

CITY OF PORTLAND
PARKS AND RECREATION COMMITTEE MEETING
JANUARY 14, 2008

The regular scheduled Park Committee Meeting was held on Monday, January 14, 2008 in the Council Chamber at City Hall.

Those in attendance were Chairman Ronnie Meadows, Alderman Dyer, Alderwoman Erin McLerran, Park Director Steve Osborne, Tammy Groves and Jeff Minnis.

Citizen Comments: Portland Youth Football representatives spoke about donating material and volunteers to put up a fence around the current youth football field. Mr. Osborne asked them to come up with a plan on paper and bring it to him. He said he was also looking at the project himself.

Approval of Minutes: Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the agenda. Motion carried 3 – 0.

Old Business:

1. Park Security – Mr. Osborne said this position passed the first reading and that everything was good to go.
2. Lighting Project – Mr. Osborne said the target date for getting the lighting for the ball field is March 1st. A brief discussion was made about the lighting problems in the park.
3. Advisory Board – Mr. Osborne said he was looking at developing this around July 1st. He said it was a 3 to 4 month process.

New Business:

1. Park Meeting Time – After a discussion on whether to change the park Meeting from 6 pm to 5 pm a motion was made by Alderman Dyer and a second was made by Alderwoman McLerran. Motion carried 3 – 0.
2. Background Checks – Mr. Osborne said he was working with Human Resource and the Mayor to implement a policy to run background checks coaches for the city as well as other civic organizations in the park. He said he was looking for support from the committee to go to council in February for approval. Motion was made by Alderman Dyer and a second by Alderwoman McLerran. Motion carried 3 – 0.
3. Field Maintenance/Turf – Mr. Minnis said the quad fencing was complete and that “safeco” infield dressing was ordered. He said he had a gentleman coming to help with the turf on the complex as well as the soccer and football areas with a good, strong bermuda base.
4. Reservations and Fees – The Mayor had asked Mr. Osborne to put into place a formal set policy for reserving facilities. Mr. Osborne said he wanted the committee to look over the policies he handed to them and for them to give him feedback on the policies. He said that the only policy that would change

would be the rental fees on picnic shelters. Previously they were free of charge and now there will be a charge. Much discussion was made. Alderman Dyer made the motion to proceed with the policy with an “okay” from the Mayor who may want to put this in a resolution form. Alderwoman McLerran seconded the motion. Motion carried 3-0.

Staff Reports:

1. Maintenance – Mr. Minnis said they were in the process of upgrading the bathrooms and the barn at Meadow Brook Park. He said they also had painted the walls in the gym hallways and bathrooms. Also, he said they were in the process of getting sidewalks at the new quad. Discussion was also made about equipment needs.
2. Asst. Director – Ms. Groves gave a brief update on the youth basketball program, the adult volleyball league and she informed the committee about the upcoming volleyball clinic being held on February 16, 2008.
3. Director – Made the committee aware that he was getting back on track with the 2 enhancement grants for the park. He briefly discussed in the future of having to hire an outside engineering firm involved when working on grants.

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

CITY OF PORTLAND
PARKS AND RECREATION COMMITTEE MEETING
FEBRUARY 11, 2008

The regular scheduled Park Committee Meeting was held on Monday, February 11, 2008 in the Council Chamber at City Hall.

Those in attendance were Alderman Dyer, Alderwoman McLerran, Park Director Steve Osborne, Tammy Groves and Jeff Minnis.

Citizen Comments: There were no comments made by the citizens.

Approval of Minutes: Motion was made by Alderwoman McLerran and seconded by Alderman Dyer to approve the minutes of the January meeting. Motion carried 2 – 0.

Old Business:

1. Park Security – The position passed and now has been approved.
2. Lighting Project – The light fixtures are on sight and the holes for the poles have been dug.
3. Advisory Board – No new information on this.
4. Background Checks – Still pending
5. Reservation and Fees – This was passed by the council which started immediately.

New Business:

1. Coca-Cola Service Contract – Mr. Osborne met with representatives of Coke to formalize an agreement with them. In the past they donated scoreboards but are no longer doing this. They look at a financial contribution to the park based on sales. All civic organizations will have to sell coke products only. They have been advised. Alderman Dyer said he would like an update at the next park committee meeting.
2. Portland Youth Football League – A letter was sent to the president of the organization to let them know that they still owe the park for player fees and concession fees. The letter was sent on Feb. 11, 2008 with no response yet.

Staff Reports:

1. Maintenance – Mr. Minnis reported that work was continuing on the restrooms at Meadow Brook park and that they were about 80% finished. He said work was also continuing on the ball fields and that all the bermuda should be sewn next week if the weather cooperates. He said the track lights at Meadow Brook are working with the exception of 3. All park lights in general are now working at Meadow Brook park. He also let the committee that the replacement vehicle for the stolen Toro had been received.
2. Assistant Director – Ms. Groves let the committee know that the Highland Rim Historical Society were planning to have the Living History Camp at

Richland Park again on April 25, 2008. She said that schools within Sumner County would be attending. Also, she reminded them of the volleyball clinic on Feb. 16, 2008.

3. Director – Mr. Osborne said that the heating and air had been placed in the house that the park purchased. He said we were moving forward on this but with no time frame. He said that Phase I of the enhancement grant was getting back on schedule.

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

CITY OF PORTLAND
PARKS AND RECREATION COMMITTEE MEETING
MARCH 10, 2008

The regular scheduled Park Committee Meeting was held on Monday, March 10, 2008 in the Council Chamber at City Hall.

Those in attendance were Alderman Dyer, Alderwoman McLerran, Parks Director Steve Osborne, Tammy Groves and Jeff Minnis. Chairman Meadows arrived shortly after the meeting started. Guests included Jackie Bradley with the Portland Little League Organization.

Approval of Minutes: Motion was made by Alderwoman McLerran and seconded by Alderman Dyer to approve the minutes of the February meeting. Motion carried 2-0.

Approval of Agenda: A request to add an item to the agenda was made by the Parks Director. Motion was made by Alderwoman McLerran and seconded by Alderman Dyer. Motion carried 2-0.

Citizen Comments: There were no comments made by the citizens.

Old Business:

1. Lighting Project/Richland Park – Lights are completed on field #5.
2. Advisory Board – No new information on this.
3. Background Checks – Mr. Osborne received an informal “okay” from the city attorney.
4. Coca-Cola Service Contract – The contract has been signed with Coke.
5. Portland Youth Football League – They made their payment to the city and also a meeting was held with board members, Steve, and the Mayor.

New Business:

1. Little League request from the City of Portland – Jackie Bradley representing the Little League came to ask for financial help from the city to help fund their program. Mr. Osborne explained that he could not see this money coming directly out of the park budget. He said he felt like a request needed to be made to the city itself. Alderman Dyer suggested that Little League request to be put on the finance committee agenda to ask for a donation from the city.
2. NSA Softball Tournament – The National Softball Association will be holding a tournament here on April 19, 2008.
3. Easter Egg Hunt – The city egg hunt will take place on Sunday, March 16, 2008 at 2:00 p.m. at the soccer complex in Richland Park.
4. Budget Presentation – Mr. Osborne handed out a projected budget for the 2008-2009 fiscal year along with a 5 year plan. This included capital projects. A brief discussion was made about each listed item.

Staff Reports:

1. Jeff Minnis – Reported that the restrooms at Meadow Brook were complete except for some exterior work that needed to be done. The electrical punch list is still ongoing for Meadow Brook Park. Gravel is going to be placed in the area by the Jim Courtney exit for extra parking for ballgames and events.
2. Tammy Groves – Reported that she was working on new ideas and events to have in the park. Continuing to work on the summer camp program and is presently looking for a camp instructor. She spoke with Nancy Raymond with the Special Friends program. The camp is scheduled for the weeks of June 2nd through June 13th. More updates later.
3. Steve Osborne – No further items to add.

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

Minutes of City of Portland
Parks and Recreation Committee Meeting
April 14, 2008

The regular scheduled Parks Committee Meeting was held on Monday, April 14, 2008 in the Council Chamber at City Hall.

Those in attendance were Alderman Dyer, Alderman Meadows, Alderwoman McLerran, Parks Director Steve Osborne, and Parks Department Maintenance Crew Leader Jeff Minnis.

Approval of Minutes: Motion was made by Alderwoman Dyer and seconded by Alderman McLerran to approve the minutes of the March meeting. Motion carried 3-0.

Approval of Agenda: Motion was made by Alderwoman Dyer and seconded by Alderman McLerran to approve the minutes of the March meeting. Motion carried 3-0.

Citizen Comments: There were no citizen comments.

Old Business:

1. Background Checks – No further information at this time.
2. NSA Softball Tournament – Osborne reports there are not yet details on the tournament. With so many tournaments canceled, we suspect this one will be canceled.

New Business:

1. Parks Advisory Board – Osborne presents proposal for Ordinance to present to council in May for formation of a Parks Advisory Board.

The issue of residency requirements was discussed. It was determined that the City of Portland planning region was acceptable.

Length of terms was briefly discussed with no changes what was presented.

Initial appointments was discussed, the format briefly discussed and staggering terms.

Motion was made by Alderwoman Dyer and seconded by Alderman McLerran to approve and forward to Council in May for approval. Motion carried 3-0.

2. Football / Soccer Fields - Osborne presented issues for general discussion.

Football game field moved from field 1 to field 3 for this 2008 season. This is to solve problems surrounding field 1 (walking track, yards, congestion and traffic, distance from concession and restroom facility, portable toilets, concession trailer). Parks Committee in agreement with the decision.

Clarification – facilities are governed by the Parks Department, not clubs. Decisions are made for the benefit of all users.

Parking and gate fees for the football program is an issue, due to the traffic flow. It was agreed that this is a problem that needs to be solved. The right to charge a gate for entry into the park was challenged, and it was clarified that there is no right to charge for entry into the park, but acceptable to charge for the football event. Parking and traffic flow adjustments were discussed. It was decided that temporary fencing is the best solution, to control a gate at the field rather than the parking lot.

The concession and restroom facility was discussed, and the fact that one organization (soccer) has been given the concession stand and another (football) has been relegated to a portable concession trailer and portable toilets. Part of this will be remedied by the move to field #3, closer to the facility. The goal is to remove the use of the concession trailer, and to utilize the concession stand for both.

Options were discussed, primarily the operation of the stand by one group with the other group compensated for their contribution to the customer base.

The Parks Committee was in agreement with a resolution to the problem, and the use of the facility to benefit both groups.

No formal action or motions made – left to the Parks Department to resolve.

Staff Reports:

Jeff Minnis – report included, outlining several projects.

Steve Osborne – discussed benefit of regular use of inmates in park.

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

**Minutes of City of Portland
Parks and Recreation Committee Meeting
May 12, 2008**

The regular scheduled Parks Committee Meeting was held on Monday, May 12, 2008 in the Council Chamber at City Hall.

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

Approval of Minutes: Motion was made by Alderwoman McLerran and seconded by Alderman Meadows to approve the minutes of the April meeting. Motion carried 2-0.

Approval of Agenda: Motion was made by Alderwoman McLerran and seconded by Alderman Meadows to approve the agenda for the May meeting. Motion carried 2-0.

Citizen Comments: There were no citizen comments.

Old Business:

1. Parks Advisory Board – The formation of the board has passed first reading. It needs to pass second reading at the next Council meeting.
2. Football / Soccer Fields – There have been meetings with both clubs regarding facilities and general program business. The Parks Director is also about to start meeting with both clubs, regarding the use of the concession building. The Parks Committee reiterated the desire to run all concessions out of one facility, and to explore the possibility of bidding the service if the clubs could not arrive at a solution for a joint effort.

New Business:

1. Vendors in the Parks – Osborne presents proposal for Ordinance to present to council in June to restrict vendors (including but not limited to “ice cream truck”) from operating on any property managed or owned by the City of Portland Parks and Recreation Department. Vendors are frequently operating in the park during events, and during times when concessions are open for business. This has been a recurring problem, and the objective is to formalize a law that restricts this activity when other groups are operating their concession stands, or during special events, etc.

Motion was made by Alderwoman McLerran and seconded by Alderman Meadows to approve and forward to Council in June for approval. Motion carried 2-0.

Staff Reports:

Jeff Minnis (reported by Steve Osborne) – report included, outlining several projects. Emphasized was project at Meadowbrook Barn (picnic tables covered to keep bird droppings and debris off picnic tables), and landscaping in the front lot.

Tammy Groves – Getting pool ready to open (May 24). Working on float and bagging candy for parade.

Steve Osborne – Covered budget information and discussed budget cuts. Every capital project is in danger of being cut, as well as plans to add staff.

Round Table:

Alderwoman McLerran referenced some playground equipment at Meadowbrook Park that may be in need of repair. Also, discussed improving communication with the Portland Police Department for special event, citing that Portland Police Department may not have been aware of the recent soccer tournament.

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

**Minutes of City of Portland
Parks and Recreation Committee Meeting
June 9, 2008**

The regular scheduled Parks Committee Meeting was held on Monday, June 9, 2008 in the Conference Room at City Hall.

Those in attendance were Alderman Dyer, Alderman Meadows, Alderwoman McLerran (arrived at 5:07, before presentation of old business), Parks Director Steve Osborne, Assistant Parks Director Tammy Groves and Parks Crew Leader Jeff Minnis.

Approval of Minutes: Motion was made by Alderman Dyer and seconded by Alderman Meadows to approve the minutes of the May meeting. Motion carried 2-0.

Approval of Agenda: Motion was made by Alderman Dyer and seconded by Alderman Meadows to approve the agenda for the June meeting. Motion carried 2-0.

Citizen Comments: There were no citizen comments.

Old Business:

1. Vendors in the park – Osborne reported that the ordinance would be presented to Council for approval, likely in July. Some of the reasoning behind the ordinance was discussed, and pointed out that this will protect the interests of all entities running concessions in the park, including the city and the civic clubs. It was mentioned that a true ordinance was needed, rather than simply a policy and posting signs, so the Portland Police Department could actually enforce the law.
2. Concession arrangements (football / soccer) – Osborne reported that 2008 season will continue under past arrangements (each group running their own concessions). A different arrangement is not feasible at this time. No committee members were opposed.

New Business:

1. Amphitheater Reservation Policy – Osborne presented revised reservation form for amphitheater, now completed. Rates and deposits were updated, along with policies established governing events and sound and lighting.

Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve and forward to finance committee for approval. Motion carried 3-0.

2. Special Event / Pilots Wish – Osborne reported that this group did not complete reservation and are not present. The event application has been cancelled as a result.

3. Special Event / The Oblivious Humans – Osborne presented the special event application for a concert August 9. Sue Roberts was present and spoke about the event. At this time, the reservation is for the stage facility only, not for total access. They are aware of the insurance requirement. There is no money being charged for the event, and they are providing security. They are contacting food vendors and Osborne noted that Parks Department would need to approve vendors in advance. Bands would also be selling items.

Motion was made by Alderwoman McClerran and seconded by Alderman Dyer to approve the event. Motion carried 3-0.

4. Policy Approvals – Osborne presented the plan for a work in progress on a department policy manual, primarily for users of facilities. Included will be policies for several items pertaining to civic clubs and general use. From time to time items will be presented to the committee to discuss and adopt as policy, and these will eventually be part of the manual.

Presented at this time are 2 policies, one for conditions that must be met in order to operate a gate (which basically requires that the leagues will be hosting teams from out of town), and one establishing that the City of Portland is to be paid a percentage of concession fees off gross revenues, rather than net.

Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve. Motion carried 3-0.

5. Parks Advisory Board – Osborne reported that he expects to bring his 2 appointments to the committee for approval in July. The Mayor is also currently working on his appointment. Would like Parks Committee appointments also presented in July. There was some discussion about general ideas on candidates for the board, including the concept that appointments should not be so connected to one particular group or sport that their only interest is to benefit that group.
6. 321 Portland Blvd – Osborne presented inspection reports that have been completed for house at 321 Portland Blvd. The house has failed inspections for asbestos, lead-based paint, and mold. A rough estimate for removal is \$7500. There is \$46000 remaining for restoration of the house, for conversion to office space. A complete demolition of the house would reduce the removal cost to roughly \$4000 for asbestos, as lead-paint removal and correction of mold issues would no longer be necessary. This item was presented for discussion as a decision needs to be made in the near future as to the course of action for the property.

Staff Reports:

1. Jeff Minnis – report included, outlining several projects. Emphasized was project at Meadowbrook Barn (picnic tables covered to keep bird droppings and debris off picnic tables), replaced anchors at Meadowbrook skate park, prepared park for special events (civil war reenactment, tool show and soccer tournament, prepared pool for opening.
2. Tammy Groves – Planning for a July 5 special event at the pool with activities and games for kids. Filled 3 weeks worth of swim lessons and will plan more opportunities at the end of the summer. Planning for tennis camp in June.
3. Steve Osborne – Will try to hold an adult softball tournament on July 5.

Round Table:

None

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

**Minutes of City of Portland
Parks and Recreation Committee Meeting
August 11, 2008**

The regular scheduled Parks Committee Meeting was held on Monday, August 11, 2008 in the Conference Room at City Hall.

Those in attendance were Alderman Dyer, Alderman Meadows, Alderwoman McLerran, Parks Director Steve Osborne, Parks Crew Leader Jeff Minnis. City Recorder Karen Johnson was also present.

Approval of Minutes: Motion was made by Alderwoman McLerran and seconded by Alderman Dyer to approve the minutes of the June meeting. Motion carried 3-0.

Approval of Agenda: Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the agenda. Motion carried 3-0.

Citizen Comments: There were no citizen comments.

Old Business:

321 Portland Blvd – Osborne presented correspondence from City of Portland Building Inspector Malcolm Crawford, which explained the condition of the property and a recommended course of action (copy included). Osborne presented a letter from himself to City of Portland Codes Director Melinda Wagner, requesting clarification on these items (copy included). A reply has not yet been received on this request (just made August 11).

The property was discussed at great length. Issues discussed included the condition of the property, the expense involved in repair and renovation, and options for action and plans for the property. Discussion included getting bids for restoration, selling the house and property, and demo of the house. Discussion included use of the house, as Parks Department offices or a public meeting facility.

Osborne noted that Mr. Crawford's recommendation called for a determination of use first, and with a re-zoning to office or public use (from residential) that there would be a process involved to have the property re-classified. Also, as recommended, that a design professional would then need to be obtained for an evaluation of the property for that use. The possibility of that step being performed "in-house" was discussed as a possibility.

The possibility was again discussed as a use for office space for the Parks Department. Osborne stated that it was not feasible to use the property for Parks Department offices, as the expenses for renovation for that purpose would exceed

available funds, and he would not consider asking for additional funds for offices when there were more pressing needs in the park.

Motion was made by Alderman Dyer to declare the property as a possible public meeting place, ground floor only, locking the upstairs and downstairs areas, with kitchen and restroom facilities, a meeting room, and ADA accessible. Motion was seconded by Alderwoman McLerran and passed 3-0.

Osborne will proceed with necessary action for zoning, codes and design issues.

New Business:

Center Point Chapel – this group applied for a special event, a fundraiser at Meadowbrook Park on August 23. The group was not represented at the meeting. The event was not voted on and not approved as a result.

Parks Advisory Board – The Committee discussed and voted on their Advisory Board members. They presented 3 candidates for 2 positions. Alderman Dyer made a motion and nominated Marilyn Rodriguez for approval, seconded by Alderwoman McLerran, and approved 3-0. Alderman Dyer made a motion and nominated Bob Gideon for approval, seconded by Alderwoman McLerran, and passed 2 (Dyer, McLerran) in favor and 1 (Meadows) opposed.

The Parks Advisory Board is established as:

Director appointments	Clarise Lehman	Amy Wald
Mayor appointment	Mike Meadows	
Committee appointments	Bob Gideon	Marilyn Rodriguez.

Staff Reports:

Jeff Minnis – report included, outlining several projects. Emphasized was mowing (very active growing period), vandalism and repairs. Vandalism appears to have declined at Meadowbrook Barn. The condition of the athletic fields was discussed, and very pleased with the condition of the fields.

Tammy Groves – Osborne reported for Groves (absent). Craft show in November is in planning stage, and we are receiving applications for booths now (have already received 11). Final pool party of the season is planned, for August 23 (Back to School Bash).

Steve Osborne – Commended Jeff Minnis and maintenance crew for work on the athletic fields. Fields are in very good shape, the recovery of the Bermuda grass is ahead of schedule. Discussed skate park, re-opened August 7. Trying

something new with bike users, allowing bikes during limited times to accommodate these users, and removing bikes during restricted times. Trying this on a trial basis. Discussed plans for youth basketball program, which will include some changes. Splitting boys and girls into two separate seasons (fall and winter) to help alleviate the scheduling pressures on the gym. Also will incorporate minimum playing times rules and balance in forming teams. All were viewed as positive improvements to the youth programs. Reported that he had meetings and discussions with coaches at Portland High School, about some facility sharing and joint ventures in basketball and volleyball.

Round Table:

None

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

**Minutes of City of Portland
Parks and Recreation Committee Meeting
September 8, 2008**

The regular scheduled Parks Committee Meeting was held on Monday, September 8, 2008 in the Conference Room at City Hall. Called to order at 5:08 PM.

Those in attendance were Alderman Dyer, Alderman Meadows, Alderwoman McLerran, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves (Arrived 5:30 PM). Citizens present were Mike Porter and Jeff Brown.

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

Approval of Agenda: Alderman Meadows presented one item to add to the agenda, under new business, reference an application for an October 31 special event. 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 presented resolution #5256 (December 2006), which referenced the “purchase of house to use as the city park office”. The Parks Committee had voted (at August meeting) to begin the process to use the building as a public meeting place, and a Conditional Use Permit will need to be issued by the Board of Zoning Appeals, but the wording of the resolution will need to be formally addressed with Council prior to initiating that process. Alderman Dyer made a motion to revise the resolution to allow the building to be used a public meeting place, Alderwoman McLerran seconded the motion. Motion passed with none opposed.

Center Point Chapel – Osborne reported that the event did take place last month, it was approved in house, and there were no issues.

Parks Advisory Board – Osborne reported that the Parks Advisory Board passed Council vote September 2. Board will proceed with their business.

New Business:

Special Event Oct 4, NWA – Osborne presented special event for approval. Mike Porter represented NWA, application presented for a wrestling show in the gym at Richland Park. It was emphasized that NWA is a family oriented promotion. Osborne confirmed Porter had already provided certificate of insurance for the event, and pending payment of reservation fee and approval of the event that the Parks Department was ready to proceed. Osborne and Porter also confirmed that the Parks Department would run concession during the event and retain all proceeds, and that NWA would keep all proceeds from the gate. Local Civic Clubs would also be offered a chance to be involved and can benefit with some fund raising opportunities. Alderwoman McLerran made a motion to approve the event, seconded by Alderman Dyer. Motion passed with none opposed.

Contract Approval – Osborne presented copy of blank contract for Parks Committee consideration and approval. Contract needs to pass to Council for 2 readings, and is also pending approval from the State of Tennessee, as required as part of the grant process. Alderwoman McLerran made a motion to approve the contract, seconded by Alderman Dyer. Motion passed with none opposed.

Oct 31 Event, Joyce Stark – Osborne presented application for event, renting the downtown bandstand, for an October 31 free concert and candy from 6-9 PM. Jeff Brown was present to represent the event. No food (except Halloween candy) being handed was addressed, as it might conflict with a City of Portland Halloween event on Main Street, and would conflict with local vendors doing business that evening. Certificate of insurance was addressed, and Osborne stated that a proof of insurance must be provided. Osborne noted that the Parks Department had no jurisdiction over the facility, only in coordinating reservations, and all other issues (such as with permits and music) would be between the group and the City of Portland or the Portland Police Department. Motion made to approve the event by Alderwoman McLerran, seconded by Alderman Dyer. Motion passed with none opposed.

Staff Reports:

Jeff Minnis – Not present. Monthly report distributed.

Tammy Groves – Basketball registration underway for girls. Parks Department will run annual Halloween event on Main Street. Craft Show is November 8-9 and registration is underway now. Santa will visit on December 13, and this event will take place at the Community Center this year.

Steve Osborne – Addressed recent suspensions handed out for four high school age girls fighting in the park.

Round Table:

None

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

**Minutes of City of Portland
Parks and Recreation Committee Meeting
October 13, 2008**

The regular scheduled Parks Committee Meeting was held on Monday, October 13, 2008 in the Conference Room at City Hall. Called to order at 5:06 PM.

Those in attendance were Alderman Dyer, Alderman Meadows, Alderwoman McLerran, Parks Director Steve Osborne. Citizens present were Joyce Stark and Candy Webb.

Approval of Minutes: Motion was made by Alderman Dyer and seconded by Alderwoman McLerran to approve the minutes of the September 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 Council had approved the revision of resolution #5256 (December 2006), to allow the house to be used as a public meeting place. Working now towards obtaining a Conditional Use Permit from Board of Zoning Appeals. Will continue to update the Committee on progress.

NWA October 4 Event - Osborne reported that the event was a success. No issues, crowd was small but energetic. The NWA management and staff were pleased and want to return to Portland. Arrangements are currently underway for future events. Also reported that Parks Department and City Hall did not receive any (zero) complaints prior to or after the event, except for the anonymous party that made the claims against Mr. Porter.

Contract – Sidewalks – Osborne reported that the contract was executed with Jenkins construction, and the notice to proceed was October 14.

Oct 31 Event, Joyce Stark – No further action or information required for this reservation, approved last month.

New Business:

June 2009 Event, Raise the Praise (RTP) Concert – Osborne presented application for event. This annual event is returning, but desire to expand to a larger 2 day event. Joyce Stark made presentation for RTP history and vision. Discussion incurred with the event plans.

Overnight camping was discussed, and the security to be provided by RTP.

Dyer recommended legal council be consulted about an overnight event. Osborne pointed out that facilities had been rented for overnight activities, such as “lock-ins” in the gym. Insurance requirements cover the city liability.

Access to the gym was discussed, for use of the showers. Osborne reported that this would require a further reservation requirement, and the gym could not be open with Parks personnel present to supervise the facility. There were no plans for the gym showers to be accessible.

Payment of the reservation fees was discussed. Osborne noted no fees had been paid and requested estimated date for payment of fees, totaling \$800 plus the \$500 deposit. Stark stated RTP had no funds and asked for the City of Portland to donate the fees.

Motion was made by Alderman Dyer to approve the event pending coordination with Parks Department on details, and to defer a decision on the fees pending further discussion. Seconded by Alderwoman McLerran. Motion passed with none opposed.

Action – financial request pass to Finance Committee for discussion.

Staff Reports

Jeff Minnis – Not present. Monthly report distributed.

Tammy Groves – Not present.

Steve Osborne – Basketball season (girls) starts Saturday October 18. Boys registration underway soon, until November 21.

Round Table

None

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

**Minutes of City of Portland
Parks and Recreation Committee Meeting
November 10, 2008**

The regular scheduled Parks Committee Meeting was held on Monday, November 10, 2008 in the Conference Room at City Hall. Called to order at 5:02 PM.

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

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

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

Citizen Comments: There were no citizen comments.

Old Business:

321 Portland Blvd – Osborne reported that he was working with Planning on the Conditional Use Permit from Board of Zoning Appeals, and the approval of a design plan which can be generated in house. Informed that both of these items should take place in their December meeting. Will continue to update the Committee on progress.

Contract – Sidewalks – Osborne reported that the contract work was complete, and the state has already inspected and approved the work.

Oct 31 Event, Joyce Stark – Osborne shared correspondence sent to Stark, regarding the insurance requirements and advising her of the decisions on the fees due. The letter includes a proposal of a payment plan for the fees due.

New Business:

Mowers – Minnis presented the case for replacing two existing mowers (Gravely and Encore) with one new mower (Grasshopper). Citing performance and efficiency, the Grasshopper mower serves our needs far better than either of the two existing mowers. The Parks Department currently has 2 Grasshoppers, and would prefer to add another.

Osborne proposed the Parks Department plan to auction the two existing mowers, and use the proceeds to apply towards the purchase of a new Grasshopper. The Grasshopper is available on state contract (\$11307). The other two mowers were purchased in 2006 and 2004 with a total cost of approximately \$20000 new. Discussion with City Recorder indicates that the mowers can be sold in auction and the proceeds can be applied towards the purchase. Osborne requests that Parks Committee approve and pass the item on to Finance Committee.

Motion was made by Alderman Dyer to approve the purchase of a new Grasshopper 430D / 72 (\$11307) on state contract, and to auction two mowers (Gravely and Encore) with those proceeds designated to offset the expense of the new purchase. The new purchase not to take place until 2009. Seconded by Alderwoman McLerran. Motion passed with none opposed.

Action – pass to Finance Committee for approval.

Staff Reports

Jeff Minnis – Discussed field maintenance for the fall, mowing and field cleanup and maintenance (base anchors, trimming, seeding, fertilizing, inspections). Planted several trees, moved from the nursery and products from donations. Winterizing irrigation system was discussed.

Tammy Groves – Craft Show was this past week-end. Positive event, although crowd and sales were slow. Will meet soon for 2009 plans. Starting to work on the float for Christmas parade. Tree lighting is on December 4, but unaware of when the parade is, this is a Chamber of Commerce event. Visit with Santa is December 13, and is moved to the Community Center.

Steve Osborne – Advisory Board met in November (first meeting).

Should be placing ads shortly for bid on trail enhancement project (phase 1, school to library, lighting and landscaping).

We have a water leak in the gym, and might have found a location. We will meet with plumber this week for alternatives. Problem might be extensive, probably under the building.

New federal requirements forthcoming for pool drains and covers. This will affect our pool, and could be a very expensive situation. It will have to be addressed prior to the pool opening in 2009. Still gather information.

Round Table None

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

**Minutes of City of Portland
Parks and Recreation Committee Meeting
December 8, 2008**

The regular scheduled Parks Committee Meeting was held on Monday, December 8, 2008 in the Conference Room at City Hall. Called to order at 5:06 PM.

Those in attendance were Alderman Dyer, Alderman Meadows, Alderwoman McLerran, Parks Director Steve Osborne, Assistant Parks Director Tammy Groves. Citizens present were (none). The Media was represented (Portland Progressive).

Approval of Minutes: Motion was made by Alderwoman McLerran and seconded by Alderman Dyer to approve the minutes of the November 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 the site plan from Public Works should be ready to present to Planning Commission and Board of Zoning Appeals at their January meeting.

Raise the Praise 2009 June – Special Event

Osborne reported that the group has paid the required fees in full for the 2009 event.

Mowers

Osborne reported that plans are to proceed with this over the next few months. One unit will be transferred to the Street Department. One unit will be disposed of through a public auction. The Parks Department plans on purchasing a Grasshopper on state contract.

New Business: None

Staff Reports:

Tammy Groves, Assistant Director

Christmas parade was this past Sunday. Parks Department saved many hours of labor and overtime this year (as opposed to 2007) with a new approach on how we design our float. Parks Department also spent no (\$0) on the float this year as a result. Visit with

Santa is December 13 at the Community Center. Girls basketball league is about to finish up, and the boys league is about to start practice.

Steve Osborne

Update on the federal requirements forthcoming for pool drains and covers. There does not appear to be any changes in this requirement, and we expect to have to address this now. Currently draining the pool to begin the process.

Round Table: None

With no further items to discuss, a motion was made by Alderman Dyer and seconded by Alderwoman McLerran to adjourn the meeting. The meeting was adjourned at 5:28 PM.