

PARK & RECREATION BOARD AGENDA

Monday, October 3, 2016

6:30 P.M. - City Hall Conference Room

1. Self Introductions. Current members of the Park and Recreation Board are: Lee Wooldridge (Chair), Linda Cosgrove, Martha Wooldridge, Michael Villanti, Stephen Dorner, Kelsey Proctor, Pete Tracy (Vice-Chair). City Council liaison is Steve Johnson. Planning Commission liaison is Les Poole.
2. Approval of July 11, 2016 and September 12, 2016 Minutes
3. Introduction of Parks Master Plan Consultant, Steve Duh of Conservation Technix, Inc.
4. Discussion of Park Rules – Kelsey Proctor
5. Update on Homeless Living at Meldrum Bar Park – Jeff Jolley
6. Survey Regarding Types of Programs Requested by Community – Kelsey Proctor
7. Discussion of Parks Budget – Jim Whynot
8. Discuss Possible Change of Park Board Meeting Nights to 2nd Monday of the Month at 6:30 pm
9. Business from Staff
10. Other

PARKS BOARD MEETING MINUTES

September 12, 2016, 6:30 P.M.

GLADSTONE CITY HALL CONFERENCE ROOM

1. The meeting was called to order by Pete and self-introductions were made. Present in the room were Board members, Linda Cosgrove, Stephen Dorner, Pete Tracy (Vice Chair) and Kelsey Proctor. Present from the Port of Portland were Kelly Molinsky and Lisa Apple. Jim Whynot (Director of Public Works) was also present. Guests in the room included Mindy Garlington, Frank Hernandez and Susan Liston. Not present: Lee Wooldridge (Chair), Martha Wooldridge, Michael Villanti and Steve Johnson (City Council).
2. Pete requested that Eric send a note to Lee and Martha asking them if they want to continue with the Parks Board.
3. As we did not have a quorum, the July minutes were not approved.
4. Report from Port of Portland: Lisa and Kelly updated work at Meldrum Bar Park. Grass seed to be planted, pavement to be repaired and repaved, bio swell to be seeded. Work to be completed by the end of October this year. The Port will water all new plantings. In early spring, trees and

groups that do this for community service projects. This will be further discussed at later meetings.

8. Survey for Functions in our Parks: Kelly has a survey prepared, but we are not able to approve it tonight as we do not have a quorum. To be discussed at the next meeting.
9. Parks Master Plan: Per Jim – he has talked to a couple of local firms. He put out three requests and got two quotes back. He is in the process of negotiating a contract with Conservation Technics located in Portland that will be within budget. Progress to be reported at later meetings.
10. Update of Rules & Responsibilities for Park Board Members: To be discussed at January's meeting.
11. Budget: Jim reports that the new truck for Public Works has been approved and is on order. Jim is planning an open house for the Public Works Dept. in the spring as suggested by American Public Works. Jim will bring a copy of the Parks budget in at a later meeting to answer any possible questions.

PARKS & RECREATION BOARD MEETING MINUTES

JULY 11, 2016, 6:30 P.M.

GLADSTONE CITY HALL CONFERENCE ROOM

1. The meeting was called to order and led by Pete Tracy (Vice Chair). Members present in the room were Linda Cosgrove, Stephen Dorner, Jim Whynot (Director of Public Works), Steve Johnson (City Council liaison) and Kelsey Proctor.

Also present were guests Mindy Garlington and Susan Liston. Lisa Appel represented the Port of Portland. Not present in the room --- Lee Woolridge (Chair), Martha Woolridge and Les Poole (Planning Commission.)

2. Minutes from 6-6-16 were reviewed and approved.
3. Storm line replacement at Nature Park Trail: Per Jim, the project is now completed and plant restoration is yet to be done. He is monitoring the progress.
4. Discussion of Recreational Immunity: Per Steve -- see attached article "Changes to Recreational Use Immunity Law." Per Jim, all equipment in the City Parks must be inspected on a regular basis and documented efficiently to protect the City legally. Jim is implementing a procedure to do this. Installation of new equipment is on hold until the outcome of current litigation is determined. Per Mike, a contact telephone number is needed for Parks & Public Works. Jim is in the process of placing this into effect. Per Jim, there will be

11. Per Kelsey: Gladstone Community Festival is coming up. She is asking to do a survey for more programming requested by the public. What type of programs does the community want through Parks? Kelsey will create the survey and email it to the Parks members asking for their response. We will discuss it at the August meeting and have it ready for the Community Festival.
12. Susan Liston presented a letter she presented to City Council regarding future building permits in the City. The letter is asking for a moratorium on building permits until the establishment of fees has been resolved. See attached.
13. Per Steve, Drinking Water Master Plan and Storm Water Master Plan are done. The Sanitary Sewer Master Plan is coming in December and the Transportation Master Plan is in process. A company has not been chosen for the Parks Master Plan.
14. Code enforcement: Per Steve, there have been meetings regarding City codes and the City is moving forward with enforcement.
15. Meeting was adjourned. The next meeting is scheduled for August 1, 2016 at 6:30 p.m.