



Parks and Recreation Committee
Agenda

February 15, 2024

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: January 18, 2024 (pg. 3)

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. City Councilor Liaison Report

5. Old Business

- a. Easter Egg Hunt Update (pg. 7)
- b. Pickleball Update
- c. New Events Update

6. New Business

7. Member Comments

8. Adjournment – Next meeting March 21, 2024

**City of Phoenix, Oregon
Parks and Recreation Committee
Minutes of January 18th, 2024 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 6:00pm.

Present: Nancy Peterson, 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. ELECTION OF OFFICERS

a. 2024 Chair:

- i. Rosa made a motion to nominate **Mark Peterson for Chair**, Nancy 2nd. Motion passed unanimously.

b. 2024 Vice-Chair

- i. Rosa made a motion to nominate **Nancy Peterson for Vice-Chair**, Mark 2nd. Motion passed unanimously.

c. 2024 Secretary

- i. Mark made a motion to nominate **Rosa Van Gordon for Secretary**, Nancy 2nd. Motion passed unanimously.

3. APPROVAL OF MINUTES: (Prior month's meeting)

Mark Peterson made a motion to accept the November 16th, 2023 minutes, Rosa 2nd. Motion passed unanimously.

4. PRESENTATION

a. Pickleball - Mark Peterson

- i. Mark states that Pickleball is the fastest growing sport in the United States. The Southern Oregon Pickleball Association (SOPA) records that 2,309 individuals are registered to play pickleball between the cities of Medford and Ashland on an app called the Playtime Scheduler (2023). Playtime scheduler is a way for players to find local Pickleball games to play with other players. Mark's proposal is to have two temporary courts located at Culver Park in the Basketball court to evaluate community involvement if permanent courts would be successful in the future. The cost Mark

proposes is \$1,200 which would include the cost for 2 nets that break down, a lock box (48"x24"x28.5") and paint.

- ii. Nancy inquired about the problem of theft, Mark responded that the box has a lock on it and the only way to receive the code is through an automated phone number that provides the code to Playtime Scheduler participants. This code, similarly to what Central Point does, would be updated once per month.
 - iii. Mark mentioned that SOPA sometimes donates nets and has a recycle program when nets are damaged/broken, which could help with reducing cost of the purchase of nets. Mark mentioned that SOPA also has volunteers who can help stripe the court with paint, the only equipment needed to stripe the court is tape.
 - iv. Krista mentioned that Chris might have yellow paint in the inventory, to cut down on costs, Mark said he will follow up with Chris regarding this.
 - v. Signage: Mark states that he thinks having a sign on the fence to Basketball Players as well as Pickleball players to explain how to access the Pickleball equipment, and hours of operation that Pickleball can be played. Krista mentioned having the hours posted might be a good idea to reduce the risk of noise pollution during quiet hours for local neighbors of Culver. Chris mentioned that the noise ordinance starts at 7am.
 - vi. Rosa motioned to pass a \$1,200 budget for the temporary Pickleball court to be put in and for the Parks and Recreation committee to re-evaluate in 4 months. Nancy 2nd. Motion passed unanimously.
- b. During this conversation, Chris stated that our Parks and Recreation budget is \$4,448 left for the year.

5. PUBLIC COMMENTS

No public comments

6. OLD BUSINESS COUNSELOR REPORT

Krista states that she is our Parks and Recreation Liaison for 2024 as well as Councilor Shainholtz and looks forward to attending our next meeting in February.

- a. Recap of Bulb Planting Event
 - i. 10 members altogether including Parks staff showed up 🤖

- ii. How we can improve this year: Reach out/advertise to the Phoenix Garden Club
 - iii. Melissa and everyone else had big smiles on their faces and it will be wonderful to see the bulbs bloom!
- b. Easter Egg Hunt (Saturday March 30th, 2024 at 10am at Phoenix Elementary School.)
- i. Rosa will reach out to Phoenix Fire Department and Phoenix Police Department to inform them of the date and time to be there!
 - ii. Nancy will produce the Easter Egg Hunt flyers, have them approved, and distribute them to the Elementary school.
 - iii. Rosa will email Bonnie the inventory list again to ensure she has a copy.
 - iv. Parks and Recreation will arrive at 9am to set up.
 - v. Rosa stated that our egg inventory is 850 empty eggs that will need to be filled, and 50 eggs that are filled with a stuffed animal.
 - vi. Nancy mentioned it might be wise to have a task list for the volunteers.
 - vii. Items needed to order:
 - 1. Pinwheels (Melissa has expressed interest in building these again this year)
 - 2. Caution tape (A few rolls)
 - 3. Chocolate/Snacks for kids
 - 4. Markers and Stickers (Dollar Tree)
 - 5. Brown paper bags
 - 6. Rubber ducks
 - 7. Eggs that are stuffed: 1,000
 - viii. Mark motioned to have a \$1,000 budget for Easter event, Nancy 2nd. Motion passed unanimously.
- c. Review of Possible New Events
- i. Pickleball
 - ii. Movie's in the Park
 - 1. Nancy reached out to Central Point to ask about the process for facilitating a Movie in the Park event, Rosa printed out and spoke about Swank (The 6 steps involved from requesting a quote to putting on the show) as well as a few quotes Rosa was able to find online with how much it would cost for equipment to include screen, movie player, projector, speakers and cables (approx.: \$1,149–\$40,000).

2. Rosa will reach out to Pheasant Fields and Artisan Market about potentially renting their equipment and the quote involved with renting.
3. Rosa made a motion to review Movies in the Park idea at the next Parks and Recreation meeting in February when she has gathered more information to present. Nancy 2nd. Mark will add this to the February agenda.

7. NEW BUSINESS

- a. Review of General Duties and Responsibilities - Municipal Code 2.13
 - i. No additional comments

8. MEMBER COMMENTS

Rosa: Excited for the upcoming Pickleball courts and new events!

Mark: Ditto!

Nancy: Ditto!!

9. ADJOURNMENT - Next meeting February 15, 2024

Respectfully submitted,

Rosa Van Gordon, Secretary

PARKS -- EASTER EGG HUNT, MARCH 30, 2024

10:00 a.m. at Phoenix Elementary School

Draft To-Do List

Done	Checklist Ideas	Action/Person
√	Set day & time: Mar 30, 2024 at 10:00 at PES	Committee & Bonnie
	Confirm Ph Police participation	Rosa
	Confirm Fire District 5 participation	Rosa
	Council Invited	Krista
	Reader Boards requested	
	Bunny costume - all set?	
	Flyers made, translated, approved by School District office	Nancy & Bonnie
	Flyers printed	Bonnie
	Flyers to PES, OHES by March 4	
	Flyers to Ph preschools	
	Flyers – posted in town	
	Purchase candy for 850 empty eggs	
	Fill eggs with candy	Mark
	Need more eggs	
	Purchase ducks (& plushies?)	
	Purchase pinwheels & assemble	Melissa will assemble
	Paper bag craft (Bags, markers, stickers). Is a sign for “Craft area” needed?	
	Basket with pencils (& candy?) for Easter Bunny	
	PA system	
	Cones & caution tape for dividing field	
	Picture area – Backdrop and Chair	
	Signs for age groups for both sides of field (have 2 each: Under 2; 2-3, 4-5, 6-8, 9-11)	
	Volunteers signed up	Breeze at PHS is alerted
	Greeters	
	Helpers with extra eggs & candy to use after the scramble on the field to make sure no child leaves empty-handed	
	Clean up crew	
	Thank yous & acknowledgements	