

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

January 11, 2010 - Page 1 of 3

The regular scheduled Parks Committee Meeting was held on Monday, January 11, 2010, 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. A member of the press arrived at 5:12 PM, and remained through discussion of item 2.3. No citizens were present.

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

Approval of Agenda: Osborne added item 2.3 to new business. 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

Minnis reported that the sheetrock had to be removed in order to complete electrical work. Meadows reported that the floor is completed, and the sub-floor completed in the big room. The rear interior door opening is widened (for ADA specs) and opened up the hallway opening as well. Plan is to widen the back exterior door and build the ADA ramp for access there. All plumbing is roughed in, and now working on electrical. Will have to cut back some sheetrock to expose wiring to complete electrical work. Painting will follow, then setting the bathroom fixtures and installing new flooring.

Meadows summarized, the floors are down, the doors are opened up, and other work in progress. The project will resume when Melvin Minnis and inmate crew return to work.

New Business:

2.1) Athletic field turf plans 2010

Osborne reminded that decision was made to take some of the lesser used soccer and baseball fields out of the seasonal rotation for rye grass seeding, to save money. The soccer fields include #1 and #2, as well as #3 (football field), and these fields were not used last spring as game or practice fields. The baseball fields include #1, #2, #3, and #4, and those fields were used only for practices last spring. This was part of the reason that the line item for grounds maintenance was reduced \$15,000 for FY 2010.

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2.2) Policy Manual

Osborne presented current copy of policy manual for discussion and possible approval. It was noted by Meadows that most of the information was not new, but now organized in a document. Osborne referenced some of the policies had already been presented and approved in prior 2 years (such as concessions fees for civic clubs, and gate collection procedures), and some unwritten rules were now stated in writing. Osborne stated that the document was made available to the public, and also presented to all coaches for participants in leagues run by the Parks Department (such as basketball, volleyball and softball), as well as to other users of the facilities (such as football, soccer, baseball and softball). Motion was made by Alderman Coker and seconded by Alderwoman McLerran to approve. Motion passed with none opposed.

2.3) Revise Resolution 09-104

Osborne referenced resolution 09-104, approved in October 2009, relating to the assurance of the 20% match for the forthcoming grant application (restroom project at Richland Park). The preliminary estimates were based on a total project cost of \$60,000 and a match from the City of Portland of \$12,000. The current estimates are now a total project cost of nearly \$100,000 and a match from the City of Portland of \$20,000. The resolution needs to be revised to reflect these updated figures.

Osborne also noted that efforts to raise money through donations will continue, and the Parks Department has already secured donations totaling \$2,500 in cash and \$5,061 in materials. As a result, the City of Portland's cash match is currently estimated at \$11,151.50, which is less than the \$12,000 originally committed by resolution 09-104. The resolution must be revised, however, to equal the grant amount requested and its related match portion. But the amount required from the City of Portland has not increased.

McLerran asked if impact fees could be used. Osborne stated that he thought they could, and Coker and Meadows agree. Osborne stated that he was planning to accumulate those funds and apply towards tennis courts construction, but was not opposed to using that source of funding in this project if necessary. It was generally agreed that it might be necessary, considering the timing of this project.

Motion was made by Alderman Coker and seconded by Alderwoman McLerran to approve. Motion passed with none opposed.

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Staff Reports:

3.1) Maintenance – Jeff Minnis

Preparing for construction of the maintenance equipment storage shelter. Transplanted tulip poplar trees to dedication area, and moved 5 more pin oaks to baseball, soccer and playground areas. Also had 10 more trees moved to other areas in the park, and had these moved at no expense, trading 10 more trees that were also ready for transplant. Completed drainage project near soccer area, and installed erosion straw mats on the hill. Has already improved the drainage off the fields.

3.2) Assistant Director – Tammy Groves

Youth basketball (boys) started this past Saturday, and adult volleyball started this past Sunday. 9 boys teams (down 25% from last year) and 7 volleyball teams (same as last year). Dance class (Marla) has returned to the RCCC for her weekly classes. Christmas event (visit with Santa) was very successful.

3.3) Director – Steve Osborne

Adult softball registration will be in late January through February.

Meadows asked about vandalism issues. Osborne reported that it seems to have improved recently, citing two possible reasons - opening the gates and the return of security staff from leave.

Osborne also reported that we were successful in a recent case in city court, after completing a desk warrant against a driver (reckless driving in Meadowbrook Park). Stated that it gives our security staff more authority and will help control conduct in the parks.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:51 PM.

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February 8, 2010 - Page 1 of 1

The regular scheduled Parks Committee Meeting scheduled for Monday, February 8, 2010, 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.

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March 8, 2010 - Page 1 of 1

The regular scheduled Parks Committee Meeting scheduled for Monday, March 8, 2010, was canceled.

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Special Called
March 30, 2010 - Page 1 of 2

A Special Called Parks Committee Meeting was held on Tuesday, March 30, 2010, in the Conference Room at City Hall. Called to order at 4:15 PM.

Those in attendance were Alderwoman McLerran, Alderman Meadows, Parks Director Steve Osborne, and Andy Simmons from the Portland Progressive. No citizens were present.

Approval of Minutes: Motion was made by Alderwoman McLerran and seconded by Alderman Meadows to approve the minutes of the January 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:

New Business:

2.1) Seasonal Hires

Osborne presented seasonal hires for pool season, including Amy Wimberly (Concession and Gate) and (Lifeguards) Sarah Anderson, Scarlett Collier, Megan Dattilo, Logan Embry, Colby Gallahar, Jada Johnson, Chassity Key, Melanie Pettitt, Brooklyn Wimberly. Motion was made by Alderman Meadows and seconded by Alderwoman McLerran to approve. Motion passed with none opposed.

2.2) Financial – Revenue Increases

Osborne presented summary of proposed fee increases, as a result of Mayor request to generate \$36000 additional income in user fees. Each line was presented for discussion (reference attachment “A”). General discussion followed, with emphasis on increasing non-resident fees. Motion was made by Alderwoman McLerran and seconded by Alderman Meadows to approve the proposed fee increases with increases to non-resident fees in youth basketball league (from \$75 to \$80) and fees charged to civic clubs (from \$20 to \$25) - reference attachment “B”. Motion passed with none opposed.

The Director’s summary for Council included in attachment “C”.

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2.3) Financial – Budget Cuts

Osborne presented budget cuts in the form of personnel adjustments. Proposal included two positions (receptionist and security) to be reduced from full-time to part-time, and one position (part-time maintenance) to have duties adjusted. Details and savings are detailed in attachment “D”. Motion was made by Alderman Meadows and seconded by Alderwoman McLerran to approve. Motion passed with none opposed.

The Director’s summary for Council included in attachment “E”.

Staff Reports:

3.1) Maintenance – Jeff Minnis

No report.

3.2) Assistant Director – Tammy Groves

No report.

3.3) Director – Steve Osborne

No report.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:01 PM.

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April 12, 2010 Page 1 of 2

The regular scheduled Parks Committee Meeting was held on Monday, April 12, 2010, in the Conference Room at City Hall. Called to order at 5:02 PM.

Those in attendance were Alderman Coker, Alderwoman McLerran, 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 March 30 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:

New Business:

1.1) Approval of Food Vendors for Concert

Osborne presented Papa John's as a food vendor for the May 15 concert. Also advised that the Lion's Club was soliciting vendors for the concert from their lineup of vendors working the festival activities, and coordination of any vendors they had obtained had not yet taken place. Motion was made by Alderman Coker and seconded by Alderwoman McLerran to approve Papa John's as a vendor for the concert, and to authorize the Parks Department to approve any other vendors that may apply. Motion passed with none opposed.

Staff Reports:

3.1) Maintenance – Jeff Minnis

Finishing up equipment storage shed. Recently added ADA parking space by Richland Park playground, general repairs, and field preparations for spring sports. Coker inquired about the flag football tournament, and which fields they would use. Osborne advised they would use soccer fields 1 and 2, and will not use the main football field (3).

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3.2) Assistant Director – Tammy Groves

Easter Egg Hunt was successful and had a good turnout. Lifeguards have been hired, and pool will open Memorial week-end. Adult softball has started, 8 teams in the league.

3.3) Director – Steve Osborne

Concert is May 15, and we are also hosting a flag football tournament and possible an NSA softball tournament. First Movie in the Park is May 29, coincides with the opening of the pool. Have constructed our own screen for the movies, which was far cheaper and larger than the portable screen.

Reported that Parks Department not yet receiving much in the way of negative feedback on the fee increases.

Advised the Parks Committee that Bob Gideon (Parks Committee appointment to the Parks Advisory Board) has his term expire June 30, 2010. We will check with him to see if he has interest in serving another term.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:28 PM.

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May 10, 2010
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The regular scheduled Parks Committee Meeting was held on Monday, May 10, 2010, in the Conference Room at City Hall. Called to order at 5:04 PM.

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

Approval of Minutes: Motion was made by McLerran and seconded by Meadows to approve the minutes of the April 12 meeting. Motion passed with none opposed.

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

Citizen Comments: There were no citizen comments.

Old Business:

New Business:

1.1) Dusty Hunt – appeal of suspension from facilities for profanity during performance.

Osborne noted Mr. Hunt was not present for this appeal, and presented the facts of the suspension, including the reservation form, the report from Chief Smith, the letter of suspension, and Mr. Hunt's e-mail response. Osborne asked the Committee to consider the facts and render a decision on upholding or reducing the suspension, while recommending that the suspension stand until such time that Mr. Hunt appear before the Parks Committee to represent himself. Meadows inquired as to the length of the suspension, and Osborne reported that it was indefinite. Coker asked for a correlation to other suspensions, in particular to sports-related suspensions. Osborne replied that these types of situations were handled case by case, and that the point of the details of this particular suspension was intended to be indefinite until such time that Mr. Hunt appear before the Parks Committee. The Committee was in full agreement to leave the suspension in place, but to permit Mr. Hunt to appear before the Parks Committee upon request of an appeal.

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1.2) Consideration of select Richland Park property for sale.

Osborne reported that he made inquiry to State of Tennessee Department of Environment and Conservation as a result of noting that the possible sale of park property was presented at the April 19 Legislative Committee meeting. A reply has been received from the State of Tennessee, and that has confirmed that a condition of the grant contracts restricts the sale of any property at Richland Park, and only provides the option of conversion (in which the property would have to be replaced at equal or greater value).

Staff Reports:

3.1) Maintenance – Jeff Minnis

No report.

3.2) Assistant Director – Tammy Groves

No report.

3.3) Director – Steve Osborne

Osborne reported that he left Minnis and Groves home for this meeting, to prevent overtime due to extra hours required this week (due to the concert). Staff is preparing for May 15 concert, and also hosting an adult softball tournament and an adult flag football tournament. Department scheduling is expected to cover all events with no overtime.

The County is not yet providing any inmate labor, due to a shortage of qualified inmates. This is putting a severe strain on our grounds maintenance, as the inmate program has basically replaced our seasonal hires.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:42 PM.

**Minutes of City of Portland
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June 14, 2010

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The regular scheduled Parks Committee Meeting was held on Monday, June 14, 2010, 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, 1 member of the press and 2 citizens.

Approval of Minutes: Motion was made by McLerran and seconded by Meadows to approve the minutes of the May 10 meeting. Motion passed with none opposed.

Approval of Agenda: Motion was made by Meadows and seconded by McLerran to approve the agenda with additions requested by Osborne (items 2.5 and 2.6). Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

1.1) Dusty Hunt – appeal of suspension from facilities for profanity during performance.

Mr. Hunt was not present for the appeal, and it was noted that he was also not present for the initial appeal in May. Motion was made by McLerran and seconded by Meadows to consider the matter a dead issue with no further chance for appeal. Motion passed with none opposed.

New Business:

2.1) Consideration of Westmoreland HS donation request.

Osborne discussed the situation, originated from Richard Smith (Public Safety), for the donation of two poles for a lighting project at Westmoreland HS. The poles were donated to the Parks Department several years ago from CEMC. The poles are not likely to be utilized for any future lighting project in the park.

The possibility of any other city use was discussed, and that could be addressed by Council. Meadows requested that Public Works be informed in case there might be another use for them in the city. Motion was made by McLerran and seconded by Meadows to approve the donation of the poles to Westmoreland HS. Motion passed with none opposed.

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2.2) Redefine definition of “resident” to include any property owner paying property taxes.

Osborne stated that this primarily related to absentee owners (such as owners of rental property) who should get the “resident” rate on any applicable fees. Osborne noted that this is actually the current interpretation of the definition of a resident, and it isn’t a change in policy, and that re-wording the stated definition should take care of the question. Motion was made by McLerran and seconded by Meadows to approve the interpretation related to the definition of a resident. Motion passed with none opposed.

2.3) Approval of Bob Gideon, renewal to Parks Advisory Board.

Motion was made by Meadows and seconded by McLerran to approve this renewal and appointment to the Parks Advisory Board. Motion passed with none opposed.

2.4) Approval of Lauri Robertson, renewal to Parks Advisory Board.

Motion was made by Meadows and seconded by McLerran to approve this renewal and appointment to the Parks Advisory Board. Motion passed with none opposed.

2.5) LPRF Grant Application 2010

Osborne reported that the City of Portland was not awarded funding for our 2010 RTP grant application (for the Richland Park restroom project). Osborne asking for approval to submit this project in the next LPRF grant cycle in August 2010. Noted that funding would not likely be required until FY-12, and impact fees would probably be the source of city funding. Motion was made by Meadows and seconded by McLerran to approve the resolution drafted and support the grant application. Motion passed with none opposed.

2.6) Travel expense – grant session

Osborne presented an estimate of travel expense of \$56.10, related to the LPRF grant application (June 30 meeting). Motion was made by Meadows and seconded by McLerran to approve the travel expense. Motion passed with none opposed.

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Staff Reports:

3.1) Maintenance – Jeff Minnis

Not present.

3.2) Assistant Director – Tammy Groves

Not present.

3.3) Director – Steve Osborne

Osborne reported that he left Minnis and Groves home for this meeting, as a result of cuts in staffing hours. Osborne reported that the pool was running, and attendance was good. Discussed the cut backs and the fact that some sections of the park were not being mowed as regularly as normal as a result.

Meadows asked how much overtime the May 15 concert cost the Parks Department. Osborne reported that the department had just 2 hours of overtime for that week, and that was a result of the rain and the required field preparations for the softball tournament.

Osborne mentioned that adult softball registration is underway for fall leagues, as well as a fall baseball program (managed by the Parks Department). The Parks Department is working with the Chamber of Commerce on a back to school event at the pool on July 31. The next movie in the park is July 3.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:33 PM.

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August 9, 2010
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The regular scheduled Parks Committee Meeting was held on Monday, August 9, 2010, in the Conference Room at City Hall. Called to order at 5:14 PM.

Those in attendance were Alderman Coker, Alderwoman McLerran, Parks Director Steve Osborne.

Approval of Minutes: Motion was made by Coker and seconded by McLerran to approve the minutes of the June 14 meeting. Motion passed with none opposed.

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

Citizen Comments: There were no citizen comments.

Old Business:

1.1) LPRF Grant Application 2010

Osborne reported that the grant application is due August 13. Spoke briefly about the project and the application process on this grant.

New Business:

2.1) Travel Expense – September Conference

Osborne presented an estimate of travel expense of between \$60 and \$120, related to the TRPA conference in September. Mentioned that any overnight stay would be eliminated to cut expenses. Motion was made by Coker and seconded by McLerran to approve the travel expense. Motion passed with none opposed.

2.2) Parks Advisory Board - Residency

Osborne presented the subject of residency for members of the Parks Advisory Board. As this is not a decision-making board, and as members must ultimately have approval of council, the subject of relaxing the residency requirement (currently requires residence in the planning region) was discussed. Coker and McLerran brought up the fact that citizens could have a legitimate interest in the park system, and perhaps have been long time volunteer coaches, for example, while residing outside the planning region. Osborne noted that finding and retaining volunteers to serve on such a board is difficult,

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and while the board is currently in good shape, that a proactive approach to this matter could be of benefit in the future. Osborne presented the option of allowing a member to live outside the planning region if employment was maintained in the city. Coker presented the option of allowing a percentage of members to reside outside the planning region. Motion was made by Coker and seconded by McLerran to amend the existing residency requirement, allowing up to 2 of the members of the board to reside outside the planning region. Motion passed with none opposed.

Staff Reports:

3.1) Maintenance – Jeff Minnis

Not present. Osborne reported that we have started a plot of Bermuda for the purpose of transplanting on the athletic fields, which will enable us to repair fields quicker and cheaper. Also have started a project to prevent vehicles from access to the walking trail.

3.2) Assistant Director – Tammy Groves

Not present.

3.3) Director – Steve Osborne

Youth football has started practice, soccer starts next week. Next movie in the park event is August 21. Fall softball and baseball programs failed to make. Coker mentioned idea of a church league, and possible details were discussed. Girls basketball has started registration. Upcoming events were discussed, including some softball and football tournaments being planned this fall. The number of events being presented to the department is increasing over the last 6 months, and the subsequent impact to the community was discussed.

Round Table:

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

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September 13, 2010
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The regular scheduled Parks Committee Meeting was held on Monday, September 13, 2010, in the Conference Room at City Hall. Called to order at 5:11 PM.

Those in attendance were Alderwoman McLerran, Alderman Meadows, Parks Director Steve Osborne, Assistant Director Tammy Groves.

Approval of Minutes: Motion was made by McLerran and seconded by Meadows to approve the minutes of the August 9 meeting. Motion passed with none opposed.

Approval of Agenda: Addition of item 2.4 to new business presented by Osborne, a special event request for Richland Park (White House Patriots). Motion was made by McLerran and seconded by Meadows to approve the agenda with the addition. Motion passed with none opposed.

Citizen Comments: There were no citizen comments.

Old Business:

New Business:

2.1) Hire Game Officials for Basketball Program

Osborne presented request to hire officials for basketball program. This is normal seasonal hiring for referees and scorekeepers. Motion was made by McLerran and seconded by Meadows to approve the hiring of officials for the basketball programs. Motion passed with none opposed.

2.2) Basketball Goals (Library Project)

Osborne presented a review of the history of the library project, stating that the library project will involve the loss of the existing basketball court at Richland Park. This being a frequently used facility, Osborne would like to look into the replacement of the goals as being funded as part of the library project. Discussion continued regarding the evolution of the project. Osborne stated that he had recently asked for consideration of \$2500 to replace the goals for placement in another location in Richland Park. Meadows stated that he would discuss the issue with the Mayor to consider a course of action.

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2.3) Swim Team

Osborne presented a brief history of the swim team program, which has been under the control of the Parks Department in past years, and that in the last two years a former employee managed the team as a volunteer and rented the pool (established due to department financial concerns). As a result of some management issues, the Parks Department plans to take over the management of the swim team for the 2011 season, using lifeguards as coaches. Meadows asked if this would cost the city more money. Osborne replied that the program is fee-driven, and would not result in extra expense to the Parks Department. Motion was made by McLerran and seconded by Meadows to support the Parks Department to take over management of the swim team as a parks program. Motion passed with none opposed.

2.4) White House Patriots Pathfinders

Osborne presented a special event application for a bike-a-thon using the walking trail. Osborne suggested approval of the event, pending delivery of liability insurance, and clarification that the event can not shut down public access to the trail. Groves summarized some details of the program and event, comparing it to a scouting program. Motion was made by McLerran and seconded by Meadows to approve the event. Motion passed with none opposed.

Staff Reports:

3.1) Maintenance – Jeff Minnis

Not present. Osborne summarized general maintenance items. Meadows asked about status of broken slide, and Groves reported it was ordered and in transit, and was covered under warranty. Meadows and Osborne discussed the plans for the drainage ditch project at Meadowbrook.

3.2) Assistant Director – Tammy Groves

Reported on registration for girls basketball program. Already 15 booths sold for the craft show in November. Movie in the Park event coming up October 23, and will include Halloween themed events.

3.3) Director – Steve Osborne

No report.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:51.

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October 11, 2010

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The regular scheduled Parks Committee Meeting was held on Monday, October 11, 2010, in the Conference Room at City Hall. Called to order at 5:08 PM.

Those in attendance were Alderman Coker, Alderwoman McLerran, Alderman Meadows, Parks Director Steve Osborne.

Approval of Minutes: Motion was made by Coker and seconded by McLerran to approve the minutes of the September 13 meeting. Motion passed with none opposed.

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

Citizen Comments: There were no citizen comments.

Old Business:

New Business:

2.1) City Meeting Calendar

The 2011 calendar was presented for review by the Parks Committee members. No issues were noted with the dates as scheduled for 2011.

2.2) Special Friends Camp 2011

Osborne presented a brief history of the Special Friends Camp, managed by Nancy Raymond. The program uses parks facilities at no charge, and with the recent changes in the fee structure asked the committee if consideration needs to be given to assessing charges for the use of the facilities. There was no interest in charging this group for use of the facilities.

Osborne revealed that the group apparently does not carry liability insurance for the camp. The coverage provided by Jernigan & Cage is only a medical expense policy. Carrying liability insurance is now a standard procedure in the department for facility rentals. All are in agreement that liability insurance is required for this camp.

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Staff Reports:

3.1) Maintenance – Jeff Minnis

Not present.

3.2) Assistant Director – Tammy Groves

Not present.

3.3) Director – Steve Osborne

Some upcoming events were mentioned, in particular the November craft show, Movie in the Park October 23, and Trick or Treat on Main on October 30. The Parks Department has moved forward with the Swim Team plans for 2011, and provided information to families through the elementary and middle schools in town.

Round Table:

With no further items to discuss, the meeting was adjourned at 5:39.