are not met they are automatically removed. She explained that the absences are only counted against that person if they are unexcused, and even then if they are removed they can appeal that decision.

Chairperson Jane Hazen went on to review the Powers and Duties section of the proposed draft. She stated that Laura had done a great highlighting what the Parks Board can do for the City and Community. She said she thought it was very clear and easy to read.

Planning Services Manager Laura LaRoque said that with a few members still absent, she would like to table the conversation for the next meeting and review the first few points again.

Discussion: Clover Park Fountain Landscaping Proposal

Chairperson Jane Hazen asked if Laura could go over the Clover Park proposal for everyone.

Planning Services Manager Laura LaRoque explained that there were a few groups involved in improving Clover Park. She went on to say that the Beautification Committee spends time planting flowers in the park. She explained that the Park has recently been adopted by the volunteers at the Police Department, and through that Adopt-a-Park program there has been a proposal submitted to the Parks Board on revamping the Clover Park area. She explained that it states the purpose is to beautify the dirt area of the fountain. She said that there was a fountain in the past, and then asked Mike Adams to explain more about the history of it.

Public Works Director Mike Adams said that there was a fountain in the park and he believed the original intent was for it to be seen from the highway as you came into town. He said overtime the vegetation became overgrown and hid the fountain from view.

Councilor Dave Trask mentioned that it may have had lights at one point.

Public Works Director Mike Adams said that there are lights, which do not work, and plumbing still there.

Planning Services Manager Laura LaRoque explained that essentially it is not being used as a fountain and it is being proposed that it be used as a very decorative planting area. She explained that the main goal is to beautify the fountain area. She said the estimated cost of \$246.00 is fairly low, and that amount would be to buy the materials to do the work so volunteers could replant that area.

Councilor Dave Trask asked if they were planning on filling the fountain with dirt, and noted that it would take a lot of soil.

Planning Services Manager Laura LaRoque replied by saying that they did plan on filling it, and that they would probably need to take another look at the numbers. She explained that they would also ask for some assistance on the work that could be done by the City crews, such as blasting the sidewalls of the fountain to clean them up or possible a less damaging method to clean the fountain. She said she would check into the budget and see if there are any funds that may be put towards the project. She explained that essentially she wanted to show that there is interest in doing some work on the Park and she could look into funding options.

Chairperson Jane Hazen mentioned that the park beautification may be a suitable use for the donated funds from the water bill option.

Planning Services Manager Laura LaRoque explained to the rest of the group that the water bill gives people an option to donate towards the parks' beautification.

Councilor Dave Trask stated that he thought it would be nice to have the fountain working again, but he understands that it would be very expensive. He said it was really nice when it was working.

Planning Services Manager Laura LaRoque said that this could be the first step and then the next could be planning for a long term fountain project.

Angela Clegg said her watershed group could possibly assist the volunteers with this project as they had assisted with the original project.

Planning Services Manager Laura LaRoque said she can contact them and coordinate.

Chairperson Jane Hazen asked if the group agreed by consensus to support this project and use the beautification funds for Clover Park.

Planning Services Manager Laura LaRoque said she would look into the funding opportunities and follow up with the group. She also went on to explain that there are also long term proposals from the police department volunteers, which range throughout the entire park system. She went on to say that they propose, the fountain project, as mentioned before and to remove some of the earth berms to see into the property from the highway. She said they would like to add three different flag poles to

showcase the Police, the City and the United States. She said these projects are long term ideas to consider for future planning.

Chairperson Jane Hazen said that she thinks a landscape designer would be needed for this project and she feels that the board should respond, letting the volunteers know that the Parks Board is putting their proposal into the long term planning for acquisition of funds.

Planning Services Manager Laura LaRoque said she will follow up with the Volunteers and let them know the Parks Board has seen the proposal and it will be considered in the long term.

Media Planning

Chairperson Jane Hazen started the discussion by explaining that she would like to broaden the scope of the board by creating and implementing a media plan. She explained that almost all organizations, be it private, public, or government all use social media and the Parks Board should consider how to harness those tools as well. She explained that it is a very powerful tool and as an example she pointed out the City of Corvallis' Parks page. She said that while a lot of pages are not very interactive, our Facebook page actually is more interactive than others. She explained that the events tool is very useful. She explained how reading each comment is very important for feedback and being aware of how the people utilizing the park think and feel about their experience. She explained that images of the parks can be very powerful; that you can tag a person at a park, and it will be shared with other people who can then see that park experience.

Angela Clegg said that her watershed group also has a Facebook page and for posting pictures on media you need to get media release forms so that those people are aware that their image may be posted or used in media later.

Chairperson Jane Hazen said she fully understands that there are parameters that the pages should operate in. She said having an administrator to control the negative aspects that may come up on social media, such as meanness, racism, inappropriateness, and more. She explained that in order to meet the goals of property acquisition and necessary funding, then the board needs to start small with what they have, and that is why she asking this board to look at what the tools are that they have available to them. She said that with a community this small, with a small staff, using Facebook beyond just a bulletin board can be a step in the right direction. She explained that using it as an interactive tool is how you get more involvement and sponsors. She explained that when you build programming you do not do it through the mail anymore, everything is online and digital.

Planning Services Manager Laura LaRoque said that a good example is the Portland Parks foundation. She said they have a very active online presence.

Angela Clegg said that as a non-profit person, she believes a large part of it is appealing to your community. She went on to explain that connecting with Sweet Home Alumni, the City of Sweet Home and other groups could help get your messages out. She said that making it more appealing and getting it out to more groups can help bring people in.

Chairperson Jane Hazen requested that everyone does a review of their favorite park in Sweet Home on the Parks and Recreation Facebook page. She said that it will create interaction, competition and discussion, but in a positive fashion.

Angela Clegg said that the only thing she wanted to add was that there should also be an improvement on the physical aspect of the media planning. She explained that a lot of people who use the parks and who are members of the community do not use the internet, or do not have smart phones and the newer technology. She explained that we still need to improve the methods of reaching out to these people as well.

Chairperson Jane Hazen asked if Angela would recommend using a bulletin board, flyers, bookmarks or the like.

Angela Clegg said that she believed any of those methods would work and help. Planning Services Manager Laura LaRoque said that using both of these approaches would be best.

Chairperson Jane Hazen asked if everyone would like to discuss specific objectives.

Angela Clegg said that she would be very interested as her and Laura had discussed how they can reach out to more people in the past.

Public Works Director Mike Adams said that ultimately you are trying to get mass exposure for the parks in every way possible, which would encompass all these methods.

Chairperson Jane Hazen said that she would like to specifically consider physical outcomes, such as money, property donations and recruiting for Board Members. She asked the group to consider what they use and what their favorite tools are. She explained that using your smart phone to network can be very powerful and interactive.

Public Works Director Mike Adams explained that when posting you would need to be able to grab attention. He said that anything and everything is an option, but you need to consider who is going to administer, update and keep those things active and relevant. He explained that the City does not have the staff to do it, but he likes Jane's idea of having a volunteer group or committee to run it.

Chairperson Jane Hazen said that she agrees and she would propose a sub-committee for the media management.

Angela Clegg added that you could even designate one person on the sub-committee per each task, such as pictures, updates, and more.

Chairperson Jane Hazen said that it would also increase involvement at events and possibly bring a new member onto the Parks Board. She explained that with the highway being closed this summer she would like to get something online soon for donations from tourists. She said that now people are donating over 60% over the phone or online. She said she would like to start a program similar to the old passport program they did in California but to do it in parks over the phone and get tourists to stop and stay longer.

Angela Clegg said that we can develop sponsorship tiers that would get sponsor's names out in parks to get a reward for their help, such as a sign in the park. She explained that she finds this method to be affective.

Chairperson Jane Hazen agreed and asked if there was any suggestions on what action would be next.

Planning Services Manager Laura LaRoque said it seemed like organizing a sub-committee would be the next step.

Chairperson Jane Hazen said she would like permission to organize and advertise for an online subcommittee. She said she would like to take on that responsibility to get people to join. She said that with a closed Facebook group they would not need physical meetings, and then the councilors could review and read the ideas. She said all this would be through the Parks and Recreation Facebook page, under Laura's administration. She feels that this is a way to develop credible survey data.

Discussion: Budget

Chairperson Jane Hazen asked the group if there were any additional proposals or ideas they wanted to discuss.

Public Works Director Mike Adams said he wanted to share with the board what he had proposed to the Finance Director. He passed around a summary of the budget sheet. He explained that the some of the numbers may vary per the Finance Director's notes. He explained the budgetary amounts per capital outlay, racquetball court lights, Strawberry Park renovations, irrigations improvements, and the BMX track. He went on to explain that there are still requests for machinery,

equipment, staff etc. He said that some funding can be flexible and that there are other funds such as professional services and a Weddle Bridge fund that could be used for specific projects, such as the fire suppression system on the bridge.

Angela Clegg said that she would like to know what stage the strawberry Park development is in, because when it comes to buying wetland plants, she can write a grant for that and purchase those plants with grant funding.

Planning Services Manager Laura LaRoque said that the project is getting close, there is a delineation report being created and sent to the department of state lands, which would outline what kind of plants and where the plants can be planted, probably in 2 months or so.

Angela Clegg said that in her grant funding they can also add in contractor services and allocate funds that way.

Public Works Director Mike Adams said that was all he had to share on the proposed budget at this time. He also added that he has porta-potties at Northside and one coming to Strawberry and Ashbrook that will stay there all summer.

Chairperson Jane Hazen asked if there were composting toilets in the parks.

Planning Services Manager Laura LaRoque said there were not.

Councilor Dave Trask asked if the equipment funding typically gets spent every year.

Public Works Director Mike Adams said it does not always get spent but is still needed in case something breaks down or needs to be fixed. He said it has been spent, but not always the full funding amount.

Councilor Dave Trask said that he recommends that it be spent. He said that there are things we need for the parks, and if it makes the work more efficient, than buy it. He went on to say he would like to see a detailed breakdown on the capital improvement funds requested. He said that he is in support of the funding.

Public Works Director Mike Adams said that the breakdown is listed on the full report of the proposal.

Chairperson Jane Hazen said that it is exciting to get support from the City Council.

Discussion: Strawberry Park Master Plan

Planning Services Manager Laura LaRoque said that the Master Planning project for Sankey Park has begun. She explained that the consultant team will meet with the students before they break for the summer and then they will be at the June meeting to discuss the project. Laura said she has reached out to the Key Club and then wanted to reach out to Angela and her group as well. She explained that they would have a couple community outreach events to get general input from the community as a whole.

Discussion: Recreation Programming

The group decided that for the May meeting everyone should have some suggestions or ideas about Recreation Planning for the Parks.

Adjournment at 10:01AM

Next Regular Parks Board Meeting – May 16, 2016 @ 8:30AM