



Parks and Recreation Committee
Agenda

August 17, 2023

6:00 p.m. Public Meeting

Hybrid Meeting in Person and Via Zoom
Phoenix Plaza Civic Center 220 N. Main St./Via Zoom

*A complete agenda packet is available on the city's website. This meeting is being conducted in person and virtually to allow for public participation. A recording of the meeting in its entirety will be posted to www.phoenixoregon.gov. To comment on agenda items, please write your name on the sign-in sheet and include the item number, if attending via Zoom raise your hand when the topic is discussed by Committee. **If you need special accommodations, please give the City Recorder 72-hours prior notice.***

Please click the link below to join the webinar:

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1. Call to Order / Roll Call / Confirmation of a Quorum

- 2. Approval of Minutes:** May 18, 2023 (pg. 3)
July 20, 2023 (pg. 6)

3. Public Comments

This item is for persons wanting to present information or raise an issue, not on the agenda. Each person shall be limited to three minutes and may not allocate their time to others unless authorized by the Presiding Officer. To comment, please write your name on the sign-in sheet. When your name is called, step forward to the podium and state your name and address for the record. If attending virtually, please raise your hand and wait to be allowed to speak. When your name is called, please unmute yourself and state your name and address for the record. (In accordance with state law, a recording of the meeting will be available at city hall, but only your name will be included in the meeting minutes). While the Committee or staff may briefly respond to your statement or question, the law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances.

4. Old Business

- a. Council Liaison Report – Krista Peterson
- b. Dog Days Recap
 - 1. Attendance Guestimate
 - 2. Food Consumed
 - 3. Positive Happenings
 - 4. Improvements / Changes

5. New Business

- a. Bulb Planting
- b. Parks and Recreation items stored at Public Works – Inventory, Organize

6. Member Comments

- 7. Adjournment – Next meeting September 21, 2023**

**City of Phoenix, Oregon
Parks and Recreation Committee
Minutes of May 18, 2023 Meeting**

Public Meeting Hybrid Meeting in Person and Via Zoom
Phoenix Plaza Civic Center 220 N. Main St./Via Zoom

1. CALL TO ORDER / ROLL CALL / CONFIRMATION OF A QUORUM

Chair Nancy Peterson called the meeting to order at 6:02 p.m.

Present: Nancy Peterson, Chair; Melissa Schneyder, Vice Chair; Mark Peterson, Member; Sarah Spence, Public Works Administrative Assistant

Melissa Rentfrow was absent

2. APPROVAL OF MINUTES: FEBRUARY 16, 2023

Nancy Peterson noted that there was no time noted for the meeting adjournment for the February meeting.

Nancy P Made the motion to accept the Feb minutes with the correction. Melissa S 2nd, Mark Peterson abstained. Motion Passed

3. APPROVAL OF MINUTES: APRIL 20, 2023

Mark Peterson made the motion to approve the April 20 minutes as written, Nancy P 2nd, Motion Passed Unanimously

4. PUBLIC COMMENTS -- None

5. OLD BUSINESS

A. COUNCILOR REPORT

Councilor Peterson informed the committee that she announced the Dog Days event to the City Council. The mayor is hoping to MC the event. Carolyn Marshall and the Presbyterian Church will be providing watermelon and helping with the concessions and supplies. Krista informed the committee that she attended a Rotary meeting and invited one of the members to have a booth at the Dog Days event featuring dog related books for kids.

B. BUDGET RECAP

Nancy hasn't heard anything about the budget for the upcoming year. She informed the committee that there is 692.59 left for Easter and 441.62 left for Dog Days.

Mark P made the motion to spend up to the max that we have left this fiscal year for the next Easter event (incl, but not limited to ducks, pinwheels, 4 additional tables) Melissa 2nd, Motion passed unanimously.

Mark P made a motion to spend up to the max that we have left this fiscal year for the Dog Days event (incl, but not limited to tables, toys, etc) Melissa 2nd, Motion passed unanimously.

6. NEW BUSINESS

A. DOG DAYS

Mark suggested that a flyer should be placed at Colver Park on the message board. Sarah was of the impression that anything posted there needed to be approved by the City Council, so Krista said she would ask Bonnie about that. It was also suggested that Krista ask Bonnie about getting Dog Days put on the water bill flyer. Krista also mentioned the incredibly helpful electric sign that the City has at the entrance. Melissa asked about getting certificates for the Dog Days parade – Sarah said that she already has them! Nancy suggested that an inventory of Dog Days stuff at the Public Works storage be done – Mark and Melissa volunteered to do so. The list of organizations contacted (or to be contacted) is as follows:

FOTAS – Nancy contacted – answer is yes
Dogs for Better Lives – Nancy contacted – answer is yes
Oldies but Goodies – Sarah will contact
Jackson County FD5 – Nancy emailed – answer is TBD
Siskiyou K9 – Sarah contacted – answer is yes
Library – Nancy contacted – answer is TBD
Jackson County Sheriff K9 – Melissa will contact
Cheerful Vet – Mark will contact
Fire Zone Captains – Nancy will contact

Booth locations were discussed with the goal of how to better incorporate the dog park, but not overexpose everyone to the heat. Misters were suggested by Mark. It was also decided that vendors should be responsible for bringing their own canopies. The food should be started at 11am and we should notify the Fire Department so that they can plan accordingly. It was also emphasized that this year we should really focus on a clear schedule and instructions for everyone. The parade should maybe be a shorter route this year so that it is not as difficult in the heat. Carolyna has also requested that another garbage can and extra paper towels be available in the concession stand. Sarah indicated that this would not be a problem.

7. MEMBER COMMENTS

Member Nancy Peterson had no comment

Member Schneyder is looking forward to the Dog Days event.

Member Mark Peterson had no comment

8. ADJOURNMENT – NEXT MEETING JUNE 15, 2023

Chair Peterson adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Melissa Schneyder, Vice Chair

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**City of Phoenix, Oregon
Parks and Recreation Committee
Minutes of July 20, 2023 Meeting**

Public Meeting Hybrid Meeting in Person and Via Zoom
Phoenix Plaza Civic Center 220 N. Main St./Via Zoom

1. CALL TO ORDER / ROLL CALL / CONFIRMATION OF A QUORUM

Chair Nancy Peterson called the meeting to order at 6:02 p.m.

Present: Nancy Peterson, Chair; Melissa Schneyder, Vice Chair; Mark Peterson, Member; Krista Peterson, City Council Liaison; Sarah Spence, Public Works Administrative Assistant

2. APPROVAL OF MINUTES: MAY 18, 2023

Nancy P Made the motion to accept the May minutes. Mark 2nd. Motion passed unanimously.

3. PUBLIC COMMENTS -- None

4. OLD BUSINESS

A. COUNCILOR REPORT

Councilor Peterson informed the committee that the city council had received an application for the Parks Committee. The applicant did not appear to have lived in Phoenix for a year yet, so Krista will be checking on the residency requirement.

B. DOG DAYS

Everyone was concerned about the absence of advertisement of the event on the electronic board at the entrance to town. Sarah was confident that Dog Days would be on the board by tomorrow (Friday the 21st). Krista was happy to announce that the mayor would be attending Dog Days and would be willing to MC the event, but he needs a written list of people to thank. Chris from public works offered to help gather stuff needed for the event. Ricardo will be the one helping with setup and tear-down on Saturday. The committee worked on hashing out the schedule and arrangement of the venue as well as the final list of attendees.

5. NEW BUSINESS -- None

6. MEMBER COMMENTS

Member Schneyder is looking forward to the Dog Days event and is grateful for the support from Sarah, Chris, Ricardo, and Carolyn in putting on such a great event for the community.

Member Mark Peterson agreed with member Schneyder

Member Nancy Peterson also agreed and added that she is glad for the variety of events that the committee hosts for the community

8. ADJOURNMENT – NEXT MEETING AUGUST 17, 2023

Chair Peterson adjourned the meeting at 7:06 p.m.

Respectfully submitted,

Melissa Schneyder, Vice Chair

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