

***MINUTES City of Portland Parks
Advisory Board Meeting 4:00 PM
Tuesday, January 20, 2009***

The regular scheduled Parks Advisory Board Meeting was held on Tuesday, January 20, 2009, in the Conference Room at City Hall. Called to order at 4:03 PM.

Those in attendance were Bob Gideon, Clarise Lehman, Marilyn Rodriguez, Parks Director Steve Osborne.

Approval of Minutes

Motion was made by Lehman and seconded by Rodriguez to approve the minutes. Motion passed with none opposed.

Approval of Agenda

Motion was made by Lehman and seconded by Rodriguez to approve the agenda. Motion passed with none opposed.

Citizen Comments

There were no citizen comments.

Old Business

None

New Business

Appointment Osborne reported that Amy Wald has resigned from the Advisory Board due to time and scheduling restrictions. Osborne has appointed Lamar Duncan to the Advisory Board. No action required from the Advisory Board.

Meeting Time Osborne presented the possibility of changing the Advisory Board meeting from the 3rd Monday. There are some conflicts with board members, and the date has proven to be a very busy day for meetings at City Hall. After some discussion it was determined that the 3rd or 4th Thursday of the month would be a good date for those in attendance. Osborne will confirm with Meadows, and look into moving to 3rd or 4th Thursday.

Summer Camp Program Osborne presented facts regarding the Parks Department Summer Camp program for kids. The program has experienced low numbers and lost money in 2007 and 2008. While the program was not advertised in a timely manner in 2007, it was advertised properly in 2008, offered free swimming, had competitive rates, yet still only averaged about 3 kids a day. Considering payroll, supplies and snacks, the program lost money for the second consecutive year. Discussion points included the competition during the summer with other summer day camps in town at churches and schools, and various other camp activities available. Also mentioned was the fact that the City of Portland can't afford to continue to lose money on the program.

All 3 members of the board supported the decision to eliminate the summer camp.

Pool Fees Osborne presented the current pool fee structure, and asked for consideration for increasing our pool fees. Our daily pool admittance fee is \$3. The fee has been unchanged for years, and is well under the market for the area. Osborne asked the board to consider the fees for a possible recommendation to increase.

Gideon favored an increase with the price break towards the end of the day. Suggested a \$1 increase in 2009 and another \$1 in 2010, and possibly looking at the time break as well. Rodriguez favored leaving the fee at the existing rate.

Motion was made by Rodriguez to keep the daily admittance fee at \$3. The motion died for lack of a second.

Motion was made by Lehman and seconded by Rodriguez to defer the subject to the February meeting. Motion passed with none opposed.

Staff Reports

Osborne mentioned the NWA wrestling event January 24 with Jerry Lawler. Brief discussion about the event and the recent history in Portland.

Osborne discussed the pool drain problem, the recent changes in the law, the possible solutions and current actions.

Osborne discussed the volleyball program. The adult program is playing at Portland High School, the Portland HS volleyball team is working with the Parks Department to benefit their program, and the middle school program for girls will have some use of Richland Gym. The Parks Department has worked with these volleyball groups, as well as the Portland High School basketball coaches to coordinate our fall and winter programs to better serve the community, with the scheduling of the City of Portland girls program in the fall to avoid conflict with the volleyball in the winter, and the City of Portland boys program in the winter to avoid conflict with the program run at the high school in the fall.

Round Table

None

Motion made by Lehman and seconded by Rodriguez to adjourn. Motion passed with none opposed. The meeting was adjourned at 4:49.

MINUTES
City of Portland
Parks Advisory Board Meeting
4:00 PM Tuesday, February 17, 2009

The regular scheduled Parks Advisory Board Meeting was held on Tuesday, February 17, 2009, in the Conference Room at City Hall. Called to order at 4:07 PM.

Those in attendance were Bob Gideon, Clarise Lehman, Mike Meadows, Marilyn Rodriguez, Parks Director Steve Osborne.

Approval of Minutes

Motion was made by Lehman and seconded by Rodriguez to approve the minutes. Motion passed with none opposed.

Approval of Agenda

Motion was made by Meadows and seconded by Lehman to approve the agenda. Motion passed with none opposed.

Citizen Comments

There were no citizen comments.

Old Business

Meeting Time

The regular meeting time has been approved and the meetings will be the third Thursday of the month, at 4 PM. This will begin in March.

Pool Fees

This item was deferred last month to this month for further discussion. Osborne asked for Board opinion on pool fees for 2009. Discussion continued on the condition of the pool. Meadows inquired as to the possibility of improvements to the pool. Osborne reported that the parks budget had no money for capital projects. Motion was made by Rodriguez and seconded by Lehman to not raise fees in 2009. Motion passed with none opposed.

New Business

None

Staff Reports

Osborne reported that the pool drains had been repaired and now meets the new federal guidelines. The repairs for compliance came in at approximately \$4000, which was far cheaper than expected. The pool will open in 2009.

Some discussion continued regarding the condition of the pool. Gideon inquired as to the possibility that the pool might be closed. Osborne stated that there did seem to be full support for keeping the pool open. The condition of the facility was discussed, specifically the age and condition of the facility, and some of the upgrades made in 2008.

Osborne reported that the Parks Committee also supported the opinion to discontinue the summer camp program in 2009.

Osborne mentioned some of the new programs and classes coming in the spring.

Round Table

Driver's Education classes were discussed, and the fact that classes were not offered in the schools, and not offered in the area. It was suggested that the Parks Department research this for a possible program in Portland.

Motion made by Meadows and seconded by Rodriguez to adjourn. Motion passed with none opposed. The meeting was adjourned at 4:37.

MINUTES
City of Portland
Parks Advisory Board Meeting
4:00 PM Thursday, March 19, 2009

The regular scheduled Parks Advisory Board Meeting was held on Thursday, March 19, 2009, in the Conference Room at City Hall. Called to order at 4:01 PM.

Those in attendance were Bob Gideon, Clarise Lehman, Marilyn Rodriguez, Parks Director Steve Osborne.

Approval of Minutes

Motion was made by Rodriguez and seconded by Lehman to approve the minutes. Motion passed with none opposed.

Approval of Agenda

Motion was made by Lehman and seconded by Rodriguez to approve the agenda. Motion passed with none opposed.

Citizen Comments

There were no citizen comments.

Old Business

None

New Business

Impact Fees

Osborne reported that Parks Department currently has a balance of nearly \$30,000 in impact fee funds. Parks considering spending now on some items. Air conditioning for the gym was a capital project that had been mentioned, but thinks that item may need to be a lower priority now. Looking at repair, renovation and restoration of the tennis courts, or purchase of a new mower. Gideon spoke about the condition of the tennis courts, and the lack of facilities in Portland. The need for tennis courts in the community was discussed as well. Motion was made by Gideon and seconded by Lehman to continue to look into the tennis court situation, including renovation the Meadowbrook courts as well as the need for 4 additional courts. Motion passed with none opposed.

Staff Reports

Osborne reported that winter sports (youth basketball and adult volleyball) have concluded. The Parks Department has also started a Men's Open League on Tuesday nights.

Gideon inquired about the expense of the baseball program. After discussion it was concluded that the reference was to the Parks Department adult softball league, and a citizen had inquired about the fees, stated as \$300 for a team fee and field reservations cost \$30. Discussion about the program ensued. The fields are available for rent and not built into team fees because some teams may never wish to practice and other teams may practice frequently. Osborne that many adult teams don't practice once a season starts, and it is far better for them to pay as they go with field use for practice. Osborne stated that based on the numbers of games the teams will play the fee is very cheap, when compared to other local communities. The fees pay umpires, trophies, t-shirts, lights, league sanction and registration fees. Osborne stated that the fees are very affordable for an adult softball league, and that the practice field rental policy is customary and comparable to other communities.

Round Table

None

Motion made by Lehman and seconded by Rodriguez to adjourn. Motion passed with none opposed. The meeting was adjourned at 4:27.

MINUTES
City of Portland - Parks Advisory Board Meeting
4:00 PM Thursday, April 16, 2009

The regular scheduled Parks Advisory Board Meeting was held on Thursday, April 16, 2009, in the Conference Room at City Hall. Called to order at 4:05 PM. Those in attendance were Bob Gideon, Marilyn Rodriguez, Mike Meadows, Parks Director Steve Osborne.

Approval of Minutes

Motion was made by Meadows and seconded by Rodriguez to approve the minutes. Motion passed with none opposed.

Approval of Agenda

Motion was made by Rodriguez and seconded by Meadows to approve the agenda. Motion passed with none opposed.

Citizen Comments

There were no citizen comments.

Old Business

Impact Fees

Osborne reviewed the discussion of prior month, and presented a new idea for discussion. Tennis courts (new and renovation and repair of existing) had been discussed in prior month as priority projects. Proposed the idea of banking impact fees for 2-3 years to build a balance, and using those funds towards a new construction project. Also looking into other grant alternatives for financial assistance, both for new construction and repair projects. No action on this item.

New Business

Public Pool Hours

Osborne reported that this topic was addressed in April Parks Committee meeting, and the pool hours were not changed for the season. After brief discussion, all present agreed with the decision.

Staff Reports

Osborne advised board on plans for Strawberry Festival Concert, which includes some other activities at Richland Park that evening (cornhole and laser tag).

Round Table

None

Motion made by Lehman and seconded by Rodriguez to adjourn. Motion passed with none opposed. The meeting was adjourned at 4:27.

MINUTES
City of Portland - Parks Advisory Board Meeting
4:00 PM Thursday, May 21, 2009

The regular scheduled Parks Advisory Board Meeting was held on Thursday, May 21, 2009, in the Conference Room at City Hall. Called to order at 4:05 PM. Those in attendance were Bob Gideon, Clarise Lehman, Mike Meadows, Lauri Robertson, Marilyn Rodriguez, Parks Director Steve Osborne.

Approval of Minutes

Motion was made by Meadows and seconded by Rodriguez to approve the minutes. Motion passed with none opposed.

Approval of Agenda

Motion was made by Rodriguez and seconded by Meadows to approve the agenda. Motion passed with none opposed.

Citizen Comments

There were no citizen comments.

Old Business

New Business

Guns in Parks

Osborne referred to the documentation provided board members, relating to pending legislation to allow guns in parks. If the law is passed, communities will have the ability to make law to prohibit guns in their parks. Osborne seeking Advisory Board opinion to take to Parks Committee, in order to have this process in place.

Gideon spoke on the topic, and opposed to guns in the parks. Meadows and Rodriguez spoke in agreement. Motion was made by Meadows and seconded by Lehman to recommend that no guns are allowed in City of Portland parks. Motion passed with none opposed.

Staff Reports

Osborne informed board on the Strawberry Festival Concert. Considered the event a success, even with the cold weather and small crowd. Food vendors all informed that they were pleased with their business.

Round Table

Lehman spoke on the general condition of the park, and commended the Parks Department on doing a great job with the facilities and programs. Questioned the need for an advisory board. Osborne stated that the board was a valuable part of the system, and was useful for their feedback and opinions, citing the recent decision to look at tennis courts as a major need in the community. Gideon used the example of the distance signs for the walking trail at Richland Park as something that made the park look good, was a useful addition, and felt the board was an important part of that decision. Osborne also reported that having the board in place will help with the grant process in the future.

Motion made by Meadows and seconded by Rodriguez to adjourn. Motion passed with none opposed. The meeting was adjourned at 4:25.

MINUTES
City of Portland - Parks Advisory Board Meeting
4:00 PM Thursday, June 18, 2009

The regular scheduled Parks Advisory Board Meeting was held on Thursday, June 18, 2009, in the Conference Room at City Hall. Called to order at 4:03 PM. Those in attendance were Bob Gideon, Clarise Lehman, Mike Meadows, Lauri Robertson, Marilyn Rodriguez, Parks Director Steve Osborne.

Approval of Minutes

Motion was made by Rodriguez and seconded by Meadows to approve the minutes. Motion passed with none opposed.

Approval of Agenda

Motion was made by Meadows and seconded by Lehman to approve the agenda. Motion passed with none opposed.

Citizen Comments

There were no citizen comments.

Old Business

New Business

RTP Grant Application

Osborne referred that the Parks Department plans to apply for a grant with the Tennessee Department of Environment and Conservation Recreation Trails Program (RTP) in 2010. This must be a project related to our trails. The recommended project is a restroom facility located in Richland Park, near shelter #2 and the playground.

Also reported that public notices will be circulated, and citizens will be encouraged to contact the Parks Director and Advisory Board members to voice their opinions, and will also be invited to attend the July Advisory Board meeting.

Some general discussion followed on the status on the project. No action taken at this time, and the board was in support of the proposed project.

Staff Reports (Steve Osborne, Director)

Osborne advised that the guns bill was signed by the Governor, and will become law September 1. Our local action to opt out should be in motion with the July Parks Committee and the August Council meeting.

Reported that we had more pool repair problems this week, closing the the pool for 3 days.

Reported that vandalism and illegal activity has escalated at Meadowbrook Park, and the Parks Department was coordinating efforts with the Portland Police Department to curtail the activity. Some of the activity has reduced, and several arrests have been made and suspensions have been issued.

Round Table

Motion made by Lehman and seconded by Meadows to adjourn. Motion passed with none opposed. The meeting was adjourned at 4:31.

MINUTES
City of Portland - Parks Advisory Board Meeting
4:00 PM Thursday, July 16, 2009

No meeting on July 16, due to the lack of a quorum. Those in attendance were Alan McConnell, Lauri Robertson, Parks Director Steve Osborne.

MINUTES
City of Portland - Parks Advisory Board Meeting
4:00 PM Thursday, August 20, 2009

No meeting on August 20, due to the lack of a quorum. Those in attendance were Bob Gideon, Marilyn Rodriguez, Parks Director Steve Osborne.

MINUTES
City of Portland - Parks Advisory Board Meeting
4:00 PM Thursday, September 17, 2009

The regular scheduled Parks Advisory Board Meeting was held on Thursday, September 17, 2009, in the Conference Room at City Hall. Called to order at 4:01 PM. Those in attendance were Bob Gideon, Alan McConnell, Mike Meadows, Marilyn Rodriguez, Parks Director Steve Osborne.

Approval of Minutes

Motion was made by Meadows and seconded by Rodriguez to approve the minutes. Motion passed with none opposed.

Approval of Agenda

Motion was made by Rodriguez and seconded by Meadows to approve the agenda. Motion passed with none opposed.

Citizen Comments

There were no citizen comments.

Old Business

New Business

Election of Vice-Chair

Rodriguez made a motion and seconded by McConnell to nominate Mike Meadows as the Vice-Chairman. Motion passed with none opposed.

Strategic Planning

Forms were distributed with the August agenda, for completion by Board members. Board reported that no forms had been completed. Osborne submitted new copies, and item will be addressed at next meeting.

Policy Manual

Osborne presented a copy of the Policy Manual, a work in progress, for Board review, comments and feedback. Gideon complimented on the dog waste units placed in the park, as a great idea for the park. Osborne summarized the pet policy. Gideon complimented on the walking trail lights at Richland Park. Meadows stated that he has received reports on walking trail lights out at Meadowbrook Park.

The general purpose of the Policy Manual was explained. Osborne explained it is primarily intended for user groups (youth sports leagues). Policies of the relationship between the parks and the schools was discussed, with respect to sharing facilities and jurisdiction concerns.

Staff Reports (Steve Osborne, Director)

Osborne reported that the Parks Committee and Council approved our local action to opt out (guns in the park).

Basketball program was discussed.

Round Table

Motion made by Rodriguez and seconded by Meadows to adjourn. Motion passed with none opposed. The meeting was adjourned at 4:28.

MINUTES
City of Portland - Parks Advisory Board Meeting
4:00 PM Thursday, October 15, 2009

No meeting on October 15, due to the lack of a quorum.

MINUTES
City of Portland - Parks Advisory Board Meeting
4:00 PM Thursday, November 19, 2009

The regular scheduled Parks Advisory Board Meeting was held on Thursday, September 17, 2009, in the Conference Room at City Hall. Called to order at 4:00 PM. Those in attendance were Bob Gideon, Mike Meadows (4:03), Lauri Robertson, Marilyn Rodriguez, Parks Director Steve Osborne.

Approval of Minutes

Motion was made by Rodriguez and seconded by Robertson to approve the minutes. Motion passed with none opposed.

Approval of Agenda

Motion was made by Rodriguez and seconded by Robertson to approve the agenda. Motion passed with none opposed.

Citizen Comments

There were no citizen comments.

4:03 PM – Meadows arrived

Old Business

Strategic Planning

No forms were completed. Osborne reiterated the importance of starting to update the strategic plan for the department, and asked that the forms be completed and returned.

Policy Manual

Osborne asked for feedback and comments on the policy manual. Gideon and Meadows commented that the document looked good. Motion was made by Meadows and seconded by Robertson to approve the document. Motion passed with none opposed.

New Business

Staff Reports (Steve Osborne, Director)

Osborne addressed work on drainage issues around football / soccer complex and erosion issues north of America's Way in Richland Park. Gideon inquired about lighting on walking trail. Osborne stated that the plan was to light the rest of the trail as was completed earlier this year with the straight line section, and had applied for a grant for that project which was not awarded. The City of Portland plans to apply for this project as a grant in the future. The condition of the pool was briefly discussed.

Round Table

Motion made by Rodriguez and seconded by Robertson to adjourn. Motion passed with none opposed. The meeting was adjourned at 4:13.