

**Minutes of City of Portland  
Parks and Recreation Committee Meeting**

February 14, 2011 - Page 1 of 4

The regularly scheduled Parks Committee Meeting was held on Monday, February 14, 2011, in the Conference Room at City Hall. Called to order at 5:02 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, Parks Department Intern Marshall Bull. No citizens were present.

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

**Approval of Agenda:** Alderman Meadows requested an item added to new business, regarding the Amphitheater. Item added as 2.7. Motion was made by Alderwoman McLerran and seconded by Alderman Coker to approve the agenda. Motion passed with none opposed.

**Citizen Comments:** There were no citizen comments.

**Old Business:**

**New Business:**

2.1 Flag – Meadowbrook Park

Osborne reported that a tree is interfering with one of the two flagpoles at Meadowbrook Park. A tree was planted too close to the pole, and it is damaging the flag. The pole needs to be moved or removed, or the tree needs to be removed. Staff recommendation is to remove the pole as there are two flags serving the park. Minnis reported that the tree is a blue spruce. Alderman Meadows reported that the Woodmen of the World donated the flagpole with a plaque associated with the Ronnie McDowell concerts for the Sumner County DARE Program, and supported moving this pole to another location. Osborne agreed and stated the plan was to use the flag at Richland Park. Motion was made by Alderman Coker and seconded by Alderwoman McLerran to remove the flagpole from Meadowbrook Park. Motion passed with none opposed. *Director's note – it has since been revealed that the flag was in fact donated by the Portland VFW in May of 2000.*

2.2) RC Users

Osborne reported he has met with an individual representing users of radio controlled vehicles, regarding a location in the park to utilize for their hobby. He identified an area in the north part of Richland Park, near Jim Courtney Road, to allow them to use. Terms of use required no permanent structures or modification to the land.

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2.3) Travel Expenses for February

Osborne presented \$358 for travel expenses to two separate TRPA events in February. Reported that \$1300 remained in the line item, and also detailed that he personally incurred \$490 worth of travel in 2010 that was not turned in to the City for reimbursement. Motion was made by Alderman Coker and seconded by Alderwoman McLerran to approve travel expense. Motion passed with none opposed.

2.4) Seasonal Hires for Pool Season

Osborne requested approval for seasonal hires for the pool, including lifeguards, gate and concession workers. Alderman Coker inquired about pool revenues after the rate increases last year. Osborne replied that pool attendance did not suffer significantly as a result, but also noted that other factors were present, such as periods in which the pool was closed for emergency repairs in 2009, and reduced hours of operation in 2010. Motion was made by Alderman Coker and seconded by Alderwoman McLerran to approve the hire of seasonal employees. Motion passed with none opposed.

2.5) Vending Contracts

Osborne requested action from the Parks Committee with respect to beverage / vending contracts for the City of Portland, to separate the Parks Department from the City of Portland (other departments), with respect to beverage vendors. The Parks Department, as it involves working with civic clubs and a variety of concession stands, is a different situation than another department within the City of Portland that might just desire a vending machine in a break room. Motion was made by Alderman Coker and seconded by Alderwoman McLerran to separate the Parks Department from the City of Portland with respect to vending contracts, and to forward the item to the Finance Committee. Motion passed with none opposed.

2.6) Department of Justice – ADA changes - Other Power Driven Mobility Devices

Osborne reported the action by the Department of Justice (DOJ), effective March 2011, regarding Other Power-Driven Mobility Devices (OPDMD). Osborne summarized that the DOJ has defined a new class of motorized vehicles (OPDMD) that can be used on any public trail or area by those using them for mobility assistance, and their access can not be denied in public areas. OPDMD include items such as the SEGWAY PT, golf carts, and GATORS. However, the Parks Department has the right to assess the safety and feasibility of use of OPDMD, and to limit their use based on assessment factors published and provided by the DOJ.

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Staff recommendation is to prohibit use of all OPDMD in the gym, citing assessment factors i, ii, iii and iv.

Staff recommendation is to allow the SEGWAY PT and all other electronic personal assistance mobility devices (EMD) on the trail, but to disallow all other OPDMD, citing assessment factors i, ii and iv, and defining EMD as 2 wheel devices such as the SEGWAY PT with a maximum speed of 12.5 mph, and motorized power chairs when used by individuals with mobility impairments, and prohibit any other device.

Discussion continued on the types of vehicles involved, and the assessment factors related to facilities. Motion was made by Alderman Coker and seconded by Alderwoman McLerran to restrict use as recommended by staff. Motion passed with none opposed.

2.7) Amphitheater Fees

Alderman Meadows stated that Alderman Bratton asked him to address the Parks Committee, requesting to waive fees or to eliminate the fee structure for the amphitheater. Alderman Meadows presented for discussion. Alderman Meadows asked for a summary of the current fee structure, Osborne reported the current fees are \$200 daily for limited stage access, \$400 for full access, plus a \$500 refundable deposit. Discussion ensued on how much the facility is used, and if the fees deter any users. Alderman Meadows further explained that Alderman Bratton was asking on behalf of a church group that wanted to use the facility for an event. Osborne cited that another not-for-profit church group runs "Raise the Praise", which is now an annual event in the park that uses the amphitheater, and that they approached the Parks Committee and/or the Council 3 years ago asking for all fees to be waived for their use (*Director's note – Parks Committee and Finance Committee denied their request for waiving amphitheater fees in October 2008*). That request was denied, however a reduced rate was eventually agreed upon, based upon the group providing their own security and cleanup of the facility and the grounds. Discussion also included the problem of setting a precedent of waiving fees for one group or another, and that if a not-for-profit group was allowed free access of one facility, that all such groups would then have to be allowed free access to all facilities. There was no support from the Parks Committee to adjust or eliminate fees for the amphitheater, therefore no action was taken.

**Staff Reports:**

3.1) Maintenance – Jeff Minnis

Preparing athletic fields and facilities for spring sports. Also getting through some winter projects and various repairs, such as to bleachers.

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3.2) Assistant Director – Tammy Groves

Youth basketball (boys) season is underway. Easter egg hunt will be in April. Parks Department is involved with a new program called “Walk Across Summer”, sponsored by the County.

3.3) Director – Steve Osborne

Adult softball registration underway. Announced the formation of a new division, a church division, at the specific request of the Parks Committee. Also advised on enforcing fee structures for field usage for out of town teams in tournaments run by local leagues, in particular a Dixie tournament scheduled for March.

**Round Table:**

With no further items to discuss, the meeting was adjourned at 6:07 PM.

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March 14, 2011 - Page 1 of 3

The regularly scheduled Parks Committee Meeting was held on Monday, March 14, 2011, in the Conference Room at City Hall. Called to order at 5:04 PM.

Those in attendance were Alderman Coker, Alderwoman McLerran, Parks Director Steve Osborne. No citizens were present. Alderman Bratton was present.

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

**Approval of Agenda:** Osborne requested an item added to new business, on behalf of Bratton, regarding the amphitheater, adding as item 2.4 and moving to first item in new business. Osborne requested an item added to new business, as item 2.5, discussion and recommendation on parent issue in basketball program. 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 Flag – Meadowbrook Park

Osborne reported that the flag has been moved from Meadowbrook Park to Richland Park, in the area of baseball fields 1-4. The flag was in fact donated by the Portland VFW in May of 2000. The flag and original plaque were moved.

1.2 Vending Contracts

Osborne reported that the item was not added to the finance committee agenda upon recommendation of the City Recorder. Noted that this committee has discussed and approved the separation of vending services for future reference.

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**New Business:**

2.4 Amphitheater Fees (moved to first item discussed)

Bratton reported that the topic discussed last month was misinterpreted and he had not endorsed fees to be waived, but rather to consider that the usage high fees are discouraging use. Amount of facility use was discussed, Osborne reported that the use has been low. Discussion continued on the expenses related to rental of the facility. Bratton discussed community impact of events in the park. A fee structure was discussed more comparable to the community center, and Bratton suggested a minimum fee of \$100. Motion was made by Alderman Coker and seconded by Alderwoman McLerran to have staff formulate a fee structure based upon discussions and present to Finance Committee. Motion passed with none opposed.

*Director's note – The current fee structure for the amphitheater was established and approved by the Parks Committee in June 2008, and approved by Council in July 2008 (resolution 08-04, amended). The topic of waiving fees for a specific group of users was discussed by the Parks Advisory Board in October 2008, and their recommendation was not in support of waiving fees for any particular group. That recommendation was presented to the Finance Committee in October 2008, and that body also failed to formally consider waiving fees. While the discussion this month focused on reducing fees, rather than waiving, this history isn't necessarily relevant, but does establish a historical review.*

2.1 Travel Expense

Osborne reported that the March TRPA meetings were determined to be of little value to staff. Presented a possible session in Clarksville in April that could incur up to a \$125 travel expenditure, depending upon release of session schedule. Motion was made by Alderman Coker and seconded by Alderwoman McLerran to approve travel expense. Motion passed with none opposed.

2.2 Public Input Meeting

Osborne reported on the Public Meeting on April 21, as part of the Parks Advisory Board April meeting. This is a requirement of the grant project. The Parks Department will also hold a public forum to help assess facility and program needs, as well as a Q&A forum for the department.

2.3 Budget Items

Osborne reported on a few budget items forthcoming, including new roof needed for the community center and work needed in the gym.

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2.5 Parent Issue

Osborne reported a variety of issues with a parent this past basketball season. Problems included confrontations with staff, shouting at officials and children (opposing players), issues with coaches, disrespect to staff and facilities, and threatening behavior towards staff and league officials. A recommendation was presented to suspend the parent from any future presence in the facilities, and committee support was requested. Alderman Coker pointed out that if any child or official was deemed to be in danger as a result of the behavior of this parent, that he would support action. Committee and staff was in agreement to take action on the situation.

**Staff Reports:**

3.1) Director – Steve Osborne

Osborne reported on status of youth basketball league (finished first week of March), Adult Softball League (7 teams in CO-ED division for Sunday afternoons), Easter Egg Hunt (April 17), Swim Team Registration (through March 31), and dates set for Movies in the Park (May 21, June 25, August 20, October 29). Also referenced that all pertinent information on parks programs and facilities can be found on the website.

**Round Table:**

With no further items to discuss, the meeting was adjourned at 6:07 PM.

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June 13, 2011 - Page 1 of 1

The regularly scheduled Parks Committee Meeting was canceled due to lack of a quorum.

Committee members in attendance	Alderman Harbin
Committee members absent	Alderman Minnis, Alderman White
Staff in attendance	Parks Director - Osborne
Others in attendance	None

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July 11, 2011 - Page 1 of 3

The regularly scheduled Parks Committee Meeting was held on Monday, July 11, 2011, in the Conference Room at City Hall. Called to order at 5:16 PM.

Those in attendance were Alderman Harbin, Alderman Minnis, Parks Director Steve Osborne, 1 member of the press. No citizens were present.

**Approval of Minutes:** Motion was made by Minnis and seconded by Harbin to approve the minutes of the last meeting. Motion passed with none opposed.

**Approval of Agenda:** Osborne requested two items added to new business, on behalf of Alderman Mike Callis, regarding the barn at Meadowbrook Park (added as item 2.4) and Richland Park basketball courts (added as item 2.5). Motion was made by Minnis and seconded by Harbin to approve the agenda. Motion passed with none opposed.

**Citizen Comments:** There were no citizen comments.

**Old Business:**

1.1 Public Input Meeting

Osborne reported that the meeting took place in April, as was required as terms of the current LPRF grant project. The Parks Department also added a needs assessment segment for the public, and a Q&A for the Parks Department. The meeting drew very little interest, with only 1 citizen showing up and 1 member of the Advisory Board.

**New Business:**

2.1 Advisory Board – Appointments

Osborne reported that three appointments expired June 30. The Mayor has recommended Mike Meadows for re-appointment, Osborne (Director) has recommended Alan McConnell for re-appointment. Marilyn Rodriguez was an appointment by the Parks Committee.

Motion was made by Minnis and seconded by Harbin to recommend Meadows and McConnell for re-appointment, and to defer the re-appointment of Rodriguez to the next meeting. Motion passed with none opposed.

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2.2 Farm Lease – Richland Park

Osborne presented the question to consider if the committee wants to continue leasing park land for farming, as has been the case in recent years. Motion was made by Minnis and seconded by Harbin to continue with leasing the existing park property for farming. Motion passed with none opposed.

Osborne requested consideration to add a clause to future leases to require the tenant to mow specific areas in the park at no cost to the City of Portland in exchange for keeping the hay. Discussion continued over the possible details and terms that might be considered, with respect to the terms of such a clause. It was agreed that more research would be required to formulate the details of the contract revision. Motion was made by Minnis and seconded by Harbin to approve this addition to future leases with a frequency of twice a year. Motion passed with none opposed.

2.3 Gun Policy for Special Events

Osborne reported that the current resolution to prohibit guns in the park does not contain any provisions for allowing guns with respect to a special event, such as a civil war re-enactment activity. Recommended that a revision to the resolution be presented for approval, which would allow handguns if approved as part of a special event. Motion was made by Minnis and seconded by Harbin to revise the current resolution as recommended. Motion passed with none opposed.

2.4 Barn at Meadowbrook

Osborne presented the request by Alderman Callis to consider having the barn at Meadowbrook painted. Osborne reported that the project was on a current capital project list, but had been downgraded to a lower priority due to budget cuts. Also reported that he had been in contact with a local church several weeks ago about a volunteer effort to paint the barn, and those discussions were already in progress as a possibility.

Osborne suggested that the job should be done properly, and is more involved than just throwing a coat of paint on the facility. Also suggested that the project is not an in-house job, Minnis and Harbin concurred that it is not an in-house job. Osborne suggested that any volunteer effort would also require the necessary equipment to do the job properly (such as scaffolding). Osborne also reported that he planned to make contact with professionals for advice and price quotes on the project.

Osborne recommended that he continue to collect information and report back to the committee at the next meeting. Committee agreed.

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2.5 Basketball Courts at Richland Park

Osborne presented the request by Alderman Callis to consider the relocation of the basketball court, which was lost as part of the library project.

Osborne reported that this had been appealed in the past (2010), in conversations with Mayor Wilber and with the Parks Committee, with respect to requests that the relocation of the court be provided as part of that project. Also reported that in a recent conversation with Mayor Wilber, it is assumed now that there was no such agreement for any assistance, financial or otherwise, as part of the library project.

Discussion continued over the expense and site of a possible relocation. Osborne presented an option of fencing part of the paved area of a parking lot at Richland Park, which would provide an unlighted option (but already paved). Minnis suggested that estimates be collected for that location, in addition to an alternate location. The lack of lighting in the proposed area was discussed. Minnis suggested the area of baseball field 11, adjacent to the field. Osborne stated that the field was actually a low use facility, a practice field which was in poor condition, and suggested that the court be considered for relocation on that actual site, using the existing lights.

Committee recommended that price quotes be obtained for both options and report back to the committee at the next meeting.

**Staff Reports:**

3.1) Director – Steve Osborne

Osborne discussed recent overtime questions, and how the department schedules personnel for events and week-end activity. Osborne reported that he is still operating under a directive to eliminate overtime. Discussion continued on staffing and overtime.

**Round Table:**

Minnis requested information on concession stand revenues and policy.

With no further items to discuss, the meeting was adjourned at 6:28 PM.

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August 8, 2011 - Page 1 of 3

The regularly scheduled Parks Committee Meeting was held on Monday, August 8, 2011, in the Conference Room at City Hall. Called to order at 5:06 PM.

Those in attendance were Alderman Harbin, Alderman Minnis, Parks Director Steve Osborne, Mayor Ken Wilber. No citizens were present.

**Approval of Minutes:** Motion was made by Minnis and seconded by Harbin to approve the minutes of the last meeting. Motion passed with none opposed.

**Approval of Agenda:** Osborne requested two items added to new business, on behalf of Mayor Wilber, regarding request by Chamber of Commerce for refund of reservation fees (added as item 2.2) and naming facility in park (added as item 2.3). Motion was made by Minnis and seconded by Harbin to approve the agenda. Motion passed with none opposed.

**Citizen Comments:** There were no citizen comments.

**Old Business:**

1.1 Advisory Board

Osborne reported that Marilyn Rodriguez, the recently expired appointment by the Parks Committee, is not interested in serving another term. There remains a position open on the Parks Advisory Board (the second of two parks committee appointed members).

1.2 Barn at Meadowbrook

Osborne handed out financial information, relating to items 1.2, 1.3 and 2.1 on this agenda, relating to financial requirements of items not budgeted.

Osborne reported that a formal quote was received for painting the barn in the amount of \$2350. Also reported that discussions were still in progress for a volunteer effort, and that option would carry an expense to the City of \$750 (estimated for wood repairs and cost of paint). The recommendation is to pursue the volunteer effort, and for the City of Portland to carry the expense of the repairs and the paint. If the volunteer effort falls through, the remaining option would carry an estimated expense of \$2350 (not budgeted).

Motion was made by Minnis and seconded by Harbin to authorize the coordination of the volunteer project, with the Parks Department contributing \$750 to the expenses. Motion passed with none opposed.

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1.3 Basketball Courts at Richland Park

Osborne referred to two options for locations for new basketball courts at Richland Park. One option (OP-1) located on existing paved parking lot east of Public Works offices, and option two (OP-2) located on existing baseball field #11 (south of the gym). Estimated expense for OP-1 is \$6100, and OP-2 is \$9800. This includes new goals at \$2100, and \$4000 for fencing (OP-1) or \$7700 for paving (OP-2).

However, Osborne reported that OP-1 is no longer considered a feasible location, as the location is too close to traffic and unsafe. Using OP-1 would require fencing the entire area, and the expense of OP-1 would increase to \$10,100. Osborne explained that left OP-2, with a \$9800 expense to locate the court, which was not a budgeted project.

Harbin expressed that it made more sense to locate the court at OP-2, near its prior location. Wilber advised that there will be neighborhood complaints if the court is located back to that area. Wilber explained that there may be money left from the library project that could fund the project. Discussion continued on use of that location, possible park expansion with tennis courts.

No action taken at this time.

**New Business:**

2.1 Swimming Pool – 2012 ADA Requirements

Osborne reported that an ADA Aquatic Lift for the pool will be required before the pool can open to the public in 2012. Current estimate for a lift is \$3500, with the job done in house.

Motion was made by Harbin and seconded by Minnis to defer until September meeting. Motion passed with none opposed.

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2.2 Chamber of Commerce

Wilber reported that the Chamber of Commerce protested being charged for reservation of the shelter, for their Back to School Bash in July. Osborne confirmed that the fee was \$85. Minnis stated that the Chamber was a charitable organization, and discussion continued on not-for-profit use of facilities. Osborne stated that the event started in 2010, and the Chamber of Commerce paid for the reservation in 2010. Reported that \$100 worth of labor was contributed by the Parks Department for the event, in addition to use of utilities. The Parks Committee, Parks Advisory Board and Finance Committee all heard requests for waiving fees for non-profit groups in October of 2008, and took no action to waive fees. Minnis asked how much money the City contributed to the Chamber of Commerce, Wilber reported \$10,000. Osborne also reported that the Parks Committee again heard a request to waive fees in February 2011, and took no action. Harbin asked if there was a means to donate \$85 to the event. Wilber stated that there was money available in his departmental budget to donate \$85 to the event. Osborne reiterated that the concern was to be consistent with policy for all users.

2.3 Naming of Facility

Wilber asked for consideration for naming the walking trail for Betty Wiseman. Motion was made by Minnis and seconded by Harbin to name the walking trail at Richland Park after Betty Wiseman. Motion passed with none opposed.

**Staff Reports:**

3.1) Director – Steve Osborne

Osborne reported that adult fall softball leagues did not make. Portland Youth Football League has started practice, Portland Soccer Club will start practice in September. The Parks Department Swim Team finished their season in July. The pool is open week-ends only, through August 21. Have received RFQ for engineering services for restroom project (LPRF grant) and will forward selection to finance committee and council. Bids will open for roof project at community center on August 10.

**Round Table:**

With no further items to discuss, the meeting was adjourned at 6:05 PM.

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**NOT APPROVED**

September 12, 2011 - Page 1 of 2

The regularly scheduled Parks Committee Meeting was held on Monday, September 12, 2011, in the Conference Room at City Hall. Called to order at 5:09 PM.

Those in attendance were Alderman Harbin, Alderman Minnis, Parks Director Steve Osborne. No citizens were present.

**Approval of Minutes:** Motion was made by Harbin and seconded by Minnis to approve the minutes of the last meeting. Motion passed with none opposed.

**Approval of Agenda:** Motion was made by Minnis and seconded by Harbin to approve the agenda. Motion passed with none opposed.

**Citizen Comments:** There were no citizen comments.

**Old Business:**

1.1 Advisory Board

No action taken. There remains a position open on the Parks Advisory Board (the second of two parks committee appointed members).

1.2 Barn at Meadowbrook

Osborne reported nothing new to report since last meeting. Pending presentation by the volunteer group to their board, and expect to hear from them in September. Harbin provided contact information on another group that would be willing to assist with the project.

1.3 Basketball Courts at Richland Park

Osborne reported that Mayor Wilber has advised that there is no money available from the library project to fund the relocation / construction of a basketball court at Richland Park, in order to replace the court removed by the library project. The funds are not available in current parks budget to fund the project.

Motion was made by Minnis and seconded by Harbin to forward the project to the finance committee as a request for funding. Motion passed with none opposed.

*Director's note – staff has determined that the remains of one of the old goals can be placed somewhere at Richland Park, in order to at least provide one place to enjoy basketball, until a more permanent solution can be achieved.*

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1.4 Swimming Pool – 2012 ADA Requirements

Osborne reported that the job had to proceed, and it will almost certainly throw that line over budget before the end of the fiscal year, but will be prepared to explain the expenditure (overage) again at that time. Minnis inquired as to why the job needed to be completed now instead of 2012. Osborne cited several reasons, including saving \$1000-\$1500 with an in-house installation (which requires staff to install in the fall versus next spring), the possibility of delays as a result of installation problems being easier to handle now without the possibility of delaying the pool opening, and avoiding the possibility of increased prices and lack of product availability next spring.

Harbin inquired about the possibility of extending the pool to provide a zero depth sloped entry. Osborne reported as not feasible due to expense and time. It was generally agreed that this type of project would accompany a major pool renovation project. Discussion continued on possibility of grants to fund a pool renovation project.

**New Business:**

**Staff Reports:**

3.1) Director – Steve Osborne

Reported that the bid opening for the roof at the community center was last week, and will go to the finance committee for approval September 19. September 10 marked opening day for the Portland Soccer Club, and the first home date for the Portland Youth Football League, and drew a very large crowd to the park. Richland Park is hosting the Wendy's Wish event September 24 (amphitheater / concert, and a car show).

**Round Table:**

Harbin brought up the football concession facility and the lack of running water. Osborne reported that the Sumner County Health Department advised that concession stands operated by youth sports leagues were not subject to inspection. Osborne reported that this matter has been discussed with the Portland Youth Football League (PYFL) in depth three years ago, the basic plan of the project was agreed upon, and the Parks Department was simply waiting on the PYFL to coordinate the project.

Harbin discussed maintenance issues, including the creek at Meadowbrook and an overgrown area at Richland (near Jim Courtney Blvd). Some discussion continued on options for resolving the area at Richland. It was agreed to obtain a professional opinion on cleaning that area up. The status of the inmate program was discussed.

With no further items to discuss, the meeting was adjourned at 5:52 PM.