



PARKS & RECREATION ADVISORY BOARD

Wednesday, February 18, 2015

6:00pm

West End Building

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1. Roll Call

Nancy Gronowski called the meeting to order at 6:05 p.m. In attendance were Steve Dodds, Bill Gordon, Ryan Hubbard, Scott Bullard, and Ivan Anderholm, Jan Wirtz, and Dina Balogh staff, Also in attendance were PRAB Alternate, Bill Edgar, 50+ Board Member Ron Mathews and Diane Daggett . Chris Stewart, Dave Barra and Youth member Jacob Rappaport were excused absent.

2. Approve January 21, 2015 Meeting Minutes

Steve Dodds made a motion to approve the January 21, 2015 minutes. Ryan Hubbard seconded the motion. The motion unanimously passed.

3. Open Public Communication

There was no open public communication.

4. Old Business

4.1 PRAB Goals Update

Work is ongoing to meet PRAB Goals. Refer to 5.2 for additional information.

4.2 PRAB Recruitment Update

No applicants at this time. Due date for applications is March 15, 2015.

4.3 Wellness Initiative Update

Jan told PRAB the Wellness Initiative is moving ahead rapidly. A draft of the Living Well in LO (LWILO) passport was handed out to all PRAB members for their review. Steve Dodds made a suggestion to show logos or names of the LWILO sponsors on the front of the Passport. Jan showed PRAB members the street banners and light pole flags for LWILO and reported that the passports will be inserted into the summer catalog going out to homes April 4. The LWILO canopy and flags will be at events listed in the passport. All LWILO partnerships are in place. A communication strategy is being developed. In house design was created by Parks and Recreation staff member Cyd Fletcher.

5. New Business

5.1 Boards and Commissions Report

Steve Dodds told PRAB that he attended the Boards and Commissions meeting with Bill Gordon and Ryan Hubbard. Steve appreciated how the PRAB goals report is clean and easy to read using bullets. Bill Gordon told PRAB this is the second year the Boards and Commissions used new format. Bill Gordon noted that Steve Dodds ignited the meeting with his presentation.

Steve did a great job motivating discussion. Ryan Hubbard also enjoyed the discussion. Steve Dodds will email his presentation bullet points of last year's achievements to PRAB members.

Bill Gordon told PRAB when the budget committee meets this year it would be wise to have representation to discuss Puts and Takes. Steve Dodds proposed some Parks infrastructure projects to be considered by the budget committee along with road maintenance.

Bill Gordon and Steve Dodds agreed that presentations should use bullet points. Ivan Anderholm told PRAB one of the critical changes being made to the 50+ advisory board after last year's examination of the advisory boards is to closely link the board to the operations of the Adult Community Center (ACC) and the Center's staff.

Ann Adrian, ACC Center Manager will now bring the ideas to the 50+ board. The board will be more engaged in the processes at the Center. One of the PRAB goals is to create the frame work that describes how boards will work together. That goal and PRAB's active engagement is a model for all boards.

#### 5.2 PRAB Overall Infrastructure and Space Needs Report

Ivan Anderholm met with Steve Dodds and Nancy Gronowski to discuss PRAB goals, the recapitalization plan, department space needs and overall infrastructure. He gave the current space square footage to Steve Dodds to review. Ivan Anderholm noted that the number of public meetings held at the West End Building is very large, and meeting space will be hard to replace outside the building.

The City has moved forward in purchasing the brick building next to/east of City Hall with redevelopment funds. The purchase price has been approved by Council and a letter of intent to purchase the building was signed two weeks ago. The plan is to tear down and build a police and communication center. This would free up space on the second floor of City Hall. Ivan Anderholm has been asked to identify what Parks & Recreation needs for program space and office space for administrative functions are.

Regarding major facilities and recapitalization standards and Asset Management plan, Ivan Anderholm told PRAB he is identifying all capital assets in the Parks department property by property. His frame work is based on a Portland parks document called Total Asset Management. He will have the framework done by March 3. He plans a field trip for PRAB, Mayor Kent Studebaker, City Council member Jeff Gudman, and Budget Committee Vice Chair David Berg to visit the major Park's assets. The goal of the field trip is to provide a practical knowledge of the variety of Park's assets, their current conditions and what is needed to maintain them.

#### 5.3 Director's Report

Ivan met with Tom Mueller to look at February driving range revenues which exceeded last year's results. The improvements to the driving range have ignited rave reviews.

Tom Mueller is finalizing to engage a new instructor who formally worked for Golf Tech. He is one of their certified fitters and a top salesmen in the entire Bay area region. He owns video analysis equipment and is negotiating to allow other instructors to use it and to be trained. He has strong connections with fitting and manufacturer reps. He will be able to provide fittings to golfers. He will be promoting himself. We will also be promoting him.

Ivan Anderholm provided an update to PRAB regarding Golf Course management. He sent out letters to two golf course respondents. The City is interested in both respondents. The proposal is to maintain a public golf course. The respondents will have an Incremental capital investment in the facility. The proposal would have three points, 1) bring the facility up to standard, 2) have a capital plan on how it will be maintained, and 3) an escape parachute clause; If the operator were to fail (what is the financial assurance to the City?) The respondents will be required to come up with a proposal for Golf course management. Ivan said the he is looking at a proposal deadline of April 27. The management takeover of the course would be a year out.

Ryan Stee is working on preplanning the master site plans for Rassehk , Woodmont and Iron Mountain parks. Ryan is working with the Planning department.

Invasive removal and pesticide reports will be ready the first week of March and will be posted on the City website.

Babs Hamachek has been hired as the Natural Resources Stewardship Volunteer Coordinator. She will be working with Ryan Stee.

Parks & Recreation submitted their budget to the City Manager's office; Ivan Anderholm is currently making some minor corrections. Ivan worked with the budget managers in regard to fees and expenses for programs. The fees have not been increased in 8 years.

Jan Wirtz is working on a comprehensive plan for programs. The plan will be a policy for the programmers to manage fees and expenses. Ivan is comfortable with this year's budget but has some concerns regarding the 2016 – 17 fiscal year budget. Ivan will look at and discuss the future budget with the management team.

Steve Dodds told PRAB he is resigning as co-chair of PRAB and his last meeting as a PRAB member is in April.

**Steve Dodds made a motion recommending Scott Bullard to be the new co-chair. Scott Bullard accepted. Bill Gordon seconded the motion. The motion passed unanimously.**

5.4 The next meeting is March 18, 2015 at 6:00 p.m. at the West End Building

5.5 Nancy Gronowski adjourned meeting at 7:38 p.m.