



Bend Metro Park & Recreation District

June 15, 2021

Board of Directors

Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.



District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | www.bendparksandrec.org | (541) 389-7275

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 15, 2021
SUBJECT:	Hollinshead-Matson Historic House
STAFF RESOURCE:	Kim Johnson, Community Engagement Supervisor Julie Brown, Communication and Community Relations Manager
GUEST PRESENTERS:	Kelly Cannon-Miller, Deschutes County Historical Society
PREVIOUS BOARD ACTION:	N/A
ACTION PROPOSED:	Information Only
STRATEGIC PLAN:	
Pillar:	Community Relationships
Outcome:	The district is strategic about partnerships
Strategy:	Partner when there is shared mission and broad community benefits.

BACKGROUND

Hollinshead Park is a former working ranch donated by Dean and Lily Hollinshead to Bend Park and Recreation District (BPRD) in 1984. The park is also home to the Hollinshead-Matson Share Croppers House, now a museum. The Hollinshead-Matson Historic House has been maintained for nearly three decades through a relationship between Sharron Rosengarth, one of the five Matson children, and her late-husband Tony Rosengarth, and the park district.

In partnership with the Deschutes County Historical Society in August 2019 a full inventory and collections assessment of the house and tack shed was completed by a Portland State University graduate student. The report provided a framework for the preservation and management needed to maintain the collection.

In December 2019, the district was awarded an Oregon Heritage Commission Grant to support preservation and interpretive efforts. Working alongside Deschutes County Historical Society, the project included:

- A memorandum of understanding for long-term storage and conservation support for the Hollinshead-Matson collection, in consultation with the Rosengarth family.
- Curation, cataloging of the collection and archival storage as appropriate was completed by Deschutes Historical Museum staff.
- At the recommendation of museum staff, BPRD staff removed non-historic display cases that posed conservation hazards.

- DCHS staff developed new interpretive signage for display in the Hollinshead-Matson House. This included interpretive text writing, coordination of exhibit design, production of interpretive signage, and installation on site.
- DCHS selected and produced large format display photographs to accompany the interpretive signage, most scanned from the Rosengarth family collection. Conservation cases for sensitive or more fragile items remaining on display at the house were installed and outdated display items such as mannequins were removed.

The work session share the outcome of the project and offer information about the planned use of the museum and on-going partnership opportunity with DCHS.

BUDGETARY IMPACT

\$5,895.04 grant funds used with match of \$5,975.00 in funds and staff/volunteer time.

STAFF RECOMMENDATION

None

ATTACHMENT

None

June 1, 2021

To support Governor Brown’s recommendation for social distancing, the Board of Directors conducted the regular board meeting by video.

<https://www.bendparksandrec.org/about/board-meeting-videos/>

Nathan Hovekamp, Chair
Ariel Méndez, Vice Chair
Deb Schoen
Ted Schoenborn
Jason Kropf

Don Horton, Executive Director
Michelle Healy, Deputy Executive Director
Julie Brown, Manager of Communications and Community Relations
Lindsey Lombard, Administrative Services Director
Matt Mercer, Director of Recreation
Sheila Reed, Executive Assistant
Brian Hudspeth, Development Manager
Betsy Tucker, Finance Manager

Paul Taylor, LBJ Lawyers

None

1. Minutes: 4/20/2021

BUSINESS SESSION

- 4

Ms. Lombard said that this is the time of year that staff adjusts for inflation or deflation. She added that this is a year of inflation. She explained that the cost of land and cost of construction is looked at to arrive at the fee. Ms. Lombard said the price of land has gone up 6% and the cost of construction has gone up 2.1%. With these increases considered, the fee adjustment is 3.81%, which is low compared to other years. The revised fee also contains the tiered rates. The city of Bend is currently working to implement the tiers by July 1.

The board asked for clarification on how mobile homes are calculated. Ms. Healy explained the methodology for mobile homes in parks have a separate category. Mobile homes on private property are treated as a single-family home.

The board asked staff to look at further at data on the way the mobile homes are assessed.

Director Schoen made a motion to adopt Resolution No. 2021-04, Adopting a Fee Schedule for System Development Charges effective July 1, 2021. Director Schoenborn seconded. The motion passed, 4-1. Director Kropf voted against.

2. Resolution 2021-05 Adopting the 2022-2026 CIP – *Michelle Healy*

Ms. Healy said the CIP has been reviewed several times with the board and no further changes have been made.

Director Schoenborn made a motion to adopt Resolution No. 2021-05, adopting the Five-Year Capital Improvement Plan for fiscal years ending 2022-2026. Director Méndez seconded. The motion passed unanimously, 5-0.

3. Hold Public Hearing and Adopt Resolution No. 2021-06 – Adopting the Budget and Making Appropriations for Fiscal Year 2021-22, and Adopt Resolution No. 2021-07 - Imposing and Categorizing Taxes for Fiscal Year 2021-22 – *Betsy Tucker*

Director Hovekamp opened the public hearing for public comment. There was no public comment and he closed the hearing. Ms. Tucker thanked the budget committee for all of the work in the budget committee meetings. She said there have been no changes made to the budget since adopting at the budget committee meetings.

Director Méndez made a motion to adopt Resolution No. 2021-06 Adopting the Budget and Making Appropriations for Fiscal Year 2021-22. Director Schoen seconded. The motion passed unanimously, 5-0.

Director Schoenborn made a motion to adopt Resolution No. 2021-07 Imposing and Categorizing Taxes for Fiscal Year 2021-22. Director Méndez seconded. The motion passed unanimously, 5-0.

4. Approve Collective Impact Charter – *Nathan Hovekamp and Don Horton (15 min)*

Director Hovekamp explained this group has been meeting for the past several months. It is made up of Deschutes County Library, Bend LaPine Schools, city of Bend and the district. It is convened by COIC. The purpose of the group is to identify issues in the city that concern all agencies. Diversity, equity and inclusion has been a topic the group has been working on and includes equity mapping. The charter has been through revisions and the final copy is before the board for approval.

Director Schoen made a motion to approve the Collective Impact Charter. Director Schoenborn seconded. The motion passed unanimously, 5-0.

5. Approve Agreement for Public Art Donation and Placement – *Don Horton (15 min)*

Mr. Taylor, legal counsel, put the agreement together. Mr. Taylor said this is a four-party agreement, Art in Public Places, Bend Foundation, Bend Parks and Recreation Foundation and the district. He reviewed the contract that is in the board packet.

The board asked about the cost impact to the district. Mr. Taylor explained that there will be a management cost after the first five years.

Director Schoen made a motion to approve the public art donation and placement agreement between Bend Park and Recreation District, the Bend Park Foundation, Art in Public Places and Bend Foundation. Director Méndez seconded. The motion passed unanimously, 5-0.

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Méndez spoke about his work to create the first separated bike lane in Bend. He said the lane is intended to have no shared space and include safe crossings at busy roads. This was presented to the transportation bond and the oversight committee for the city. It targets North/South and East/West travel. He explained that it fills in gaps for no shared space. He said he is hoping that this plan will be adopted and the district may consider spending miscellaneous funds for some of the district trails that could help complete the plan.
- Director Schoen said she is glad election season is over and she is thrilled to be joining the board as an elected official.
- Director Schoenborn congratulated all the elected board members. He commented about the shared responsibility of the issues of Bend.
- Director Hovekamp said he is very pleased with the election as well. He congratulated the staff on completing the budget.

6:44 pm Director Hovekamp recessed the meeting to return to an Executive Session.

8:15 pm Director Hovekamp reconvened the meeting at to approve and accept the executive director's review. Director Hovekamp explained that two executive sessions have been held to

evaluate and establish the executive director's goals for the next fiscal year. He said he is pleased with the evaluation and commented that the executive director passed with flying colors.

Director Méndez reviewed some of the new goals for the executive director. He asked the board if there is any further discussion.

Director made a motion to accept the annual performance review of the executive director for the period of July 2020-June 2021. Director Schoenborn seconded. The motion passed unanimously 5-0.

Director Méndez said there is a proposed amendment to the employment agreement, item number seven of the executive director's contract. The proposed base pay is in the amount of \$211,595. In addition, he recommends adding a 457b retirement fund to be paid \$17,264 annually in monthly installments. He said this change is in recognition of the survey that looked at eleven other salary comparisons. He said careful consideration was taken in assessing other like agencies for compensation. In addition, the Executive Director Horton will agree to stay with the district for at least three years to guide the district through several retirements and agrees to forgo future base salary negotiations, with exception of annual COLA increases.

Director Méndez moved to amend the employment agreement with the Executive Director with this draft text of amendment number seven and allow the board chair to execute amendment number seven subject to consultation with counsel. Director Schoenborn seconded. The motion passed unanimously 5-0.

Executive Director Horton said he appreciates the work that was acknowledged in his review and credited the district success to staff and in particular, Matt Mercer. He thanked the board for their support.

EXECUTIVE DIRECTOR'S REPORT

Mr. Mercer shared with the board some changes that will be made to the KIDS Inc. program for registration. He said this is being brought to the board in effort to let them know in case they hear from the public about this decision and he values the input of the board. Mr. Mercer said this change is in effort to make the program more equitable to the community as part of the diversity, equity and inclusion (DEI) initiative. He said staff has learned a lot through the Team Up program and through the outreach that was done for the program. He said about one third of the kids in Bend are accessing free and reduced lunch and the district is underserving this population. KIDS Inc has been increasing in size over the years and have about 85 kids at each school. With the increases, Mr. Mercer shared that the program quality eroded some. In effort to sustain a quality program, the number of kids will be reduced to 65-70. He said there are concerns about the ability to staff the program this year and there are also space restrictions. Mr. Mercer said staff is looking at adding higher quality enrichment and homework help for participants and making a change to the registration process is also planned. There will be a 10-day application period, families will be asked if they need financial assistance and provided the scholarship application. This will allow staff to better understand the need for scholarships, he added it is likely the need will be greater than the capacity the district to have to serve. A computer-generated lottery will be held, siblings will be taken in to consideration for the lottery. Applicants can be placed on a waitlist if they are not given a spot. This

creates more equity for families that do not have computer access, high speed internet, experience and a credit card. He said this process will help serve the families that may need some additional help to register and the ultimate goal is to have the program reflect the populations in each school. Mr. Mercer said the school district is also supportive of this change and compared the process to the magnet school lotteries.

ADJOURN 9:05 pm

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Prepared by,
Sheila Reed
Executive Assistant

Nathan Hovekamp, Chair

Ariel Méndez, Vice-Chair

Jason Kropf

Deb Schoen

Ted Schoenborn

Board Calendar 2021

**This working calendar of goals/projects is intended as a guide for the board and subject to change.*

July 6

Work Session

- ◆ DEI update – *Sarah Bodo and Natalie Broadus Beard (20 min)*

Business Session

- ◆ Oath of Office for New Board Member– Nathan Hovekamp
- ◆ Elect Board Chair and Vice-Chair
- ◆ Approve Board meeting dates and time
- ◆ Appoint Board Secretary
- ◆ Appoint Legislative Liaison
- ◆ Park Naming Policy – *Rachel Colton (20 min)*

July 20 Canceled

August 3

Work Session

- ◆ River Plan – *Rachel Colton and Sarah Bodo (60 min)*
- ◆ Park Services Report: Stewardship – *Jeff Hagler (20 min) Tentative*

Business Session

- ◆ Trails IGA with City – *Henry Stroud (30 min) TENTATIVE*
- ◆ Award Construction Contract – Northpointe Park Jason Powell (15 min)
- ◆ Award Construction Contract – *Hollygrape Park ADA Jason Powell (15 Min) ??*

August 17

Work Session

Business Session

September 7

Work Session

- ◆ Trails Action Plan – *Henry Stroud (60 min) TENTATIVE*
- ◆ Strategic Plan Update – *Rachel Colton and Michelle Healy (30 min)*
- ◆

Business Session

September 21 Canceled for NRPA Conference

October 5

Work Session

Business Session

Trails IGA with City – *Henry Stroud*
IGA with the City for Planning – *Michelle Healy and Don Horton (45 min)*
Recreation Programming Plan – Matt Mercer and Michael Egging
IGA with the City for Mirror Pond Silt Removal – *Don Horton (30 min)*
Refund Policy – *Matt Mercer*
Award construction contract for Big Sky Park – *Brian Hudspeth (15 min)*
Recreation Report: Next Steps Program – *Monica McClain-Smith and Carolyn Creedican (15 min)*
Centennial Celebrations – *Julie Brown (20 min)*
Agreement for Riverbend South project with UDWC – *Ian Isaacson (20 min)*
Park Services Report: Fleet and Equipment Program – *Roy Radcliff (15 min)*
Park Services Report: Prescribed Fire – *Jeff Amaral (30 min)*
Park Services Report: Hardsurface Program – *Alan Adams and Jason Monaghan (15 min)*
Update on Bi-lingual Communications – *Julie Brown and Kathya Avila Choquez (20 min)*
Contract Award for Hollygrape ADA – *Jason Powell (10 minutes)*
Approval for Design Consultant for BGCC site – *Ian Isaacson*
Sustainability Plan