

**Bend Metro Park & Recreation District
Board of Directors
Work Session, Executive Session & Regular Meeting
February 6, 2007**

BOARD PRESENT: Suzanne Johannsen, Ruth Williamson, Bob Woodward, Don Smith and Ted Schoenborn.

STAFF PRESENT: Don Horton, Bruce Ronning, Wayne Smith, Ed Moore, Norm Ziesmer, Dave Crowther, Theresa Albert and Paula Lowery.

LEGAL COUNSEL: Mark Reinecke.

MEDIA: None.

VISITORS: None.

WORK SESSION

Suzanne Johannsen convened a work session at 5:35 pm.

Strategic Plan Discussion

Bruce Ronning reviewed the Strategic Plan process which includes an annual review and cited its connection to the Comprehensive Plan. He also explained how the strategies provide direction for the annual work plan. He stated that staff is conducting a review of the Strategic Plan and requested the Board review the plan and provide changes to policy or strategies that they believe to be appropriate. He referred to the survey conducted in connection with the Comprehensive Plan and asked the Board to review the executive summary as well to ensure that the district is not missing some major directions as identified by the community. Don Horton stated that staff is evaluating strategies to determine if they are in fact strategies, and tightening some of the language of the plan. He stated this will be followed by annual plan preparations which is a time to set priorities for next year, and the Board may be hearing of things from the community that need to be included in the plan. Suzanne Johannsen asked the Board to review the Strategic Plan and bring their comments and recommendations to the next meeting.

Community Park Funding Discussion

Don Smith stated we need to get the wheel done at the Pine Nursery and we need to get the administration building done. He said we need to get those large capital improvement items accomplished in the next year, if we can. He stated that we need to press ahead and if we need to push anything off, we push off the landscaping in the new Riverbend Park. He stated we need to be putting our dollars into existing parks over the next couple of years. Suzanne Johannsen stated that she feels we have to have a conservative position and a prioritized list,

and we need to know the Board's highest priorities. She stated she would add the Juniper parking lot because of the immediate need. Bob Woodward stated the community interest survey is dated as there have been a lot of changes in the two years since it was conducted. Don Horton stated that staff is in the process of preparing a new survey and in approximately six months more data will be available. Ted Schoenborn stated that the master planning of Ponderosa and Hollinshead may add to the facilities more cheaply than we could do undeveloped sites so we could get more benefit from our short term development. Bruce Ronning shared information that identified the impact of using our community park financial asset for the first phase of the Pine Nursery and development at Riverbend. The list identified acquisition and development funding sources and current estimates for community parks, neighborhood parks, trails and other projects for which costs have not yet been determined. Bruce stated that if we prioritize our spending on the Pine Nursery and Riverbend we are going to have to revise the CIP to demonstrate that we don't have money for some of the other projects for probably five years. He stated that even if the forecast was half as much, better than it is now, we would still be short of money to completely build out the first phase of the Pine Nursery and do the River Bend project. The Board discussed the importance of development at the Pine Nursery and determined it is a high priority. The Board also discussed seeking assistance from the construction companies in the community to help build the fields at the Pine Nursery.

Joint Meeting with School Board

The Board reviewed the proposed agenda for a joint meeting with the Bend La Pine School Board. Topics included joint use of facilities, joint planning issues, provision of recreation program space in elementary schools, Pine Nursery master plan and school site, System Development Charges, potential use of Troy Field for a dog park and future plans for the High Desert property located near the High Desert Middle School.

EXECUTIVE SESSION

Chair Suzanne Johannsen convened an executive session at 7:00 pm pursuant to ORS 192.660 (2) (e) for the purpose of discussing real property transactions.

REGULAR MEETING

Chair Suzanne Johannsen called the regular meeting to order at 7:20 pm.

STAFF PRESENTATION

Tara Murdock, Park Maintenance Worker I addressed the Board. She stated she was hired full time in September. She said she came from Winter Park, Colorado; she grew up on a cattle ranch in Wyoming. She stated she likes working outside and outdoor activities including mountain biking, road biking, skiing, snowboarding and all that Central Oregon has to offer. She stated that she works on the sports fields.

Mike Duarte, Landscape Supervisor, addressed the Board. He stated he started working for the district in November. He stated he is new to Central Oregon and came from Roseville, California. He stated he worked for a school district in Roseville as a maintenance operations supervisor and as a grounds supervisor. He stated that prior to that he worked in the private

sector in landscape maintenance and construction. He stated landscaping is his passion and he loves working on sports fields, irrigation and horticulture. He stated he thinks Bend is going to be a great place to raise his family and thanked the Board and staff for the opportunity to work for the district.

CONSENT AGENDA

Minutes – January 16, 2007 Work Session & Regular Meeting

Approve North/South Little League Big Sky Use Agreement

Approve Memorandum of Understanding with City of Bend for use of Hillside Reservoir Site

Bob Woodward moved to approve the consent agenda. Ted Schoenborn seconded the motion. Bob Woodward, Ted Schoenborn, Ruth Williamson, Don Smith and Suzanne Johannsen all voted aye. Motion passed unanimously.

BUSINESS SESSION

Approve Personnel Policies

Don Horton explained that the personnel policies committee, including Ted Schoenborn and Suzanne Johannsen met to review proposed changes to the personnel policies. He stated the policies are far more comprehensive than past versions. Suzanne Johannsen stated the new policies spell out a number of policies that were in place, but may not have been in writing. Don Horton stated that legal counsel has asked that the Board approve the policies subject to final legal review. Bob Woodward moved to approve the new BMPRD Policy and Procedures Manual pending final legal review. Ted Schoenborn seconded the motion. Bob Woodward, Ted Schoenborn, Ruth Williamson, Don Smith and Suzanne Johannsen all voted aye. Motion approved unanimously. Ted Schoenborn complimented Theresa Albert's work on the manual. He stated it should be used as a model manual for other districts.

Authorize Board Chair to Execute Contract with Executive Director

Bob Woodward moved to authorize the Board Chair to execute the Executive Director's contract. Ruth Williamson seconded the motion. Suzanne Johannsen stated that on behalf of the Board she would like to express appreciation for Don's efforts to accomplish the goals of the district and to bring the district into the realm of gold medal achievement. Bob Woodward, Ruth Williamson, Ted Schoenborn, Don Smith and Suzanne Johannsen all voted aye. Motion passed unanimously. Bob Woodward, Ruth Williamson, Ted Schoenborn, Don Smith and Suzanne Johannsen all voted aye. Motion passed unanimously.

Staff & Committee Reports

Bob Woodward stated he appreciates the format and he is impressed by the JSFC January revenues.

Ruth Williamson asked about staff meeting with the Central Oregon Builder's Association regarding SDCs. Bruce Ronning reported that he has met with a representative of the association and they are largely in agreement with the district's use of SDCs.

Executive Director's Report

Update on Lava Ridge Refinement Plan Amendment

Don Horton reported the City Council did reconsider the amendment and changed their opinion. He stated that he thought that was due to the council being convinced that the homeowners association had an opportunity to be heard by the Park and Recreation Board, and the Board supported an earlier staff recommendation to the city. He referred to a letter provided for the Board from the Boyd Acres Neighborhood Association (BANA) that indicates they have accepted the decision and they want to work with the district on the design of the park. He explained that typically in a developer agreement-built park staff works with the developer to design a master plan and the park is built before the neighborhood is developed, however, in this case we have a neighborhood association that wants to have input in the plan so this one will be designed as we would typically do in-house and the entire service area will be invited to be a part of the planning process.

Board Member to Serve on Legal Services RFQ Interview Committee

Don Horton stated proposals have been received from three law firms and staff is requesting that a Board member serve on the interview committee. He stated that he, Bruce, Dave and Lindsey will sit on the committee. Don Smith volunteered to serve on the committee.

Green Power Partnership

Don Horton reported the district has been recognized by Pacific Power for our purchase of green power. He shared a plaque presented to the district.

Budget Committee Vacancies

Don Horton reported the vacancies on the Budget Committee have been advertised with an application deadline of February 9. He advised the Board they will need to make appointments at the March 6 meeting.

Renaissance Homes

Don Horton reported on a meeting with Renaissance Homes regarding trail access to the river via a lot set aside in the development. He stated the developer is willing to give the district a portion of a lot if the city is willing to approve the development as a gated community. He stated the district is not in favor of the gated community, but supports the developer's donation to the district and their willingness to work with the district. He added Renaissance Homes is willing to give the district the ASI, an easement on the river and build a portion of the trail, and a trail head. He added that staff will continue to work with the developer to secure these features.

Cell Tower at Skyline Park

Don Horton referred to concerns voiced by parents of children at Seven Peaks School. He stated the school is considering hiring a consultant to review the true effect of potential hazards of the cell tower. He proposed that staff prepare a white paper for the Board that identifies why the site was selected. He reminded the Board that the district has a contract with Verizon. Suzanne Johannsen stated that the cell tower is very visible and asked if there is anything the district can do in the future to take into account the surroundings of the siting of cell towers. Ted Schoenborn stated that he would agree that good decision logic be applied for future cell towers, but he did not think it is appropriate to look back and the district does have a contract.

Ruth Williamson stated that the Board should anticipate hearing from the parents who are concerned about the location of the tower. She encouraged the Board to hear the concerns of the community and respond to them as best we can. Suzanne Johannsen cited the revenue generated for the district's scholarship program and noted the Board was in unanimous support of the project. She stated that the district can anticipate future requests to site cell towers in parks as the community continues to grow and if there is a problem with the district's process, it should be fixed. Don Horton stated that he will be meeting with the principal of the school and one of the parents that is spearheading their concerns.

Westgate Property

Suzanne Johannsen asked for clarification about what the district still owns at Westgate. Bruce Ronning identified the district's property. She stated she has been approached by the county regarding some property in the vicinity. Bruce Ronning explained that staff has been in discussions with the county for two years regarding property east of the Entrada Lodge in an effort to locate the trail closer to Century Drive.

Meeting Date Change

At Suzanne Johannsen's request the February 20 meeting was rescheduled for Tuesday, February 27.

As there was no further business the meeting was adjourned at 8:15 pm.

Prepared by,

Paula Lowery
Executive Assistant

Suzanne Johannsen, Chair

Ruth Williamson, Vice-Chair

Bob Woodward

Ted Schoenborn

Donald K. Smith