

**Minutes of City of Portland
Parks and Recreation Committee Meeting
January 12, 2009**

The regular scheduled Parks Committee Meeting was held on Monday, January 12, 2009 in the Conference Room at City Hall. Called to order at 5:00 PM.

Those in attendance were Alderman Dyer, Alderman Meadows, Alderwoman McLerran, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves, Crew Leader Jeff Minnis. Citizens present were (none).

Approval of Minutes: Motion was made by Alderwoman McLerran and seconded by Alderman Dyer to approve the minutes of the December meeting. Motion passed with none opposed.

Approval of Agenda: Items added to the agenda included New Business – Well and Richland Park (Osborne) and Dog Waste Disposal (Meadows). Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the agenda. Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

321 Portland Blvd

Meadows presented 2 proposed site plans. Discussion ensued on the plans. Focus was on option #1 with (1) removal of sidewalks along Portland Blvd and Americas Way, and (2) revision of the parking configuration with a one-way entrance and exit from Americas Way and separation from Americas Way with a median / curbing.

Meadows stated that he obtained an estimate from Mayor Wilber - \$14,000 for this plan, with an expected reduction to \$7,000 as much of the work can be done in-house.

McLerran inquired about the possibility of eliminating parking spots and using gravel. Meadows stated that the City requires a minimum of parking spots and that the area be paved.

Dyer questioned the financing available to complete the project. Meadows stated that the house would require wiring, plumbing and resurfacing floors, that \$7,000 would be spent on the requirements of the site plan, and \$7,000-\$8,000 on the EPA, leaving \$14,000-\$15,000 off the \$46,000 remaining available to complete the project. McLerran questioned that finances would be sufficient. Meadows stated that the cash on hand is sufficient.

Meadows stated that the first thing to do is the EPA, then the electrical and plumbing and the bathroom area.

Dyer expressed concerns over the financials, with respect to timing problems with the budget process if the project were to require more funding.

Motion was made by Alderman Meadows and seconded by Alderwoman McLerran to vote on plan option #1 with noted changes, taking out sidewalk area and an island to break from Americas Way to parking lot. Motion passed with none opposed.

New Business:

Parks Advisory Board

Osborne reported that Amy Wald resigned from the Advisory Board. Lamar Duncan was presented for replacement, as an appointment from the Director. Motion was made by Alderman Dyer and seconded by Alderwoman McLerran for approval. Motion passed with none opposed.

Well at Richland Park

Osborne reported on the problem with the well at Richland Park; the well has been vandalized and the well needs to be covered or filled. We also need to make a decision about the structure, and if we want to maintain a cosmetic structure. Recommended that we preserve the historical significance of the area with a well structure.

Meadows reported that the Mayor wants a cosmetic well feature. Has also consulted with Ken McGuffie (Street Department) and proposed the removal of the existing structure, and then to cover the well opening with a steel plate and stone, and McGuffie can take care of all the labor.

Osborne asked for confirmation that McGuffie will build it. Meadows confirmed, and also stated that McGuffie probably has the stone.

Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to follow the plan with the cosmetic well feature as proposed by Meadows and McGuffie. Motion passed with none opposed.

Dog Waste

Meadows reported that the Mayor has received complaints about dog waste on the trails, and recommends signs and devices for waste disposal.

There was also some discussion about vicious dogs.

Meadows suggested that signs will rectify the problem. No further action taken.

Staff Reports:

Jeff Minnis, Crew Leader

Work is in progress on concrete project at Richland Park (quad). Still a lot of work to do in the area before spring. Installed fabric over the windows in the gym, which has cut down on the glare, looks better and is safer. Designed and made signs for our walking trails, it identify distances. Drained the pool to start the process for repairing the drain cover issue. Cleaning gutters on all facilities.

Tammy Groves, Assistant Director

Youth basketball (boys) started this past week. Adult co-ed volleyball also started this past Sunday, playing at Portland High School. Also working on dates for 2009 events.

Steve Osborne

Trail Enhancement (Grant) project bids are due this Thursday (15th).

Round Table:

Dyer brought up question about planning process for next budget year, specifically capital projects, and input from the Advisory Board. Osborne stated that if funds were available to us for capital projects we would include the Advisory Board and the Committee for feedback on that decision making process.

Dyer addressed the Richland Park entrance, with respect to the area around the flag pole, and its appearance. Osborne stated that the area was on a project list, and waiting on funding to address it. Also reported that a civic group in town was interested in donating cash and labor to a 2009 park project, and plans on using them on this project if possible.

Meadows stated that the Mayor has suggested increasing the time allotted for gym walkers to 7-11 AM (Mon-Fri). Discussion followed regarding the current procedure, in which the gym is open and supervised from 7-9 AM, and the gym is available to walkers the rest of the day by checking out a key at the office at no cost. Osborne stated that additional hours in the morning will require supervision, due to liability issues and security for the facility. Cited, for example, that the facility was vandalized last year during office hours while the facility was left open for walkers, and reiterated that the facility would need to be supervised for this additional time. McLerran expressed concern over this procedure when spring sports have started. Osborne stated that the maintenance personnel would not be available for gym supervision after basketball season had ended.

With no further items to discuss, the meeting was adjourned at 6:20 PM.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
February 9, 2009**

The regular scheduled Parks Committee Meeting was held on Monday, February 9, 2009, in the Conference Room at City Hall. Called to order at 5:05 PM.

Those in attendance were Alderman Dyer, Alderman Meadows, Alderwoman McLerran, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves. Citizens present were (none).

Approval of Minutes: Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the minutes of the January meeting. Motion passed with none opposed.

Approval of Agenda: Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the agenda. Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

321 Portland Blvd

Osborne reported that Melinda Wagner advised that the site plan has to be advertised prior to the meeting, so it did not come to the Zoning Board of Appeals in February 9 meeting, but will be on their March agenda.

Some discussion continued on the plans. Osborne spoke of conversation with Wagner on a larger (wider) buffer area between parking and Americas Way, in order to better define one-way traffic flow. Also referenced a minor revision to the site plan, moving the location of 2 ADA parking spaces, to allow more clearance near the existing tree.

Meadows mentioned a vendor (EPA) had been contacted to look at the house this week for the purpose of abatement. Groves confirmed that the Parks Department had been contacted.

New Business:

Advisory Board Meetings

Osborne reported that scheduling issues at City Hall and with Advisory Board members have led to a request to revise the regular meeting date. Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the move of the meetings to the 3rd Thursday of the month. Motion passed with none opposed.

Summer Camp Program

Osborne reported that the program has experienced two consecutive years of losses. In 2008, the program lost \$2600 on revenues less payroll expenses. The program is losing money, participation is very low, and the department can't afford to continue to run the program at a loss. Discussion about 2007 and 2008 continued, and that efforts to better advertise the program in 2008 did not help, and the program can't compete with the summer YMCA programs at the schools and the church summer day programs.

Osborne reported that Advisory Board had also been presented with the facts, and fully supports that the program be discontinued in 2009. Asked for the support of Parks Committee with the decision. All members of the Parks Committee expressed support to discontinue the program.

TDOT Trail Enhancement Project

Osborne updated on the status of the project, and the TDOT guidelines for the procedure. TDOT guidelines have determined who to award the bid to (Middle 10 Contractors out of Lebanon), TDOT has concurred, and we are in the process of offering the contract. This will go to Finance Committee next week.

Meadows inquired as to the actual items included in this project. Osborne reported that the project now included only lighting to this portion of the trail. Landscaping was removed, due to outdated budget issues.

Meadows inquired about trail lighting issues at Meadowbrook Park. Osborne replied that several lighting issues at Meadowbrook were repaired in 2008, including the trail, basketball, tennis and skate park lighting.

Meadows inquired about Phil Hobdy discussing a field project at the baseball field at Meadowbrook Park. Osborne replied that he had not discussed a field project at the facility with Mr. Hobdy. Committee members asked about the condition of the field, and its use. Osborne explained that the time has passed for the facility being used as a game field. The site lacks a concession facility and it lacks restrooms in close proximity. The field is in use as a practice field, but will not become a regular game field again regardless of the condition of the field (due to the expansion of fields and facilities at Richland Park). The field is in acceptable condition to match its current usage as a practice field. Osborne continues that the park system would be better served to accept resources donated to address the tennis courts or lighting fields at Richland Park. Meadows stated that it was not feasible to restore the field to a game ready condition. Osborne again reiterated that the field was needed, as a practice field, and the field is used daily during the season as a practice facility.

Staff Reports:

Steve Osborne, Parks Director

Jeff Minnis monthly report provided to Committee members.

Parks Department has seeded the area around the amphitheater.

Parks Department has created and in the process of installing trail distance signs for Richland Park and Meadowbrook, to aid users in calculating trail distances.

Reported accident in the park Sunday night February 1, truck hit parking lot light pole and destroyed pole. Estimated \$3000 expense, and responsible party was arrested. Claim in process with TML. Dyer suggested that Committee members be informed when incidents like this occur. Osborne replied that it would not be a problem to do that.

The pool has been repaired, and is in compliance. The repairs ran approximately \$4000 for the main pool and kiddie pool drains and covers.

The well project is in progress. Parks Department has covered the well, and near the point to begin the cosmetic construction.

Tammy Groves, Assistant Director

Planning an open house, to publicize some spring events with the Parks Department. Programs include "Kinder-Music", sewing and knitting classes, monthly children's crafts, ballroom dancing, and country/western line dancing. The Silver Sneakers program will also set up a booth, and the Parks Department will provide general information on programs and renting the facilities. Also offering a Red Cross Certified Babysitter Course for 11-15 year old girls.

Dyer recommended TWRA Hunters Safety Course.

Parties also planned around the pool opening, July 4, and pool closing. Also hosting a MLB Pitch, Hit & Run Contest for kids.

Round Table:

With no further items to discuss, the meeting was adjourned at 6:01 PM.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
March 9, 2009**

The regular scheduled Parks Committee Meeting was held on Monday, March 9, 2009, in the Conference Room at City Hall. Called to order at 5:00 PM.

Those in attendance were Alderman Dyer, Alderwoman McLerran, Assistant Parks Director Tammy Groves, Parks Crew Leader Jeff Minnis. Citizens present were (none).

Approval of Minutes: Motion was made by Alderwoman McLerran and seconded by Alderman Dyer to approve the minutes of the February meeting. Motion passed with none opposed.

Approval of Agenda: Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the agenda. Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

321 Portland Blvd

Dyer noted that Osborne was attending meetings this evening with the Board of Zoning Appeals and the Planning Commission.

Dyer reported that cost information has been received from Preferred Restoration Group (PRG).

Groves forwarded the details from PRG, which states a cost of \$4800 for handling the air quality issues. The proposal does not yet include treatment for asbestos or lead based paint.

New Business:

New Hires / Pool

Groves requested approval for proceeding with ads and hiring process for seasonal pool positions. This includes up to 3 slots for concession and pool gate, and up to 10 lifeguard positions. These are not new positions, and are budgeted for normal pool operation. Motion was made by Alderwoman McLerran and seconded by Alderman Dyer to proceed with hiring procedure. Motion passed with none opposed.

Staff Reports:

Jeff Minnis, Crew Leader

Jeff Minnis monthly report provided to Committee members.

Preparing fields for spring sports, and opening restroom facilities. Installed dog waste units (5 total – 2 at Meadowbrook and 3 at Richland Park).

Noted that we have received compliments on the condition of the gym, and how clean and well maintained it is.

Dyer commented on the new signs in the park. Dyer inquired about the work in progress on the well at Richland Park. Minnis explained that we have removed the old structure, and installed a steel and plexiglass cover. We are waiting on McGuffie to complete the new well structure.

Tammy Groves, Assistant Director

Groves commented on the open house and the new programs in the spring (kinder-music, dance classes, etc). Proceeding with scheduling. Also looking into a possibility of a dog-training class.

Adult softball registration concluded – we are running a men's league on Tuesday evenings. Youth basketball and volleyball tournaments conclude this week.

Round Table:

With no further items to discuss, the meeting was adjourned at 6:15 PM.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
April 13, 2009**

The regular scheduled Parks Committee Meeting was held on Monday, April 13, 2009, in the Conference Room at City Hall. Called to order at 5:05 PM.

Those in attendance were Alderman Dyer, Alderwoman McLerran, Alderman Meadows, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves, Parks Crew Leader Jeff Minnis. Citizens present were Scott Wilson.

Approval of Minutes: Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the minutes of the March meeting. Motion passed with none opposed.

Approval of Agenda: Alderman Dyer asked to add item 2.4 to the agenda, "Field Rental". Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the agenda. Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

1.1) 321 Portland Blvd

Osborne presented updated quote from Resolution, Inc., for treatment of asbestos, mold and lead based paint (LBP). Two quotes are in hand, PRG at \$10,950 and RES at \$6,330. Differences in the quotes were discussed, and noted that RES quote included treatment of all areas of LBP, where PRG quote only dealt with porch area. Alderman Meadows asked if the asbestos in the floors had to be removed, or just covered. Felt it was safe if carpet was installed. Alderman Dyer noted that it did not appear to be a large area. The possible cost savings were discussed, and generally felt that if the cost savings proved to be substantial that the alternative could be considered. Osborne stated he would research the subject, with respect to cost and liability concerning the asbestos.

Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to proceed with the RES quote, and give Osborne the right to negotiate if substantial savings are possible. Motion passed with none opposed.

Meadows reported that he has checked with USA and Portland Builders on materials for roof repairs. Portland Builders quoted a total of \$600 for materials for the roof repairs (the rear section, the flat kitchen section). Minnis inquired as to the same specifications, Meadows confirmed that the Portland Builders price including all materials for the job. Meadows reported that Melvin Minnis stated the job could be completed with inmate labor. The actual facts of the availability and legality of putting inmates on the roof was discussed, and Osborne stated he would check on that with Sumner County.

New Business:

2.1) Parks Advisory (Osborne)

Osborne presented Lauri Robertson as an appointment. Alderman Dyer questioned a conflict as she was just hired for a part-time seasonal position at the pool. Osborne stated that he asked Robertson prior to her applying for a part-time position. Discussion continued, Dyer with concerns over her also holding a part-time position, McLerran stated it was an advisory board with no voting power. Dyer asked if Mayor was aware, Osborne confirmed that he presented the name to the Mayor. Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve Lauri Robertson for appointment to the Advisory Board. Motion passed with none opposed.

2.2) Swimming Pool Hours (Meadows)

Meadows reported the request for extended hours, Osborne provided information and summarized the facility already committed to the Swim Team for use, and financial and budget issues. Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to leave the hours as they are. Motion passed with none opposed.

2.3) Food Vendors (Osborne)

Osborne reported that food vendors would be permitted to sell during the May 16 concert. Advised that Papa John's is the only vendor in place at this time and the Parks Department has approved. Meadows asked if this was for the concert only, Osborne confirmed.

2.4) Field Rentals (added item-Dyer)

Dyer reported a citizen complaint about the fees, stated they pay \$325 for a team fee and also have to pay for practice fields. Osborne reported that the matter was discussed in Advisory Board recently. Osborne reported that teams don't have to pay to use a field, they only have to pay to reserve and guarantee a field or use lights. Otherwise, fields that are not in use are available. Further reported that the league guarantees 16 games for \$325, while Hendersonville, for example, charges over \$600 plus non-resident fees for 20 games. Osborne stated that the entry fee is the best deal for an adult softball league in the area. Also, the practice field rental policy is customary and comparable to other communities. Meadows confirmed that the reservation of the field was related to a cost, not the use of the field. Osborne also reported that every team was given two free reserved practice slots, and only 1 team out of the 4 used the free slots.

Staff Reports:

3.1) Jeff Minnis, Crew Leader

No report.

3.2) Tammy Groves, Assistant Director

No report.

3.3) Steve Osborne, Parks Director

Osborne made the Committee aware of a complaint on a Dixie baseball coach, and provided copies of the letters of complaint. Advised that he asked Dixie to handle the situation, and no action taken at this time.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:50 PM.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
May 11, 2009**

The regular scheduled Parks Committee Meeting was held on Monday, May 11, 2009, in the Conference Room at City Hall. Called to order at 5:10 PM.

Those in attendance were Alderman Dyer, Alderman Meadows, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves. Citizens present were (none).

Approval of Minutes: Motion was made by Alderman Dyer and seconded by Alderman Meadows to approve the minutes of the March meeting. Motion passed with none opposed.

Approval of Agenda: Motion was made by Alderman Dyer and seconded by Alderman Meadows to approve the agenda. Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

1.1) 321 Portland Blvd

Osborne reported that The Parks Department has successfully lined up an inmate with some roofing experience through Sumner County. That job is estimated to be completed the week of May 25.

Proceeding with Resolution, Inc. for removal of asbestos, mold and lead based paint, as approved by Finance Committee (April) and Council (May).

Parks Department obtained termite service on the property with US Pest.

1.2) Food Vendors

Papa John's and Country Boy Grillin' are lined up as vendors for the concert.

New Business:

Staff Reports:

3.1) Maintenance – Jeff Minnis

Jeff was not present.

3.2) Assistant Director – Tammy Groves

Pool opens May 23, and cleaning and preparation in progress.

3.3) Director – Steve Osborne

Referenced the recent dog policy decision, as reported in the Parks Department May Council report. Policy of pets allowed in park, on a leash as defined by City Ordinance, is in effect. Policy also now in place to prohibit pets from the athletic fields and playground areas.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:34 PM.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
June 8, 2009**

The regular scheduled Parks Committee Meeting scheduled for Monday, June 8, 2009, was canceled due to lack of a quorum.

Those in attendance were Alderwoman McLerran, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves, Maintenance Crew Leader Jeff Minnis. Citizens present were (none).

**Minutes of City of Portland
Parks and Recreation Committee Meeting
July 13, 2009**

The regular scheduled Parks Committee Meeting scheduled for Monday, June 13, 2009, was canceled due to lack of a quorum.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
August 10, 2009**

The regular scheduled Parks Committee Meeting was held on Monday, August 10, 2009, in the Conference Room at City Hall. Called to order at 5:04 PM.

Those in attendance were Alderman Coker, Alderwoman McLerran (arrived 5:07), Alderman Meadows, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves, Parks Maintenance Crew Leader Jeff Minnis. No citizens were present.

Approval of Minutes: Motion was made by Alderman Coker and seconded by Alderman Meadows to approve the minutes of the May meeting. Motion passed with none opposed.

Approval of Agenda: Motion was made by Alderman Coker and seconded by Alderman Meadows to approve the agenda. Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

1.1) 321 Portland Blvd

Meadows commented that the inmates had completed the roofing project, Osborne confirmed the project was complete. It was noted that the roof was done in shingles instead of metal, Osborne reported that the material cost was a little cheaper, and the shingles looked better. Decision was made to increase the pitch to avoid a repeat of the past leaking issues, and that resulted in more expense for materials. Materials totaled \$774, and the original estimate to Alderman Meadows was \$600.

Osborne summarized work recently completed, the termite service, the remediation, the roof and disposal of waste materials to the Resource Authority. The current balance is just under \$38,000. Vinyl siding needs to be installed to complete the roofing job – one \$400 quote is in hand, will receive another later this week.

Osborne will meet with a contractor this week, and will seek to get an idea of estimated expenses for necessary work – such as electrical, plumbing, bathrooms. Meadows suggested using inmate labor on that work, and reported that Mayor Wilber and Melvin Minnis had no problem with using inmate labor on the project. Osborne made reference to the electrical work, Meadows stated that the Mayor could change out the box or inspect it when the work was completed.

Discussion moved into the anticipated expense for the paving and sidewalks. Osborne referenced a cost estimate generated from the City of Portland Planning Department, which estimated landscaping and paving expenses at nearly \$12000 per the site plan, and it was believed that those figures did not consider in-house labor. Those estimates are also several months old.

Osborne requested direction on what to do next. Meadows directed to coordinate work with inmate labor. Osborne commented that he is not qualified to supervise a building project, with no working knowledge of building requirements, or electrical or plumbing expertise. Groves inquired if such a project would require licensed contractors for electrical and plumbing. Meadows felt that it might be required for the electrical work if the Mayor was not available, but not for other items.

Meadows reported that he will have some figures ready for September meeting. Osborne also suggested that he will also meet with a contractor as planned for some cost estimates. The committee will review and make decisions at that time.

New Business:

2.1) Advisory Board Appointment (from Parks Committee) – M Rodriguez

Marilyn Rodriguez presented for re-appointment by the Parks Committee to the Parks Advisory Board. Motion was made by Alderman Coker and seconded by Alderwoman McLerran to approve the appointment of Rodriguez. Motion passed with none opposed.

2.2) Advisory Board Appointment (from Parks Director) – A McConnell

Alan McConnell presented for appointment by the Parks Director to the Parks Advisory Board, to replace Clarise Lehman (expired and not interested in renewal). Motion was made by Alderwoman McLerran and seconded by Alderman Coker to approve the appointment of McConnell. Motion passed with none opposed.

2.3) Parks Closing Procedures - Gates

Osborne spoke to notify the committee that he planned on changing the procedure on closing the parks. Vandalism is increasing, has gotten worse, and the presence of Parks Security has not decreased vandalism. The Parks Department will discontinue locking gates at the parks. This allows for easier and more regular patrol by the Police Department (they can not patrol the parks if gates are locked), and leaving the gates open may actually help battle vandalism with increased police patrol. Currently, with gates locked, the parks can still be accessed easily on foot, and vehicles can still enter the park in some locations.

Osborne has discussed and has support from the Mayor, Chief West, and Chief Smith on this policy change.

Signs will be installed at all entrance points, to post the hours, as well as “no trespassing” signs.

Staff Reports:

3.1) Maintenance – Jeff Minnis

No new projects at this time. Mowing and vandalism is keeping the staff busy. Meadows commented that the park looked good. Meadows and Coker commented on the poor condition of the playground surface. Osborne reported that this project is already in progress, prices have already been received, and wood chips will be replenished in all of the playground surfaces.

3.2) Assistant Director – Tammy Groves

Pool is currently closed through the week, and open to the public on week-ends only until Labor Day. Department plans on using Madison Pool to close the facility this season, to winterize, which might alleviate some of our startup expenses.

The Craft Show will be a one-day event this fall, rather than 2 days (Saturday only). Show scheduled for November 14.

3.3) Director – Steve Osborne

Working on a Grant Pre-Application, due next week. Department is submitting a grant request for a restroom project in Richland Park, near shelter #2 and the playground.

Youth basketball signups underway, girls season playing this fall, boy start in January.

Adult softball league formed this fall, with 6 teams (4 in the spring). Coker asked about a church league, and Osborne responded that a church league was a definite possibility in the future, now that the softball leagues are bouncing back.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:54 PM.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
September 14, 2009**

The regular scheduled Parks Committee Meeting was held on Monday, September 14, 2009, in the Conference Room at City Hall. Called to order at 5:03 PM.

Those in attendance were Alderman Coker, Alderwoman McLerran, Alderman Meadows, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves, Parks Maintenance Crew Leader Jeff Minnis. No citizens were present.

Approval of Minutes: Motion was made by Alderman Coker and seconded by Alderwoman McLerran to approve the minutes of the August meeting. Motion passed with none opposed.

Approval of Agenda: Motion was made by Alderman Coker and seconded by Alderwoman McLerran to approve the agenda. Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

1.1) 321 Portland Blvd

Meadows reported that since the August meeting he took measurements and stated 3 doors have to be widened to make ADA accessible.

Osborne reported that he met with a contractor on site, as was requested at the August meeting, and he presented an estimate of \$30,000 to complete the plumbing and electrical, and to bring the house up to code.

Osborne continued by reiterating the committee's plan to use inmate labor with supervision of a licensed plumber and electrician. Osborne referenced a discussion with Meadows on this topic, and Meadows stated that Mike (Meadows) was licensed and willing to do this on site for the plumbing. Also stated that Mike or Kenneth (Wilber) would be willing to supervise the electrical work.

Osborne and Meadows asked if the committee was in agreement with Mike Meadows working on the job. Osborne asked for confirmation that Mike Meadows was working for no compensation, Meadows confirmed that there would be no charge. The committee made no objections.

Osborne requested that Meadows contact Mike Meadows and advise to coordinate a meeting with Melvin Minnis (to communicate the job requirements and to coordinate the inmate labor), and then Melvin Minnis would coordinate the job and materials with the Parks Department. Ready to proceed with the job after Mike meets with Melvin.

Minnis reported that the inmates are in process of replacing rotten wood, and vinyl siding can be installed once complete. The condition of the gutters was discussed, and requested that inmates clean all gutters.

New Business:

2.1) RTP Grant Application 2010

Osborne submitted resolution for committee approval, for Council support and approval of the 2010 RTP grant application, as is required as part of the grant application process. Coker requested confirmation if this financial commitment would fall in this budget year. Osborne confirmed that it would not, that the actual financial commitment would likely be by FY 2011 or later. Motion was made by Alderwoman McLerran and seconded by Alderman Coker to approve the resolution. Motion passed with none opposed.

2.2) Travel Expense – TRPA Conference

Osborne presented travel expense for committee approval, as per Council request. Although registration for this already taken place in July, still asking for committee approval (conference is next week). Expenses were in original budget. Motion was made by Alderwoman McLerran and seconded by Alderman Coker to approve the resolution. Motion passed with none opposed.

Staff Reports:

3.1) Maintenance – Jeff Minnis

Busy with mowing and maintaining athletic fields. TOSHA inspection led to numerous required repairs. Installed new signs for park hours, no trespassing, and gun restrictions. Have received playground mulch (240 yards of wood chips) for all playgrounds, and underway to replenish the playground surfaces.

3.2) Assistant Director – Tammy Groves

Used Madison Pool to winterize the pool this season. Hoping this will alleviate some of the startup expense and downtime for repairs next season. Some projects were discussed. Osborne reported that budget is usually spent on repairs and maintenance. Groves reported that she will visit the Franklin, Kentucky festival this week-end to publicize our craft show.

3.3) Director – Steve Osborne

Reported on vandalism issues, in general, and specifically the fire set in the restroom, break-ins at the soccer concession, and vandalism at the amphitheater.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:37 PM.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
October 12, 2009**

The regular scheduled Parks Committee Meeting was held on Monday, October 12, 2009, in the Conference Room at City Hall. Called to order at 5:04 PM.

Those in attendance were Alderwoman McLerran, Alderman Meadows, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves, Parks Maintenance Crew Leader Jeff Minnis. A member of the press was present for part of the meeting. No citizens were present.

Approval of Minutes: Motion was made by Alderwoman McLerran and seconded by Alderman Meadows to approve the minutes of the September meeting. Motion passed with none opposed.

Approval of Agenda: Motion was made by Alderman Meadows and seconded by Alderwoman McLerran to approve the agenda. Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

1.1) 321 Portland Blvd

Osborne asked if Mike Meadows had met with Melvin Minnis, as detailed in September meeting.

Alderman Meadows reported that he met with Mike Meadows at the site. Stated the site would need an ADA toilet and a wall-mounted sink. Stated that it appeared that plumbing was in place, but yet to be determined as to its working condition. Recommended that the ADA toilet and sink be installed in their original locations using existing plumbing.

Alderman Meadows spoke with Public Works to confirm if the house was on city sewer or septic tank, and to request a check for water pressure, and they were to have reported findings to Parks Department. Osborne reported that no information had been received on this as of current date.

Alderman Meadows stated to proceed with Melvin Minnis and inmate crew on toilet, sink and replacing sub-floor. Alderwoman McLerran questioned the content of the material list and Osborne reiterated that Mike Meadows and Melvin Minnis were to have met with respect to materials and coordinating the job. Alderman Meadows reported that Mike Meadows has not met with Melvin Minnis yet, but that Mike Meadows estimated plumbing parts and pipes cost to be \$50-\$100.

Osborne brought up the question of availability of Melvin Minnis, and when he would be shutting down for the year. Minnis has a personal limit of hours available to work during the year.

New Business:

2.1) Travel – Grant Workshop Oct 28

Osborne presented travel expense for committee approval, as per Council request. Motion was made by Alderman Meadows and seconded by Alderwoman McLerran to approve. Motion passed with none opposed.

2.2) Travel – TRPA MPI Nov 3-5

Osborne presented travel expense for committee approval, as per Council request. Motion was made by Alderwoman McLerran and seconded by Alderman Meadows to approve. Motion passed with none opposed.

2.3) Plaque – Meadowbrook Park

Osborne reported that he had been asked to research a missing plaque at Meadowbrook Park, a sign that had been displayed thanking Ronnie McDowell for contributions to the D.A.R.E. program. Parks staff has confirmed that the sign was destroyed by an automobile several years ago. Groves also reported that she contacted the Portland Police Department, who is not aware of any details on the sign. Osborne stated that the Parks Department is willing to place a plaque, and asked the Parks Committee to advise on the wording. Alderman Meadows stated he would do some additional research on the sign.

2.4) Hiring (seasonal scorekeepers and referees)

Osborne asking for approval of hiring of seasonal employees for youth basketball program. Motion was made by Alderwoman McLerran and seconded by Alderman Meadows to approve. Motion passed with none opposed.

Staff Reports:

3.1) Maintenance – Jeff Minnis

Playground surface material has been replaced. Also worked on drainage in Richland Park playground to prevent loss of material. Pool was closed and covered for the winter. Starting process of fertilizing and seeding athletic fields.

3.2) Assistant Director – Tammy Groves

Planning a campout event in the park October 30, including a movie (The Ghost and Mr. Chicken), storytelling, contests and games, free popcorn and concessions. Trick-or-treat on Main also planned for October 31. Girls basketball programs starts play October 24. Over 30 booths registered for the craft show.

3.3) Director – Steve Osborne

Work is in progress for repairs to the restroom facility at the baseball complex (as a result of the fire). This is an insurance claim, through TML.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:30 PM.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
November 9, 2009**

The regular scheduled Parks Committee Meeting scheduled for Monday, November 9, 2009, was canceled at the request of the Chairman.

**Minutes of City of Portland
Parks and Recreation Committee Meeting
December 14, 2009**

The regular scheduled Parks Committee Meeting scheduled for Monday, December 14, 2009, was canceled due to lack of a quorum.

Those in attendance were Alderman Meadows, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves, Maintenance Crew Leader Jeff Minnis. No citizens were present.