

**MINUTES**  
**City of Portland**  
**Parks Advisory Board Meeting**  
**4:00 PM Monday, October 20, 2008**

The regular scheduled Parks Advisory Board Meeting was held on Monday, October 20, 2008 in the Conference Room at City Hall. Called to order at 4:06 PM.

Those in attendance were Bob Gideon, Clarise Lehman, Mike Meadows, Marilyn Rodriguez, Parks Director Steve Osborne. Citizen present was Candy Webb. Board member absent was Amy Wald.

**Approval of Minutes**

There were no minutes to approve.

**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**

There was no old business.

**New Business**

Approval of By-Laws

Osborne presented by-laws for approval. Motion made by Lehman and seconded by Meadows for approval of the by-laws. Motion passed with none opposed.

Chairman Appointed, Bob Gideon

Osborne presented Bob Gideon as appointed Chairman of the Parks Advisory Board. Motion made by Meadows and seconded by Lehman for approval. Motion passed with none opposed.

Elect Vice-Chairman

Rodriguez nominated Meadows as Vice-Chairman. Vote called and 2-0 in favor of Meadows (Meadows and Gideon no votes).

### Fees – consideration for waiving fees for facility rentals

Osborne presented for discussion, the concept of waiving facility rental fees for particular user groups. Current request from Raise the Praise (2009 June event) for a city donation for their amphitheater rental fees. Osborne stated that the question was not about this event in particular, but for a general opinion or position on the question as a whole. Should not-for-profit groups, or churches, or civic groups (for example) be provided free access to facilities? Osborne opinion is no, that it is too difficult to differentiate between types of users, users would seek the “cover” of a particular group when making reservations to avoid fees, and the city incurs expenses with facilities and fees help offset those. The matter was discussed. Gideon expressed opinion that fees should be enforced without exceptions. Meadows expressed that should be the same for all groups. One group should not be forgiven fees, while others are not. Osborne mentioned that users might be granted some exceptions or partial waivers in lieu of services or work performed. Department always had some flexibility in those circumstances.

Gideon expressed opinion that fees should be charged, but the amount of fees can be at Director’s discretion and can be adjusted according to what the individual group might do. Meadows made motion that the opinion of the Advisory Board be that fees should be charged as set by the city, with an allowance for adjusting fees dependent upon a circumstances and possible work performed by a user. Seconded by Lehman. Motion passed with none opposed.

### Capital Projects

Osborne presented some capital projects for consideration, as possible projects with pending impact fee funding. Presented for general discussion was A/C for the gym (estimated at \$40k), modular restroom (\$40k), repair Meadowbrook tennis courts (\$10k) and pool improvements (\$60k). Gideon mentioned new tennis courts being a priority, on high school or city land.

### **Staff Reports**

Osborne provided members with a Parks & Recreation Citizen’s Board Training document. Spoke about the important and identity of the Advisory Board.

### **Round Table**

Gideon expressed an interest in a thorough tour of the parks facilities. After brief discussion it was determined that this was a good idea, and would be arranged in the near future.

With no further items to discuss, the meeting was adjourned.

**MINUTES**  
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**Parks Advisory Board Meeting**  
**4:00 PM Monday, November 17, 2008**

The regular scheduled Parks Advisory Board Meeting was held on Monday, November 17, 2008 in the Conference Room at City Hall. Called to order at 4:00 PM.

Those in attendance were Bob Gideon, Clarise Lehman, Mike Meadows, Marilyn Rodriguez, Asst Parks Director Tammy Groves. Amy Wald arrived at 4:10.

**Approval of Minutes**

Motion was made by Meadows and seconded by Lehman 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**

Fees

Groves reported that the board opinion on fees was presented to the Finance Committee in October, and the Finance Committee upheld that opinion.

Capital Projects

Groves reported no new information on this subject. The need for a civic center was briefly discussed.

**New Business**

Recognition Plaques

Groves presented a plan to recognize donations to the park system with signs and plaques, displayed on site or at the Community Center. Gideon had question about the visibility of plaques at the Community Center, and Groves replied it was an area with a lot of activity and public events (and rentals).

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

#### Trees at MB

Groves presented plan by Keith Malm (as a scout project) for ID and label of trees at Meadowbrook Park with wooden signs. An example of a sign was presented. The project is at no expense to the City of Portland. Gideon knows Keith, and spoke highly of him. The appearance of the signs was discussed and determined that a stenciled sign is preferred, rather than a hand-written.

Motion made by Wald and seconded by Meadows for approval. Motion passed with none opposed.

#### **Staff Reports**

Groves spoke about the craft show earlier this month, a very successful event. We added more variety and new products. The crowd was down a bit. The newest idea (the area for kids) was very popular. This gave children the opportunity to make crafts and gave them something to do while their parents browsed. We are looking at some new ideas to improve the show.

The basketball program and registration was briefly discussed, as well as the volleyball registration.

#### **Round Table**

Gideon again mentioned a tour of the parks facilities.

Motion made by Rodriguez and seconded by Meadows to adjourn. Motion passed with none opposed. The meeting was adjourned at 4:20.