

**PARKS ADVISORY COMMITTEE**  
**Meeting Minutes – April 8, 2021 at 3:30 PM**  
**Council Chambers**

**Members in Attendance:**

Susan Jenkins (Chair)  
Cliff Kuhlman (Vice Chair) - absent  
Jan Battersby  
John Blackett  
Rick Chapman  
Chad Thorson  
Michael Sellers - late

**City/Staff/Council Liaisons:**

Joel King (City Councilor)  
Wendy Giordano (Parks Superintendent)  
Ken Garrison (Parks Supervisor)

**Guests:**

Brian DeLaGrange  
Valerie Lovelace

**1. Roll Call:**

- o Chair Jenkins called the meeting to order at 3:31 pm and roll was taken.

**2. Introductions:**

**3. Public Comment:**

**4. Approval of Minutes:**

**MOTION/VOTE**

**Member Thorson moved, and Member Chapman seconded the motion to approve the minutes from March 11, 2021 as presented. The vote resulted as follows:**

**“AYES”:** Chair Jenkins. Members Thorson, Chapman, Battersby and Blackett.

**“NAYS”:** None. **Abstain:** None.

**Absent:** Vice Chair Kuhlman Member Sellers. **The motion passed.**

**5. Action Items:**

**a. Honor/dedication policy:**

1. **Parks Superintendent Giordano:** Wendy put together a new Policy for naming and renaming park structures and facilities, memorials, and dedications. She stated that the committee already discussed the intent of the policy and she got instruction from Council Liaison King to edit it down to one page. She worked really hard to capture the intent and make it easy to understand for people who are applying for this type of thing. Once it is finalized, we will develop an application for people to fill out. Then it would be previewed by the director. The Director would use these factors in considering moving forward. The Parks Committee would then put it on an Agenda. They would then review it and make a motion to then put it to Council for a final decision. The Committee all agreed that the Policy was well done and makes sense. They were pleased with the final product.

**MOTION/VOTE**

**Chair Jenkins moved and Member Thorson seconded the motion to move the Policy for Naming and Renaming Parks Structures and Facilities, Memorials and Dedications forward to Council for approval. The vote resulted as follows:**

**“AYES”:** Chair Jenkins. Members Thorson, Chapman, Blackett and Battersby.

**“NAYS”:** None. **Abstain:** None. **Absent:** Vice Chair Kuhlman and Member Sellers.

**Recused:** None. **The motion passed.**

**b. Caveman Pool future planning – Subcommittee Development:**

1. Parks Superintendent Giordano discussed the pool priorities and talked about putting together a task force. She stated that Council would like some input as to what they are tasked with in planning for the future renovation or replacement of the pool.
2. She stated that the pool is an eligible project in the Urban Renewal Agency Plan. That means there is funding outside of general fund which is very scarce.
3. Vice Chair Kuhlman stated that if the City approves creating a task force then we need a consensus.
4. City Manager Cubic would like the Parks Committee along with 4 or 5 outside citizen members tackle this project over the course of several months to provide some recommendations to the Council. The expectation would be to review the existing pool repair/maintenance costs.
5. Council Liaison King said we could do a Public Involvement Plan in the form of a survey or public meeting etc...
6. Jan stated that we need people on the task force that have pool expertise, not just parents of kids who use the pool.
7. Chad mentioned that he would like to see what kind of applications come in so they can decide who and how many to be on the task force.
8. Valerie Lovelace thinks that the Parks Advisory Committee needs to be the ones to look at the applications since they will be the ones working with them.
9. Parks Superintendent Giordano stated that the Parks Advisory Committee needs to be involved in what kind of questions need to be on the applications.
10. Chair Jenkins said that she will use the current process to create a task force.

**c. Master Plan update/amendment ~ next steps:**

1. Council Liaison King stated that Council agrees that we do not need a new Master Plan we just need to update it with the parks that are no longer in the system and the new parks that are not in the system yet.
2. Parks Superintendent Giordano stated that she doesn't have a lot of new information other than what Joel just said. She has talked to her director regarding the next steps in the addition of Dollar Mountain and the reduction of the other properties that are in the process of being sold and those that have been sold such as the River Road Reserve. It's a fairly simple process. It's an ordinance but any other changes to the plan that you feel like are needed are open for discussion on what those changes are and what the approach would be to make those amendments.
3. Parks Superintendent Giordano would like this to be committee driven instead of staff. Chad and Susan volunteered to lead this work.

**6. Matters from Committee Members and Staff**

- a. Chair Jenkins wanted to discuss the agenda process. There has been discussion on when they can add something to the agenda that we can build and when we can't. Once the agenda is built here at the meeting it can't be changed or added to before the next meeting. She spoke with Brad Clark, the Community Development Director, and he agrees that this is the basic process. We build our agenda and that should be the agenda, but that there are times when it changes if Council asks us for something. That seemed like a legitimate time to change it because they need

feedback. If staff has something that was forgotten, like the election but for the most part the agenda we build at the end of this meeting should be the agenda next month unless something rare has occurred or unless the council has asked us to add something and give them feedback.

- b. Chair Jenkins wanted to talk about a couple of community members that had spoken at the last meeting. She wanted to acknowledge what they had said and talk about it. Carolyn Kohn, who had talked about feeding the ducks at Riverside Park had asked for permission to provide the feed and wanted to know if it was ok if she did that. Parks Superintendent Giordano said that there is a sign at the park already. Wendy stated that it is fine that she provides the feed for the ducks. Kay Cortapassi/Whipp, another speaker at the last meeting, had brought up alternatives for the First Friday Art nights for the youth. Susan thought it was a great idea but didn't think it fit into what the Parks Advisory Committee handles.

**7. Future Agenda Building for Next Meeting**

- a. Pool Subcommittee Applicants
- b. Master Plan update/amendment – next steps

- 8. Adjournment:** Chair Jenkins adjourned the meeting at 4:46 p.m.

**Next scheduled meeting: May 13, 2021**

Minute notes provided by City Staff and minutes prepared by Jayme Hyatt CD (Community Development) Office Assistant.