



A place where families and businesses thrive.

**Parks & Recreation Commission
Meeting Minutes**

**August 18, 2021
3:30 PM**

Minutes Approved as Presented 10.20.2021

1. CALLED TO ORDER:

Sullivan, Chair, called the meeting to order at 3:38 p.m.

ROLL CALL: Glenn VanBlarcom, Malynda Wenzl, Aaron Johnson, Susan Taylor, Mackenzie Johnston Carey, Paul Waterstreet, and Howard Sullivan, Chair

ABSENT: Brad Bafaro, Ralph Brown, Tammi McLaughlin

STAFF PRESENT: Anne Lane, P&R Director; Tom Martin, Parks Supervisor

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

a) *Approve B/C Meeting Minutes of March 17, 2021; June 16, 2021; July 21, 2021.*

MOTION: Howard moved, seconded by Waterstreet, to approve the Consent Agenda as presented/amended. **MOTION CARRIED 8-0.**

4. ADDITIONS/DELETIONS: None.

5. DISCUSSION/DECISION/PRESENTATION ITEMS:

a.) Volunteer of the year awards

I. Paul: Would like to bring up volunteer of the year awards to be started again. We usually do one personal and one group award, but we didn't last year. It would be nice to award one to someone from the past two years. Would like to put this on the agenda for the next meeting.

b.) Parks Maintenance updates

I. Tom: Nothing to add on parks maintenance, moving forward on filling parks crew position.

II. Question from Paul: what happened to Anna and Abby's Merry go round?

Tom answers: There was a bolt missing in the internal mechanism and the repair has been made by manufacturer. Tom answers: The bolt let loose and caused something to move and fixed another part.

III. Question from Glenn: the general upkeep in forest glen park and in Rogers needs some improvement, is there a plan in place to fix this? Tom answers: we have a new staff member coming soon, we have had ongoing staff shortages and plan to catch things up. Question from Glenn: could volunteers help? Tom answers: not sure what the policies are, but we do have some groups that are willing to

volunteer.

6. B/C COMMUNICATIONS:

a) Stites Park Update

I. Anne: Park is in the tail end of the permitting phase and plan to bid in November, so that the project will be able to kick off in the first quarter of 2022. Would like to begin construction on park in the spring. The timeframe was moved to be able to do spring construction and has been approved with stakeholders. Everything is on track.

b) Pool repair update

I. Anne: Still on track to reopen September 8th, currently putting on second coat of paint.

c) Summer O' Fun update

I. Currently on the last week, all programs have been going well and staff have been doing a great job. Ended up offering 72 programs over 18 weeks at 4 locations. All community spots filled within 5 days. School district has been a key partner and we were able to fund everything through grant money.

II. Question from Paul: requested more details about the grant money. Malynda answers: this was a one year only grant that has given us data on what would could with a levy in the future.

III. Susan: thought the registration process was very quick and could have been better advertised. The program definitely shows a community need for these programs, but is worried about how we will be able to sustain them.

IV. Question from Aaron: Could there be an opportunity for revenue producing recreation programs? Anne Answers: Yes, we cannot sustain these programs without charging for them. We will need to have a bigger discussion about what our community members can afford. We now have an expectation from our community and we need to be realistic about what we can deliver for the community. A start to this process will be to use current programs as a sampling of interest and use this to help determine what initial programs we can offer for a fee. Have been approached by potential partners for future recreation programs but there is still a lot of work to be done.

V. Question from Howard: Word of mouth has been a huge success for the Summer O' Fun program, will we be doing a survey? Anne answers: it is part of the agreement with the school district to provide both qualitative and quantitative as to why we are a good partner. So far we have had a good response and we will have a survey to get feedback.

VI. Question from Paul: What is the difference between the registered vs. the drop in programs and did they have to pay for the registered programs. Anne Answers: All of the programs were free. We did see a difference at some of the sites, the sites that had the same staff everyday were more successful than the sites that had different staff. We think this is due to language barriers and younger participants at the drop in site programs. As far as the pre-registered programs it seemed like

people in the know were able to get more spots, we worked with school district to get more outreach but were still missing a large group of the population.

VII. Question from Glenn: If you were able to continue what could of staffing would you need? Anne Answers: For this program we have 14 city employees and 6 school district employees. The program is very material and supply intensive. In the future we could have strategic program offerings and scale back sites and days based on the staff we have available. It was very helpful to have the school district bilingual staff at the sites and would like to still be able to use them for future programs.

VIII. Malynda: Access and the form for registration was bad and not easy to use. We need better more accessible form for future programs. There definitely is a wealth of bilingual IA's in the school district who don't work during the summer.

Howard: It will be positive to have a recreation person.

Susan: This program will get even better with more time to plan.

d.) Meeting time

I. Discussion about moving the meeting time from 3:30 pm to 7 am or other possible times. Paul makes a motion to change the meeting time to 7:00 pm on the third Wednesday of every month reviewed every year in January. Motion carries.

7. STAFF COMMUNICATIONS:

a.) Parks Maintenance Supervisor introduction

I. Anne introduces Tom Martin. Tom: introduces himself.

8. COUNCIL LIAISON REPORT:

I. Malynda: Mural policy was approved, didn't identify specific location for murals. If someone proposes a mural in a park, it will be presented for approval on the mural by this group. The arts commission will give recommendation. The City council will have final approval and it will be put on the consent agenda. This commission only has to approve murals if they are proposed to be in a park.

II. Malynda: CCI community meetings held on zoom. Working on increasing community involvement by having quarterly town hall meetings, the link for this is on the city website. The next QTM meeting will be September 30th, 6:30-8:00 pm. And the topic will be on community growth and development.

III. Malynda: Would like to recognize the three long term city employees who are retiring soon.

VI. Question from Malynda: Do we need to appoint a new spot to remove Ralph?

Glenn responds: Leave Ralph's spot open until there is a final decision.

Anne responds: Leave Ralph in his position until his term expires at the end of this year. I talked to Anna Rugles and she agreed.

9. ANNOUNCEMENT OF NEXT MEETING: The next meeting will be held on Wednesday September 15th, 2021, 7:00 p.m. via Zoom.

10. **ADJOURNMENT:**

The meeting adjourned at 4:36 p.m.