

**GRANTS PASS PARKS ADVISORY BOARD  
Meeting Minutes – March 14, 2019 at 3:30 PM  
City Council Chambers**

**Members in Attendance:**

Dick Matti (Chair)  
Cliff Kuhlman (Vice Chair)  
Jan Battersby - Absent  
Brian DeLaGrange  
Robert Cartmell  
Rick Chapman - Late  
Mark Collier  
Stephen Ware

**City/Staff/Council Liaisons:**

Tyler Flaming – City Council  
Lora Glover – PCD Director  
Wendy Giordano – Parks Superintendent  
Barry Eames – City Council

**Guests:**

Chip Dennerlein  
Dale Woodruff  
Troy Shinn

1. **Roll Call** – Chair Matti called the meeting to order at 3:35 pm. Roll was taken.
2. **Items from Public:**
  - Chip Dennerlein – He is looking for status on this committee’s priority projects, the status of deferred maintenance and what is in the budget. Chair Matti answered that the budget process hasn’t been completed yet.
3. **Minutes**
  - **Note from the meeting Chair:** Chair Matti explained new format of the agenda and the process of these meetings.
  - **Approval of Minutes:** February 14, 2019

**MOTION/VOTE**

**Member Cartmell moved and Member Kuhlman seconded the motion to approve the minutes from February 14, 2019. The vote resulted as follows: “AYES”: Chair Matti, Members, Cartmell, Collier, DeLaGrange, Vice Chair Kuhlman and Ware. “NAYS”: None. Abstain: None. Absent: Battersby and Chapman  
The motion passed.**

4. **Work Session Items:**
  - a. Sponsorship Discussion -
    - The sponsorships were discussed at the meeting in February but since there was no audio, the committee elected to repeat the motion.

**MOTION/VOTE**

**Member Ware moved and Member Cartmell seconded the motion to reapprove the minutes that were reconstructed with the amounts required for sponsorships from the February 14, 2019 meeting. The vote resulted as follows: “AYES”: Chair Matti, Members, Cartmell, Collier, DeLaGrange, Vice Chair Kuhlman and Ware. “NAYS”: None. Abstain: None. Absent: Battersby and Chapman  
The motion passed.**

- b. Waiving of fees – Duck Derby request – Lora talked about received requests for having rental fees waived for various uses. She explained her concerns and suggested they do not waive fees to any 3<sup>rd</sup> party vendors involved, such as the banner being hung across the street. Requests are becoming more frequent, so she would like a recommendation. Tyler asked for clarification on the fees being waved. Lora stated it is the clean-up fee and the fee to rent the pavilion. They

also asked to waive the fee for the banner placement, but she is not recommending this. She also noted that staff is paid time and half to be down there on weekends so it's not inexpensive for them to do. Chair Matti agreed with the 3<sup>rd</sup> party vendor issue. The clean-up fee is a deposit and the amount depends on the event. The rental fee is a couple hundred dollars and the banner fee is \$80-100 with a reservation fee of \$25. They discussed a few options. Councilor Flaming added that it can open a can of worms if you waive fees for non-profits. These facilities have to be maintained and we could get behind the eight ball. Chair Matti noted that not every non-profit that is running a facility is doing it as a community service. Member DeLaGrange recommended not waiving the fees. Councilor Flaming mentioned there is a policy that says we don't give money to non-profits unless they're providing a service that the City would otherwise be providing. If Rotary is raising money for a project the City might be doing anyway, like building a pavilion, that would be reason for the Council to waive that fee. They are helping us with that service. Chair Matti asked if it would be referred to the Council at the Council's discretion or empower staff to make that decision? He said he would advocate for Rotary to get a free rental fee on the pavilion. Lora can draft a policy for Council to approve and staff can follow the policy.

#### **MOTION/VOTE**

**Member Ware moved and Member DeLaGrange seconded the motion to allow staff to refer requests to donate park facilities on individual basis and consult City Council where needed. The vote resulted as follows: "AYES": Chair Matti, Members, Cartmell, Collier, DeLaGrange, Vice Chair Kuhlman and Ware. "NAYS": None. Abstain: None. Absent: Battersby and Chapman  
The motion passed.**

#### c. Parks Master Plan Update –

- Lora wanted members to know they will be updating the Parks Master Plan in order to be able to use Park SDC funds to improve Dollar Mountain. They can use parkland acquisition SDCs to help purchase it but can't use park development SDCs unless the plan is updated. It will just be an addendum. They are currently trying to allocate funds for Dollar Mountain for the budget process. They discussed timing of using the funds based on budget approval. Member Collier said he has concerns about the priority as presented to Council.
- Lora talked about the priority list of projects. Wendy went over the list and associated costs. Discussed were sidewalk repairs for trails, parking lot repairs, and the steps in Riverside Park that are very old and could be a safety issue. There was some discussion with the committee with who decides which maintenance items get done and the process and prioritization. Member Collier mentioned Lawnridge Park as a priority 2 with the highest usage court in the city, yet there are safety issues.
- Councilor Flaming asked what the maintenance budget is. Wendy answered with just over \$2 million from the general fund and lodging tax. There was question about the SDC funds. The SDC funds do not go to the operating budget but go for capital projects. The \$2 million includes staff labor, utility bills, services and is not strictly maintenance use. Wendy further explained that the funds are broken down by line item such as trail repairs then capital projects for the more significant repairs.

Safety issues were discussed. Lora suggested they look over the packets provided and give their feedback on their top 10 issues.

#### **MOTION/VOTE**

**Member Collier moved and Member Chapman seconded the motion that the Parks Advisory Committee review the maintenance list for priority and usage. The vote resulted as follows: “AYES”: Chair Matti, Members, Cartmell, Chapman, Collier, DeLaGrange, Vice Chair Kuhlman and Ware. “NAYS”: None. Abstain: None. Absent: Battersby  
The motion passed.**

- Councilor Flaming asked Member Collier for clarification on what he considers safety and used the hole in the parking lot as an example. Member Collier talked about concern for the citizens.
- Member Collier talked about usage of the parks and the highest used ones being Lawnridge and Gilbert Creek. Lora added she will talk to Recreation Northwest for input on reservation stats.
- Chair Matti asked if how this discussion can impact the budget process? Lora responded about the balance between the Council and the Budget Committee and how they prioritize safety needs along with other priorities.
- Councilor Flaming requested the committee have a copy of the pie chart with the Lodging Tax distribution. Lora will provide it. There was a question if people would want to change percentages? They discussed that it could be looked at if more dollars would be going to park maintenance. 15.6% of the pie goes to park maintenance and 30% goes to tourism which cannot be changed because it is State law. Total dollars are \$1.6 million.
- Wendy mentioned committee could use the technique of voting with dots like the Council does for Strategic Planning or she could do a Survey Monkey.

#### **5. Information Sharing**

- **Items from Staff**
  - Lora spoke about the upcoming Mayor’s Volunteer Dinner (June 27) and it is time to start nominations for the volunteers. Deadline is May 30 for recommendations.
- **Items from Committee Members -**
  - Member DeLaGrange talked about wanting to discuss extending the foot trail at Gilbert Creek Park along the north and south parts of the creek. Chair Matti indicated this was talked about as a goal for next year. He noted they also talked about some other changes at Gilbert Creek Park that would incorporate that trail.
- **Items from City Council Liaison –**
  - Councilor Flaming would like to get the pool discussion going at some point. There was a question on why they should continue the pool and why is it a priority? Councilor Flaming indicated it is not on the agenda today, but he would like to get it on the agenda at some point. Chair Matti will add it for next month.

#### **6. Future Agenda Building for Next Meeting**

- Deferred Maintenance List.
  - Caveman Pool. They talked a bit about the pool getting old and in need of repairs. It does have an income for the City between \$1,000 - \$5,000 per year, net. It costs between \$90,000 - \$100,000 per year to run. There is potential to donate it to the school or do a swap since it is City property.
7. **Comments from the public** (Member Collier stated as a point of order, when an item is brought up on the agenda that people can comment from the public).
- Chip Dennerlein said the way the agenda reads currently there is no place for public comment and needs to be tuned up. He also mentioned getting a handle on the difference between major maintenance and capital. He talked about population served and senior citizens being the most underserved in this town. He mentioned the tennis courts at Lawnridge Park and stated they are being used for other things every day as well as the Basketball courts. Additionally, one of the Sequoia trees in Lawnridge Park up by the courts was planted on the flag football field and appears to be dying and is dangerous for the kids. He would like to see it removed.
8. **Adjournment**
- Chair Matti adjourned the meeting at 4:41 pm.

**Next meeting: April 11, 2019**

Minutes prepared by Donna Anderson, City Administration.