

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session & Regular Meeting  
April 3, 2007**

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

STAFF PRESENT: Don Horton, Wayne Smith, Jan Taylor, Lindsey Lombard, Dave Crowther, Ed Moore, Robin Laughlin, Erin Bennett, Theresa Albert, Steve Jorgensen and Paula Lowery.

LEGAL COUNSEL: Neil Bryant.

MEDIA: Yoko Minoura.

VISITORS: Connie Kennard, Michael Graham and Liz Elling.

## **WORK SESSION**

Chair Suzanne Johannsen convened the work session at 5:40 pm.

### **Annual Action Plan**

Don Horton referred to copies of the Annual Action Plan provided with the Board report. He asked each department to provide an overview of their proposed plans.

### **Park Services**

Ed Moore, Park Services Director, addressed various components of the Park Services plan including sports fields, a more comprehensive sign program, an update of special event guidelines, programs to be implemented by the park steward, the GIS mapping program, an integrated pest management program, implementation of the Eco Biz Landscaping Program, a more comprehensive recycling bin program and biodegradable bags for the collection of dog waste, and east side shop services. The Board urged staff to continue to explore cost effective ways to implement expanded ecological practices.

### **Recreation Services**

Wayne Smith, Recreation Services Director, reviewed components of the Recreation Services annual action plan including completing the final step to establish a pricing model to guide how programs are priced in the future, staff training at all levels and application of the program development guide to ensure quality programs, achieving national accreditation program at the Bend Senior Center, conducting a district-wide survey to help direct programming and facilities, implementation of new programs at JSFC to make best use of the new facility, expansion and development of programs for those with physical disabilities, expanded

partnerships with other agencies and resources to address programming desires and monitoring of contracts with all partners, and work with agencies to develop programs to combat obesity in youth, in particular. The Board discussed the pricing pyramid and expressed their desire to receive specific information regarding the pricing of programs. Don Horton assured the Board that the pricing plan would be brought before the Board for their review and approval.

### **Finance Department**

Lindsey Lombard, Finance Director, spoke of the district's scholarship program and the need to address the demand for scholarships, particularly for JSFC programs and services. She explained that staff may bring a revised scholarship program to the Board for their review. Don Smith expressed concerns regarding providing scholarships for out of district residents; using district tax dollars to provide programs for out of district participants. Lindsey also referred to the budget process and the task of improving financial communication and transparency through getting the budget committee more involved in the entire process. She referred to technology and the district's on-line registration program and in-house registration software and the potential for the district hosting its own web site. Lindsey noted that will require substantial research which is already occurring with the district's current registration software, RecWare.

### **Community Relations**

Jan Taylor, Community Relations Manager, reviewed components of the Community Relations proposed action plan including working with Park Services on the expanded sign program, the Adopt-A-Park program, a park ambassador program, and expanding volunteers in the parks and on the trails. She also noted that staff will be working on seeking unrestricted grants from the transient room tax, and other resources in the district. She stated staff will be updating the district's sponsor criteria and comparing that to the external market to identify what other sponsors in the community are funding and what they are receiving for their sponsorship. Jan stated work with the foundation will continue for the recreation scholarship fund and the Deschutes River Trail. She stated that marketing will be focusing on informing the public about all of the district's environmentally friendly practices and developing materials to help the community understand why the district chose to build a LEED certified building. She stated that a survey she hopes will be completed by the end of this fiscal year will provide information to inform the marketing plan in order to establish some benchmarks to help staff understand what people really feel about the district, and tailor the marketing efforts to specific messages that we need to identify. She noted that staff hopes to work with neighborhood association representatives to provide a training to help them identify contacts and provide information about the district and how to be accessible to us.

### **Planning & Development**

Steve Jorgensen, Planning Manager, noted that many of the tasks identified in the proposed plan are currently underway or about to begin. He stated this work is the most visible to the public. He referred to the GIS program and explained how it is applied to planning and development's work and the benefits of the program. He referred to SDC funding and noted that he would be spending considerable amount of time working on the update, including boundary definition work that is already underway, along with a district trails map, including an inventory of trails including mileage. He noted that the IGA with the city and irrigation

districts and urban lands study, urban growth expansion are all concurrent projects that district staff is working on with the agencies as they go through their processes.

### **Human Resources**

Theresa Albert, Human Resources Manager, reviewed the proposed action plan identifying a new goal to attract, and retain a high caliber staff. She added that additional staff training is being planned for supervisors and front line employees including training in labor law and best management practices. Theresa stated that she hopes to be able to develop a comprehensive, district-wide employee orientation program in the next fiscal year, and complete the district's policies and procedures manual, followed by additional staff training. She added that another strategy to improve recruitment methods and materials is planned as well as evaluation of the district's benefit package and employee salaries to ensure the district is competitive in the market and the employer of choice.

### **Hollinshead Master Plan**

Robin Laughlin reviewed the Hollinshead master planning process to date and shared four iterations of a plan for the park. She explained the community input including a questionnaire that was mailed to a service area of a two mile radius of the park, open houses, and a meeting with stakeholders. Robin reviewed the components of each drawing identifying a trail, corrals, expansion to the community garden and parking, and a possible playground, restroom and picnic shelter. She stated that many of the comments indicated that people would like to see the park stay as it is; quiet and not over developed. She also reviewed the master planning schedule and explained that a final plan would be presented for Board adoption. The Board discussed adding space for a dog park as the park is currently heavily used by dog owners.

The work session was recessed at 6:58 pm to be continued at the end of the regular meeting.

## **REGULAR MEETING**

Chair Suzanne Johannsen called the regular meeting to order at 7:00 pm.

### **VISITORS**

Liz Elling addressed the Board regarding the parking problems at Juniper Swim & Fitness Center. She shared concerns regarding parking in "no parking" zones and speeding through the parking lot. She stated that she lives adjacent to the parking lot and people are blocking access to her property, and she has serious concerns about the potential for increased problems with the coming of summer. She also referred to the horseshoe courts and stated that she has gotten close to the elderly people who use the facility. She stated she is concerned about displacing those users and there are a good number of them daily. She stated the district is losing a lot of people because they are finding the parking lot full. Don Horton asked Ed Moore to evaluate some options to alleviate the parking violations that are blocking access to Ms. Elling's property.

### **STAFF PRESENTATION**

Robin Barham, Registration Specialist, addressed the Board. She stated she has worked for the district for two months and she is very pleased to be working in the district administration office. She stated she had previously worked for the Athletic Club of Bend for seven years. She

said her background is in customer service. She stated she moved to Bend from Santa Barbara, California approximately eight years ago and she has three children. She stated they are a busy family and they take full advantage of the parks and recreation programs.

### **PROCLAMATION**

Wayne explained that several youth groups would be planting trees in Shevlin Park again this year and invited the Board to participate in the event. Chair Suzanne Johannsen read the proclamation for the record. Ted Schoenborn moved to adopt the 2007 Arbor Week Proclamation. Bob Woodward seconded the motion. Ted Schoenborn, Bob Woodward, Ruth Williamson, Don Smith and Suzanne Johannsen all voted aye. Motion passed unanimously.

### **BUSINESS SESSION**

None

### **CONSENT AGENDA**

Minutes - February 27, March 6, and March 20, 2007, Work Session & Regular Meetings  
Approve Bend Swim Club Agreement

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

### **EXECUTIVE DIRECTOR'S REPORT**

#### **Weed Pull Campaign**

Don Horton reported the tri-county weed pull event, "Let's Pull Together", is scheduled for June 9 from 9:00 am until noon. He stated that Paul Stell, Natural Resources Manager, is involved in coordinating the event.

#### **Art Walk**

Jan Taylor reported that she and Norm have met with a teacher at Ensworth Elementary School regarding a discovery art trail in Al Moody Park. She explained how signs along the art trail would inspire kids to try different forms of art from performing arts to visual art. She explained that Norm would incorporate the art walk in the park design and she will be working with the teacher to design the brochure, and she would look into some grant funding for a sign that explains the art walk. She stated this feature is something that the schools and neighborhood could use.

#### **Eco Biz Landscape Certification**

Don Horton reported that the district will be the first agency in Oregon to receive the Eco Biz Landscape Certification. He added that the district was the first park and recreation agency to receive the Eco Biz Certification for shop operations.

#### **Stosh Thompson Trails**

Don Horton reported the River Rim Homeowners Association Board of Directors is in full support of the district's efforts to acquire the trails previously identified for the Board. He stated that staff will be making a presentation to the members of the neighborhood association regarding the trail system along the river and to the top of the cinder cone and how that might

affect Elk Meadow in the future. He added that the city of Bend hearings officer will hear the proposal on April 12 and staff hopes to have all of the issues addressed by the time of the hearing.

### **Art in Public Places**

Don Horton reported on a meeting with Art in Public Places to discuss the Administration Building and the district's desire to have some art incorporated into the site. He stated the organization is receptive to the proposal, however, the Mike Hollern has made a \$500,000 offer to the city to coordinate the art program for the entire city, and a committee has been appointed to administer the site selection for the program. He stated staff will be making a presentation to the committee regarding the district site. He added that Art in Public Places is going to propose to the city that 1% of the cost of all construction programs be dedicated for art pieces to be distributed throughout the community.

### **Brandis Square**

Don Horton reported that the Art in Public Places organization is concerned about Brandis Square and the changes due to improvements to Newport Avenue. He stated the district has maintained the property for years and the city is now interested in donating it to the district. Bob Woodward suggested that the fountain and hard scape be removed and continue the historic celebration of the site as it was originally designated. He felt it would receive more use if the area was grassed and attractively landscaped. Don Horton reported the proposed donation of the property would first be considered by city council and then presented to the Board for consideration.

### **Administration Building**

Don Horton reported the construction manager/general contractor (CM/GC) request for proposals would go out next week and a CM/GC resolution will come before the Board on May 1. He stated the contract for the CM/GC would be presented to the Board for approval on June 5.

### **Volunteer Banquet**

Don Horton reported the volunteer banquet was very well attended and thanked the Board members for participating.

## **WORK SESSION ITEMS (continued)**

### **School Board Joint Meeting Agenda**

The Board reviewed agenda items for the joint meeting with the Bend LaPine School Board scheduled for April 4, including the Pine Nursery master plan and school site, High Desert property, joint use of facilities and joint programming and planning issues, and the provision of recreation programs in elementary schools.

### **Budget Calendar**

The Board reviewed the 2007-08 budget calendar and discussed a format for the proposed facilities tour scheduled for May 2.

**GOOD OF THE ORDER**

Suzanne Johannsen announced the passing of John Montgomery who contributed a great deal of his time on the Larkspur Centennial Playground project and other district projects. She recommended the district recognize his contribution in some way. She suggested naming a picnic shelter or some other special feature in one of the parks in his honor.

Don Smith asked staff to seriously consider a dog park in the Ponderosa Park master planning effort. He stated this would be an excellent way to solve some of the problems by bringing more users into the park adjacent to the skate park.

As there was no further business the meeting was adjourned at 7:45 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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Suzanne Johannsen, Chair

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Ruth Williamson, Vice-Chair

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Bob Woodward

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Ted Schoenborn

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Donald K. Smith