

City of Molalla  
Parks & Recreation Advisory Committee

MINUTES  
Meeting of September 20, 2010

6:07 PM Meeting Called to Order

Attendance: Jason Ritter, Chairperson  
Scott Clarke, Vice Chairperson  
Roger Peterson  
Amy Cain  
Betty Martin, ex-officio

Staff: Shane Potter, Planning Director

Absent: Dennis Wise  
Tony Stacy, Secretary  
Aimee Stomps  
Mitch Magenheimer, ex-officio

**MEETING MINUTES**

Approved the minutes of the September 20, 2010 meeting.

**PUBLIC COMMENT PERIOD**

**Public Attendance**

Shannon Horn

PD Potter informed the group that he had heard from the citizen group organizing the vote for a new middle school bond measure and wanted to talk to the parks board. PD Potter stated that he thought the group was going to be here to talk tonight. PD Potter further explained that as a group representing the City the Parks Board could not take an advocacy position on the school bonds; only the City Council may do that, but individually as citizens they may choose to support or not support the ballot measure.

**OLD BUSINESS**

**Discussion on Material for Fees and Policy**

Board Member Peterson started this discussion off with work that he had done. BM Peterson expressed one particular parks fee schedule he reviewed which was El Segundo, California, which is highly regarded for its parks and recreation program, and seems to have a good handle on the fee structure. BM Peterson provided this information to the parks board in a table format (Exhibit "A"). BM Peterson expressed

that the fees he had come up with were negotiable with the group; he just wanted a starting point.

PD Potter explained that the City can print materials the group wants to pass out to the members; just send them off to him prior to the meeting. As a board they are provided with these services.

PD Potter explained to the group that he will need information and communication from everyone tonight to move forward with an outline which will then be turned into a draft schedule.

BM Peterson liked the idea of getting a security deposit --not an application fee-- which is why you will not see an application fee on his material.

BM Martin asked if anyone pays a fee right now. PD Potter stated that currently we do not collect fees currently. We do collect a refundable damage deposit from time to time.

BM's Martin and Peterson discussed how you could charge based on the size of a party.

Chairperson Ritter asked what the city collects for issuing a permit. PD Potter stated that the city does not charge for permit issuance on parks at this time. The board further discussed the need to take this into account when we consider our budget next year, and that

a policy needs to be in place is to ensure that the city is covered through an insurance policy for all individuals obtaining permits for the park where a fee is charged.

PD Potter explained how recreation rules apply to liability based on paying and not paying. When someone uses a public facility for no charge there is no liability (recreational immunity) that the city has. When a fee is charged there should be insurance coverage in place to protect the city.

BM Clarke and Cain worked on their research together. They discovered that most cities do charge a processing fee. They show a processing fee of \$15 in the paper work they submitted (exhibit "B"); however the cities that they reviewed charged anywhere from \$25 to \$45 for a processing fee. They further discussed that they broke items down such as fields to include rental of lights, deposit for concession stands key, dragging fields, and tournaments. PD Potter asked if they had a tournament and added items such as lights and/or concession stands would that be extra. BM Clarke stated that they would be extra charges. BM Clarke continued by stating that he also addressed ways to rent the park out. There was some discussion on how to manage breaking the park rental by hours.

Council Liaison Pottle recommended a sign in/sign out sheet. The group felt this was a great way to address the issue of deposits.

The board felt that a useful policy would be to have the permit on site during an event in case of conflict.

The board also felt that a security deposit would be a big motivator for cleaning up after themselves.

There was substantial discussion on what deposits should be in particular with items such as bases for fields. If you change it to a credit card then you do not have to put it all down at once. The discussion continued with talks of what happens if the credit card does not cover the full amount? The board felt that a liability form should be part of the application process which states that the users are responsible.

BM Peterson stated that he did not feel open space areas should be reserved or charged. PD Potter asked what if the open space had a covered picnic area? Chairperson Ritter expressed that we should charge for covered shelters. The board consensus was to not charge for the open space area but charge wherever a covered shelter exists.

Chairperson Ritter brought up the fact that often non-profits will do substantial amounts of work in maintaining a facility and felt that we should work with them differently. PD Potter asked the group to use the BMX group as an example. They currently maintain a great facility including enhancing the facility when needed. The board did feel that they at a minimum need to require the BMX group to pull applications for facility use in order to see the upcoming events and ensure proper paperwork is completed. The board asked staff to contact the BMX group and request that they attend an upcoming meeting. BM Peterson felt that we need to treat the BMX differently because of what they do but felt that a contract is necessary to ensure that they continue to comply with the city's needs. Ideas presented by the board for the BMX group would be whether their income exceeds their expenditures and if so maybe a percentage of that should go to the city. BM Martin stated that she could not see charging this group a fee considering the amount of work that they do. PD Potter stated that the group should list a charge for the facility even if they are not going to charge the BMX group in case other groups request to use the facility during a time that the BMX group is not using the facility. The board asked staff to check to see if there are any formal agreements between the city and the BMX group.

BM Clarke and Cain presented their findings which included discussions with BM Peterson. BM Clarke explained that Bohlander is a park and should be charged for as a park. He continued by stating that when cars are parked on any of the parks a fee should be charged (\$3 per car). The thought was that the City should receive \$3 per car with a limit on the amount individual/group parking vehicles could charge. BM Martin expressed her concerns that we do not have the ability to charge if we do not control the park. BM Clarke expressed that the park is roughly 17 acres in size and should be used as a park the entire community can enjoy while still maintaining the benefits being able to park cars for the Buckeroo. BM Peterson expressed that it should

be pointed out that this is not about the Rotary; any event or organization wishing to park cars on city property for a fee would fall under this requirement. There were concerns expressed by the group that the individual representing Rotary left prior to this discussion and they would have preferred he would have been there to hear their comments and reasoning. The group further stated the importance of continuing to communicate with all groups who may be affected.

There was continued discussion on who owns/runs Bohlander; there was some confusion as to whether or not the park even belonged to the City. PD Potter informed the group that the City of Molalla does indeed own the park.

There were additional concerns that the Buckeroo event center has lost events based on the parking issues. The group felt that this was unacceptable especially since it appeared to be out of the city's control.

BM Clarke explained the circumstances that got us here. The board had previously asked BM Clarke to meet with the City Manager to determine where we were with the fees for Bohlander. The City Manager stated that it was appropriate for the Parks and Recreation Board to examine the question of fees, not just for Bohlander but for all parks, and to forward its recommendations to the City Council. BM Peterson suggested that the board should make the formal recommendation on the fees but have the City Council decide who runs the parking. PD Potter stated that when the board writes the report on this they will need to provide justification for their recommendations.

#### **Discussion on Strategic Plan Review**

PD Potter stated that the group should see the changes presented to the Parks Board soon and requested that they review it for additional changes to be discussed at the next parks board meeting.

#### **Update from Board Member Roger Peterson & Board Member Aimee Stomps on Parks Brochure (Marketing Material)**

Due to time constraints BM Peterson and BM Stomps will present the parks brochure update at an upcoming meeting.

#### **Discussion on Big Meadows Park Addition**

PD Potter updated the group on the Big Meadows Park which included discussions on the limits placed by the state on development of park space outside city boundaries.

### **NEW BUSINSS**

#### **(NEW) Priority List for Park Enhancements**

PD Potter informed the group that he felt they need to prepare a project list for City Council review identifying anticipated projects over the next few years. This allows the City Council to see what the group is working towards while also providing the board with a direction. It was noted by PD Potter that this list would need to be flexible and

change as far as priorities as opportunities often become available through certain developments which may be listed as lower priorities. PD Potter explained the example of the Big Meadows Park. While it is a high priority there was no thought that land would be available for a park there. However the city recently was offered a land dedication to address the park needs in Big Meadows. This would have meant that the priority list would have changed since the opportunity presented itself.

Chairperson Ritter asked if this list was for priorities for 3-5 years. PD Potter stated that he was correct.

### **New Covered Shelter at Ivor Davies Park**

PD Potter explained that a young man had contacted the city with intentions of completing an Eagle Scout project which included the construction of a 12'x20' covered picnic shelter which would be placed in Ivor Davies park.

### **Army National Guard Application**

PD Potter stated that the Oregon National Guard has inquired as to the city's interest in reviving a project to carry out improvements to Bohlander Field. He explained that a previous opportunity was shelved for a variety of reasons. PD Potter stated that the City Manager is interested in moving forward with a request to the Oregon National Guard to grade and level the field, place utilities in the ground, seed it and complete engineering work as well as fill in the sloped side of Clark Park and potentially place a retaining wall around that section. Parking would still be allowed on the site and the site (Bohlander) would be available for use as practice fields. PD Potter at the request of the City Manager asked what type of practice fields would the Parks Board like to see here. The group discussed this issue and came up with the following:

- Soccer Fields
- Football/Rugby/Lacrosse Field
- Trail
- 2 Softball/Baseball fields to be placed on the east side of the property (closest to the Nazarene Church) and 1 additional field for a total of 2 fields at Clark Park where the fill would be placed.
- Basketball courts on the already paved portion of the park

All members of the board expressed the importance of retaining parking use for Buckeroo events while at the same time providing additional recreation facilities. Chairperson Ritter did express concern that parking vehicles on top of a sprinkler system will eventually cause problems. PD Potter explained that the National Guard request would involve engineering to help eliminate this problem. If this is not feasible the city has water guns which could be used above ground as well. BM Clarke asked why is it the responsibility of the city to maintain parking for this event center when every other event center in other communities maintain their own parking. PD Potter

stated that there is plenty of parking in the area if all parties would agree to partnering but the practice has always been to allow this type of use on the facility.

### **APPROVALS**

None

### **ROUNDTABLE DISCUSSION**

BM Peterson stated that he was very happy with what was done tonight and the amount of work to be done still.

BM Clarke asked what the Board's tasks were for next meeting. PD Potter stated that he will prepare a fee table with policies as he has heard tonight and send off to the board by email for review and discussion at the next meeting. He further explained that we should be able to review the Strategic Plan and prepare for a final draft at the next meeting as well.

### **TRAINING**

None

### **NEXT MEETING DATE**

The next meeting for the Parks and Recreation Board will be Monday October 18, 2010 at 6pm here at City Hall.

As a reminder the following is the schedule discussed for review of the fees and policies:

- October 18, 2010 - Present ideas for first draft
- November 8, 2010 - PD Potter sends draft to group
- November 15, 2010 - Review draft make changes
- December 13, 2010 - Final recommendation

Meeting Adjourned at - 7:35pm

Shane Potter filling in for Tony Stacey

### **TO DO LIST**

1. Request that the BMX group attend the next meeting before the Parks and Recreation Board.
  - A conversation occurred with the BMX group and they will be attending the next meeting.
2. Check to see if the BMX group and city have any formal agreements.

- After checking with the City Manager and City Recorder there are no known agreements with the BMX group.

3. Send a list of facility/use types to the Parks board from the Parks and Recreation Master Plan.
4. Complete changes to Strategic Plan and send out to members.

Draft