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Parks and Recreation Committee

**Agenda**

January 18, 2024

6:00 p.m. Public Meeting

**Hybrid Meeting in Person and Via Zoom**

Phoenix Plaza Civic Center 220 N. Main St./Via Zoom

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*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](http://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.***

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

**2. Election of Officers**

- a. 2024 Chair
- b. 2024 Vice-Chair
- c. 2024 Secretary

**3. Approval of Minutes: November 16, 2023 (pg. 3)**

**4. Presentation**

- a. Pickleball – Mark Peterson (pg. 6)

**5. 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.

**6. Old Business**

- a. Recap of Bulb Planting Event
- b. Easter Egg Hunt (Saturday April 8, 2023)
- c. Review of Possible New Events (pg. 7)

**7. New Business**

- a. Review of General Duties and Responsibilities – Municipal Code 2.13 (pg. 8)

**8. Member Comments**

**9. Adjournment – Next meeting February 15, 2024**

**City of Phoenix, Oregon  
Parks and Recreation Committee  
Minutes of November 16th, 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 6:00 p.m.

Present: Nancy Peterson, Chair; Melissa Schneyder, Vice Chair; Mark Peterson, Member; Rosa Van Gordon, Member; Krista Peterson, City Council Liaison; Sarah Spence, Public Works Administrative Assistant; Chris Stephenson, Public Works Superintendent.

**2. APPROVAL OF MINUTES: OCTOBER 19, 2023**

**Mark P made the motion to accept the August minutes. Rosa 2<sup>nd</sup>. Motion passed unanimously.**

**3. PUBLIC COMMENTS**

Carolyna Marshall informed the committee about the upcoming Christmas tree lighting that will take place from 5-7pm on Dec 2<sup>nd</sup>. There will be cocoa, cookies, and the school choir performing. Also, the upcoming community dinner at the First Pres. Church on Dec. 14<sup>th</sup> will feature pot roast. Everyone is encouraged to attend and/or volunteer.

**4. OLD BUSINESS**

**A. COUNCILOR REPORT**

Krista Peterson informed the Parks Committee that Chris Stephenson is the new Public Works Superintendent. She also made sure that the City Council and the Chamber of Commerce are aware and encouraged to attend the upcoming bulb planting. She also welcomed Rosa as a full voting member of the Parks Committee.

**B. BULB PLANTING**

Melissa will be meeting with Chris to verify planting locations for the upcoming bulb planting event. Melissa offered to pick up the dibblers and paper bags for the upcoming event, Nancy volunteered to print tags for the bags of bulbs to distribute to the community members.

**C. INVENTORY RECAP**

The city assigned the Parks Committee \$5000 at the beginning of the fiscal year. Instead of putting amounts towards the individual events, the city decided that a lump sum would be more appropriate. Chris will help us figure out our current budget amount for the rest of the year. We will need more Easter Eggs and Dog Days signs, but those can wait until after the first of the new year. **Nancy made a motion to spend up to**

**\$50 for the new Dog Days photo cutout. Mark 2<sup>nd</sup> the motion – passed unanimously.**

## **5. NEW BUSINESS**

### **A. PEACE POLE**

John Duffié from the Bear Creek Rotary Club is asking permission for a peace pole to be installed in the Bee Pollinator Garden. Rosa asked about the maintenance of the pole and there will be coordination with the city for maintenance. The pole itself will be constructed from durable pressure treated wood. **Mark made the motion to pass and present the Peace Pole to City Council – Rosa 2<sup>nd</sup> the motion, passed unanimously.**

### **B. EVENTS AND BUDGET**

The date for the upcoming Easter Egg Hunt was discussed to be March 30<sup>th</sup>. It seems like Melissa will be the Easter Bunny again by popular demand. **Rosa made a motion for the Easter Egg Hunt in 2024 to be on March 30<sup>th</sup> 10 am at Phoenix Elementary School - Mark 2<sup>nd</sup> the motion, passed unanimously.** The Committee discussed that the reader board will need to be advertising the event 2 weeks ahead, also hoping for the Easter Egg hunt to be in the newsletter, maybe flyers as well. Pinwheels, eggs, and ducks were all discussed. Sarah offered to grab a list with numbers of previously ordered supplies for our next meeting. Dog Days was discussed next. **Rosa made a motion for Dog days to be held on July 13 from 10am-12pm – Mark 2<sup>nd</sup>, passed unanimously.** Chris suggested a “Trunk or Treat” in 2024 as a possible event – maybe at a school. Nancy brought up movies in a park. The licensing and fees for public movies were discussed as well as needed equipment. Rosa will reach out to the city of Talent for more info about what they do. Nancy also suggested an ice cream social w/ watermelon. Rosa also talked about a bee event with related crafts.

## **6. MEMBER COMMENTS**

Member Nancy Peterson had no comments

Member Mark Peterson mentioned that Pickleball is up and coming and that Phoenix doesn't have any courts. Mark is looking for estimates and ideas from other communities.

Member Rosa Van Gordon is happy to be here

Member Melissa Schneyder is super excited for the upcoming bulb planting and the resultant color next spring.

Chris is thankful for everyone's help

**7. ADJOURNMENT TO PUBLIC WORKS FOR INVENTORY  
NEXT MEETING JANUARY 18, 2024**

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

Respectfully submitted,

Melissa Schneyder, Vice Chair

DRAFT

**Pickleball: The fastest growing sport in the US and we need to bring it to Phoenix!**

Proposal: The present. Add two pickleball court lines to the existing basketball courts at Colver Park. Install lock box with two portable nets in it.

Proposed cost is \$1200.

The future. Add two permeate courts to either Blue Heron Park or a new incoming park to be built.

**PARKS – Information from Central Point on their Movies in the Park Equipment and Licensing (Nov 2023)**

Hi Nancy,

I would be happy to give information about our movie set up. We purchased our new screen through Open Air Cinema in 2020 and we are very pleased with the product. We did purchase a large 30' screen and it has been a big hit with our movies in the park and drive in movies. With a screen this size it does require multiple people for set up. Over the years we have definitely gotten much better with the set up.

As for movie licensing we use Swank. They have been amazing to work with and have a great variety of movies to choose from. We do only use them for licensing and chose to purchase the movie from Amazon or Target, cheaper in my opinion.

For equipment, a projector, DVD Player and sound mixer board would be needed. We purchased our project from Open Air Cinema and the mixer and DVD player on Amazon. There is also some other misc. items that would be needed as well, but most are relatively inexpensive and can be found on Amazon.

Overall it does require a rather large upfront financial investment, but we have been using the same system now for almost 3 years and it's all still running like new. I would be happy to help with any other questions or show whomever our movie setup, if that is helpful. I have linked the company information below.

[https://www.openaircinema.us/  
sales@openaircinema.us](https://www.openaircinema.us/sales@openaircinema.us)

[https://www.swank.com/  
cgarza@swankmp.com](https://www.swank.com/cgarza@swankmp.com)

Thanks,

Nikki Petersen  
Recreation Manager  
City of Central Point  
541-423-1049

## **Chapter 2.13 PARKS AND RECREATION COMMITTEE**

Sections:

- 2.13.010 Establishment of the committee.**
- 2.13.020 Purpose of the committee.**
- 2.13.030 General duties and responsibilities.**
- 2.13.040 Membership.**
- 2.13.050 Terms of office and filling vacancies.**
- 2.13.060 Officers.**
- 2.13.070 Duties of chair and vice-chair.**
- 2.13.080 Duties of the secretary.**
- 2.13.090 Succession of officers.**
- 2.13.100 Quorum--Meeting rules and procedures--Number of meetings.**
- 2.13.110 Removal from committee.**
- 2.13.120 By-laws for city of Phoenix parks and recreation committee.**

**2.13.010 Establishment of the committee.**

The city of Phoenix hereby establishes an advisory committee titled parks and recreation committee.

(Ord. 1001 § 2, 2019)

**2.13.020 Purpose of the committee.**

Its primary purpose shall be to assist and advise the city of Phoenix in the maintenance, planning and developing of city parks, recreation programs, city events, cultural programs, and facilities.

(Ord. 1001 § 3, 2019)

**2.13.030 General duties and responsibilities.**

The parks and recreation committee is an appointed citizen body with the primary responsibility of providing recommendations to the mayor and city council on direction, planning and policy on matters pertaining to the acquisition and development of public parks, greenways, open spaces, recreational programs, city events, and cultural facilities. The parks and recreation committee may make such other recommendations to assist the council in developing and preserving aesthetic, maintenance, recreational



and cultural values that serve the public interest. It may also perform such other related duties as may be assigned by the council, which may include, but not be limited to:

- A. Perform periodic reviews of the city's parks master plan.
- B. Compile data to assist city policy making in the preservation and beautification of parks, recreational areas, and aesthetic areas in the city of Phoenix.
- C. Make recommendations to the city council on potential revisions and future delivery of services by the city of Phoenix as they pertain to parks and recreation.
- D. Make recommendations to the city council for modifications or additions to existing ordinances, policies and practices that help promote and make available recreational opportunities in the city of Phoenix.
- E. Work in conjunction with other city commissions, committees, and boards, to help ensure coordination of various elements of the parks master plan, recreation programs and cultural programs.
- F. Conduct public meetings and make recommendations to the city council on parks and recreation issues and ordinances.
- G. Make recommendations for capital improvements and operations relating to the city of Phoenix's parks and recreation and its facilities.
- H. Review and comment on fundraising efforts and donations made on behalf of the city of Phoenix's parks and recreation.
- I. Foster public awareness and involvement in all aspects of the city of Phoenix's parks and recreation and its facilities.
- J. Assist with planning of city events, to include those that may be inside as well as outside park boundaries.

(Ord. 1001 § 4, 2019)

#### **2.13.040 Membership.**

The parks and recreation committee shall consist of five members, all of whom will be appointed by the mayor with the consent of the city council. Each member must be a citizen of the city of Phoenix that lives within the city limits. A member of the city council

shall be appointed by the mayor, with the consent of the city council, to serve as the council liaison to the committee. The council liaison shall not vote and shall not count towards a quorum. The council liaison shall ensure public meeting laws are followed by the committee and shall report back to city council on the business conducted by the parks and recreation committee.

(Ord. 1001 § 5, 2019)

**2.13.050 Terms of office and filling vacancies.**

The initial appointees shall begin serving upon their appointment date in 2019 until December 31, 2022. Thereafter, the regular term of office for each member of the parks and recreation committee shall be for four years, commencing upon appointment and terminating on December 31st of the fourth year of service. A vacancy shall be expeditiously filled by appointment of the mayor, with the consent of the city council, from among volunteer applicants. This replacement shall serve for the unexpired term of the member being replaced. The council liaison shall be appointed for a one-year term, expiring December 31st of each year.

(Ord. 1001 § 6, 2019)

**2.13.060 Officers.**

The duly appointed members of the parks and recreation committee shall elect from amongst themselves a chair, vice-chair, and secretary at the first meeting after which the committee is first appointed. An election will be held at the beginning of the first meeting of every second calendar year of the committee's existence to fill the positions of chair and vice-chair. An election will be held at the beginning of the first meeting of each calendar year to fill the position of secretary.

(Ord. 1001 § 7, 2019)

**2.13.070 Duties of chair and vice-chair.**

The chair and vice-chair will serve as such, for two-year terms. The chair shall preside at all meetings, set the agenda, recommend the creation of subcommittees to city council, and appoint members to such subcommittees as are authorized by city council. The vice-chair shall perform the duties of the chair in the absence of the chair, and such other duties as may be assigned by the chair. The chair or vice-chair shall preserve the decorum at the parks and recreation meetings.

(Ord. 1001 § 8, 2019)

**2.13.080 Duties of the secretary.**

The secretary shall serve a one-year term. The secretary shall keep an accurate record of all parks and recreation committee proceedings, including typed minutes and notes of all the meetings. A copy of the approved minutes, signed by the chair of each parks and recreation committee meeting shall be delivered to the city recorder within five days to include in the city council packet and shall be a public record and available for public inspection. All handwritten notes and documents presented at the meeting shall be included in the items to be delivered to the city recorder within the five days. The secretary shall be responsible for providing semi-annual reports, in April and October of each year.

(Ord. 1001 § 9, 2019)

**2.13.090 Succession of officers.**

Should an officer of the committee no longer be able to serve in that capacity or on the committee itself going forward, a process for succession for each officer's position will be developed by the committee and enshrined in the by-laws of the committee.

(Ord. 1001 § 10, 2019)

**2.13.100 Quorum--Meeting rules and procedures--Number of meetings.**

Three of the voting members of the committee shall constitute a quorum. The parks and recreation committee shall adopt rules and procedures consistent with city ordinances and this chapter. The committee meetings shall include at least one regularly scheduled meeting per month, unless canceled at the direction of the chair due to lack of committee business or other good reason. Meetings may be run informally in general accordance with the latest edition of Robert's Rules of Order or in accordance with the parks committee by-laws.

(Ord. 1001 § 11, 2019)

**2.13.110 Removal from committee.**

If a member of the parks and recreation committee misses three meetings during the course of a calendar year, that member may be recommended for removal from membership. The committee members shall develop internal rules adopted in their by-laws to determine the methodology of recommending the removal of a member from the

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committee to the city council. In addition, a committee member may be removed for misconduct, with the consent of the city council.

(Ord. 1001 § 12, 2019)

**2.13.120 By-laws for city of Phoenix parks and recreation committee.**

The committee shall commence development of by-laws for itself as soon as possible after the first meeting. These internally agreed upon by-laws shall be presented to the city council for its approval and/or amendment.

(Ord. 1001 § 13, 2019)